



Application Form

Main Roads Western Australia

State Road Traffic Management Company Registration Scheme

All sections of the application must be completed. The signed application can be emailed to tmcreg@mainroads.wa.gov.au.

Should a postal application be required, a request can be sent to tmcreg@mainroads.wa.gov.au for mailing instructions.

New application

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Renewal of existing registration

☐ ►

Existing registration number

Contact Details

Company Name

Street Address

Postal Address (if different)

Telephone number

Email

Contact name

Contact telephone number (if different)

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Section 1 - Organisation Details:

Individual ☐ Partnership ☐ Company ☐ Trust ☐ Authority ☐

Other ☐ Please give details

Australian Business Number (ABN)

Australian Company Number (ACN)

Registered Business Number (BN)

Full Name (as registered with Australian Securities Commission)

Address of registered office

Please provide details of all current directors, company secretary and other senior managers

Persons full name	Position held	Address

Please provide name and address of all associates, subsidiary and holding companies, including trusts

Business / company name	Address

How many years has the organisation operated?

Under its present business name

Under a former business name

▶ please insert former name/s

Please provide name and address of all businesses or companies in which the applicant/organisation has financial interest

Business / company name	Nature of interest

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Section 2 - Business Information:

In the last 5 years has your organisation, or any prior organisation similarly managed and/or controlled, ever failed to complete a contract, had a contract suspended, had a contract terminated, had a contract partially or fully taken over or had a contract varied to delete substantial work?

No ☐

Yes ☐ ► please provide details of when, where, why and what the result was.

In the last 5 years has any director or responsible officer in the organisation ever been associated with any other organisation that has ceased to trade or to complete a contract?

No ☐

Yes ☐ ► please provide details of the individual or organisation and the reason for the above cessation.

In the last 5 years has your organisation, or any prior organisation similarly managed and/or controlled, been declared bankrupt, entered into receivership, managed agreement, scheme or composition, or been disqualified by the Australian Securities and Investment Commission (ASIC) or pursuant to the Bankruptcy Act or Corporations Act?

No ☐

Yes ☐ ► please provide details

Please provide a history of any prior organisations similarly managed and/or controlled by any director or responsible officer of the company applying for registration.

Please specify if Aboriginal Business¹ ☐

Section 3 - Financial/Insurance Information:

NOTE: Local Government are exempt from Section 3

Applicants are required to show evidence of financial stability and adequate insurances. Applicants are to attach copies of documents evidencing the following:

- ☐ Public Liability Insurance (Minimum cover level is \$20,000,000)
- ☐ Workers Compensation Insurance
- ☐ Professional Indemnity Insurance (Minimum cover level is \$1,000,000)

Applicants must be able to provide evidence that the organisation is registered as an employer for the purposes of the *Workers' Compensation and Injury Management Act 1981*. Please provide a copy/copies of the insurance documentation listed below:

WorkCover Employee Registration Number/s

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► Please include a copy/copies of the Workover Registration Certificates

Please provide details if self-insured

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► Please include a copy/copies of the insurance documentation

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Section 4 - Management Systems:

NOTE: Local Government are exempt from Section 4

Applicants seeking registration must have established Management Systems in Quality, Workplace Health and Safety and Industrial Relations.

Appropriate 3rd party certificates by a JAS-ANZ accredited body must be submitted with the application for Quality and Workplace Health and Safety.

Note that the entity detailed at Section 1 must be named on the certificates. The scope of coverage of the certification must be relevant to traffic management implementation.

Quality

ISO 9001:2015

☐ 3rd party certification

Name of accredited body

Approved Date

Expiry Date

Occupational Health and Safety

ISO 45001:2018

☐ 3rd party certification

Name of accredited body

Approved Date

Expiry Date

Please provide any additional comments relating to your management systems or attach relevant documents

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Section 5 – Industrial Relations:

NOTE: Local Government are exempt from Section 5

In relation to Industrial Relations, applicants must provide sufficient information for Main Roads to verify compliance with the Conditions of Registration².

ALL industrial relations agreements currently in use in your company must be uploaded here.

In the case your company employs under a different industrial award, agreement etc, you **MUST** demonstrate how these arrangements meet or exceed the same or similar provisions under the *Building and Construction General On-site Award 2020 (BCGOA)*.

The Registered Company agrees that where information obtained during an audit relates to the non-compliance of an industrial award, agreement, payroll requirement, etc, Main Roads WA may refer this matter to an appropriate authority having an oversight role in respect to employment, payroll tax, industrial relations or government procurement matters. The Convenor will be entitled to the traffic management plan from the company, including traffic guidance schemes, daily diaries, payroll records, or any other document that may assist in determining the matters under investigation. The review panel members will be entitled to visit the sites as required. The review panel will be entitled to speak to the relevant workers.

I Agree ☐

The registered company agrees to comply fully with the minimum pay requirements outlined in *Section 11 (Minimum Pay) of the State Road Traffic Management Company Registration Scheme- Conditions of Registration*.

I Agree ☐

Industrial Relations

Please provide comments relating to your industrial relations and attach relevant documents

² The Registered Company will at all times provide access to, assist and comply with the requirements of the auditor. This includes providing copies of documents, details of staff involved in the Work (including relevant accreditations held and applicable salaries, wages and allowances for the days of the audit), facilitating direct communication with employees, etc for the purposes of checking compliance with the Conditions.

Section 6 - Scope of Registration, Organisational Focus, Location of Services:

Scope of registration being applied for:

F – Full Registration – No restrictions – State-wide Implementation – 3 year duration

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C – Conditional Registration – Limited to non-complex works or other conditions imposed in accordance with the Conditions of Registration – 1 year duration

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Commitment to Excellence, Innovation and Pro-active Monitoring

Main Roads Western Australia expects registered traffic management companies to comply with all relevant statutory obligations and have appropriate site checking/monitoring activities in place to ensure high quality and safety outcomes. Registered companies are encouraged to focus on innovation and be committed to improvement and be proactive in the industry to improve traffic management practices and professionalism. Registered companies must regularly check sites to ensure that only products and devices that comply with relevant standards and guidelines are used.

Does your organisation ensure that staff involved in managing or performing traffic management functions (including all casual and permanently employed accredited traffic controllers) are operating competently, professionally and consistently in accordance with all relevant statutory requirements, standards and the industry code of practice?

No

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Yes

☐

The following are applicable to traffic management service providers (this list is not exhaustive).

- *Fair Work Act 2009* (Commonwealth Legislation)
- State Road Traffic Management Company Registration Scheme – Conditions of Registration
- *Traffic Management for Works on Roads Code of Practice.*
- *Traffic Management for Events Code of Practice.*
- *Traffic Controller's Handbook, Guidelines on the Provisions for all Path Users at Roadwork Sites in Built up Areas.*
- *Requirements for the use of Truck Mounted Attenuators in WA – Code of Practice.*
- *Australian Standard 1742.3.*
- *Austrroads Guide to Temporary Traffic Management (AGTTM).*

Does your organisation undertake regular site monitoring activities and inspections to ensure that a high level of compliance for traffic control operations and devices/products is being achieved at all sites you manage or operate at?

No ☐

Yes ☐

Over the past 3 years, has your organisation been involved in trialling new or innovative traffic control products aimed at improving safety/efficiency outcomes?

No ☐

Yes ☐ ► Please elaborate with details of industry initiatives or products that your organisation has been involved in and the outcomes of any trials undertaken.

Does your organisation actively participate in industry professional development activities (such as pro-active involvement/membership with an industry association/group, or working in partnership with other industry organisations) to achieve improved quality and safety outcomes?

No ☐

Yes ☐ ► Please elaborate with details of industry associations/groups.

Does your organisation model good traffic control practices to industry newcomers by participating in traffic controller trainee mentoring programs at your road worksites?

No ☐

Yes ☐ ►

Please elaborate with details.

Does your organisation participate in site staff alcohol/drug testing programs at your roadwork sites?

No ☐

Yes ☐ ►

Please elaborate with details of the type of program and frequency of checks?

Please identify location of additional offices and depots used by the organisation for traffic management purposes.

Address	Office/Depot	Contact Name	Contact Number

Applicants must nominate in the application an authorised person as a single point of contact for the registration process. The authorised person must be capable of acting on behalf of the Applicant including to provide all information. Main Roads WA will not liaise with anyone who is not authorised to act for the Applicant.

Persons full name	Position held	Email

Section 7 - Summary of Current and Previous Works:

This form requires details of experience in previous works including:

- List **ten projects** relevant to the registration from the last three years (or further back if considered necessary to support the application).
- For **five of the larger projects**, include the name and contact details for a senior company representative of the client who may be contacted as a referee. If you have evidence of this referee, please attach this to the application.
- Whether applying for FULL registration (F) or CONDITIONAL Registration (C), you must provide an example of site specific **TMP's** of each of your **five larger projects** as part of your previous experience.

Companies may submit a combination of *scenario-based TMPs* and *complex TMPs*, provided all five TMPs are site-specific, these could include i.e:

- Lane closure
- Aftercare scenario
- Path user management plan
- Shuttle flow plan involving end of queue protection
- Long term works (site specific project greater than 14 days duration)
- Complex TMP's (RTM endorsed and implemented by your company)

Please attach the TMP's to the application.

Start Date	End Date	Work details (project description, location and number of employees)	Your company's engagement contract value	Name and Contact Number (Client Referee)	TMP attached
			\$		☐
			\$		☐
			\$		☐
			\$		☐
			\$		☐
			\$		

			\$
			\$
			\$
			\$
			\$
			\$

Section 8 – Managerial Experience Summary:

This section should provide details of the organisation managerial team. This should outline expertise, experience, qualifications, and areas of specialisation. If the individual is a member of a professional body this should be noted. The CV of each individual listed below must be provided.

Name	Position	Professional / Technical / Industry Qualifications	Experience and number of years in the traffic management industry	CV attached
				☐
				☐
				☐
				☐
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				☐

Section 9 – Personnel Traffic Management Accreditation:

Please provide details of **Worksite Traffic Management (WTM)** and **Advanced Worksite Traffic Management (AWTM)** accredited employees and casual workers who worked for the organisation in the previous three months. Continue on a separate page if required.

NOTE:

- All personnel on site must have Traffic Controller (if performing traffic control) and Basic Worksite Traffic Management accreditation.
- At least 1 person on a COMPLEX site must have either WTM accreditation OR AWTM accreditation.
- 1 in 20 traffic management company personnel must have either WTM accreditation OR AWTM accreditation.
- Only list WTM / AWTM holders below. BWTM licence holders do NOT need to be listed.
- Training must be provided through an approved course. Details can be found at www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Training/Pages/TrainingandAccreditation.aspx

Total Traffic Management Company Headcount

Total WTM and AWTM Accredited Headcount

Name	License number	WTM or AWTM	Training provider	Brief description of duties

Section 10 - Declaration:

I/we certify that the information provided is correct and accurate at the time of submission.

I/we agree to comply with the State Road Traffic Management Company Registration Scheme – Conditions of Registration, found on the Main Roads WA website.

I/we acknowledge the Suspension/Deregistration Review Procedure, found on the Main Roads WA website.

I/we agree to be audited and undertake performance reviews as required.

Company name

Contact telephone

Applicants name

Position

Date

CEO's
signature

Privacy Disclaimer: Main Roads Western Australia collects information on this form to determine your Traffic Management Registration status. Main Roads Western Australia will only release information in accordance with the Conditions of Registration.

Application Checklist:

Sections to be Completed

- ☐ Section 1 Organisation Details
- ☐ Section 2 Business Information
- ☐ Section 3 Financial/Insurance Information*
- ☐ Section 4 Management Systems*
- ☐ Section 5 Industrial Relations
- ☐ Section 6 Location of Services
- ☐ Section 7 Summary of Current and Previous Works
- ☐ Section 8 Managerial Experience Summary
- ☐ Section 9 Personnel Traffic Management Accreditation
- ☐ Section 10 Declaration

Documents to be Attached

- ☐ Workers Compensation Insurance*
- ☐ Public Liability Insurance*
- ☐ Professional Indemnity Insurance*
- ☐ Quality - 3rd party certification*
- ☐ WHS - 3rd party certification*
- ☐ Industrial Relations Arrangements*
- ☐ Traffic Management Plans
- ☐ Managerial CV's

* Not applicable to Local Government