Accreditation Process for Roadworks Traffic Manager (RTM) Accreditation

July 2025

Contents

Document Control

Owner	Manager Road Safety
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Amendments

Revision Date	Description of Key Changes	Section / Page No.
July 2025	Reaccreditation requirements updated.	Section 9
December 2024	Addition of AGTTM	All
	Prerequisites: - updated to include at least 3 TTM audits - Audit submitted to be complex	Section 3
	RTM mentor to have RTM accreditation for at least 3 years.	Section 7
	Audit / TMP submitted for re-accreditation to be complex.	Section 9
August 2019	Minor updates to RTM Pre-requisites and Evaluation.	All

1 INTRODUCTION

The Main Roads Western Australia Traffic Management for Works on Roads Code of Practice (the code) requires the following activities and key deliverables to be undertaken by an accredited Roadworks Traffic Manager (RTMs).

2 ACTIVITIES AND KEY DELIVERABLES

- Review and endorse Traffic Management Plans (TMPs) involving complex traffic management arrangements (for works or events on roads).
- Undertake Suitability Audits of TMPs involving complex traffic arrangements.
- Undertake Compliance Audits of TMPs involving complex traffic arrangements.
- Undertake Risk Management, and preparation or endorsement of any TMP that proposes to implement a lesser treatment than that required by the code, Austroads Guide to Temporary Traffic Management or Australian Standards 1742.3.

3 ROADWORKS TRAFFIC MANAGEMENT ACCREDITATION

Applicants for RTM accreditation will be subject to assessment by an independent RTM Accreditation Panel and will be assessed on the basis of the following minimum selection criteria or as specified in Section 8.7 of the code.

- Hold a current Main Roads' Advanced Worksite Traffic Management (AWTM) Accreditation.
- Have 5-years practical experience as an AWTM (or equivalent) responsible for the review, approval or design of Traffic Management Plans.
- Have completed the WA Road Safety Audit Course, within the previous 5 years, OR be a current practicing WA accredited Road Safety Auditor
- Have been an Audit Team Member or Audit Team Trainee on at least five Road Safety Audits or Temporary Traffic Management Audits within the previous two years under the guidance of an accredited Senior Road Safety Auditor or accredited Roadworks Traffic Manager. Of the five audits at least three must be TTM Audits led by an accredited RTM.
- Have been an Audit Team Member or Audit Team Trainee on at least one detailed design stage audit within the previous two years, under guidance of an accredited Senior Road Safety Auditor
- Evidence of attending the Main Roads (or equivalent) Temporary Road Safety Barrier design course, within the previous three years.
- Carried out at least one compliance or one suitability audit of a Traffic Management Plan involving 'complex traffic arrangements' under the guidance of an independent[1] Roadworks Traffic Manager.[2]
- Signing of Roadworks Traffic Managers Code of Conduct (see Main Roads website).
- Have in place Professional Indemnity / Public Liability insurance certificate of currency (see Item 6).

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[1] Independent is defined as not having the potential for financial gains.

[2] The submitted audit should be of TMP involving enough complexity and have enough findings to evidence the applicant's knowledge of TTM. Where the Panel determines the audit is not adequate the applicant may be requested undertake an additional audit.

4 APPLICATION AND EVALUATION

Application for registration can be made using the application proforma provided on the Main Roads website, www.mainroads.wa.gov.au go to; Our Roads > Temporary Traffic Management > Roadworks Traffic Managers, and addressed to the Main Roads Safety Policy Coordinator via roadsafety@mainroads.wa.gov.au

Applicants should ensure that their application is completed in full, experience verified, signed and all relevant information, including copies of their certificates are enclosed to avoid any delay in the processing of the application.

The application will then be assessed by the RTM Accreditation Panel consisting of experienced representatives from:

- Main Roads WA;
- Institute of Public Works Engineering Australia;
- Australian Institute of Traffic Planning and Management; and
- Roadworks Traffic Manager Practitioner (Industry Rep).

The Accreditation Panel will nominally meet as required and will assess the application against the accreditation criteria outlined in Section 5 below.

Once the Panel determines an applicant meets the accreditation criteria, an 'in office' assessment will be arranged by Main Roads WA to verify the applicants' knowledge. Following the applicant successfully completing the assessment The RTM Accreditation Panel will then make a recommendation to the Main Roads' Executive Director Planning and Technical Services for approval.

Successful applicants will then be issued with an RTM traffic management Certificate of Accreditation. Their contact details and accreditation number will be listed on the Main Roads website under the RTM listing and on the training and accreditation database. Successful applicants will also be added to the Main Roads and IPWEA WA Road Safety Audit Portal as a Roadworks Traffic Manager.

The Roadworks Traffic Manager, as a condition of their certification shall be required to acknowledge their RTM certification (RTM accreditation number) on all Traffic Management Plans reviewed by them and on all Audit reports prepared by them.

RTM's will also be expected to act as mentors to assist in the development of the RTM accreditation process.

5 REQUIRED DEMONSTRATED SKILLS, KNOWLEDGE AND QUALIFICATIONS FOR REGISTRATION

To assist the RTM Accreditation Panel in the assessment of the application, applicants will be required to **submit all of the following information** when submitting their application.

PERFORMANCE CRITERIA	REQUIRED INFORMATION
Advanced Worksite Traffic Management	Provide proof of current accreditation in Advanced Worksite Traffic Management and evidence of holding AWTM (or equivalent) accreditation for 5 years.
Senior Road Safety Audit Course	Provision of a copy of MRWA/IPWEA Road Safety Audit Course certificate.
5 Years Practical Experience	Verified evidence of 5 years direct practical experience in the review, approval or design of TMP's. Evidence of experience with traffic signal operation, multiple work stages, and management of cyclists and pedestrians. This shall be demonstrated by work related examples or sign off by a team leader or manager.
Temporary Road Safety Barrier design	Provision of documented evidence of attendance of the Main Roads (or equivalent) Temporary Road Safety Barrier design course, with in the previous three (3) years.
Compliance and Suitability Auditing	Make available at least one Compliance or one Suitability Audit of a TMP involving 'complex traffic management arrangements audit report that they have prepared, under the mentorship of an independent accredited RTM.
Code of Conduct	Signed RTM Code of Conduct form
Insurances	Provide evidence of valid Professional Indemnity / Public Liability insurance certificate of currency (see Item 6).
Expert witness representation and document preparation	Evidence of having read the o State Administrative Tribunal's pamphlet entitled *A guide for experts giving* evidence in the State Administrative Tribunal. o District Court of Western Australia Code of Conduct – Expert Witness Note: These are available to the public and can be found doing a simple web search.
Report writing and documentation	Provision of work related reports
Traffic flow theory and analysis	Evidence of attending or implementing traffic performance analysis with examples of level of service calculations.

The above requirements will need to be submitted /contained within the completed application form (available on Main Roads website at www.mainroads.wa.gov.au; go to Our Roads > Temporary Traffic Management > Roadworks Traffic Mangers).

6   INSURANCE REQUIREMENTS

Applicants seeking accreditation as a Roadworks Traffic Manager from Main Roads WA must provide copies of current certificates of insurance.[3]. The following insurances[4] will be required:

a) Public liability insurance covering the legal liability of the Applicant and the Applicant's Personnel arising out of services provided in relation to their accreditation as well as related acts or omissions for an amount of not less than $10 million for any one occurrence and unlimited in the aggregate;

The public liability insurance required under this clause is to be maintained for the duration of the term of the RTM accreditation.

b) Professional indemnity insurance covering the legal liability of the Applicant and the Applicant's Personnel, arising out of any act, negligence, error or omission made or done by or on behalf of the applicant, or otherwise arising out of services provided in relation to the Applicant's accreditation for a sum of $5 million for any one claim, and $5 million in the aggregate for any one period of insurance.

The professional indemnity insurance required under this clause is to be maintained for the duration of the Roadworks Traffic Manager's accreditation and for a period of six (6) years after termination of the accreditation.

7   MENTORING OF TRAINEE RTMS

One of the pre-requisites to become an RTM is that the aspiring RTM will be required to satisfactorily carry out one or more TMP audits under the mentorship of an independent accredited RTM (mentor). The RTM mentor must have held RTM accreditation for at least 3 years. The mentoring process is used to assist the aspiring RTM in the preparation of the TMP Audit report. The mentored audit reports will be assessed by the Panel.

The role of the Mentor is to support the aspiring RTM in the preparation, execution and presentation of the TMP compliance and suitability audit report.

The aspiring RTM should meet with the mentor before the start of the audit to clarify and confirm the roles that each will have during the audit.

The aspiring RTM will be required to lead the audit and prepare the report. It shall be the Mentor's responsibility to check over the final report ensuring it follows the requirements of the Austroads Road Safety Audit Guidelines, Traffic Management for Works in Roads Code of Practice and the Client's brief.

The Mentor may need to assist the aspiring RTM if required by making suggestions during the conduct of the audit about the process being followed, the findings of the audit and/or preparation

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[3] On expiry of the insurance cover, copies of the renewal insurance certificate of currency together with the Schedule of Cover will be required to be forwarded to the Main Roads' Road Safety Policy Coordinator within 10 working days of the expiry of the insurance cover. Failure to provide this information will automatically terminate the RTM traffic management accreditation. See section 12

[4] Where the employer's insurance documentation is provided, the Roadworks Traffic Managers' accreditation shall become null and void when used outside of the employment. Refer to Item 14 section 3, Code of Conduct for Roadworks Traffic Managers.

of the report. In extreme circumstances the Mentor may need to take over leading the team in order to achieve a satisfactory report, but this should be a last resort.

The Mentor will be required to complete a mentoring of trainee checklist immediately after the completion of each audit. On the application the aspiring RTM is to forward the mentored audit report(s) together with checklists with their application to become a Main Roads accredited RTM.

Before forwarding the completed checklist to Main Roads, the aspiring RTM must sign the checklist, indicating whether or not they agree with it or if not, why not.

The checklist for Mentoring of Trainee RTM's can be found on the Main Roads website at www.mainroads.wa.gov.au; go to Our Roads > Temporary Traffic Management > Roadworks Traffic Mangers).

8   TERM OF ACCREDITATION

The RTM accreditation is valid for period of three years or until one of the events identified in Section 10 occurs, following which re-accreditation is required.

9   RE-ACCREDITATION

RTMs that wish to be re-accredited must lodge an application form with the Main Roads' Road Safety Policy Coordinator on or before the date the RTM accreditation expires.

Re-accreditation will involve the provision of the following information to Main Roads, following which Main Roads will determine whether or not the RTM accreditation shall be reissued. The RTM seeking re-accreditation will be informed of the decision in writing.

Documentation to be provided shall include:
- Current Advanced Worksite Traffic Management certification.
- Provision of documented evidence of successfully completing the Main Roads and IPWEA WA Continuing Professional Development (CPD) Road Safety Audit Update training course (when required)
- Provision of at least[5]:
    - one complex TMP that had been endorsed by the RTM and implemented at an event or work site in the previous 12 months, the TMP must be accompanied by documentation from the RTM review prior to endorsement. The review must include a list of findings for review by the Panel; OR
    - a Compliance or Suitability Audit that the RTM has undertaken in the previous 12 months.
- Endorsement of the current RTM Code of Conduct.
- Copies of current certificate of Professional Indemnity / Public Liability insurance (see item 6 – Insurance requirements – Accreditation Process for RTMs Main Roads WA).

The TMP or TTM Audit submitted as part of the RTM re-accreditation will be subject to assessment by the RTM Accreditation Panel and will be assessed on the basis that the applicant has provided adequate evidence of their ongoing knowledge and skills in temporary traffic management. Where there is inadequate evidence of this and/or it is determined the submitted documentation is not up

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[5] The Traffic Management that forms part of the TMP or audit submitted should have enough complexity to evidence ongoing knowledge and skills in temporary traffic management.

to the standard expected of an accredited RTM, the Panel may request the applicant provide an additional TMP or TTM audit.

In the case where the additional documentation submitted is not satisfactory, the Panel has the option to issue a conditional accreditation which may have, but not limited to, the following conditions on the RTM:

- Submission of further TMPs for review
- Undertaking additional training
- Participating in mentoring under other RTMs,
- Conditions on the type of traffic management and/or works the RTM can endorse (for example, but not limited to, prohibiting endorsement of TMPs on Freeways, TMPs for Main Roads projects, or TMPs at permanent traffic signals) and/or
- Any other improvements to be made as determined by the Panel

In exceptional circumstances, where the RTM is suspected of not complying with the RTM Code of Conduct, an investigation of the RTM under the RTM Complaints Procedure may be required.

All on-going re-accreditation as an RTM shall be confirmed by listing the name of the RTM and their accreditation number in the Main Roads online Training and Accreditation database. The RTM accreditation number shall be retained for the life of the accreditation and subsequent re-accreditations.

Failure to submit an application form for re-accreditation prior to the expiry of the RTM accreditation will result in the termination of the RTM certification.

10   TERMINATION OF RTM ACCREDITATION

Accreditation shall be deemed null and void, when any one of the following events has occurred:

- Expiry of Main Roads' Roadworks Traffic Manager accreditation.
- Main Roads' Advanced Worksite Traffic Management (AWTM) accreditation expired.
- Non-compliance with the Roadworks Traffic Managers Code of Conduct as determined by RTM Accreditation Panel.
- Professional Indemnity / Public Liability Insurances not current.
- Removal of the RTM from the Road Safety Audit Portal for not successfully completing the Main Roads and IPWEA WA CPD Road Safety Audit Update course.

RTMs that had their accreditation cancelled shall have their name and details removed from the Main Roads website.

Where the RTM's accreditation has lapsed then that person must not undertake any duties described in section 2.

11   APPEALS (RIGHTS OF REVIEW)

All complaints against current RTM will follow the complaints procedure outlined in section 6 of the RTM Accreditation Panel Terms of Reference.

12   FURTHER INFORMATION

For further information on the Main Roads WA Roadworks Traffic Managers accreditation process and application please contact:

>   Mr Gareth Peers
>   Road Safety Policy Coordinator
>   Road Safety Branch
>   Email: roadsafety@mainroads.wa.gov.au
>   Ph: 138 138

13   REFERENCES AND RELATED DOCUMENTS

Description
Australian Standard 1742.3
Austroads Guide to Temporary Traffic Management
Traffic Management for Works on Roads Code of Practice
Traffic Management for Events Code of Practice
Roadworks Traffic Management Accreditation Panel Terms of Reference
Application Form for Accreditation as a Roadworks Traffic Manager
Roadworks Traffic Manager (RTM) Code of Conduct
Roadworks Traffic Manager (RTM) Mentoring Checklist