

# Application for Main Roads Traffic Management Accreditation



## Traffic Controller (TC) Basic Worksite Traffic Management (BWTM)

Please read this page before lodging your application

This form is to be used to apply for Main Roads Western Australia (Main Roads) Traffic Management Accreditation or Re-Accreditation. To apply for a Main Roads Traffic Management accreditation you must be assessed by a Main Roads Registered Training Provider as being competent to carry out the relevant task or tasks corresponding to the level of accreditation being sought. The levels are listed in Table 3 and Table 6, of the respective Main Roads Traffic Management for 'Events' and 'Works on Roads' Code of Practice (CoP). A Main Roads Traffic Management Accreditation Certificate and Photographic Identify Card will be issued to applicants that have met all of the required pre-requisites listed in Section 10 and Section 8 of the respective Code of Practice.

Main Roads is a business name used by the Commissioner of Main Roads a body corporate pursuant to Section 9 of the Main Roads Act 1930.

### Period of Accreditation

The Accreditation is valid for a period of three (3) years from the date of issue, following which a re-application will be required.

### Application Fee

The cost of processing this application is included in the relevant Registered Training Provider's training and assessment fee.

### Digital Photo

A digital photo is required before a Main Roads Traffic Management Certificate and Photographic Identity card can be issued

### Proof of Identity (POI)

Applicants can prove their identity with any one of the following current full POI documents:

- Photographic driver's licence issued within Australia or from a country approved by the department of Transport
- Australian passport
- Document of identity issued by the Passport Office
- Photographic identity card issued by Main Roads, Australian Defence Force, Australian Federal, State or Territory Police Service
- WA photographic (security) licence issued by or cleared with the WA Police Service

### Lodgement of Application

Applications should be lodged to the relevant Main Roads Traffic Management accreditation provider, authorised to issue the level accreditation being applied for, as listed on the Training and Accreditation page of Main Roads website:  
[www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

### Secure Online Training and Accreditation Database

A registry of the Applicants, Traffic Management qualification, Digital Photo and personal information other than driver licence will be stored in a secure online database.

### Public Access Accreditation Listing

For the purpose of Accreditation verification a registry of the Graduate's Name, Level of Accreditation, Accreditation reference number, Date of Accreditation and the Expiry date will be made available on the Main Roads website for viewing by the general public.

### Storage of Personal Information

Information provided with this application will be stored by Main Roads for a period of not less than that prescribed in the Main Roads –Retentions and Disposal record keeping schedule, after which time the records will be destroyed.

### Privacy Statement

The information, documentation, digital photo, written and assessment material collected for the purposes of this application may be accessible by authorised departmental personal, or by a Registered Training Provider approved by Main Roads WA for accreditation purposes. Main Roads will not disclose this information, documentation or digital photo to any other third party without your consent unless authorised or required by law.

### Further Details

If you require assistance in completing this form, please contact:

Road Safety Policy Coordinator  
Road Safety Branch  
Main Roads WA  
Telephone (08) 9323 4111 or 138 138

# 1. Part 1 – Completed by applicant

## 1.1 Applicants Details

First Name		
Last Name		
Address		
City	State	Postcode
Email Address		
Phone Number		
Employer		
Unique Student Identifier		

Date of Birth

## 1.2 Background Information

1. Have you ever been issued with a Main Roads Traffic Management Accreditation?

No     Yes

If yes, provide accreditation details:

Accreditation Number	
Accreditation Number	
Accreditation Number	
Accreditation Number	
Accreditation Number	
Accreditation Number	

2. Have you ever held or been issued with a Traffic Management Accreditation by another Australian Road Authority (State or Territory)

No  Yes

If yes, provide accreditation details:

Accreditation Number	
Date	

Accreditation Number	
Date	

Accreditation Number	
Date	

3. Have you ever had your Traffic Management Accreditation cancelled, suspended or withheld by Main Roads or by another Australian road authority (State or Territory)?

No  Yes

If Yes, provide details below:

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### 1.3 Entry Requirements

1. Driver's Licence – only mandatory for Traffic Controller accreditation

Do you hold or have you ever held a Western Australian or an equivalent interstate driver's licence or an overseas equivalent driver's licence from a country that is recognised by the Western Australian Department of Transport?

No  Yes

Driver's Licence Number	
Country of Issue	
State or Province	
Expiry Date	

2. Construction Induction Training Card - Mandatory requirement for all levels of Traffic Management Accreditation

- No     Yes

Construction Induction Training Card Number	
State of Issue	
Issued by	

### 1.4 Traffic Management Accreditation

Select the Traffic Management Accreditation that you are applying for:

- Traffic Controller**
- Basic Worksite Traffic Management**
- Basic Worksite Traffic Management – Non Practitioner (go to 1.6)**

### 1.5 Re-Accreditation (if applicable)

Provide the following:

- Certificate of accreditation; and
- evidence of Statement of Attainments or USI transcript.

Have you undertaken traffic management in the last 12 months?

- No     Yes (provide details below)

List a minimum of three worksites where you have undertaken traffic management duties in the previous 12 months (e.g. setting up signs/devices, controlling traffic, pedestrian management, etc.)

Date	Site Location	Suburb	Description of works	Contractor	Supervisor name	Supervisor contact details
<b>EXAMPLE</b>	Leach Hwy	Bull Creek	Traffic control and site checks	AAA Traffic	Ian Smith	0420 000 000

a completed and signed site specific SWMS, JSA or other hazard assessment used on a worksite you have signed

If the above evidence cannot be provided the full course will be required.

## 1.6 Basic Worksite Traffic Management – Non-Practitioner

For BWTM-NP, provide the following:

- Certificate of accreditation; and
- evidence of Statement of Attainments or USI transcript.

## 1.7 Responsibilities as a holder of Main Roads Traffic Management Accreditation

I will read the Main Roads WA Traffic Management for Works on Roads and/or Traffic Management for Events Code of Practice before performing any traffic management tasks. I understand that failure to comply with the MRWA Code of Practice relevant to my accreditation, or failure to act responsibly when exercising the powers it entails, may result in the suspension or cancellation of my Traffic Management Accreditation.

Agree

Name	
Date	

## 2. Part 2 – Office use only – completed by training provider

Before completing this document below, please ensure that the application form has been completed in full by the applicant; the applicant is aware of their responsibilities; relevant driver's licence and POI verified; all qualifications, AQF statement of attainments and required pre-requisites checked and verified and a 1:1 match been performed.

### 2.1 Re-Accreditation (if applicable)

Is the applicant seeking a refresher course:

- No     Yes

If yes, is evidence of active engagement in industry and references supplied (if no, proceed to 2.2):

- evidence of Statement of Attainment or USI transcript held on file
- details of a minimum 3 worksites that have been verified
- a completed and signed site specific SWMS, JSA or other hazard assessment used on a worksite by the applicant

### 2.2 Traffic Management Accreditation

Select the Traffic Management Accreditation being applied for:

- Traffic Controller**

RIIWHS205E – Control traffic with a stop-slow bat (or equivalent)	
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Certificate Number	
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RIICOM201E - Communicate in the workplace (or equivalent)	
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Certificate Number	
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Optional - RIIWHS201E - Work safely and follow WHS policies and procedures (or equivalent)	
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Certificate Number	
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**Basic Worksite Traffic Management / Basic Worksite Traffic Management - Non-Practitioner**

RIIWHS302E – Implement traffic management plans (or equivalent)	
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Certificate Number	
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RIICOM201E - Communicate in the workplace (or equivalent)	
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Certificate Number	
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Optional - RIIWHS201E - Work safely and follow WHS policies and procedures (or equivalent)	
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Certificate Number	
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### **2.3 Statement by Authorised Person issuing Traffic Management Accreditation on Behalf of Main Roads**

I declare that I have undertaken a verification of all the information provided to me by the applicant.

I am satisfied that the applicant has met the Main Roads pre-requisites in order to be issued with a Main Roads Traffic Management Accreditation.

Agree

RTO	
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Date	
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Name of Assessor	
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Applicant Certificate Number/s
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