



mainroads
WESTERN AUSTRALIA

Provision of Service Agreement

Delivery of Main Roads
Western Australia Traffic
Management Accreditation

Planning and Technical Services Directorate
Road Safety Branch
November 2017

AMENDMENT / REVISION STATUS RECORD

Date	Section	Amend / Revision Description
Nov 2017	2.3.4.1	Class size amended
	4.2.2	Amendment to re-accreditation requirements when undertaking additional units
	Attachment 4	Attachment added – Refresher Training
Feb 2017	Section 2.3.1	Use of eLearning permitted in addition to face to face training
	Section 2.3.4.1	Course duration requirements amended.
	Section 3.2, 3.3 & 3.5	Unit of competency RIIWHS201D added to BWTM, TC & AWTM accreditation prerequisites
	Section 3.5	Unit of competency RIIGOV401D added to AWTM accreditation prerequisites
	Section 3.6	Amendments to OTMA prerequisites
	Section 5.3, 5.4 & 5.6	Unit of competency RIIWHS201D added to BWTM, TC and AWTM registration requirements
May 2016	Section 5.6	Unit of competency RIIGOV401D added to AWTM registration requirements
	Section 6	New Section - Austroads National Traffic Control at Worksites
April 2016	Whole Document	AQTF changed to Standards for RTOs
	Section 2.3.3	Simulated practical allowed for some components of assessment
	Section 3.6	RIIRTM301D Operate a truck or trailer mounted attenuator unit of competency added
	Section 3.9	Traffic Management Re-Accreditation re-located to section 4
	Section 4.1	Re-accreditation requirement to provide experience evidence from previous 12 months
	Section 4.2	Re-accreditation requirements amended
	Section 5.7	Registration Criteria for RTOs to Issue OTMA Accreditation amended
	Section 6.4	Trainer and assessor requirements amended
	Section 6.5	Requirement for Main Roads to approve all contractor and

sub contractor arrangements.

April 2015	Whole Document	Unit codes updated
	Section 2.3.4	New section – Traffic Management Course Delivery. Requirements added for course duration and class size.
	Section 2.3.4.2	Section 4.8 Delivery of unit of competency moved to section 2.3.4.
	Section 3.4	Amendments to pre-requisites of Worksite Traffic Management Accreditation
	Section 3.6	Timeframe amended for interim TMA Operator Training
	Section 3.9	Grace period for seeking re-accreditation added
	Section 4.5	Registration Criteria for RTOs issuing WTM accreditation amended.

Oct 2014	Section 3.2 and 3.3	TC and BWTM prerequisite to hold a statement of attainment in RIICOM201A 'Communicate in the Workplace'
	Section 3.5	AWTM prerequisite to hold or have held BWTM accreditation or statement of attainment in 'Implement Traffic Management Plan'
	Section 3.6	TMA operator prerequisites added.
	Section 3.9	Re-accreditation – applicants to achieve statement of attainment in current units of competency
	Section 4	RTO's scope of registration – can be explicit or implicit
	Section 4.2 and 4.3	RTO's delivering TC and BWTM to be scoped in RIICOM201A 'Communicate in the workplace'
	Section 4.7	Registration requirements to issue Operate TMA accreditation added.
	Section 4.8	New section – Delivery of units of competency

April 2014	Section 2.3	New section - Main Roads WA Training and Assessment Requirements
	Section 2.3.1	New section - On-line Training
	Section 2.3.2	New section - Use of Logbooks for Assessment
	Section 2.3.3	New section – Use of Simulated Practicals

	Section 3.9.2	Re-Accreditation Practical Assessments – removed third party evidence for assessment
Nov 2013	Section 3.6	Prior approval to deliver PTC not required
	Section 3.7	Prior approval to deliver PBWTM not required
	Section 3.9.2	Controlling traffic at night removed from TC re-accreditation requirements
Sep 2013	Section 2.3	Definition of “direct supervision” added Definition of “simulated practical” added
	Section 3.7	Provisional Basic Worksite Traffic Management Accreditation section added
	Section 3.8	Being exempt from attending a refresher course changed to parts of a refresher course
	Section 3.9.2	Using a log book included in BWTM refresher practical assessment.
	Section 6.3	Table 1: Adding applicants company to the database now a requirement (no longer optional).
Feb 2013	Section 7.2	Removal of the requirement for RTO’s to submit information in comma-separated values (CSV) file format.
Aug 2012	Attachment 2	Replace Sample Traffic Management Certificate Layout with current corporate graphics
June 2012		Original draft issued

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Attachments

- 1 Registration Application Proforma
- 2 Sample Traffic Management Certificate
- 3 Sample 'Photographic Identification' card layout
- 4 Refresher Training

1. INTRODUCTION

This document must be read by any Registered Training Organisation that would like to issue Traffic Management accreditation on behalf of the Main Roads Western Australia (Main Roads WA).

Main Roads WA Code of Practice for Traffic Management for Works on Roads (CoP Works) and or Traffic Management for Events (CoP Events) requires anyone setting up and maintaining signs and traffic control devices, controlling traffic or developing Traffic Management Plans at an event or roadworks site on a road, to be accredited by Main Roads WA.

This document, as amended from time-to-time, provides specifications for Registered Training Organisations (RTOs) registered with the Training Accreditation Council Western Australian or with ASQA, to be approved by Main Roads WA, to provide Traffic Management accreditation on behalf of Main Roads WA.

This provision of service agreement provides a framework for Main Roads WA to select, register and monitor the performance of RTOs authorised by Main Roads WA to accredit persons based on the accreditation pre-requisites specified in the CoP Works or CoP Events, as applicable.

Any comments, suggestions or improvements to this document should be directed to the Road Safety Policy Coordinator at: roadsafety@mainroads.wa.gov.au

This document shall apply to the following level of traffic management accreditation:

Substantive accreditation

- Event Traffic Controller (ETC)
- Traffic Controller (TC)
- Basic Worksite Traffic Management (BWTM)
- Worksite Traffic Management (WTM)
- Advanced Worksite Traffic Management (AWTM)
- Operate Truck or Trailer Mounted Attenuator (OTMA)

Provisional accreditation

- Endorsed Trainee 'Traffic Controller' (PTC)
- Endorsed Trainee 'Basic Worksite Traffic Management' (PBWTM)

Only training organisations that have been approved by Main Roads WA may issue the above traffic management accreditation in Western Australia.

2. BACKGROUND

2.1 Legislation

Under Section 297(1) (Powers to Erect Traffic-Control Signals and Road Signs) of the *Road Traffic Code 2000* the Commissioner of Main Roads (CMR) is listed as the only person with authority to erect, establish or display, alter or take down any road sign road marking or traffic-control signals on the State's road network. Under Section 297(2) of the *Road Traffic Code 2000* the CMR can delegate this authority to 'Authorised Bodies' such as Local Governments, Utility Service Providers and Main Roads WA' Integrated Services Providers, subject to the terms and conditions set out in an Instrument of Authorisation.

In accordance with Regulation 83 of the *Road Traffic Code 2000*, an offence is committed if a motorist fails to comply with a hand-held “STOP” sign.

Under Section 19 (Duties of Employers) of the *Occupational Safety and Health Act 1984*, the CMR has an obligation as an employer to provide a safe place to work for his employees and contractors and to ensure that persons with access to the workplace (road users as well as road workers) are not exposed to hazards.

The above legislation places considerable responsibility on the CMR to ensure that traffic management is conducted in a safe manner for road workers and road users, including those managing and participating in events on roads. To encourage uniform, safe and appropriate traffic management, the CMR requires all traffic management to be carried out in accordance with the requirements of the Traffic Management for Works on Roads Code of Practice and/or the Traffic Management for Events Code of Practice, as applicable.

These documents can be viewed in the “Our Roads > Temporary Traffic Management” section of Main Roads WA’ website at www.mainroads.wa.gov.au. They describe the approval requirements, the requirement for compliance with Australian Standard AS 1742.3 (Manual of Uniform Traffic Control Devices - Traffic Control for Works on Roads), the additional requirements or any variations to the AS 1742.3, and the training and accreditation requirements for those undertaking the various worksite traffic management tasks for works on roads and for events.

2.2 Accreditation Requirements

The Main Roads WA traffic management accreditation recognises persons who have met the knowledge, skills and experience requirements to undertake worksite traffic management in an effective and efficient manner, and in a way to ensure the safety of workers, event participants, and all road users.

The training associated with this accreditation addresses the skills and knowledge requirements of Main Roads WA staff, Local Government personnel, utility service providers, event organisers, and their consultants/contractors who may be responsible for the implementation, control, design, review and approval of traffic control guidance plans for the safe and effective management of traffic at worksites and events.

Personnel undertaking any tasks listed in Section 8 of the CoP Works must hold the relevant Main Roads WA traffic management accreditation that corresponds to the tasks listed in Table 5. Personnel undertaking any tasks listed in Section 10 of the CoP Events must hold the relevant Main Roads WA traffic management accreditation that corresponds to the tasks listed in Table 3.

2.3 Main Roads WA Training and Assessment Requirements

2.3.1 On-line Training

Main Roads WA does not permit on-line training for the delivery of any Traffic Management Accreditations or Re-accreditation. However, Main Roads permits the use of eLearning in addition to the required face to face minimum duration to assist applicant’s preparation for the course. Assessments shall all be face to face.

2.3.2 Use of Logbooks for Assessment

Logbooks are a useful training tool to help applicants gain practical experience of traffic management prior to being assessed for competence in the relevant unit (see section 3.7

and 3.8). When applicants are to be assessed, assessment shall be undertaken by, or in consultation with, a qualified assessor. This means that RTOs should not be relying solely on third party statements when assessing any traffic management units.

In accordance with Standards for RTOs the use of logbooks with third party assessment evidence only is not acceptable for assessing Traffic Management units of competency.

2.3.3 Use of Simulated Practicals

Simulated practicals are a useful tool to help applicants gain practical experience of traffic management prior to being assessed for competence in the relevant unit.

Simulation should be considered as a valid instructional method to be used in the delivery of Traffic Management training but assessment **must** occur under live traffic conditions on three occasions (this means on an operational public road).

Along with the three live traffic practical assessments some aspects of the performance criteria may pose too high a risk to occur in live traffic situations, e.g. dealing with offending motorists and/or dealing with traffic controllers who fail to adhere to procedures. These aspects may be assessed under a simulated practical.

Simulation is permitted as an assessment tool for parts of Traffic Management re-accreditation, see section 4.

2.3.4 Traffic Management Course Delivery

2.3.4.1 Course Duration and Class Size

The face to face course duration of Main Roads WA Traffic Management courses shall be delivered as follows:

- ETC – as stipulated in the MRWA ETC Training Course Curriculum Document;
- BWTM – minimum of one and a half (1.5) days duration (9-12 hours total);
- TC – minimum of one and a half (1.5) days duration (9-12 hours total);
- BWTM and TC combined – minimum three (3) full days duration (minimum 20 hours total, 5-8 hours per day);
- WTM – minimum four (4) full days duration (minimum 24 hour total, 5-8 hours per day);
- AWTM – minimum four (4) full days duration (minimum 24 hour total, 5-8 hours per day) plus assignments.
- OTMA – minimum two (2) days duration.

Note: The above are absolute minimums; it is the responsibility of RTO's to ensure appropriate volume of learning is provided in accordance with Standards for RTOs.

To ensure appropriate levels of supervision and participation, class numbers for the theoretical component of the courses shall not exceed 20 participants per trainer/assessor. Numbers for the practical, on road component shall not exceed 15 participants per trainer/assessor. For trainee safety purposes MRWA recommends a maximum of 10 participants per trainer/assessor (supervisor) for the on road components. When determining the trainer/trainee ratio a risk management approach must be undertaken, taking the road environment (speed, volume, geometry etc.) and participant's skill and experience into consideration. At all times safety shall be a priority.

2.3.4.2 Delivery of additional units of competency

The following gives guidelines for the delivery of the additional units of competency required by MRWA for traffic management accreditations:

(a) Communicate in the workplace

Communication skills are vital for safe and effective worksite traffic management. It is now a prerequisite for people gaining accreditation in Traffic Controller and/or Basic Worksite Traffic Management to hold a statement of attainment in RIICOM201D Communicate in the workplace.

It is recommended that the communicate unit be delivered as a co-requisite in both Traffic Controller and Basic Worksite Traffic Management courses to strengthen the focus on communication in both courses.

Applicants gaining accreditation should have the English language, literacy and numeracy levels to access, interpret and apply:

- workplace documentation such as JSAs, SWMS, log books and daily diaries;
- traffic management plans and traffic control diagrams;
- Traffic Controller Handbook;
- sign position and placement;
- two way radios; and
- communicate in meetings or to a group.

(b) Carry out the risk management process

Risk management is a vital component of traffic management planning. As such, the unit of competency RIIRIS402D Carry out the risk management process should be delivered as a co-requisite to RIICWD503D Prepare work zone traffic management and be assessed in the context of traffic management planning.

2.4 Registered Training Organisations Roles and Responsibilities

The function of the RTO is in the delivery of the training, assessment of competency, and in the issuance of an Australian Qualification Framework (AQF) Statement of Attainment. The primary role of the RTO under the Provision of Service agreement is to:

- Assess the competency of Applicants.
- Ensure that the applicants meet the entire accreditation requirements as prescribed in the Main Roads WA Traffic Management for 'Events' and or 'Works on Roads' Codes of Practice.
- Evaluate applicant's skills and knowledge on re-accreditation.
- Issue Traffic Management accreditation on behalf of Main Roads WA
- Process applicant's application form and on-send to Main Roads WA.
- Update the Main Roads WA online Training and Accreditation database.
- Issue Main Roads WA Traffic Management Certificates of accreditation and photographic identification cards.

RTOs under this agreement shall have a responsibility to ensure Applicants' unit/s of competency are recognised under the Australian Qualification Framework system and by Main Roads WA.

2.5 Definitions

Terms used in this document have the following meanings:

AS 1742.3	Australian Standard 1742 2009, Manual of Uniform Traffic Control Devices, part 3: Traffic Control for Works on Roads, or later version as amended from time to time
ASQA	Australian Skills Quality Authority
CoP Works	Main Roads WA document: "Traffic Management for Works on Roads Code of Practice". The Code of Practice may be updated from time to time as required. Where there appears to be differences in specific task requirement or qualifications or pre-requisites, or where matters could be interpreted differently from this Provision of Service Agreement, the Code of Practice or interpretation given in the Code of Practice shall prevail.
CoP Events	Main Roads WA document: "Traffic Management for Events Code of Practice". The Code of Practice may be updated from time to time as required. Where there appears to be differences in specific task requirement or qualifications or pre-requisites, or where matters could be interpreted differently from this Provision of Service Agreement, the Code of Practice or interpretation given in the Code of Practice shall prevail.
Direct Supervision	Within "visual and verbal communication" of a qualified person
Driver Licence	A non-learner Western Australian or an equivalent interstate driver's licence, except an R-N (Moped) class, or an overseas equivalent driver's licence from a country that is recognised by the Western Australian Department of Transport.
Main Roads WA	Main Roads Western Australia. Is a business name used by the Commissioner of Main Roads, a body corporate, pursuant to Section 9 of the Main Roads Act 1930
Regulator	includes the Training Accreditation Council and or the Australian Skills Quality Authority (ASQA)
Road Sign	a board, plate, screen, road marking, or other device, whether or not illuminated, displaying words, figures, symbols or anything else to direct or warn traffic on, entering or leaving a road
RTO	Registered Training Organisation
Simulated Practical	Shall meet the description in the unit of competency.

3. TRAFFIC MANAGEMENT ACCREDITATION PRE-REQUISITES

3.1 Accreditation Pre-Requisites for ETC

A Main Roads WA Event Traffic Controller accreditation certificate shall be issued to applicants meeting all of the following pre-requisites:

- Successful completion of Main Roads WA' Event Traffic Controller training course¹,
- Current or previous evidence of holding a valid driver's licence,
- Aged 18-years or older.

3.2 Accreditation Pre-Requisites for TC

A Main Roads WA Traffic Controller accreditation certificate shall be issued to applicants meeting all of the following pre-requisites:

- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIWHS205D – Control traffic with a stop-slow bat (or equivalent) or the replacement unit of competency if and when applicable,
- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIICOM201D – Communicate in the workplace (or equivalent) or the replacement unit of competency if and when applicable,
- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIWHS201D – Work safely and follow WHS policies and procedures (or equivalent) or the replacement unit of competency if and when applicable,
- Current or previous evidence of holding a valid driver's licence,
- Evidence of being issued with a valid WorkSafe WA Construction Safety Awareness Training card (blue card) or Construction Induction (white card).

3.3 Accreditation Pre-Requisites for BWTM

A Main Roads WA accreditation certificate in Basic Worksite Traffic Management shall be issued to applicants meeting the following pre-requisites:

- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIWHS302D – Implement traffic management plan (or equivalent) or the replacement unit of competency if and when applicable,
- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIICOM201D – Communicate in the workplace (or equivalent) or the replacement unit of competency if and when applicable,

¹ **Event Traffic Controller'** course curriculum document, course presentation and assessment material to be provided by Main Roads WA.

- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIWHS201D – Work safely and follow WHS policies and procedures (or equivalent) or the replacement unit of competency if and when applicable,
- Evidence of being issued with a valid WorkSafe WA Construction Safety Awareness Training card (blue card) or Construction Induction (white card).

3.4 Accreditation Pre-Requisites for WTM

A Main Roads WA accreditation certificate in Worksite Traffic Management will be issued to those meeting the following pre-requisites:

- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit of Competency RIIRIS402D – Carry out the risk management process (or equivalent) or the replacement unit of competency if and when applicable, and;
- a current certificate of accreditation in Basic Worksite Traffic Management*, and;
- evidence of been issued with a valid WorkSafe WA Construction Safety Awareness Training card, and;
- attendance of the 4 day course in ‘Worksite Traffic Management’ – including national units RIICWD503D - Prepare workzone traffic management plan and RIIRIS402D - Carry out the risk management process.

This includes successful completion of the in class written assessments which involves participants amending 3 TCDs that require updating. Participants to address site specific issues in the risk assessment and changes to be noted in the daily diary, and;

- documentary evidence of at least 1 year’s practical experience in traffic management;
or
- documentary evidence of at least 2 years practical experience in road construction or maintenance.

*Exemption from holding a current BWTM accreditation may be offered for employees working in Main Roads, Local Governments or other approving bodies with at least 3 years’ experience in traffic management, road safety, road construction/maintenance or road design that will be endorsing TMP’s. Additionally they must have previously held BWTM accreditation.

3.5 Accreditation Pre-Requisites for AWTM

A Main Roads WA accreditation certificate in Advanced Worksite Traffic Management will be issued to those meeting the following pre-requisites:

- An Australian Qualifications Framework compliant Statement of Attainment in the Resource and Infrastructure Industry Training Package Unit of Competency RIICWD503D – Prepare work zone traffic management plan (or equivalent) or the replacement unit of competency if and when applicable,
- An Australian Qualifications Framework compliant Statement of Attainment in the Risk Management Unit of Competency RIIRIS402D – Carry out the risk management process (or equivalent) or the replacement unit of competency if and when applicable,

- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIWHS201D – Work safely and follow WHS policies and procedures (or equivalent) or the replacement unit of competency if and when applicable,
- an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIGOV401D – Apply monitor and report on compliance systems (or equivalent) or the replacement unit of competency if and when applicable,
- Evidence of holding or having held a Main Roads Western Australia accreditation in Basic Worksite Traffic Management or an Australian Qualification Frameworks compliant Statement of Attainment in ‘Implement Traffic Management Plan’.
- Evidence of being issued with a valid WorkSafe WA Construction Safety Awareness Training card (blue card) or Construction Induction (white card).

3.6 Accreditation Pre-Requisites to Operate a Truck or Trailer Mounted Attenuator (OTMA)

The national unit of competency RIIRTM301D – Operate a truck or trailer mounted attenuator is now a requirement for all operators of TMAs in WA. This unit supersedes the previous national accredited course 52680WA - Course in Truck/Trailer-Mounted Attenuator (TMA)².

Interim training will now cease to be delivered, and all training will be delivered by MRWA approved RTOs.

Operators with interim certificates will have until March 2019 to gain competency in the national unit to maintain their accreditation (this may be done through RPL). MRWA approved RTOs will be listed on the MRWA website go to www.mainroads.wa.gov.au ‘Our Roads’ > ‘Temporary Traffic Management’ > ‘Training and Accreditation’ > ‘Listing of Approved Training and Accreditation Providers’.

A MRWA accreditation certificate in Operate Truck Mounted Attenuator will be issued to those meeting the following pre-requisites:

- an Australian Qualification Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit of Competency RIIRTM301D – Operate a truck or trailer mounted attenuator (or equivalent) or the replacement unit of competency if and when applicable;
- an Australian Qualification Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit of Competency RIICOM201D – Communicate in the workplace (or equivalent) or the replacement unit of competency if and when applicable;
- hold a current and valid Heavy Vehicle licence of a suitable class to operate the TMA
- documentary evidence of at least 80 hours experience operating heavy vehicles in the last 6 months;
- hold a valid Work Safe WA Construction Safety Awareness Training card;

² Operators who hold accreditation with the superseded course – will need to be assessed against the unit of competency when they seek re-accreditation 3 years from the date of accreditation.

- hold a current MRWA Basic Worksite Traffic Management Accreditation;
- documentary evidence of at least 50 hours practical experience in traffic management in the last 6 months.

3.7 Provisional Traffic Controller Accreditation

A person may be issued with a Main Roads WA 'Provisional' Traffic Controller accreditation to permit that person to, direct traffic using a Stop-Slow bat, to assist them in gaining the practical experience required to be issued with an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIWHS205D – Control traffic with a stop-slow bat' or the replacement unit of competency if and when applicable (see section 2.3.2).

Gaining the Main Roads WA 'Provisional' Traffic Controller accreditation is subject to the successful completion of their written assessments and shall be awarded for a maximum period of three (3) months.

Written notice shall be given to the trainee, advising them, that the 'Provisional' Traffic Controller accreditation is only valid when the endorsed trainee is under the direct supervision of a person holding a current Traffic Controller accreditation.

Those issued with a provisional accreditation shall be entered into the Main Roads WA Training and Accreditation database with the prefix 'PTC' (incorporated into the Traffic Management Certificate Number). The applicant shall be issued with 'Photo-Identification' card however; a Main Roads WA Traffic Management certificate shall not be issued. The Photo-Identification card must be issued separately to any other traffic Management Accreditation. The front of the card will differ from that shown on Attachment 3 by substitution of the words "TRAFFIC MANAGEMENT ACCREDITATION" with "ENDORSED TRAINEE TRAFFIC CONTROLLER". A copy of the provisional accreditation and 'Photographic Identification' card shall be provided to the Main Roads WA' Road Safety Policy Co-ordinator within 5 working days of issue.

3.8 Provisional Basic Worksite Traffic Management Accreditation

A person may be issued with a Main Roads WA 'Provisional' Basic Worksite Traffic Management accreditation to permit that person to, implement traffic management signs and devices at worksites, to assist them in gaining the practical experience required to be issued with an Australian Qualifications Framework compliant Statement of Attainment in the Resources and Infrastructure Industry Training Package Unit RIIWHS302D – Implement traffic management plan or the replacement unit of competency if and when applicable (see section 2.3.2).

Gaining the Main Roads WA 'Provisional' Basic Worksite Traffic Management is subject to the successful completion of their written assessments and shall be awarded for a maximum period of three (3) months.

Written notice shall be given to the trainee, advising them, that the 'Provisional' Basic Worksite Traffic Management accreditation is only valid when the endorsed trainee is under the direct supervision of a person holding a current Basic Worksite Traffic Management accreditation.

Those issued with a provisional accreditation shall be entered into the Main Roads WA Training and Accreditation database with the prefix 'PBWTM' (incorporated into the Traffic Management Certificate Number). The applicant shall be issued with 'Photo-Identification' card however; a Main Roads WA Traffic Management certificate shall not be issued. The Photo-Identification card must be issued separately to any other traffic Management Accreditation. The front of the card will differ from that shown on Attachment 3 by

substitution of the words "TRAFFIC MANAGEMENT ACCREDITATION" with "ENDORSED TRAINEE BASIC WORKSITE TRAFFIC MANAGEMENT". A copy of the provisional accreditation and 'Photographic Identification' card shall be provided to the Main Roads WA' Road Safety Policy Co-ordinator within 5 working days of issue.

3.9 Statements of Attainment Issued by Others

Where the Australian Qualification Framework compliant Statement of Attainment had been obtained outside of Western Australia or issued by a training organisation not registered with Main Roads WA. Such application for Main Roads WA Traffic management accreditation shall be assessed against the performance criteria relating to the specific laws, regulations and Codes of Practice that apply in Western Australia, prior to issuance of a Main Roads WA Traffic Management accreditation.

In all other respects such applications shall be treated as Traffic Management Re-Accreditations. See Section 4.

4 TRAFFIC MANAGEMENT RE-ACCREDITATION

4.1 Introduction

Re-accreditation of all traffic management accreditation holders is required every three years³, following which it is a requirement that 'refresher training' is undertaken to maintain accreditation with Main Roads WA. Such refresher training and assessment shall be developed by the RTO and provided to those seeking re-accreditation. 'Recognition of Prior Learning' through work experience or other means shall be considered in the development of any refresher training course or package.

Re-accreditation is required to ensure that practitioners are kept up-to-date with any changes in legislation, standards and guidelines etc. and also changes in technology and work practices over the previous three year period. The extent of training required for re-accreditation is related to the applicant's level of day-to-day exposure to task required to be carried out, as well as to the extent of changes that have occurred to the relevant resource documentation since the date of previous accreditation.

Those who seek re-accreditation will need to provide evidence of active engagement in the industry within the previous 12 months. This may include written evidence of their work experience and/or employer / client references. Assessment for re-accreditation shall be undertaken in accordance with Section 4.2 (Traffic Management Assessment for Re-Accreditation). Applicants must have achieved statements of attainment in the current units of competency prior to being re-accredited.

Those seeking re-accreditation will have three (3) months after their accreditation has expired to attend a refresher course. Failing this the individual will be required to attend the full course (exceptional circumstances can be sent to MRWA for the final decision). This may also apply to participants from interstate who hold the relevant units of competency but not the MRWA traffic management accreditation (see section 3.9).

Applications seeking Main Roads WA Event Traffic Controller re-accreditation will be required to re-sit the full Main Roads WA Event Traffic Controller training course.

³ The expiry date of Main Roads WA Traffic Management accreditation is listed on the Main Roads WA Certificate of Accreditation and as shown on the photographic identification card.

4.2 Traffic Management Re-Accreditation Training and Assessment Requirements

In the three years since individuals attend traffic management courses key points may have been forgotten and therefore many may not be operating using best practice. It is recognised that the safety of work sites are dependent on the behaviour, attitude, awareness, motivation and skills of traffic management personnel and designers. A refresher course offers an opportunity for applicants to enhance these qualities as well as to share on job experiences and refresh their knowledge of the key functions of their role.

4.2.1 Course Delivery

RPL may be offered to some applicants seeking re-accreditation; however RTOs are required to gather evidence and will still need to assess the applicant's competency (see below). Attending a refresher course will be more applicable to the vast majority of applicants seeking re-accreditation.

Main Roads WA Traffic Management re-accreditation course duration shall be delivered as follows:

- ETC – shall sit the full course as stipulated within the ETC course curriculum;
- BWTM – minimum of half day (4 hours) duration;
- TC – minimum of half day (4 hours) duration;
- BWTM and TC combined – minimum one (1) day duration;
- WTM – minimum one (1) day duration;
- AWTM⁴ – minimum one (1) day duration

To ensure appropriate levels of supervision and participation class numbers shall be in accordance with the requirements for new applicants (section 2.3.4.1)

Those who seek re-accreditation will need to hold the valid units of competency as detailed within section 3. As the units RIICOM201D, RIIWHS201D and RIIGOV401D were recently added to the accreditation prerequisites it is likely RTOs will need to train and assess these units before issuing re-accreditation.

Note: the duration requirement will not apply to applicants undertaking RPL. For any RPL as a minimum the following will apply:

1. The same written/oral assessment of the applicants knowledge and understanding of their responsibilities (see section 4.2.3);
2. Direct observation (video evidence may be sufficient) by the assessor of at least one practical scenario for BWTM and TC accreditation;
3. Substantial verified evidence of practical workplace / on-road experiences.

4.2.2 Re-Accreditation Written Assessments

For all re-accreditations applicants shall be made aware of any relevant changes to the below documents (or replacement). Where there are key significant changes applicants shall be required to undertake a written assessment of their knowledge and understanding of the changes. This shall be relevant to the respective level of accreditation (see attachment 4 for further details).

- Traffic Management for Works on Roads Code of Practice

⁴ Duration of 2 days is recommended when applicants are undertaking the units of competency RIIWHS201D and RIIGOV401D as part of their re-accreditation.

- Traffic Management for Events Code of Practice
- AS 1742 - Manual of uniform traffic control devices Part 3 - Traffic control for works on roads
- Traffic Management Plan Preparation Guidelines
- Occupational Safety & Health Regulations
- *Road Traffic Code 2000*
- Main Roads WA Traffic Controllers Handbook
- AS/NZS 3845:1999 – Road safety barrier systems
- AS/NZS ISO 31000:2009 – Risk Management

In addition to the above requirement applicants shall undertake written/oral assessment on their knowledge and understanding of the following for each accreditation:

	TC	BWTM	WTM	AWTM*
Duty of Care	Y	Y	Y	Y
Fatigue and hydration management	Y	Y	Y	Y
Reporting procedures	Y	Y	Y	Y
JSA's / SWMS	Y	Y	Y	Y
Hazards – Work plant and road users	Y	Y	Y	Y
Escape routes	Y	Y	Y	Y
PPE	Y	Y	Y	Y
Communication	Y	Y	Y	Y
Daily Diary	Y	Y	Y	Y
Reviewing TMPs and TCDs	-	Y	Y	Y
Sign cleanliness	-	Y	Y	Y
Aftercare signage and delineation	-	Y	Y	Y
Safe work methods for setting out and recovering signs and devices	-	Y	Y	Y
Sign Credibility	-	Y	Y	Y
End of queue protection when using traffic controllers	-	Y	Y	Y
Risk Management	-	-	Y	Y
Traffic flow	-	-	Y	Y
Worker offsets and speed limits	-	-	Y	Y
Staging of works	-	-	Y	Y
Advance Warning	-	-	Y	Y

*A person seeking re-accreditation in AWTM accreditation shall be assessed to a higher level of knowledge.

Note: Where attendees are undertaking additional units of competency as part of their re-accreditation refer to attachment 4 for guidance on above.

4.2.3 Re-Accreditation Practical Assessments

TC and BWTM

For TC and BWTM re-accreditation, as a minimum, applicants shall be required to undertake three practical assessments, one being under live traffic conditions (a simulated practical is acceptable for the other 2 assessments e.g. in a car park).

For TC re-accreditation, as a minimum requirement, applicants shall demonstrate skill and knowledge in:

- Placement of Traffic Controller Ahead signs/Prepare to Stop signs,
- Location of traffic control station,
- Procedures for controlling traffic,
- Co-ordinate traffic using Stop/Slow bats,
- Two-way radio communications, and
- Removing or covering signs when not controlling traffic

For BWTM re-accreditations, as a minimum requirement, applicants shall demonstrate skills and knowledge in:

- Set out a Traffic Control Guidance Scheme (Traffic Management Plan),
- Monitor the guidance scheme,
- Close down the guidance scheme.

WTM

For WTM re-accreditation, as a minimum requirement, applicants shall be required to submit, for assessment:

- at least one (1) authorised traffic management plan that was implemented, either from the Main Roads WA template document or equivalent, with traffic control diagrams they amended.
 - This shall include the risk assessment they conducted and daily diary.
 - The plan must include multiple traffic control diagrams and speed reductions;
- a copy of an onsite inspection of a roadwork or event traffic management site they have completed.

Where the primary role of the Applicant that is seeking their WTM re-accreditation is limited to:

- a) Reviewing, recommending and/or authorising Traffic Management Plans; or
- b) Conducting site compliance inspections and modifying the Traffic Management Plans

the applicant may submit a copy of a Traffic Management Plan that they had reviewed, approved or conducted a site compliance inspection for, together with their review comments, for assessment.

All evidence shall have been within the last 12 months of seeking their Main Roads WA Traffic Management re-accreditation.

Where an applicant is unable to produce a sample of a Traffic Management Plan that they have reviewed and modified within the last 12 months of seeking their re-accreditation the applicant will be required to re-sit the WTM assessment task and undertake an onsite inspection of a worksite.

Note: in March 2015 the WTM prerequisites were amended removing the unit competency Prepare workzone traffic management plan and including Carry out the risk management process. This change will mean that the vast majority of WTM re-accreditations will require the RTO to issue the applicant with a statement of attainment in Carry out the risk management process.

AWTM

For AWTM re-accreditation, as a minimum requirement, applicants shall be required to submit, for assessment⁵:

- a copy of a detailed Traffic Management Plan completed in accordance with Main Roads template document or equivalent that had been implemented to an Event or Worksite, which they have developed. The plan must include multiple traffic control diagrams and speed reductions
- A copy of an onsite inspection of a roadwork or event traffic management site they have completed.

Where the primary role of the Applicant that is seeking their AWTM re-accreditation is limited to:

- a) Reviewing and/or approving Traffic Management Plans; or
- b) Conducting Compliance or Suitability Audits at a Workzone or at an Event, in a Roadworks Traffic Manager (RTM) capacity,

the applicant shall submit a copy of two (2) detailed Traffic Management Plans that have been implemented at an Event or Worksite that they had reviewed or approved, together with their review comments, for assessment. The plans must include multiple traffic control diagrams and speed reductions.

All evidence shall have been within the last 12 months of seeking their Main Roads WA Traffic Management re-accreditation.

Where an applicant is unable to produce a sample of a Traffic Management Plan that they have reviewed, designed and / or approved within 12 months of seeking their Main Roads WA Traffic Management re-accreditation, an assignment will then need to be submitted by the applicant.

⁵ Assessment shall involve the RTO reviewing the applicants Traffic Management plan to ensure compliance with the Main Roads WA Traffic Management for 'Events' or 'Works on Roads' Codes of Practice and Australian Standards Manual of uniform traffic control devices Part 3: Traffic control for works on roads (AS1742.3), as applicable.

5. REQUIREMENTS FOR RTO REGISTRATION

RTOs seeking approval to issue traffic management accreditation on behalf of Main Roads WA must provide evidence of compliance with the following requirements.

5.1 Procedural document to issue Main Roads WA Traffic Management Accreditation

Organisations seeking approval to issue traffic management accreditation on behalf of Main Roads WA shall develop and implement a procedural document that outlines the manner in which Main Roads WA Traffic Management accreditation as outlined below.

The procedural document shall include:

- Procedure for the Processing, Handling and Distribution of the Main Roads WA Traffic Management Accreditation application form⁶.
- The manner by which Applicants are notified of the Main Roads WA Traffic Management application and accreditation process. This information should be provided at the time of application in a clear and easy to read format.
- Validation process of the Applicants, Proof of Identity, Drivers Licence, AQF Statement of Attainment(s), Safety Awareness Training Card or Construction Induction card. For WTM accreditation validation process of documented evidence of practical experience.
- Issuance of Main Roads WA Traffic Management certificates and 'Photo Identification' card.
- Procedures developed for data entry of the Main Roads WA Training Accreditation database.
- Procedures for professional development (Qualification, Moderation).
- Use of Contractors and Sub-contractors (Qualification).
- Use of trainers and assessor (Qualification).
- Accrediting In-House personnel (Conflict of Interest).
- Record keeping.
- Procedures developed for all other requirements identified in this Provision of Service Agreement.
- Training and Demonstration given to applicants on the:
 - Contents of the Traffic Management page located on the Main Roads website www.mainroads.wa.gov.au.
 - Subscription process to the Traffic Management page on the Main Roads website www.mainroads.wa.gov.au.

⁶ A Main Roads WA Traffic Management accreditation application form, provided on the Forms and Publication page of Main Roads website www.mainroads.wa.gov.au, is required to be used by applicants seeking to be issued with Main Roads WA Traffic Management accreditation (including re-accreditation).

- Main Roads WA Traffic Management for 'Events' and 'Works on Roads' Codes of Practice.
- Main Roads WA roadway access application process (application kits) and permission required to work on State or on a Local Road.
- Variation to codes and Standards approval process.

5.2 Registration Criteria for RTOs to Issue ETC Accreditation

Organisations seeking approval to issue ETC accreditation on behalf of Main Roads WA shall:

- Meet the registration criteria for RTOs issuing TC and BWTM accreditation.
- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Event Traffic Controller' traffic management accreditation.

5.3 Registration Criteria for RTOs to Issue TC Accreditation

Organisations seeking approval to issue TC accreditation on behalf of Main Roads shall:

- Be a Registered Training Organisation (RTO) whose scope of registration by the WA Training Accreditation Council or ASQA includes the units of competency RIIWHS205D - Control traffic with a stop-slow bat, RIICOM201D - Communicate in the workplace and RIIWHS20D - Work safely and follow WHS policies and work procedures under the Resources and Infrastructure Industry Training Package,
- Provide a Training.gov.au printout of the Registered Training Organisations', company registration details and scoped listing of the unit codes RIIWHS205D, RIICOM201D and RIIWHS201D,
- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Traffic Controller' traffic management accreditation.

5.4 Registration Criteria for RTOs to Issue BWTM Accreditation

Organisations seeking approval to issue BWTM accreditation on behalf of Main Roads shall:

- Be a Registered Training Organisation (RTO) whose scope of registration by the WA Training Accreditation Council or ASQA includes the units of competency RIIWHS302D - Implement traffic management plan, RIICOM201D - Communicate in the workplace and RIIWHS201D - Work safely and follow WHS policies and procedures under the Resources and Infrastructure Industry Training Package.
- Provide a Training.gov.au printout of the Registered Training Organisations', company registration details and scoped listing of the unit codes RIIWHS302D, RIICOM201D and RIIWHS201D
- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Traffic Controller' traffic management accreditation.

5.5 Registration Criteria for RTOs to Issue WTM Accreditation

Organisations wishing to be considered for approval to issue WTM accreditation on behalf of Main Roads WA shall:

- Be a Registered Training Organisation (RTO) whose scope of registration by the WA Training Accreditation Council or ASQA includes the units of competency RIICWD503D - Prepare work zone traffic management plan, RIIRIS402D - Carry out the risk management process and RIWHS302D - Implement traffic management plan unit of competency under the Resources and Infrastructure Industry Training Package.
- Provide a Training.gov.au printout of the Registered Training Organisations', company registration details and scoped listing of the unit codes RIICWD503D RIIRIS402D and RIWHS302D.
- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Worksite Traffic Management' accreditation.

5.6 Registration Criteria for RTOs to Issue AWTM Accreditation

Organisations seeking approval to issue AWTM accreditation on behalf of Main Roads WA shall:

- Be a Registered Training Organisation (RTO) whose scope of registration by the WA Training Accreditation Council or ASQA includes the units of competency RIICWD503D Prepare work zone traffic management plan, RIIRIS402D - Carry out the risk management process, RIIGOV401D - Apply monitor and report on compliance systems and RIWHS201D - Work Safely and follow WHS policies and procedures under the Resources and Infrastructure Industry Training Package.
- Provide a Training.gov.au printout of the Registered Training Organisations', company registration details and scoped listing of the unit codes RIICWD503D, RIIRIS402D RIIGOV401D and RIWHS201D.
- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Advanced Worksite Traffic Management' accreditation.

5.7 Registration Criteria for RTOs to Issue OTMA Accreditation

Organisations seeking approval to issue Operate TMA accreditation on behalf on Main Roads WA, using the national unit of competency shall:

- Be a Registered Training Organisation (RTO) whose scope of registration by the WA Training Accreditation Council or ASQA includes the RIIRTM301D Operate a truck or trailer mounted attenuator unit of competency under the Resources and Infrastructure Industry Training Package.
- Provide a Training.gov.au printout of the Registered Training Organisations', company registration details and scoped listing of the course code RIIRTM301D.
- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Operate TMA' accreditation.

5.9 Future replacement national unit codes

Over time national unit codes may change, and the requirements or combinations of units at each accreditation level may change as amended in the Code of Practice - Traffic Management Works on Roads, or the Code of Practice - Traffic Management for Events on Roads.

Upon notification of impending changes to unit codes, RTO's should arrange to be scoped in the new unit codes and provide evidence to Main Roads WA of their updated scopes.

6. AUSTRROADS NATIONAL TRAFFIC CONTROL AT WORKSITES

6.1 National Harmonisation of Traffic Management Training

In 2009 Austroads commissioned a review of the various traffic management requirements adopted by each state and territory across Australia. This report identified the need to develop a nationally harmonised framework for training and accreditation. A second report commissioned in 2012 developed four traffic management skill sets: Supervisor, Traffic Controller, Implementer of Traffic Control Guidance Plan and Guidance Plan Developer. Eight units of competency make up these skill sets, which are well aligned to Western Australia's existing training and accreditation requirements:

National Profile and skill set requirements			
Control Traffic	Implement Traffic Control Guidance Scheme	Supervising	Develop Traffic Control Guidance Scheme
<p>For personnel who control traffic using a stop/slow bat. RIIWHS201D Work safely and follow WHS policies and procedures. RIIWHS205D Control traffic with a stop/slow bat. RIICOM201D Communicate in the workplace.</p>	<p>For personnel who are required to setup TCGPs in accordance with approved plans. RIIWHS201D Work safely and follow WHS policies and procedures. RIICOM201D Communicate in the workplace. RIIWHS302D Implement traffic management plan.</p>	<p>For personnel who are required to supervise roadwork sites and traffic management. RIIWHS201D Work safely and follow WHS policies and procedures. RIIRIS301D Apply risk management processes. RIIGOV401D Apply monitor and report on compliance systems. RIIWHS302D Implement traffic management plan. RIIBEF402D Supervise on-site operations.</p>	<p>For personnel who are required to prepare TCGPs to suit the road and work-site environment. RIIWHS201D Work safely and follow WHS policies and procedures. RIIRIS301D Apply risk management processes. RIIGOV401D Apply monitor and report on compliance systems. RIICWD503D Prepare work zone traffic management plan.</p>
WA Profile and skill set requirements as at May 2016			
Traffic Controller (TC)	Basic Worksite Traffic Management (BWTM)	Worksite Traffic Management (WTM)	Advanced Worksite Traffic Management (AWTM)
<p>RIIWHS205D – Control traffic with a stop/slow bat. RIICOM201D – Communicate in workplace. A current or previous drivers licence</p>	<p>RIIWHS302D – Implement traffic management plan. RIICOM201D – Communicate in the workplace.</p>	<p>RIIRIS402D – Carry out the risk management process. Current certificate of accreditation in Basic worksite traffic management. 12 months practical experience in TM or 2 years' experience in road construction or maintenance.</p>	<p>RIICWD503D – Prepare work zone traffic management plan. RIIRIS402D – Carry out the risk management process.</p>

6.2 Traffic Management Accreditation Pre-requisites

As of 1 January 2017 RTOs issuing Main Roads WA accreditations shall be scoped and deliver the following units of competency for each accreditation:

Accreditation	Units of competency required
TC (Control)	RIIWHS201D Work safely and follow WHS policies and procedures. RIIWHS205D Control traffic with a stop/slow bat. RIICOM201D Communicate in the workplace.
BWTM (Implement)	RIIWHS201D Work safely and follow WHS policies and procedures. RIICOM201D Communicate in the workplace. RIIWHS302D Implement traffic management plan.
WTM (Supervise)	Retain existing requirements. Note: Other road authorities are yet to give timeframes for implementation of the Supervise Skill Set so this will not be rolled out at this time. When more direction is given from other road authorities Main Roads will also adopt the national Supervisor Skill Set.
AWTM (Develop)	RIIWHS201D Work safely and follow WHS policies and procedures. RIIGOV401D Apply monitor and report on compliance systems. RIIRIS402D Carry out the risk management process* RIICWD503D Prepare work zone traffic management plan.

RED= New

Black= Existing

*As some other road authorities have not implemented the 'Develop' Skill Set it is proposed that RTOs continue to issue RIIRIS402D – Carry out the risk management process. However, RTOs should aim to be scoped in RIIRIS301D – Apply risk management processes by mid-2017.

6.3 Austroads Learning and Assessment Material

Skills DMC the previous National Industry Skills Council for the Australian Resources and Infrastructure Industry were engaged to develop the training and assessment material for the eight units of competency. In consultation with the Austroads working group the material was developed and comprises of seven documents for each unit of competency with a total of 56 documents. RTOs will be supplied the following documents for each unit of competency:

- Assessment Plan
- Learner Workbook
- Mapping
- Practical Assessment

- Supporting Evidence Assessment Tool
- Theory Assessment Answers
- Theory Assessment Tool.

This learning and assessment material should be seen as a guideline and represents a generic base from which all states and territories could be confident the same skills and knowledge base was being trained and assessed across the country.

The documents themselves are not in a format or language that is deliverable without some modification by RTO's. RTO's are required to make their training engaging and interactive through other mediums such as PowerPoint and group activities.

The documents are not all encompassing and it is the responsibility of all RTOs to ensure the following:

- Contextualisation: RTOs will be required to contextualise the material so that it meets WA requirements (WA legislation, Codes of Practice, Guides, etc.).
- Validation: although the material has been developed with consultation with State Road Authorities, RTOs and industry the material has not been appropriately validated as is required by the VET regulator. RTOs shall ensure they are complying with TAC/ASQA requirements. Where the materials fall below the requirements of TAC/ASQA the TAC/ASQA requirements shall take precedence.

This material should be seen as minimum requirement for RTOs. RTOs that have already developed their own material shall ensure it complies with the material. RTOs will need to customise the documents beyond the basic format; this includes adding their own branding and clustering the units of competency.

The intention of the harmonised model is to enable traffic management personnel to work across states. RTOs shall ensure they develop RPL processes to enable those from interstate to gain accreditation in WA without doing the full course. This RPL shall be developed with the assumption that the other states adopt the proposed units by Jan 2017. RPL must also be offered to WA personnel with existing accreditation to enable them to meet the requirements of the new units when they seek re-accreditation.

All other Main Roads WA training and assessment requirements shall be met, such as training duration, use of online training and use of simulated practicals (see section 2.3).

Note: the additional units of competency will likely increase the course duration of some accreditations. Feedback from RTOs will be sort to amend the minimum course duration.

6.4 AWTM and WTM accreditations

Currently, most other states do not have an accreditation that is similar to the proposed Supervisor Skill Set (Worksite Traffic Manager level). As such, other road authorities have yet to put plans in place to incorporate the units of competency for this skill set / accreditation.

Until there is more direction in this area RTOs should continue to deliver the current WTM accreditation with current pre-requisites (see section 3.4), however should expect Main Roads to adopt the harmonised 'Supervisor' Skill set in the near future.

Austrroads is investigating a tiered approach to accreditation based on the complexity of the road environment, e.g. higher competencies and/or experience may be required for Freeway traffic management compared with local roads.

Due to this ongoing Austrroads project, as of January 2017 RTOs delivering the AWTM / 'Develop TMP' course should continue to deliver the RIIRIS402D – Carry out the risk management process (along with the other new units) instead of the RIIRIS301D. As it is likely in the future that the highest accreditation will require the higher level of risk competency.

7. COMPLIANCE REQUIREMENTS

RTOs seeking approval by Main Roads WA to issue Main Roads WA Traffic Management accreditation must provide an undertaking to meet the following obligations in the discharge of services:

7.1 Indemnity

Approval to issue Main Roads WA Traffic Management accreditation shall only be granted subject to the RTO providing a signed and witnessed declaration to agree to indemnify and must keep indemnified Main Roads WA, the State of Western Australia, its employees, contractors and agents (but excluding the RTO, its employees, contractors, sub-contractors or agents) from and against all actions, suits, claims and demands taken, made or brought by any person against Main Roads WA in respect of:

- a) the death or injury of any person,
- b) the loss or damage to property (whether real, financial or personal),
- c) breaches of contract by the RTO,
- d) errors and omissions on the part of the RTO, its employees, contractors, sub-contractors or agents (but excluding those indemnified), and
- e) breaches of legislation by the RTO, its employees, contractors, sub-contractors or agents (but excluding those indemnified);

in the course of, arising out of, or caused directly or indirectly by, the RTO undertaking the delivery of and issuing of the Main Roads WA traffic management accreditation, except to the extent the injury or death is caused by the negligence of those indemnified.

Main Roads WA shall agree to use its best endeavours to cooperate with the RTO, at the RTOs cost, in respect of the conduct of any defence, or the agreement of any settlement, of any third party action, suit, claim, demand or proceeding, the subject of the indemnity under this Clause.

7.2 Insurance Cover

RTOs seeking approval to issue Main Road WA Traffic Management accreditation must provide copies of current certificates of insurance and schedule of cover. The following insurances are required:

- a) Public liability insurance covering the legal liability of the Respondent and the Respondent's Personnel arising out of the Services for an amount of not less than \$10 million for any one occurrence and unlimited in the aggregate;

- b) Professional indemnity insurance⁷ covering the legal liability of the Respondent and the Respondent's Personnel under the Contract, if awarded, arising out of any act, negligence, error or omission made or done by or on behalf of the Respondent, or any subcontractor in connection with the Contract for a sum of \$5 million for any one claim, and \$5 million in the aggregate for any one period of insurance, and
- c) Workers compensation⁸ insurance in accordance with the provisions of the Workers Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount of not less than \$50 million for any one occurrence in respect of workers of the Respondent. The insurance policy⁹ must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the Workers Compensation and Injury Management Act 1981.

The professional indemnity insurance required under this Clause is to be maintained for the duration of the Contract Term and for a period of six (6) years after the termination of the Contract Term.

7.3 Validation and Moderation

Validation is a process, which involves assessors in discussing and reaching agreement about assessment processes and outcomes. From this process it is expected that assessors would develop a shared understanding of the requirements of the curriculum document, the nature of evidence, how evidence is collected and the basis on which assessment decisions are made.

There are two types of validation:

- Validation of assessment processes and procedures (Validation). This involves assessors working in the same industry or industry sector meeting to discuss practices, which facilitate the consistent interpretation of evidence requirements, and the design of comparable assessment processes and tools within the industry or industry sector.
- Validation for verification of assessment outcomes (Moderation). This involves assessors meeting to ratify assessment decisions made by different assessors from within or across RTOs.

Both validation and moderation are a requirement to receive approval by Main Roads WA to issue Main Roads WA Traffic Management accreditation. RTOs seeking approval must:

- provide evidence of existing processes for validation and moderation of assessment,

⁷ Professional indemnity insurance must be extended to include all subcontractors used in the connection to the provision of this service agreement.

⁸ Workers Compensation insurance certificate of currency is not required by Main Roads where the RTO is the sole working director and where no other contractors or employees are used in the delivery of Main Roads Traffic Management accreditation.

⁹ This specific requirement '*any claims and liability that may arise with an indemnity under section 175(2) of the Workers Compensation and Injury Management Act 1981*' must be specified in the insurance Schedule of Cover.

- agree to participate in validation and moderation activities as scheduled by Main Roads WA,
- commit to incorporate the results of validation and moderation activities in the continuous improvement of their delivery and assessment strategies and materials, and maintain records of any changes made to delivery or assessment processes as a result.

7.4 Use of Trainers and Assessors

The approved RTO shall only use trainers and assessors (including contractors and subcontractors) in the delivery of Main Roads WA Traffic Management accreditation that have been approved by Main Roads WA. Trainers and assessors shall:

- a) hold a current Main Roads WA' traffic management accreditation in the level of accreditation been delivered; and
- b) satisfy the requirements of the Standards for RTOs or their successors; and
- c) have the required civil construction industry experience¹⁰ required by the unit of competency delivered; and
- d) have at least 1 year first-hand experience in working on roads at construction sites; OR

have at least 1 year experience in the management of traffic on roads at a worksite or at an event. (The level of experience shall relate directly to the level of accreditation being delivered.)

7.5 Use of Contractors and Sub Contractors

The approved RTO shall not use any sub-contractors or other people or companies who are neither employees nor directors of the training organisation while carrying out the delivery of the training in order to issue Traffic Management accreditation on behalf of Main Roads WA, without disclosing the name, business details, qualification, task to be carried out, of the contractor and or sub-contractor in the RTOs professional indemnity insurance schedule of cover, and;

The approved RTO shall notify Main Roads WA of any amendment made to the professional indemnity insurance schedule of cover within 5-working days of the amendment been made.

All contractor and sub contractor arrangements in the delivery of training and assessing shall be approved by Main Roads WA.

7.6 Accrediting In-House Personnel (Conflict of Interest)

Approved RTOs shall have documented processes in place that describe how conflict of interest will be managed, to the satisfaction of MRWA, when providing accreditation to in-house personnel.

¹⁰ AQF level 2 requires 2 years of experience. AQF level 3-6 requires 5 years of experience. The level of experience shall relate directly to the level of accreditation delivered.

8. RECORD KEEPING

8.1 Applicants Traffic Management Accreditation Application Form

The RTO shall provide Main Roads WA with a copy of the Traffic Management Accreditation Application form within 5 working days from the date that the Main Roads WA accreditation is issued. RTOs are encouraged to email copies of the form.

8.2 Issuance of Certificate/Proof of Accreditation

Main Roads WA accreditation shall include issuing the applicant with:

- a Main Roads WA 'Certificate of Accreditation' certifying that the graduate had been assessed as meeting the pre-requisites specified in the Main Roads WA Traffic Management for Works on Roads / Events Code of Practice together with the Graduate Name, Type of Accreditation, Date of Accreditation, Name of the RTO, Name and Title of the Issuing Officer, Issuing Officer's signature¹¹, Certificate number and expiry date, as per the format shown at Attachment 2,
- a plastic wallet 'Photographic Identification' card with the accreditation number and other details as per the format shown at Attachment 3, as applicable.

The Certificate and plastic wallet 'Photographic Identification' card shall be issued to the graduate within 5-working days from the date that the Main Roads WA Traffic Management accreditation is issued.

8.3 Maintenance of Accreditation Database

The training database is a web-based application primarily designed to enable accreditation details to be updated by approved RTO's and to enable Traffic Management Accreditation verification by the general public.

Approved RTOs shall be required to upload details of those who have successfully met all the accreditation pre-requisites into the Main Roads WA Training Database within 5-working days from the date of issue of the Main Roads WA Traffic Management accreditation as shown in table 1 below.

Table 1
Applicant Details

FIRST NAME	<i>(as shown on drivers licence)</i>
LAST NAME	<i>(as shown on drivers licence)</i>
DATE OF BIRTH	<i>(as shown on drivers licence)</i>
COMPANY	
SUBURB	
STATE	
POSTCODE	
POSTAL ADDRESS	
PHONE NUMBER	
MAIN ROADS WA ACCREDITATION	<i>(Course)</i>
CERTIFICATE NUMBER	
DATE OF ACCREDITATION	

¹¹ Electronic signature is acceptable.

The Certificate Number is assigned by the RTO. The following alpha/numeric format must be followed in assigning a number for each student and qualification:

Number Format (ABC-DE-12-00015-01)

First three/eight letters (ABC)	Acronym of Company name
Next two/four letters (DE)	Acronym of Course name (ET, TC, PTC, BWTM, WTM, AWTM, RTM)
First two digits (12)	Year of accreditation
Middle five digits (00015)	Sequential number assigned by the Training Provider
Last two digits (01)	01 for first accreditation, 02 for first renewal and so on

Each of the above codes to be separated by a hyphen (-).

8.4 Record of Approved RTOs

RTOs approved to issue accreditation on behalf of Main Roads WA will be listed on the Main Roads WA website. The website listing shall be the only official record of approved RTOs.

Main Roads WA reserves the right to delete RTOs from the website list where non-conformance with this Service Agreement is identified.

9. QUALITY ASSURANCE

RTOs seeking approval to issue Main Roads WA Traffic Management accreditation must agree to meet the requirements of the Standards for RTOs in all aspects of the service provision covered by this Service Agreement, except where this Service Agreement is in conflict with the standards.

9.1 Evaluation

The registration and accreditation process will be monitored and evaluated using the following mechanisms:

- Standing agenda items at Main Roads WA Traffic Management for Works on Roads or Events Advisory Group meetings.
- Two meetings¹² held annually with RTOs and Main Roads WA. Meetings to be held at the Main Roads WA Head Office (Don Aitken Centre), Waterloo Crescent, East Perth WA. Proposed dates are in March and August of each year.
- Auditing of RTOs by Main Roads WA.
- Moderation sessions as arranged by Main Roads WA.

¹² Attendance by at least one RTO representative shall be considered compulsory in order to retain RTO accreditation.

9.2 Auditing of the Training and Accreditation Database

The Main Roads WA online database may be audited from time to time to ensure that the names and contact details of Applicants issued with a Main Roads WA Traffic Management accreditation have been correctly entered by the RTO.

The online database will also be audited for data entry completeness, duplication and cross referenced against the application as detailed in section 8.

9.3 Auditing of Approved RTOs

The primary purpose of the audit is to determine compliance with the terms and conditions as set out in this Service Agreement or its replacement. Audit dates shall be negotiated with the RTO to allow sufficient time for preparation. The RTO will be issued an objective and scope Audit notice beforehand that will give details of the type of audit to be conducted, name of the Auditor (or names of the Audit Team members) and an indication of what 'evidence' the Auditor(s) will wish to see.

This evidence may include (but is not limited to):

- Verifying compliance and record keeping requirements;
- Talking with trainers, applicants and the employers of applicants;
- Viewing RTO's resources and facilities.

In addition, the audit may also involve:

- Examining the RTO's training and assessment material (including course material issued to students);
- Observing the RTO's classroom practice (sitting in on classrooms);
- Reviewing applicant's practical written assessments:

To ensure that the course content material being delivered and the assessment of applicants meet relevant laws, regulations and codes of practice specific to Western Australia to ensure that applicants issued with a Main Roads WA Traffic Management accreditation are cognizant of their responsibility and proficient in the task of using road signs to manage traffic on a road used by the general public.

During the audit, the Auditor (or Audit Team) may make notes of their observations and an Audit closeout meeting may be held with the RTO to discuss their findings.

The RTO must fully cooperate with the Auditor (or Audit Team) and the audit process, taking all reasonable steps to present evidence that demonstrates its compliance.

The Auditor or the Audit Team shall be provided with access to the Classroom and were requested to be provided with copies of all training and assessment material including material issued to applicants for the audit team's retention, at no cost to the Auditor or the Audit Team. All material provided will not be disclosed by the audit team to any other third party without prior approval from the RTO.

The audit(s) may be undertaken in conjunction with or in addition to audits undertaken by the Training Accreditation Council or ASQA. Audit findings undertaken by Main Roads WA may be shared with the RTO's Regulator.

9.4 Professional Development

RTOs seeking approval to issue Main Roads WA Traffic Management accreditation must:

- Provide evidence of existing processes for professional development of their trainers and assessors in the following areas:
 - ETC, TC, BWTM, WTM, AWTM (depending on the level of accreditation been delivered.),
 - Assessment,
 - Delivery, and
- Agree to participate in professional development activities as scheduled by Main Roads WA.

10. RETENTION OF RECORDS

To enable Main Roads WA to meet its statutory and legal record keeping requirements of public records, RTO's are required to retain applicant's records, as specified in section 8, for seven years. After this time, unless the subject of legal proceedings, the records may be appropriately destroyed.

11. TERM OF REGISTRATION

The Term of Registration of this Provision of Service Agreement is 3 years from date of release.

The Term of Registration shall also come to an end when:

- a) The RTOs scope of registration had been terminated by the Trainer's Regulator or when the training package detailed Section 5 (Requirements for RTO Registration) had been amended or superseded,
- b) The RTOs insurance Certificate of Currency has expired¹³, or
- c) The RTO requests termination of the registration

Main Roads WA has, at its full discretion, the option to extend the Term of Registration to any or all Registered Training Organisations by up to two terms of one year each. If the RTO wishes to exercise an option under this Clause, then the RTO must give Main Roads WA notice at least 20 Business Days before the expiry of the RTO's insurance cover.

12. TERMINATION OF REGISTRATION

12.1 Termination by Main Roads WA

Main Roads WA will be able to terminate a Training Provider registration, if, in the opinion of the Main Roads WA Executive Director Road Network Services, the Training Provider;

Commits:

- (1) A breach of any condition of this Provision of Service Agreement, which cannot be remedied.

¹³ RTOs shall be required to submit to Main Roads WA, prior to the expiry of their insurance cover, copies of their renewed insurance Certificate of Currency together with the Schedule of Cover in line with the requirement of Clause 5.2 (Insurance Cover). Failure to make this information available to the Main Roads WA Roads Safety Policy Co-ordinator will automatically terminate this Provision of Service Agreement.

- (2) Reoccurring or consistent breaches of any condition of this Provision of Service Agreement.
- (3) A remediable breach of this Provision of Service Agreement and fails or refuses to remedy that breach within a time period stipulated in writing by Main Roads WA to remedy such breach.

Fails to:

- (4) Respond against an adverse finding recorded against the RTO during the Audit undertaken under Section 9 (Quality Assurance) to the satisfaction of Main Roads WA.
- (5) Keep current their insurance certificates of currency or fails to, or refuses to, make available to Main Roads WA copies of their renewed insurance Certificate of Currency and Schedule of Cover.

Or the RTO:

- (6) Scope of registration is terminated by the Training Accreditation Council of Western Australia or ASQA.
- (7) Is found to be operating outside their scope of registration.

The Provision of Service agreement may also be terminated in the interest of Main Roads WA or otherwise in the public interest.

12.2 Transfer of Records – Termination of Agreement

When a RTO ceases delivering Main Roads WA Traffic Management accreditation or intends to cease trading, it should, with 10-working days prior to ceasing operation, contact Main Roads WA Road Safety Policy Coordinator to make arrangements to transfer all applicant records to Main Roads WA as required under Section 8 (Record Keeping).

Within 10-working days of ceasing operations, the RTO shall ensure that the Main Roads WA online Training and Accreditation database is updated and for all documentation required under Section 8 (Record Keeping) to be forwarded to Main Roads WA. The documentation is to be complete and accurate. For electronic records, the RTO shall make arrangement for the mechanism or software by which the material can be retrieved to be available to Main Roads WA at no charge.

13. APPLICANT GRIEVANCES

Grievances from any person or organisation relating to any part of the training, assessment (excluding Event Traffic Controller accreditation) shall be referred to the Training Accreditation Council or ASQA for determination.

Grievances from any person or organisation relating to any part of the training, assessment for Event Traffic Controller accreditation shall be referred to the Commissioner of Main Roads WA for determination.

Grievances from any person or organisation relating to any part of the accreditation process shall be resolved between parties by an independent arbitrator, appointed by Main Roads WA, at the applicants cost.

14. EXPRESSIONS OF INTEREST

Expressions of Interest for approval to provide Main Roads WA Traffic management accreditation should be lodged with:

Road Safety Policy Coordinator
Road Safety Branch
Main Roads Western Australia
PO Box 6202
EAST PERTH WA 6892

Telephone: (08) 9323 4111 (or 138 138)

Email: roadsafety@mainroads.wa.gov.au

Expressions of Interest must include:

1. Training.gov.au printout of the RTO's registration and individual unit code(s). (See Section 5 – Requirements for RTO Registration.)
2. Supporting documentation to demonstrate compliance with the insurance requirements. (see Section 7.2 – Insurance Cover)
3. Trainers and assessors Main Roads WA accreditation. (See Section 7.4 – Use of Trainers and Assessors)
4. Trainers and assessor work history in the management of traffic at Events or Works on Roads. (see Section 7.4 – Use of Trainers and Assessors)
5. RTO's procedural document in managing conflicts of interest, when issuing Main Roads WA Traffic Management accreditation to in-house personnel. (see Section 7.6 – Accreditation of In-House Personnel).
6. Completed and signed proforma at Attachment 1 (Registration Application Proforma).

Attachment 1

REGISTRATION APPLICATION PROFORMA

DELIVERY OF TRAFFIC MANAGEMENT ACCREDITATION ON BEHALF OF MAIN ROADS WA – PROVISION OF SERVICE AGREEMENT

REGISTRATION APPLICATION PROFORMA FOR REGISTRATION OF RTOS			
Legal Name of Registered Training Organisation:			
Trading Name of Registered Training Organisation:			
National Provider Code:		Website Address:	
Name of Contact Person:		Telephone Num:	
Email Address:			
Accreditation to be provided <small>(Tick ✓ applicable):</small>	<input type="checkbox"/> Event Traffic Controller <input type="checkbox"/> Traffic Controller <input type="checkbox"/> Operate TMA	<input type="checkbox"/> Basic Worksite Traffic Management <input type="checkbox"/> Worksite Traffic Management <input type="checkbox"/> Advanced Worksite Traffic Management	
Location (Address) of Principal Training Venue: <small>(Tick ✓ applicable):</small>			
Relevant Scope of Registration			
<u>Training.gov.au Code</u>	<u>Qualification/Course/Unit Name</u>	<u>State Registered</u>	
Contractors and Sub Contractors			
Will Contractors and or Sub Contractors be used?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes Attach a list of the names, business details, qualifications, tasks to be carried out of all contractor or sub-contractors used in the delivery of Main Roads WA Traffic Management Accreditation.	
DECLARATION			
On behalf of _____, I do hereby declare to indemnify Main Roads WA against Clause 7.1 (Indemnity) of this agreement and agree to comply with all the requirements in this provision of service agreement (or as amended from time to time), if I am approved to issue Main Roads WA' Traffic Management accreditations on behalf of the Commissioner of Main Roads Western Australia.			
Signature of person making the declaration:			
_____	_____	_____	_____
Print Name (Applicant)	Signatures of Applicant	Date of Application	
In the presence of:			
_____	_____	_____	_____
Print Name (witness)	Signatures of witness	Date witnessed	

Attachment 2

Sample Traffic Management Certificate Layout

Stock

Certificate specification

Size
A4
Material
160g/m2 Card

Background
White

Main Roads Western Australia
TRAFFIC MANAGEMENT



CERTIFICATE OF **ACCREDITATION**

This is to certify that

Jane Citizen

has been assessed as meeting the pre-requisites
specified by Main Roads Western Australia for

TRAFFIC CONTROLLER

Including the units of competency:

**Control traffic with stop-slow bat
Communicate in the workplace**

27 August 2012

Issued on behalf of Main Roads WA by
Safe Training Services W/A

John Smith

John Smith
Managing Director Safe Training Services W/A



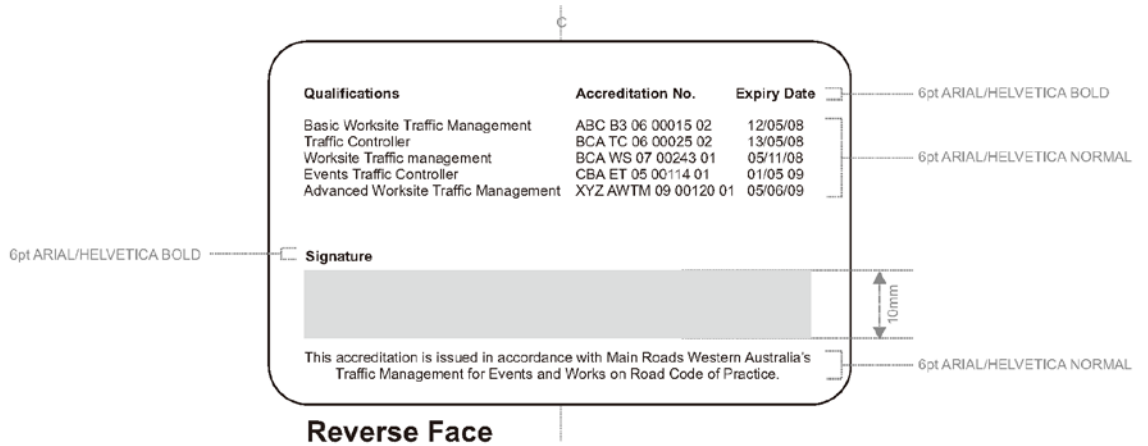
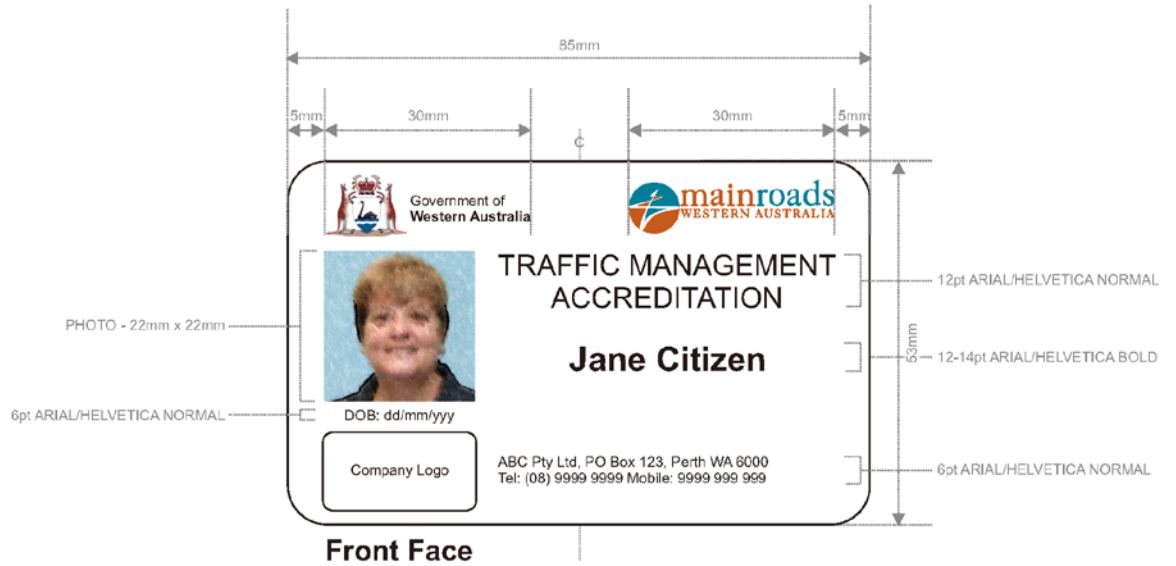
CERTIFICATE NUMBER STS-TC-12-00015-01

EXPIRY DATE 26 August 2015

Attachment 3

Sample 'Photographic Identification' Card Layout

SAMPLE ID CARD LAYOUT



Number Format (ABC-DE-12-00015-01)

First three/eight letters (ABC)	Acronym of Company name
Next two/four letters (DE)	Acronym of Course name (ET, TC, PTC, BWTM, WTM, AWTM, RTM)
First two digits (12)	Year of accreditation
Middle five digits (00015)	Sequential number assigned by the Training Provider
Last two digits (01)	01 for first accreditation, 02 for first renewal and so on

Each of the above codes to be separated by a hyphen (-).

Attachment 4
Refresher Training

BWTM & TC Refresher Training:

Code of Practice Changes – Training

The following shall be included in Training presentations and/or handouts:

Section 5.2.1	Amendments to tasks undertaken by WTM and the Generic/Site Specific TMP checklist
Section 5.2.1	Requirement to review generic TMPs at least once in a 12 month period.
Section 5.5	Amendment to record keeping requirements: keeping a copy of the TMP onsite; following appendix A of AS1742.3
Section 6.1.1	Clarification – regulatory and warning signs shall not be altered or modified
Section 6.2*	New Section – Covering Existing Signage
Section 6.14	New Section – Traffic Controllers
Section 7.4	New section - Video Evidence
Section 8.2	Clarification – BWTM accreditation required on site when road workers are present
Section 8.2; 8.5; 8.6	Addition of RIIWHS201D for TC, BWTM and AWTM accreditations

*BWTM only

Code of Practice Changes - Assessment

As a minimum the following shall be assessed:

Section 5.2.1*	Amendments to tasks undertaken by WTM and the Generic/Site Specific TMP checklist
<p>e.g.</p> <p>Q: Can a person with WTM accreditation make amendments to a TMP onsite?</p> <p>A: Yes</p> <p>Q: Can a person with WTM accreditation prepare a TMP?</p> <p>A: No</p> <p>Q: How often should a generic TMP be reviewed?</p> <p>A: At least once in a 12 month period.</p>	

Section 5.5*	Amendment to record keeping requirements: keeping a copy of the TMP onsite; following appendix A of AS1742.3
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e.g.

True or False: It is only a requirement to have copies of traffic control diagrams on site.

A: False, a copy of the TMP shall also be kept on site.

Q: If any changes are made on site what details need to be recorded:
Circle the correct answer/s

- a) Location, date and time
- b) Temperature
- c) Details of the change and risk assessment
- d) Name and accreditation number of the person authorising the change
- e) Names of workers on site
- f) Identification of job and/or TCD reference number.

Q: At what four stages is it important to undertake inspections of the traffic management site?

A: Before work starts; During hours of work; Closing down at the end of the day; When any changes occurs to signs and/or devices.

Section 6.14	Traffic controllers
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e.g.

Q: Can one traffic controller stop more than one lane of traffic on a multi-lane road?

A: No.

Q: Which signs shall be located on site to give advance warning of a traffic controller?

A: Prepare to Stop and Traffic Controller (symbolic)

Q: What needs to be in place to ensure the safety of traffic controllers at night:

- a) Traffic controllers are well illuminated
- b) Signs and devices that are reflective
- c) Traffic Controllers shall use a luminous wand
- d) All of the above

A: d) all of the above

Q: The Worker (symbolic) and Traffic Controller (symbolic) can be used in the same MMMs panel on a road with a permanent speed limit of 80 km/h?

A: No, only on roads with a speed of 60 km/h or less with site constraints.

*BWTM only

Additional Topics

Training / Assessment when attendees are undertaking additional units of competency as part of their re-accreditation

Topic	Where it should be covered
Duty of Care	<p>Assessment:</p> <p>Ensure attendees are aware of their duty of care to provide safe worksite for roadworkers, traffic management personnel, and road users (including pedestrians and cyclists).</p> <p>e.g.</p> <p>Who do traffic management personnel owe a duty of care to?</p> <ul style="list-style-type: none"> a) Road workers and traffic management personnel b) Vehicles c) Pedestrians and Cyclists d) All of the above
Fatigue and hydration management	Within RIIWHS201D
Reporting procedures	Within RIIWHS201D
JSAs / SWMS	Within RIIWHS201D
Escape routes	Training – highlight the importance of escape routes to workers and traffic controllers.
PPE	Within RIIWHS201D
Communication	<p>RIICOM201D</p> <p>Ensure trainers cover risks involved with miscommunication at worksites, particularly between traffic controllers when opening traffic lanes or during shuttles.</p>
Hazards – Work plant and road users	<p>Within RIIWHS201D</p> <p>Ensure attendees are made aware of the risks of work plant as well as road vehicles to TM personnel.</p>
Daily Diary	Covered above.
Reviewing TCDs*	Assessment – attendees should be able to read TCDs and find major errors along with determining which TCDs are appropriate for certain work types.
Sign cleanliness	Optional
Aftercare signage and delineation*	Training – ensure attendees are made aware of the importance of leaving a safe worksite after hours for the public.

Safe work methods for setting out and recovering signs and devices*	Training – ensure attendees are aware of the risks involved with site set up.
Sign Credibility*	Training – ensure attendees are aware of the need to have appropriate traffic management to help ensure road user compliance, e.g. signs being left up that are not applicable and inappropriate speed limit reductions cause road users to be non-compliant at all worksites.
End of queue protection when using traffic controllers*	Training – use of traffic controllers can often introduce a high risk of high speed end of queue collisions resulting in serious injury and fatal crashes. Ensure attendees are aware of the requirements to help prevent collisions: <ul style="list-style-type: none"> • Adding additional PTS signs, • Having additional TC, • VMS signs or other additional warning signs • Ensuring TCs are not holding traffic for too long.
Risk Management	Within RIIWHS201D
Traffic flow	Optional
Worker offsets and speed limits	Optional
Staging of works	Optional
Advance Warning	Optional

*BWMT only

Items indicated as training shall be included in training presentations and/or handouts.

Items indicated as assessment shall be included in training presentations and/or handouts and assessed in questionnaires, assignments and/or within TMPs provided by the attendee.

It is up to the RTO whether to cover items listed as optional.

WTM Refresher Training:

Code of Practice Changes - Training

The following shall be included in Training presentations and/or handouts:

Section 3.1.1	New subsection – MRWA Policy for Works on High Volume Roads
Section 3.1.2	New subsection – MRWA Traffic Management Company Registration Scheme
Section 5.2.1	Amendments to tasks undertaken by WTM and the the Generic/Site Specific TMP checklist
Section 5.2.1	Requirement to review generic TMPs at least once in a 12 month period.
Section 5.2.2	Examples of 'Complex Traffic Arrangements' updated.
Section 5.2.4	New section – Workzone Road Safety Barrier Detail in TMPs.
Section 5.5	Amendment to record keeping requirements: keeping a copy of the TMP onsite; following appendix A of AS1742.3
Section 6.1.1	Clarification – regulatory and warning signs shall not be altered or modified
Section 6.2	New Section – Covering Existing Signage
Section 6.2.5	Mobile Temporary Speed Limits – now enforceable under the Road Traffic Code 2000
Section 6.4.7	Setting out temporary Speed zones
Section 6.5.4	New Section – Temporary Road Safety Barrier Systems
Section 6.5.5	New subsection – Overhead Works on or Near Roads
Section 6.8.2	Requirement of a Rail Safety Management Plan
Section 6.11	Link to Draft Guidelines for the use of TMAs
Section 6.12	Lane Widths and Edge Clearances
Section 6.14.2	Clarification - the use traffic controller advance warning signs
Section 6.15	New section – Illuminated Flashing Arrow Sign
Section 7.4	New section - Video Evidence
Section 8.1	Amendments to tasks of Worksite Traffic Management
Section 8.2	Clarification – BWTM accreditation required on site when road workers are present

Section 8.2; 8.5; 8.6	Addition of RIIWHS201D for TC, BWTM and AWTM accreditations
Section 8.3	Operate TMA accreditation prerequisites amended
Section 8.4	Amendments to prerequisites of Worksite Traffic Management Accreditation
Section 8.5	Addition of RIIGOV401D for AWTM accreditations
Appendix 4	New MMS signs

Code of Practice Changes – Assessment

As a minimum the following shall be assessed:

Section 6.4.7	Setting out temporary Speed zones
<p>e.g.</p> <p>Q: Generally, how many metres should an 80 km/h buffer zone be?</p> <p>Answer: 300 m</p> <p>Q: Illustrate the speed sign spacing for roadworks requiring a 40 km/h speed limit on a 90 km/h road.</p>	
Section 6.11	Guidelines for the use of TMAs
<p>e.g.</p> <p>Q: What is the purpose of a TMA?</p> <p>Answer: To protect workers at short term worksites on high speed roads.</p> <p>Q: Do Main Roads WA permit trailer mounted attenuators?</p> <p>Answer: No</p>	
Section 6.12	Lane Widths and Edge Clearances
<p>e.g.</p> <p>Q: What is the minimum lane width required at a worksite with a temporary speed limit of 80 km/h?</p> <p>Answer: 3.2 m</p> <p>Q: What is the minimum edge clearance between the edge of the traffic lane and the line of traffic cones when the traffic speed is 60 km/h or less?</p> <p>Answer: 0.3 m</p>	

Section 6.14	Traffic Controllers
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e.g.

Q: Generally, how far in advance of the traffic controller should the PREPARE TO STOP and traffic controller (symbolic) signs be on a 50 km/h road with no speed reduction?

A: 30 m

True or False: The traffic controller (symbolic) and worker (symbolic) signs can be used in the same MMS frame on roads with a permanent speed limit above 60 km/h.

A: False

Additional Topics

Assessment shall be in accordance with section 4.2.2.

(Also see AWTM refresher for further guidance.)

AWTM Refresher Training:

Road Traffic Code 2000 - Training

Participants should be made aware the following changes to WA road rules:

- As of 27 April 2016 cyclists of all ages are able to use footpaths, unless otherwise signed.
- As of 30 November 2017, a driver of a motor vehicle must pass a bicycle travelling in the same direction at a safe distance, being:
 - 1 metre on roads where the posted speed limit is 60 km/h or less;
 - 1.5 metres on roads where the posted speed limit is more than 60km/h.

This should be considered when preparing TMPs.

Code of Practice Changes - Training

The following shall be included in Training presentations and/or handouts:

Traffic Management for Works on Roads Code of Practice

Section 3.1.1	New subsection – MRWA Policy for Works on High Volume Roads
Section 3.1.2	New subsection – MRWA Traffic Management Company Registration Scheme
Section 5.2.1	Amendments to tasks undertaken by WTM and the the Generic/Site Specific TMP checklist
Section 5.2.1	Requirement to review generic TMPs at least once in a 12 month period.
Section 5.2.2	Examples of 'Complex Traffic Arrangements' updated.
Section 5.2.4	New section – Workzone Road Safety Barrier Detail in TMPs.
Section 5.5	Amendment to record keeping requirements: keeping a copy of the TMP onsite; following appendix A of AS1742.3
Section 6.1.1	Clarification – regulatory and warning signs shall not be altered or modified
Section 6.2	New Section – Covering Existing Signage
Section 6.2.5	Mobile Temporary Speed Limits – now enforceable under the Road Traffic Code 2000
Section 6.4.7	Setting out temporary Speed zones
Section 6.5.4	New Section – Temporary Road Safety Barrier Systems
Section 6.5.5	New subsection – Overhead Works on or Near Roads

Section 6.8.2	Requirement of a Rail Safety Management Plan
Section 6.11	Link to Draft Guidelines for the use of TMAs
Section 6.12	Lane Widths and Edge Clearances
Section 6.14.2	Clarification - the use traffic controller advance warning signs
Section 6.15	New section – Illuminated Flashing Arrow Sign
Section 7.4	New section - Video Evidence
Section 8.1	Amendments to tasks of Worksite Traffic Management
Section 8.2	Clarification – BWTM accreditation required on site when road workers are present
Section 8.2; 8.5; 8.6	Addition of RIIWHS201D for TC, BWTM and AWTM accreditations
Section 8.3	Operate TMA accreditation prerequisites amended
Section 8.4	Amendments to prerequisites of Worksite Traffic Management Accreditation
Section 8.5	Addition of RIIGOV401D for AWTM accreditations
Appendix 4	New MMS signs

Traffic Management for Events Code of Practice

6.1	Event Approval Timeframes
7.3.1	Longitudinal Channelizing Barricades

Code of Practice Changes – Assessment

As a minimum the following shall be assessed:

Section 3.1.1	New subsection – MRWA Policy for Works on High Volume Roads
<p>e.g.</p> <p>Q: Traffic management is to be implemented on the Kwinana Freeway for next 5 weeks, will traffic management need to be in accordance with the Main Roads Traffic Management at Roadworks on State Roads Policy?</p> <p>Answer: Yes</p> <p>Q: What is considered a high volume road in the policy?</p> <p>Answer: volumes exceeding 4000 vehicle per day per lane.</p>	

Section 6.4.7	Setting out temporary Speed zones
<p>e.g.</p> <p>Q: Generally, how many metres should an 80 km/h buffer zone be?</p> <p>Answer: 300 m</p> <p>Q: Illustrate the speed sign spacing for roadworks requiring a 40 km/h speed limit on a 90 km/h road.</p>	
Section 6.11	Guidelines for the use of TMAs
<p>e.g.</p> <p>Q: What is the purpose of a TMA?</p> <p>Answer: To protect workers at short term worksites on high speed roads.</p> <p>Q: Do Main Roads WA permit trailer mounted attenuators?</p> <p>Answer: No</p>	
Section 6.12	Lane Widths and Edge Clearances
<p>e.g.</p> <p>Q: What is the minimum lane width required at a worksite with a temporary speed limit of 80 km/h?</p> <p>Answer: 3.2 m</p> <p>Q: What is the minimum edge clearance between the edge of the traffic lane and the line of traffic cones when the traffic speed is 60 km/h or less?</p> <p>Answer: 0.3 m</p>	
Section 6.14	Traffic Controllers
<p>e.g.</p> <p>Q: Generally, how far in advance of the traffic controller should the PREPARE TO STOP and traffic controller (symbolic) signs be on a 50 km/h road with no speed reduction?</p> <p>A: 30 m</p> <p>True or False: The traffic controller (symbolic) and worker (symbolic) signs can be used in the same MMS frame on roads with a permanent speed limit above 60 km/h.</p> <p>A: False</p>	

Additional Topics

Training / Assessment when attendees are undertaking additional units of competency as part of their re-accreditation.

Topic	Where it should be covered
Duty of Care	Within RIIGOV401D: ensure attendees are aware of their duty of care to provide safe worksite for roadworkers, traffic management personnel, and road users (including pedestrians and cyclists).
Fatigue and hydration management	Within RIIWHS201D
Reporting procedures	Within RIIWHS201D and RIIGOV401D
JSAs / SWMS	Within RIIWHS201D and RIIGOV401D
Escape routes	Training – highlight the importance of escape routes to workers and traffic controllers.
PPE	Within RIIWHS201D
Communication	Within RIIGOV401D – cover risks involved with miscommunication at worksites, particularly between traffic controllers when opening traffic lanes or during shuttles.
Hazards – Work plant and road users	Within RIIWHS201D and RIIGOV401D
Daily Diary	Within RIIGOV401D
Reviewing TMPs and TCDs	Assessment – attendees should be able to review and amend a TCD.
Sign cleanliness	Optional
Aftercare signage and delineation	Assessment – should cover obligations to provide adequate warning and delineation for road users when works have finished (e.g. removing road worker symbolic signs, speed reductions, ensuring adequate delineation of hazards.)
Safe work methods for setting out and recovering signs and devices	Training – ensure attendees are aware of the need to ensure TMPs cover the implementation and removal of signs and devices.
Sign Credibility	Training – ensure attendees are aware of the need to have appropriate traffic management to help ensure road user compliance, e.g. signs being left up that are not applicable and inappropriate speed limit reductions cause road users to be non-compliant at all worksites.
End of queue protection when using traffic controllers	Assessment – use of traffic controllers can often introduce a high risk of high speed end of queue collisions resulting in serious and fatal crashes. Ensure attendees are aware of the requirements to help prevent collisions: <ul style="list-style-type: none"> • Adding additional PTS signs,

	<ul style="list-style-type: none"> • Having additional TC, • VMS signs or other additional warning signs • Ensuring TCs are not holding traffic for too long.
Risk Management	Assessment - Ensure TMPs that are submitted as part of re-accreditation adequately identify and mitigate site specific risks.
Traffic flow	Assessment – attendees should show understanding of section 4.13.1 and 4.13.2 of AS1742.3.
Worker offsets and speed limits	Assessment – attendees should be assessed on what speed limits should be set based on worker proximity to the traffic.
Staging of works	Assessment – important for attendees to ensure that each stage of a project is appropriately staged and each stage is shown on separate diagrams.
Advance Warning	Optional

Items indicated as training shall be included in training presentations and/or handouts.

Items indicated as assessment shall be included in training presentations and/or handouts and assessed in questionnaires, assignments and/or within TMPs provided by the attendee.

It is up to the RTO whether to cover items listed as optional.