



Litter collection on a designated Main Roads WA roadside

Process for approval from MRWA

Note: Before approval can be given to cleanup main roads, approval must be given by Main Roads WA (MRWA) and can take a few weeks.

Process steps:

1. Before contacting Main Roads for approval to clean up any roadside litter or debris, volunteers must:
 - Register their clean-up event on the KABC Adopt-a-Spot page and
 - Complete a Request for Volunteers form to be covered by KABC insurance. KABC have signed a Low Complexity Form that covers all indemnity aspects and will cover the group's insurance for working on the roadside. All groups **MUST** be insured when conducting litter clean-ups on main roads.
2. On receipt of the clean-up registration, a KABC officer will connect the participant with the relevant MRWA CSA to complete the approval process.
3. The relevant Main Roads office will be notified via receipt of KABC Volunteers Notice to MRWA of Clean Up Event form **at least 2 weeks** prior to the event. Main Roads will then:
 - Email the **Generic KABC Traffic Management Plan (TMP - D16#145519)** to the Clean Up Supervisor - The Generic Traffic Management Plan includes information and instructions on traffic control diagrams, required event equipment, hazard management, site access and signage placement concerns.
4. The Clean Up supervisor will read the TMP and return a signed copy of Appendix E to Main Roads – the Site Risk Assessment Form
5. If Main Roads approves the Clean Up Event (within one week), Main Roads will then coordinate a time with the Clean-up Supervisor for a **Safety Induction (D15#786262)**
 - Any Main Roads staff that have BWTM accreditation can deliver the Safety Induction to the Clean-up Supervisor in person wherever possible. If a face to face induction is not possible, the Safety Induction must be emailed to the Clean-Up Supervisor and gone over with on the phone
6. Once the Safety Induction is complete, Roadwork Signage and Litter Collection may need to be arranged.
 - **Roadwork signage**, as stipulated by the TMP, **MUST** be installed at the site, immediately prior to and on the same day as the scheduled clean-up activity. In some cases, the Clean Up Group will have access to their own or Council supplied signage but if not, Main Roads will need to arrange the provision of signage for the event and it's collection after the event. If an accredited BWTM Traffic Controller from the local Shire, Council or Main Roads Regional Office is unavailable to install the signage, Main Roads have agreed to permit the inducted KABC volunteer group to place signage on site for their event.
 - **Garbage collection** may need to be arranged by Main Roads. If the clean-up group does not have the capability to dispose of the collected rubbish, Main Roads will arrange road side collection of rubbish within one week of the clean-up event.
7. Future clean-up events at the same site will need a Notification of Clean-up Event on MRWA Site to be forwarded by clean-up supervisor to the MRWA officer before proceeding. Main Roads will contact the Clean Up Supervisor and request a completed copy of the Site Risk Assessment Form (from the previously provided TMP) and confirm roadside signage installation and rubbish collection before the event can be approved. New volunteers for the group will also need to register as volunteers with KABC.