

# Application for Main Roads Traffic Management Accreditation



## Worksite Traffic Management (WTM) Advanced Worksite Traffic Management (AWTM)

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		

## 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 Construction Induction Training Card

Mandatory requirement for all levels of Traffic Management Accreditation

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:

**Worksite Traffic Management**

Current BWTM accreditation (if no and within a road authority refer to 1.5)

Accreditation Number	
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I declare I have at least one (1) year practical experience in traffic management; or two (2) years practical experience in road construction or maintenance.

Agree

Provide the following documentary evidence:

CV or similar providing details of practical experience e.g. employer, job role, type of work undertaken, dates, etc.

a completed SWMS used on a worksite you have signed.

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>	<i>Leach Hwy</i>	<i>Bull Creek</i>	<i>Traffic control and site checks</i>	<i>AAA Traffic</i>	<i>Ian Smith</i>	<i>0420 000 000</i>

**Advanced Worksite Traffic Management**

Previous BWTM accreditation or Australian Qualification Frameworks compliant Statement of Attainment in 'Implement Traffic Management Plan

Accreditation/ Certificate Number	
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I declare I have at least 1 years' experience in traffic management, road asset management, road safety, road design, road construction or road maintenance.

Agree

Provide the following documentary evidence:

CV or similar providing details of practical experience e.g. employer, job role, type of work undertaken, dates, etc.

a letter or third party report from your employer detailing the type of work you have performed;  
OR

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.)

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

## 1.5 WTM working in road authorities (if applicable)

Exemption for not holding current BWTM accreditation to undertake Worksite Traffic Management:

Previously held BWTM accreditation:

Accreditation Number	
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- working in Main Roads, Local Government Agency or Authorised Body
- 3 years' experience in traffic management, road safety, road construction/maintenance or road design
- letter from employer confirming above

## 1.6 Re-Accreditation (if applicable)

Provide the following:

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

Have you been actively engaged in the traffic management industry in the last 12 months?

- No
- Yes (provide details below, as applicable)

### Worksite Traffic Management

- List a minimum of three TMPs you have reviewed or modified in the previous 12 months

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

Within the last 12 months provide the following:

- traffic management plan with multiple TGS and speed reductions that was implemented that you amended. The submission should include risk assessment and daily diary; and
- a copy of an onsite inspection of a roadwork or event traffic management site you have completed.

OR

Where your primary role is reviewing, recommending and/or authorising Traffic Management Plans, provide:

- Traffic Management Plan you have reviewed or approved with your review comments, for assessment.

**Advanced Worksite Traffic Management**

- List a minimum of three TMPs you have prepared, endorsed or approved in the previous 12 months.

<b>Date</b>	<b>Site Location</b>	<b>Suburb</b>	<b>Description of works / TM</b>	<b>TMP Number</b>
<b>EXAMPLE</b>	<i>Leach Hwy</i>	<i>Bull Creek</i>	<i>Power pole replacement / Traffic control</i>	<i>TMP XXX</i>

Within the last 12 months provide the following:

- a TMP you have designed with multiple TGS and speed reductions; and
- a copy of an onsite inspection of a roadwork or event traffic management site you have completed.

OR

Where primary role is reviewing, recommending and/or authorising Traffic Management Plans, provide

- at least 2 Traffic Management Plans you have reviewed or approved with your review comments, for assessment.

## 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	
Signature	
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 his/her 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:

- evidence of prepared/reviewed/modified TMPs
- submission of TMPs, audits, reviews, etc. for assessment
- Statements of attainment and accreditation sighted
- signed declaration from the applicant of active industry engagement



## 2.2 Traffic Management Accreditation

Select the Traffic Management Accreditation being applied for:

**Worksite Traffic Management**

Successfully completed all theory components of the course

RIIRIS402D – Carry out risk management process (or equivalent)	
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Certificate Number	
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**Advanced Worksite Traffic Management**

RIICWD503D – Prepare work zone traffic management plan (or equivalent)	
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Certificate Number	
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RIIRIS402D – Carry out risk management process (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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