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## **Provision of Service Agreement**

### **Delivery of Main Roads Western Australia Traffic Management Accreditation**

**August  
2024**

## AMENDMENT / REVISION STATUS RECORD

Date	Section	Amend / Revision Description
August 2024	Section 3.6	OTMA prerequisites updated
July 2024	Section 2.3.4.5	WHS training requirements updated
	Section 2.5	Drivers Licence definition updated
	Section 4.1	Refresher training update for Traffic Controller
	Section 6.2	Update to Austroads National Training
September 2023	Section 2.1	Updated to reference WHS Act
	Section 2.3.1	Virtual training for AWTM/WTM added
	Section 2.3.4.1	Training day updated to 7.5 hours
	Section 2.3.4.3	Inspection and review terminology updated
	Section 2.3.4.5	New section – WHS
	Section 3.6	OTMA prerequisites updated
	Section 4.1	Re-accreditation requirements clarified
	Section 4.2.3	OTMA reaccreditation requirements updated
	Section 6	Austroads TTM Project updated
	Section 9.5	New section – Reporting course attendance
	Attachment 4	Refresher training updated
May 2022	Section 4.1	Documentary evidence requirements for refresher training amended
June 2021	Whole Document	Terminology Change - Traffic Guidance Scheme (TGS) to replace Traffic Control Diagram (TCD)
	Whole Document	Unit of Competency codes updated
	Whole Document	Adoption of the Austroads Guide to Temporary Traffic Management and AS1742.3-2019
	Section 2.3.4.1	OTMA course maximum class size added; course duration amended

	BWTM and TC combined course duration amended
Section 2.3.4.3	AWTM course assessment requirements added
Section 2.3.4.4	OTMA course assessment requirements added
Section 3.4, 3.5, 3.6 and 4.1	Details of documentary evidence added for AWTM, WTM, OTMA and all refresher courses added.
Section 3.5	AWTM accreditation - Addition of one year experience added to prerequisites; removal of RIIWHS201D and RIIGOV401D as prerequisites
Section 3.6	Interim training and previous course references removed
Section 3.7 and 3.8	Provisional accreditations removed
Section 4.1	Details of documentary evidence added; Clarification that previous unit versions accepted for re-accreditation
Section 4.1.1	Inclusion of BWTM-Non Practitioner accreditation
Section 4.2.1	OTMA accreditation added
Section 4.2.2	Guidelines for the use of TMAs in WA and AGTTM added; OTMA added to table; Emergency preparedness and validating TMP/TGS added
Section 4.2.3	Simulated practical removed; OTMA accreditation added
Section 5.6	RIIWHS201D and RIIGOV401D units removed from AWTM registration requirement
Section 5.7	Requirement to meet BWTM registration criteria to deliver OTMA
Section 6	Removal of RIIWHS201D and RIIGOV401D as prerequisites for AWTM; Austroads Learning and Assessment material updated; Austroads Safety at Roadworks Project added
Section 7.4	Additional OTMA trainer requirements added; trainer / assessor experience requirements modified; requirement to inform Main Roads when trainers no longer training
Section 8	Updates to application form requirements
Section 8.2	Digital 'Photographic Identification acceptable
Attachment 1	Registration Application Proforma updated

Attachment 4 Refresher training updated		
Nov 2017	Section 2.3.4.1	Class size amended
	Section 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
	Section 5.6	Unit of competency RIIGOV401D added to AWTM registration requirements
May 2016	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 logbook 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](mailto:roadsafety@mainroads.wa.gov.au)

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

- Event Traffic Controller (ETC)
- Traffic Controller (TC)
- Basic Worksite Traffic Management (BWTM)
- Basic Worksite Traffic Management – Non-Practitioner (BWTM-NP)
- Worksite Traffic Management (WTM)
- Advanced Worksite Traffic Management (AWTM)
- Operate Truck Mounted Attenuator (OTMA)

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 (Primary duty of care) of the *Work Health and Safety Act 2020*, the CMR has an obligation as a person conducting business or undertaking (PCBU) to ensure, as far as reasonably practicable, the health and safety of workers:

- a) engaged, or caused to be engaged, by Main Roads; and
- b) workers whose activities in carrying out work are influenced or directed by Main Roads,

as well as the health and a safety of other persons put at risk from the work being carried out (road users).

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 'Technical & Commercial > Working on roads' section of Main Roads WA' website at [www.mainroads.wa.gov.au](http://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) and Austroads Guide to Temporary Traffic Management (AGTTM), the additional requirements or any variations to the AS 1742.3 / AGTTM, 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 6. 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.

RTOs may seek Main Roads approval to deliver AWTM and/or WTM courses virtually via platforms such as MS Teams using video conferencing. This training must be interactive with participants and trainers using web cams to verify participants participation throughout

the course. Approval will be provided for a period of 12 months. All other training and accreditation requirements must be met.

### **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 must 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.

### **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, note the times provided are training and assessment times excluding lunch breaks. Days are based 7.5 hours of training and assessment with a 30-minute lunch break.:

- ETC – as stipulated in the Main Roads ETC Training Course Curriculum Document;
- BWTM – minimum of one and a half (1.5) days duration (12 hours total);
- TC – minimum of one and a half (1.5) days duration (12 hours total);
- BWTM and TC combined – minimum three (3) full days duration (minimum 22.5 hours total, 7.5 hours per day);
- WTM – minimum four (4) full days duration (minimum 30 hours total);
- AWTM – minimum four (4) full days duration (minimum 30 hours total) plus assignments.
- OTMA – minimum two (2) days duration.

Note: The above are absolute minimums; it is the responsibility of RTO's to ensure appropriate amount of training 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, Main Roads recommends a maximum of 10

participants per trainer/assessor (supervisor) for the on road components<sup>1</sup>. 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 units of competency not specific to traffic management**

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

(a) Communicate in the workplace

Communication skills are vital for safe and effective worksite traffic management. It is a prerequisite for people gaining accreditation in Traffic Controller and/or Basic Worksite Traffic Management to hold a statement of attainment in RIICOM201E 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 (TMP) and traffic guidance schemes (TGS);
- Relevant part of AGTTM;
- 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 RIIRIS402E Carry out the risk management process should be delivered as a co-requisite to RIICWD503E Prepare work zone traffic management plan and be assessed in the context of traffic management planning.

#### **2.3.4.3 AWTM Training**

Following successful completion of the in class components of the AWTM course, applicants must prepare the following as part of the AWTM course assessment:

- two detailed Traffic Management Plans, both TMPs shall use the Main Roads Worksite TMP Template and be based on a real life road location with a site inspection undertaken by the applicant.
  - one relatively simple TMP, and
  - one TMP involving staging and multiple TGS
- undertake a compliance inspection

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<sup>1</sup> Maximum number of 5 trainees per trainer / assessor for OTMA practicals (4 is recommended).

## **Traffic Management Plans**

The TMPs for assessment shall include:

- TGSs to a standard that could be implemented by a person with BWMTM accreditation
- One of the TMPs shall include the management of pedestrians

### **Relatively Simple TMP**

The TMP shall use the Main Roads TMP template and cover all aspects including traffic analysis and risk assessment. The TMP shall contain as a minimum:

- 1) Temporary speed limit
- 2) Lane closure OR single lane shuttle

### **TMP involving staging and multiple TGS**

The RTO shall develop a number of work scenarios for the applicant to develop a TMP, the TMP shall contain as a minimum:

- 1) Multiple stages, with clarity on each stage of the works. The following shall be included in the TMP:
  - a. Excavations
  - b. Traffic control with end of queue calculations (portable traffic control devices shall be the preferred method of traffic control, use of manual traffic controllers shall be justified in the risk assessment)
  - c. Lane closure
  - d. Speed reduction
  - e. Aftercare
- 2) Site Specific Risk Assessment. The Assessor shall ensure that the risk event is identified and appropriately documented and managed.
- 3) Traffic Management Analysis:
  - a. Methods for managing all road users, including options considered for allowing each road user type to be managed around, through or past the worksite. The applicant to justify the selected method for each.
  - b. Traffic volume analysis using TrafficMap with calculations and commentary of appropriate levels of service
  - c. Lane, road and network capacities and impacts (the assessor shall ensure the designer understands and documents impacts to adjoining road networks particularly with road closures, ensure existing and detoured volumes are considered)
- 4) Stakeholder consultation and communication plan. Appropriate use of the NoR form.
- 5) Methods and/or TGS for the implementation of the TMP
- 6) How to access to the site
- 7) Multiple TGSs, including an aftercare TGS.

## **Compliance Safety Inspection / Suitability Review**

A compliance safety inspection or suitability review of either a live work project or a simulated project determined by the training provider, using the Traffic Management Audit Compliance/Suitability Audit template shall be completed with the following:

- undertake a site inspection and provide a description of the topographical features of the site, such as inclines and declines

- provide details on road users at the site such and the impacts to public transport infrastructure, cycle infrastructure or pedestrian infrastructure
- Observations and/or data of traffic flow, cycle flow and pedestrian flow, including peaks and troughs, traffic speeds, etc.
- Identification of multiple non-compliance and/or safety issues of the TMP and/or site
- Where appropriate findings shall be justified by referring to appropriate standards, policies, guidelines, code of practice, legislation etc.
- appropriate recommendations provided and Corrective Action Report

#### 2.3.4.4 Operate Truck Mounted Attenuator Training

To ensure suitable locations are selected for the practical component of Operate Truck Mounted Attenuator Training, training providers shall confirm these locations with Main Roads WA. Practicals should occur on multi-lane roads during times of relatively low traffic volume and adequate sight distance.

One of the TMA set ups assessed should include a lane closure with a VMB or static advanced warning signs.

#### 2.3.4.5 Work Health and Safety (WHS)

The unit of competency RIIWHS201E – Work safely and follow WHS policies and procedures has not been included in either the Traffic Controller or Traffic Management Implementers skill sets and will not be delivered as part of the Austroads national training framework. It has therefore been determined this can be removed from the prerequisites for Traffic Controller and Basic Worksite Traffic Management.

The removal of this unit of competency allows training providers to continue to deliver WHS training and assessment that is better tailored and contextualised towards the temporary traffic management industry. The majority of the performance criteria and knowledge evidence should be retained.

The following should be noted:

- The course duration must not change, refer to section 2.3.4.1
- RTOs are free to continue training as is and deliver the unit of competency as part of the TC and/or BWTM courses

The following must be covered in the context of temporary traffic management:

ELEMENT	MODIFIED PERFORMANCE CRITERIA	Training / Assessment Method
1. Access and apply site safety procedures	1.2 Access, interpret and apply WHS documentation and procedures, such as JSA, SWMS, TGS, etc.	Training and Practical assessment – ensure applying safe procedures during practical. Must include TMP and SWMS / JSA. Site specific inspection as per section 5 of AGTTM Part 6.
	1.4 Identify, act on and report breaches of worksite safety (incident report)	Training and practical assessment – filling out incident report form.

<b>ELEMENT</b>	<b>MODIFIED PERFORMANCE CRITERIA</b>	<b>Training / Assessment Method</b>
2. Apply personal safety measures	2.1 Select and wear personal protective equipment	Training and practical assessment Practical assessment.
	2.2 Establish and maintain a clean, tidy and safe working area 2.4 Apply safe lifting and manual handling procedures and techniques	Training and practical assessment
3. Apply operational safety measures	3.1 Recognise and respond to alarms	Training and practical assessment.
	3.5 Identify emergency escape routes and procedures	Training and Practical assessment – always ensure an escape path/route.
4. Maintain personal wellbeing	4.1 Identify risks to personal wellbeing and recognise preventative strategies	Training and practical assessment
	4.2 Identify, address and report situations which may endanger others	
5. Identify and report incidents	5.1 Recognise and report incidents and injuries to relevant personnel	Training and practical assessment (Incident Report)
	5.2 Prepare written records of incidents and injuries according to workplace procedures	
	5.3 Contribute to workplace incident investigations	

<b>Knowledge Evidence</b>	<b>Training / Assessment method and reference to Performance Criteria (PC).</b>
Key legislation required to work safely and follow WHS policies and procedures Equipment Safety procedures:	Training and written or verbal questioning assessment refer to PC 1.2
Fitness of duty policies, including: <ul style="list-style-type: none"> <li>Smoking restrictions</li> <li>alcohol impairment</li> <li>improper use of drugs</li> <li>Illness</li> </ul>	Training and written or verbal assessment refer to PC 1.2, 1.4 and 4.2
Emergency situations, including: <ul style="list-style-type: none"> <li>incident and injury</li> <li>extreme weather</li> <li>any situation that poses an immediate risk to health, life, property and environment</li> </ul>	Training and written or verbal assessment refer to PC 1.4, 3.1, 3.5, 4.1 and 4.2 Must include practical training (verbal) on managing emergency vehicles as per the TMP
Use of personal protective equipment, including: <ul style="list-style-type: none"> <li>skin protection</li> <li>hearing protection</li> <li>eye protection</li> <li>protective clothing and ensembles</li> <li>any other relevant protective equipment that will protect the wearer from injury</li> </ul>	Training and written or verbal assessment refer to PC 2.1.
Principles and techniques for manual lifting	Training refer PC 2.4 written or verbal

Knowledge Evidence	Training / Assessment method and reference to Performance Criteria (PC).
Human factors that affect work activities, including: <ul style="list-style-type: none"> <li>• sleep</li> <li>• alertness</li> <li>• fatigue</li> <li>• stress</li> <li>• heat stress</li> </ul>	Training and written or verbal assessment refer PC 4.1 and 4.2.

## 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 applicants meet the entry requirements before sitting the traffic management course, e.g. where applicable evidence of industry experience, drivers licence, etc.
- 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:

AGTTM	Austroads Guide to Temporary Traffic Management
AS 1742.3	Australian Standard 1742 2019, 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 <b>Code of Practice</b> 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 <b>Code of Practice</b> 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.
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 that permits driving on the Western Australian road network.
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 course<sup>2</sup>,
- 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 RIIWHS205E – 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 RIICOM201E – Communicate in the workplace (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 Construction Safety Awareness Training card (blue card) or Construction Induction (white card) (as per WHS Regulations).

#### **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 RIIWHS302E – Implement traffic management plans (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 RIICOM201E – Communicate in the workplace (or equivalent) or the replacement unit of competency if and when applicable,
- Evidence of being issued with a valid Construction Safety Awareness Training card (blue card) or Construction Induction (white card) (as per WHS Regulations)..

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<sup>2</sup> **Event Traffic Controller'** course curriculum document, course presentation and assessment material to be provided by Main Roads WA.

### 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 RIIRIS402E – 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 RIICWD503E - Prepare traffic management plans and traffic guidance schemes and RIIRIS402E - Carry out the risk management process.

This includes successful completion of the in class written assessments that involves participants amending three (3) TGSs 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.

Documentary evidence of experience must include the following:

- a completed signed SWMS used on a worksite by the applicant\*
- minimum 1 of the following: work docket, daily diary or pre-start documentation
- provide details of a minimum of 3 worksites with details of supervisor with contact details to be verified

\*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:

- Documentary evidence of at least 1 years' experience in traffic management, road asset management, road safety, road design, road construction or road maintenance;

Documentary evidence must include the following as a minimum either:

- a letter or Third Party Report from their employer detailing the type of work performed, OR
- details of a minimum of 3 worksites with details of supervisor with contact details to be verified

- An Australian Qualifications Framework compliant Statement of Attainment in the Resource and Infrastructure Industry Training Package Unit of Competency RIICWD503E – Prepare traffic management plans and traffic guidance schemes (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 RIIRIS402E – Carry out the risk management process (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 Construction Safety Awareness Training card (blue card) or Construction Induction (white card) (as per WHS Regulations).

### **3.6 Accreditation Pre-Requisites to Operate a Truck Mounted Attenuator (OTMA)**

A Main Roads 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 RIIRTM301E – Operate truck or trailer mounted attenuators (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 (medium rigid as a minimum);
- hold a valid Work Safe WA Construction Safety Awareness Training card;
- hold a current Main Roads Basic Worksite Traffic Management Accreditation;
- Documentary evidence of setting up 3 TTM sites in the last 12 months, including the following:
  - details of a minimum of 3 worksites with names and contact details of the participants employer or direct supervisor/manager (who can verify the participants attendance on the site);
  - a completed and signed site-specific risk assessment used on a worksite by the applicant (may be a SWMS, JSA or other hazard assessment document);

### **3.7 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 years<sup>3</sup>, 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.

For Traffic Controller, Basic Worksite Traffic Management, Worksite Traffic Management (site based) and Operate TMA accreditation, documentary evidence of experience\* must include as a minimum:

- details of a minimum 3 worksites with a supervisor contact details that can be verified,
- a completed and signed site specific SWMS, JSA or other hazard assessment used on a worksite by the applicant

\*The evidence of active engagement requirements must relate to the accreditation being offered with the exception of a person with Traffic Controller accreditation that also hold BWMTM accreditation. A person with Traffic Controller accreditation, that also holds BWMTM accreditation, may provide documentary evidence related to tasks undertaken as a BWMTM to be eligible for the Traffic Control refresher course.

For Advance Worksite Traffic Management accreditation, documentary evidence of experience must include details of at least three (3) TMPs that the applicant has prepared, endorsed or approved that have been implemented at a worksite.

For office-based staff seeking WTM re-accreditation, documentary evidence of experience must include details of at least three (3) TMPs that the applicant has reviewed, endorsed or approved that have been implemented at a worksite.

It the responsibility of the training provider to examine the evidence provided, should this raise any doubts regarding competency of the attendee in any aspects, additional training and assessment may be deemed required (this may increase the time required to undertake the course).

The applicant must submit the above evidence of active engagement prior to sitting the refresher course. If evidence cannot be provided, the applicant will be required to undertake the full course in accordance with section 2.3.4.

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<sup>3</sup> 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.

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 (previous unit versions are acceptable e.g. RIIOHS302A and RIIOHS205A).

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 Main Roads for the final decision). This may also apply to participants from interstate who hold the relevant units of competency but not the Main Roads 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.

#### **4.1.1 Basic Worksite Traffic Management – Non-Practitioner**

People that do not directly undertake TTM roles at worksites, such as parking inspectors, surveillance officers, grader operators, verge mowers, etc., but have previously gained BWMTM accreditation may find it difficult to provide evidence of active industry engagement when applying for re-accreditation. In these cases rather than re-sitting the full BWMTM course, they may sit the refresher course and gain BWMTM non-practitioner accreditation without the need to provide evidence of industry experience.

This will allow them to implement signs and devices associated with short term low impact works, see AGTTM Part 5 and section 8 of the Traffic Management for Works on Roads Code of Practice, that form part of a TMP.

Note: all other requirements for BWMTM re-accreditation remain the same.

#### **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;
- BWMTM – minimum of half day (4 hours) duration;
- TC – minimum of half day (4 hours) duration;
- BWMTM and TC combined – minimum one (1) day duration;
- WTM – minimum one (1) day duration;

- AWTM – minimum one (1) day duration;
- OTMA – 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.

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
- Traffic Management for Events Code of Practice
- Requirements for the use of Truck Mounted Attenuators in WA – Code of Practice
- AS 1742 - Manual of uniform traffic control devices Part 3 - Traffic control for works on roads
- Occupational Safety & Health Regulations
- *Road Traffic Code 2000*
- Austroads Guide to Temporary Traffic Management (relevant parts to the accreditation)

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

	<b>TC</b>	<b>BWTM</b>	<b>WTM</b>	<b>AWTM*</b>	<b>OTMA</b>
Duty of Care	Y	Y	Y	Y	Y
Fatigue and hydration management	Y	Y	Y	Y	Y
Reporting procedures	Y	Y	Y	Y	Y
JSAs / SWMS	Y	Y	Y	Y	Y
Hazards – Work plant and road users	Y	Y	Y	Y	Y
Escape routes	Y	Y	Y	Y	Y
PPE	Y	Y	Y	Y	Y
Communication	Y	Y	Y	Y	Y
Daily Diary	Y	Y	Y	Y	Y
Reviewing TMPs and TGSs	-	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	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 / Sight Distance	Y	Y	Y	Y	Y
Emergency Preparedness		Y			Y
Validating generic TMP / TGS	-	Y	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, under live traffic conditions.

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

#### OTMA

For OTMA re-accreditation, as a minimum, applicants shall be required to undertake three practical assessments, under live traffic conditions.

During the practical assessments, applicants shall demonstrate skill and knowledge in:

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

#### WTM

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

- a copy of at least one (1) authorised traffic management plan that was implemented, either from the Main Roads WA template document or equivalent, with traffic guidance schemes they amended.
  - This shall include the risk assessment they conducted to justify the change and daily diary detailing the change.
  - The plan must include multiple traffic guidance schemes, the TGS must contain at least one speed reduction;
- a copy of an onsite inspection (compliance safety inspection, suitability review or site supervisor compliance (operational) safety inspections) 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 inspections (compliance safety inspection, suitability review or site supervisor compliance (operational) safety inspections) and modifying the Traffic Management Plans

the applicant may submit for assessment a copy of a Traffic Management Plan they have reviewed or approved that has been implemented at a worksite along with their review comments, recommendations, modifications or the inspection report. 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 inspection of a worksite (compliance safety inspection, suitability review or site supervisor compliance (operational) safety inspections).

## **AWTM**

For AWTM re-accreditation, as a minimum requirement, applicants shall be required to submit, for assessment<sup>4</sup>:

- 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 guidance schemes with at least one speed reduction
- A copy of an onsite inspection (suitability review or compliance safety 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 Work site 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 guidance schemes, with at least one speed reduction.

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 (as per section 2.3.4.3).

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<sup>4</sup> 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, Austroads Guide to Temporary Traffic Management (AGTTM) 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 form<sup>5</sup>.
- 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.
- Process for ensuring applicants have provided evidence of additional pre-requisites (e.g. drivers licence, industry experience, etc.) prior to sitting the course.
- 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](http://www.mainroads.wa.gov.au).

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<sup>5</sup> Refer to section 8.1 for details on the Main Roads WA Traffic Management accreditation application form.

- Subscription process to the Traffic Management page on the Main Roads website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au).
- 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 BWMTM 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 RIIWHS205E - Control traffic with a stop-slow bat, and RIICOM201E - Communicate in the workplace 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 RIIWHS205E<sup>8</sup>, and RIICOM201E,
- 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 BWMTM Accreditation**

Organisations seeking approval to issue BWMTM 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 RIIWHS302E - Implement traffic management plans, and RIICOM201E - Communicate in the workplace 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 RIIWHS302E, and RIICOM201E.

- 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 RIICWD503E - Prepare traffic management plans and traffic guidance schemes, RIIRIS402E - Carry out the risk management process and RIIWHS302E - Implement traffic management plans 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 RIICWD503E RIIRIS402E and RIIWHS302E.
- 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 RIICWD503E Prepare traffic management plans and traffic guidance schemes and RIIRIS402E - Carry out the risk management process 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 RIICWD503E and RIIRIS402E.
- 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:

- Meet registration criteria to issue BWTM accreditation
- Be a Registered Training Organisation (RTO) whose scope of registration by the WA Training Accreditation Council or ASQA includes the RIIRTM301E Operate truck or trailer mounted attenuators 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 RIIRTM301E.

- Supply a listing of all trainers and assessors used in the delivery of Main Roads WA 'Operate TMA' accreditation.

## **5.8 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, RTOs should arrange to be scoped in the new unit codes and provide evidence to Main Roads WA of their updated scopes.

## **6. AUSTRROADS NATIONAL TEMPORARY TRAFFIC MANAGEMENT**

### **6.1 Austroads Guide to Temporary Traffic Management**

The Austroads Guide to Temporary to Temporary Management (AGTTM) has been adopted and is referenced in the Traffic Management for Works on Roads Code of Practice.

RTOs shall ensure all training material is up to date with new requirements.

### **6.2 Austroads TTM Training Framework**

Austroads has developed all temporary traffic management training materials to cover the TTM Training national harmonised training framework. This framework includes the 8 skillsets that cover the Traffic Controller, Traffic Management Implementer and Traffic Management Designer roles across the 3 TTM categories (see table below).

Further consultation will be undertaken with Austroads, training providers and industry in WA.

The following will be required of all Main Roads approved RTOs:

- Having relevant units of competency and skillsets on scope for the qualification delivered by the date indicated by Main Roads WA
- Agree to all Austroads requirements to become an approved training provider (ATP) and to obtain the Austroads training material including completing ATP application, signing of the NDA and agreeing to terms within the Austroads Service Agreement
- Delivery of Austroads Training Material in accordance with Austroads requirements and any additional Main Roads requirements, including delivery of Main Roads local content, on the date determined by Main Roads WA
- At this stage, it is not expected that Austroads will develop training materials for refresher training courses, it will be up to the approved training provider to develop this material that complies with Main Roads requirements.

Note: the previous learning and assessment materials, are now out of date and will not be provided to RTOs. RTOs are responsible for developing their own materials during the transition period before the Austroads materials are adopted. However, once available RTOs may decide to use all or parts of the Austroads training material when delivering training.

More information can be found on the Austroads website: [National Training Requirements | Austroads](#)

Role	Category 1	Category 2	Category 3
Traffic Controller	<ul style="list-style-type: none"> <li>RIICOM201E – Communicate in the workplace</li> <li>RIIWHS205E – Control traffic with stop-slow bat</li> <li>RIIWHS206 - Control traffic with portable traffic control devices and temporary traffic signs</li> </ul> + 20 hours experience	RIIWHS207 - Control traffic on high volume roads	N/A
Traffic Management Implementer	<ul style="list-style-type: none"> <li>RIICOM201E – Communicate in the workplace</li> <li>RIIWHS302E – Implement TMP and TGS</li> <li>RIIRIS301E – Apply risk management process</li> <li>RIIWHS303 – Position, set-up and program portable traffic control devices</li> </ul> + implement TMPs at 3 worksites	<ul style="list-style-type: none"> <li>RIIWHS304 - Implement TMPs on high volume roads</li> <li>RIIBEF301D Run on-site operations</li> </ul>	<ul style="list-style-type: none"> <li>Implement TMPs on Motorways and Freeways</li> <li>RIIBEF301D Run on-site operations</li> </ul>
Traffic Management Designer	<ul style="list-style-type: none"> <li>RIICWD503E - Prepare traffic management plans and traffic guidance schemes</li> <li>RIIRIS402E – Carry out the risk management process</li> </ul>	<ul style="list-style-type: none"> <li>RIICWD538 - Prepare traffic management plans and traffic guidance schemes for high volume roads</li> </ul>	<ul style="list-style-type: none"> <li>RIICWD539 - Prepare traffic management plans and traffic guidance schemes for motorways and freeways</li> </ul>



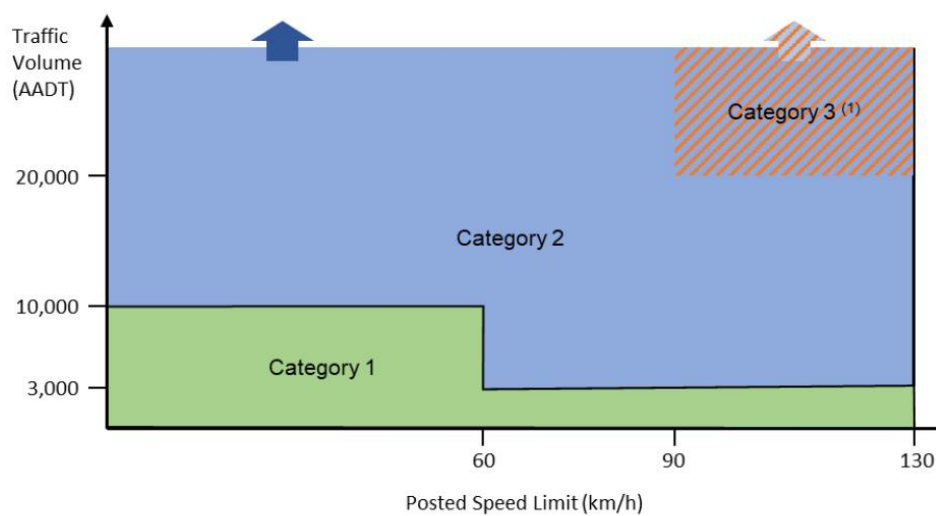
### 6.3 TTM Categories

A TTM categorisation system has been adopted in the AGTTM based on the New Zealand road levels. While all works on roads are considered high risk, the categorisation into three categories allows design practices and training to be tailored to the different risk levels at each category.

There are three core TTM defined roles with three road categories:

Role	Category 1	Category 2	Category 3
Traffic Controller	✓	✓	N/A*
Traffic Management Implementer	✓	✓	✓
Traffic Management Designer	✓	✓	✓

\*Traffic Controllers not permitted on Category 3 roads.



#### Road categories for TTM applications

*Note: Category 3 applies only when the road is an expressway type road or is predominantly characterised by grade separated intersections.*

See AGTTM Part 8 for more details on the Training Framework and road categories.

## **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 preceding, 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 insurance<sup>6</sup> 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

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<sup>6</sup> Professional indemnity insurance must be extended to include all subcontractors used in the connection to the provision of this service agreement.

- c) Workers compensation<sup>7</sup> 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 policy<sup>8</sup> 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,
- 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.

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<sup>7</sup> 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.

<sup>8</sup> 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.

## **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 traffic management industry experience<sup>9</sup> required by the unit of competency delivered , that is AQF level 2 = 2 years, AQF levels 3-6 =3 years; and
- d) 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.)

The approved RTO shall inform Main Roads within 20 business days when an approved trainer is no longer working for the organisation.

### **OTMA**

Trainers and assessors for the delivery of Operate TMA training shall meet the above requirements and also provide documentary evidence of operating TMAs at static worksites, mobile works and when using multiple TMAs at a worksite.

## **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 Main Roads, when providing accreditation to in-house personnel.

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<sup>9</sup> AQF level 2 requires 2 years of experience. AQF level 3-6 requires 3 years of experience. The level of experience shall relate directly to the level of accreditation delivered and should include recent industry experience.

## **8. RECORD KEEPING**

### **8.1 Applicants Traffic Management Accreditation Application Form**

A Main Roads WA Traffic Management accreditation application form, provided on the Main Roads website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) > Technical & Commercial > Working on roads > Training and Accreditation, is required to be used by applicants seeking to be issued with Main Roads WA Traffic Management accreditation (including re-accreditation).

RTOs may modify the form to better align with their internal processes, ensuring the main items remain:

- Main Roads application information;
- Part 1: Completed by application prior to sitting the course:
  - Applicant details, Background information, entry requirements
  - Responsibilities as a holder of Main Roads Traffic Management accreditation
- Part 2: Completed by training provider:
  - RTO confirmation of verification of identity, prerequisites, etc.
  - Certificate details
  - Statement by authorised person on behalf of Main Roads

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 shall send the applications forms by email to [roadsafety@mainroads.wa.gov.au](mailto:roadsafety@mainroads.wa.gov.au) the email subject shall be in the following format:

Temporary Traffic Management Application Forms – RTO Name – Accreditation Delivered – Date of Accreditation

e.g.

Temporary Traffic Management Application Forms – Safe Training Services – TC and BWTM – 17/04/2019

### **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 signature<sup>10</sup>, Certificate number and expiry date, as per the format shown at Attachment 2,
- a plastic wallet or digital ‘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 or digital ‘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.

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<sup>10</sup> Electronic signature is acceptable.

### 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**

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

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, BWTM, BWTM-NP, WTM, AWTM, OTMA)
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 meetings<sup>11</sup> 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.

### **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);

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<sup>11</sup> Attendance by at least one RTO representative shall be considered compulsory in order to retain RTO accreditation.

- 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. As well as 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, OTMA (depending on the level of accreditation been delivered.),
  - Assessment,
  - Delivery, and
- Agree to participate in professional development activities as scheduled by Main Roads WA.

#### **9.5 Reporting Course Attendance**

RTOs must report course completion outcomes to Main Roads every 6 months including the number of competent and not yet competent outcomes issued for each TTM accreditation level. The time period should cover:

- 1 January to 30 June; and attendance reports to be sent to Main Roads by 31 July; and
- 1 July to 31 December; and attendance reports to be sent to Main Roads by 31 January

### **10. RETENTION OF RECORDS**

To enable Main Roads WA to meet its statutory and legal record keeping requirements of public records, RTOs 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 expired<sup>12</sup>, 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 Planning and Technical Services, the Training Provider;

Commits:

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

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<sup>12</sup> 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.

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](mailto: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:	
Name of Contact Person:		Phone No:	
Email:			
Accreditation to be provided (Tick ✓ applicable):	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Event Traffic Controller  <input type="checkbox"/> Traffic Controller  <input type="checkbox"/> Operate TMA </div> <div style="width: 45%;"> <input type="checkbox"/> Basic Worksite Traffic Management  <input type="checkbox"/> Worksite Traffic Management  <input type="checkbox"/> Advanced Worksite Traffic Management </div> </div>		
Location (Address) of Principal Training Venue: (Tick ✓ applicable):			
Proposed Trainer / Assessors (include application)			
<u>Name</u>	<u>Accreditation to be delivered</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.	
<b>DECLARATION</b>  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 WA**

  
John Smith

Managing Director Safe Training Services WA



**mainroads**  
WESTERN AUSTRALIA

CERTIFICATE NUMBER STS-TC-12-00015-01

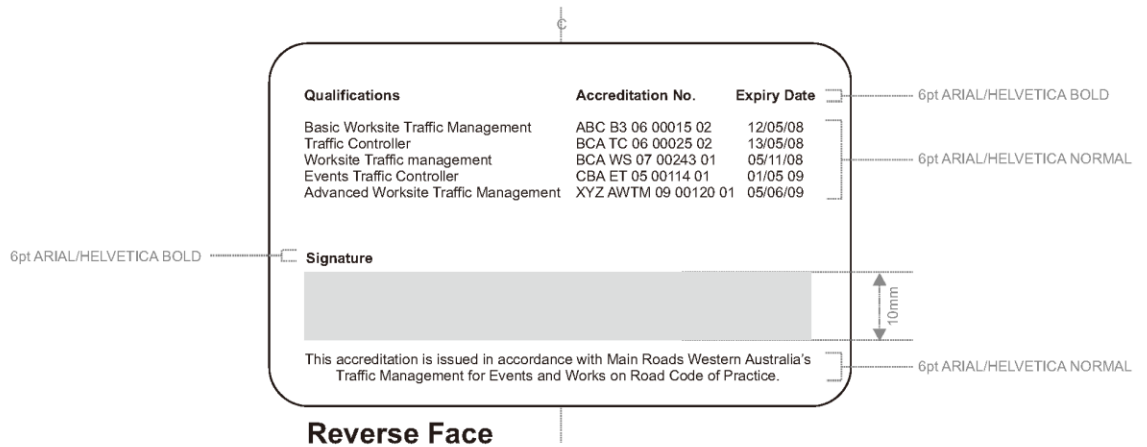
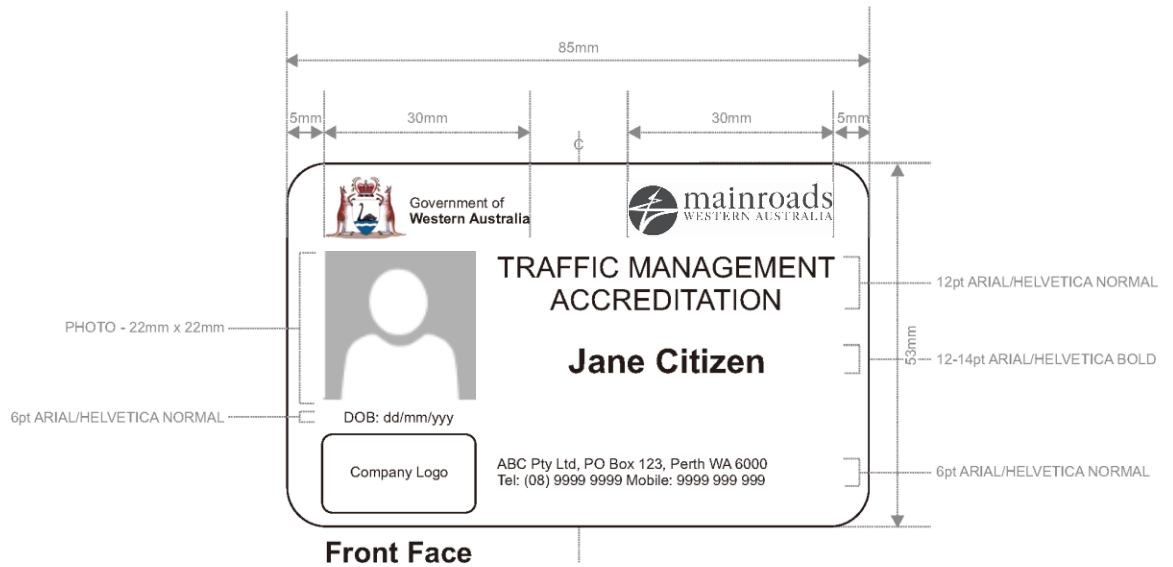
EXPIRY DATE 26 August 2015

## **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, BWTM, WTM, AWTM, OTMA)
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 1.3*	Adoption of AGTTM Part 6: Field Staff – Implementation and Operation include: <ul style="list-style-type: none"> <li>• Pre-shift</li> <li>• Pre-start</li> <li>• TGS installation/removal – safe practice of implementation/removal: shadow vehicle, look out person, escape route, U-turns conducted safely and legally, etc.</li> </ul> Trainers should cover the lessons learnt from the traffic management implementer fatal incident.
Section 1.3	Adoption of AGTTM Part 7: Traffic Controllers Instructions  Trainers should cover the lessons learnt from the traffic controller fatal incident.
Section 2.1.3*	New Section – Works on Main Roads Roads in the Metropolitan Area Requirement to contact RNOC if working on the Main Roads roads in metro area
Section 4.2.2*	TGS selection process
Section 4.2.6*	New Section – Adjustment and Modification of TMPs
Section 6.3	Securing signs and devices – 2 core flutes to be used back to back in the MMS frame (if using MMS) Ensuring signs will be secure in windy conditions and/or when heavy vehicle present.
Section 6.8	No traffic control on freeway or grade separated highways. When using traffic control ensuring the end of the queue has been considered and advance warning and sight distance is adequate. Portable traffic control devices must be used on the following roads: <ul style="list-style-type: none"> <li>• Any road that is under the control of Main Roads, OR</li> <li>Any road not controlled by Main Roads with: <ul style="list-style-type: none"> <li>- a permanent speed limit of 90 km/h or more and over 2,000 vpd; OR</li> <li>- a permanent speed limit of 70 km/h and over 10,000 vpd</li> </ul> </li> </ul> exceptions detailed in section 6.8.1

\*BWTM only

## Code of Practice Changes - Assessment

As a minimum the following shall be assessed:

Section 4.2.2*	Amendments to tasks undertaken by WTM, Generic/Site Specific TMP checklist and TGS selection process
<p>e.g.</p> <p>Q: Can a person with WTM accreditation modify 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> <p>Q: What must occur before a Generic TGS can be implemented?</p> <ul style="list-style-type: none"><li>b) Nothing, a Generic TGS can be implemented as is</li><li>c) The site must be assessed</li><li>d) The defined selection procedure is followed</li><li>e) the TGS must be determined to be Site Suitable</li><li>f) location information is added to the TGS</li><li>g) b, c, d and e</li></ul> <p>A: f</p>	
Section 5.2*	Record Keeping
<p>e.g.</p> <p>True or False: It is only a requirement to have copies of traffic guidance schemes on site.</p> <p>A: False, a copy of the TMP shall also be kept on site.</p> <p>Q: If any changes are made on site what details need to be recorded: Circle the correct answer/s</p> <ul style="list-style-type: none"><li>a) Location, date and time</li><li>b) Temperature</li><li>c) Details of the change and risk assessment</li><li>d) Name and accreditation number of the person authorising the change</li><li>e) Names of workers on site</li><li>f) Identification of job and/or TGS reference number.</li></ul>	

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 6.8	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 MMSs 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.

Q: True or False: when using a traffic controller, the PREPARE TO STOP sign should be placed beyond the expected end of the queueing vehicles.

A: True, the PREPARE TO STOP sign should be placed far enough in advance of the end of the traffic queue that drivers would have enough time to stop their vehicle.

Q: Portable Traffic Control Devices are now mandatory on what roads (excluding exceptions):

- a) All roads controlled by Main Roads
- b) Roads with a permanent speed limit of 90 km/h or more and over 2,000 vpd
- c) Roads with a permanent speed limit of 70 km/h and over 10,000 vpd
- d) All of the above

A: d) all of the above

Section 6.13*	Shadow Vehicle
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Q: True or False: a shadow vehicle must be used when implementing traffic management on Main Roads roads that exceed 15,000 vpd?

A: True

Q: If implementing traffic management on a Main Roads road with a speed limit of 80 km/h what must be in place to allow crossing the road:

- a) a risk assessment supporting crossing the road undertaken by a AWTM as part of the TMP or an onsite documented risk assessment undertaken by a person that holds WTM accreditation.
- b) A dedicated lookout person
- c) A cone truck
- d) a and b

A: a and b

\*BWTM only

## Additional Topics

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

Topic	What 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"><li>a) Road workers and traffic management personnel</li><li>b) Vehicles</li><li>c) Pedestrians and Cyclists</li><li>d) All of the above</li></ul> <p>Trainers should ensure attendees are aware that signs and vehicles should not block sight lines at intersections or driveways. Signs and devices can be moved within tolerances to ensure the safety of road users.</p>
Fatigue and hydration management	<p>Training:</p> <p>Ensure attendees are aware of the risks associated with fatigue and lack of hydration</p> <p>Example questions:</p> <p>Name 3 risks to health and wellbeing?</p> <p>Why is fitness for duty important?</p>

Reporting procedures	Ensure attendees are aware of the requirements to undertake routine inspections of the TTM site, fill out daily diary and how to report issues.
JSAs / SWMS	<p>Assessment:</p> <p>Ensure attendees are aware of the risks associated with a traffic management and what should be covered within the JSA / SWMS:</p> <p>e.g. driving to site, accessing the site, working near traffic, method for implementing traffic management, using gaps in traffic, spotters, etc.</p> <p>Ensure attendees are aware of their obligation to complete a site specific SWMS.</p> <p>Trainers should refer to the lessons learnt from the lighting tower incident and traffic management implementer fatal incident.</p>
Escape routes	<p>Training – highlight the importance of escape routes to workers, traffic management implementers and traffic controllers.</p> <p>Ensure Traffic Controllers do not enter the live traffic lane until the vehicle has come to a complete stop and only if necessary.</p> <p>Trainers should refer to the TC and BWMT fatal incidents and lessons learnt.</p>
PPE	<p>Training</p> <p>e.g. Identify the personal protective equipment (PPE) that is required, as a minimum, on a work zone traffic control site?</p> <p>A:</p> <ul style="list-style-type: none"> <li>• High visibility garments: vests, long sleeve shirts, overalls</li> <li>• For night or wet weather work, retroreflective outer garments are required</li> <li>• Safety boots</li> </ul>
Communication	Ensure trainers cover risks involved with miscommunication at worksites, particularly between traffic controllers when opening traffic lanes or during shuttles.
Hazards – Work plant and road users	Ensure attendees are made aware of the risks of work plant as well as road vehicles to TM personnel.
Daily Diary	Covered above.

Reviewing TGSs*	Assessment – attendees should be able to read TGSs and find major errors along with determining which TGSs 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 (refer above).
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"> <li>• Adding additional PTS signs,</li> <li>• Having additional TC,</li> <li>• VMS signs or other additional warning signs</li> <li>• Ensuring TCs are not holding traffic for too long.</li> </ul>
Risk Management	see above in JSA/SWMS
Traffic flow	Optional
Worker offsets and speed limits	Optional
Staging of works	Optional
Advance Warning / Sight Distance	Attendees should be made aware of the need importance of providing advance warning and adequate sight distance when setting up traffic management.

\*BWTM 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 1.3	Adoption of AGTTM – refer attendees to table 1 Proposed training and road categories in the future.
Section 2.1.1	Main Roads Policy for Works on High Volume Roads
Section 2.1.3	New Section – Works on Main Roads Roads in the Metropolitan Area Requirement to contact RNOC if working on the Main Roads roads in metro area
Section 2.3	All traffic control procedures at permanent traffic signals relocated to the Temporary Traffic Management: Traffic Signal Approval Policy
Section 4.2.2	TGS selection process Complex TMPs prepared by RTMs to be endorsed by another RTM.
Section 4.4	New requirement for consultation with Transperth.
Section 4.5	Allowing AWTM to undertake variation of standards for less than 135% allowable traffic volumes
Section 6.8	<p>No traffic control on freeway or grade separated highways. When using traffic control ensuring the end of the queue has been considered and advance warning and sight distance is adequate. Portable traffic control devices must be used on the following roads:</p> <ul style="list-style-type: none"><li>• Any road that is under the control of Main Roads*, OR Any road not controlled by Main Roads with:<ul style="list-style-type: none"><li>- a permanent speed limit of 90 km/h or more and over 2,000 vpd*; OR</li><li>- a permanent speed limit of 70 km/h and over 10,000 vpd*</li></ul></li></ul> <p>*exceptions detailed in section 6.8.1</p>
Section 6.8.2	Avoiding end of queue collisions at Traffic Control

## Code of Practice Changes – Assessment

As a minimum the following shall be assessed:

Section 1.3	Adoption of AGTTM
<p>Q: How many parts are in the Austroads Guide to Temporary Traffic Management?</p> <p>A: 10</p> <p>Q: If there is a conflict between the Code of Practice and AGTTM which takes precedence?</p> <p>A: The Code of Practice</p>	
Section 4.2.2	Generic Traffic Management Plans
<p>Q: How often should a generic TMP be reviewed?</p> <p>A: At least once in a 12 month period.</p> <p>Q: What must occur before a Generic TGS can be implemented?</p> <ul style="list-style-type: none"><li>a) Nothing, a Generic TGS can be implemented as is</li><li>b) The site must be assessed</li><li>c) The defined selection procedure is followed</li><li>d) the TGS must be determined to be Site Suitable</li><li>e) location information is added to the TGS</li><li>f) b, c, d and e</li></ul> <p>A: f</p>	
Section .5.2	Record Keeping
<p>e.g.</p> <p>True or False: It is only a requirement to have copies of traffic guidance schemes on site.</p> <p>A: False, a copy of the TMP shall also be kept on site.</p> <p>Q: If any changes are made on site what details need to be recorded: Circle the correct answer/s</p> <ul style="list-style-type: none"><li>a) Location, date and time</li><li>b) Temperature</li><li>c) Details of the change and risk assessment</li><li>d) Name and accreditation number of the person authorising the change</li><li>e) Names of workers on site</li><li>f) Identification of job and/or TGS reference number.</li></ul>	

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 6.4.7

Setting out temporary Speed zones

e.g.

Q: Generally, how many metres should an 80 km/h buffer zone be?

Answer: 300 m

Q: Illustrate the speed sign spacing for roadworks requiring a 40 km/h speed limit on a 90 km/h road.

Section 6.8

Traffic control

e.g.

Q: Are traffic controllers permitted to control traffic on the Freeway?

A: no

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

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: True or False: when using a traffic controller, the PREPARE TO STOP sign should be placed beyond the expected end of the queueing vehicles.

A: True, the PREPARE TO STOP sign should be placed far enough in advance of the end of the traffic queue that drivers would have enough time to stop their vehicle.

Q: Portable Traffic Control Devices are now mandatory on what roads (excluding exceptions):

- a) All roads controlled by Main Roads
- b) Roads with a permanent speed limit of 90 km/h or more and over 2,000 vpd
- c) Roads with a permanent speed limit of 70 km/h and over 10,000 vpd
- d) All of the above

A: d) all of the above

Section 6.13*	Shadow Vehicle
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Q: True or False: a shadow vehicle must be used when implementing traffic management on Main Roads roads that exceed 15,000 vpd?

A: True

Q: If implementing traffic management on a Main Roads road with a speed limit of 80 km/h what must be in place to allow crossing the road:

- a) a risk assessment supporting crossing the road undertaken by a AWTM as part of the TMP or an onsite documented risk assessment undertaken by a person that holds WTM accreditation.
- b) A dedicated lookout person
- c) A cone truck
- d) a and b

A: a and b

## 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 – Optional

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

- 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 1.3	AGTTM / Austroads Adoption
Section 2.1.1	Main Roads Policy for Works on High Volume Roads

Section 2.1.3	New Section – Works on Main Roads Roads in the Metropolitan Area Requirement to contact RNOC if working on the Main Roads roads in metro area
Section 2.3	All traffic control procedures at permanent traffic signals relocated to the Temporary Traffic Management: Traffic Signal Approval Policy
Section 4.2.2	TGS selection process Complex TMPs prepared by RTMs to be endorsed by another RTM.
Section 4.4	New requirement for consultation with Transperth.
Section 4.5	Allowing AWTM to undertake variation of standards for less than 135% allowable traffic volumes
Section 5.2	Requirement to keep a copy of the TMP onsite; sign arrangement to be recorded in accordance with AGTTM Part 6, daily diaries to be based on the Main Roads WA daily diary template
Section 6.3	Securing signs – 2 core flutes to be used back to back in the MMS frame (if using MMS) Ensuring signs will be secure in windy conditions and/or when heavy vehicle present.
Section 6.8	No traffic control on freeway or grade separated highways When using traffic control ensuring the end of the queue has been considered and advance warning and sight distance is adequate. Portable traffic control devices should be used on roads with: <ul style="list-style-type: none"> <li>a permanent speed limit of 90 km/h or more and over 2,000 vpd*; OR</li> <li>a permanent speed limit of 70 km/h and over 10,000 vpd*</li> </ul> It will be mandatory to use PTCs on these roads as of 1 July 2021. *except at permanent traffic signals.
Section 6.8	Avoiding end of queue collisions at traffic control Requirements to use Roadworks Pilot Vehicles.
Section 6.9	Expansion of TMAs by 2024
Section 6.10	Recommendation for size of Illuminated Flashing Arrow Sign added
Section 7.3	Mandatory use of speed feedback signs by Feb 2024

## Code of Practice Changes – Assessment

As a minimum the following shall be assessed:

Section 1.3	Adoption of AGTTM
Q: How many parts are in the Austroads Guide to Temporary Traffic Management?	
A: 10	
Q: If there is a conflict between the Code of Practice and AGTTM which takes precedence?	

**A: The Code of Practice**

Q: When planning the temporary traffic management, initially which part of AGTTM should be used?

**A: AGTTM Part 2**

Section 2.1.1	Traffic Management at Roadworks on State Roads Policy and Application Guidelines
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e.g.

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?

Answer: Yes

Q: What is considered a high volume road in the policy?

Answer: Multilane roads with volumes exceeding 4000 vehicle per day per lane.

Section 2.3	Temporary Traffic Management: Traffic Signal Approval Policy
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e.g.

Q: How far from the traffic signal hold line can you close a traffic lane before requiring RTM endorsement and Main Roads WA approval?

Answer: 30 m – anything within 30 m will require RTM endorsement and approval from Main Roads.

Section 4.2.2	Generic Traffic Management Plans
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Q: How often should a generic TMP be reviewed?

A: At least once in a 12 month period.

Q: What must occur before a Generic TGS can be implemented?

- a) Nothing, a Generic TGS can be implemented as is
- b) The site must be assessed
- c) The defined selection procedure is followed
- d) the TGS must be determined to be Site Suitable
- e) location information is added to the TGS
- f) **b, c, d and e**

A: f

Section 4.5	Variation to the code and standards
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e.g.

True or False: A lane closure that results in an hourly traffic volume of greater than 110 % but less than 135 % of the allowable traffic volume detailed in the desirable traffic lanes within AGTTM Part 2 and 3 always requires RTM endorsement.

Answer: False. Unless the road authority requests it, RTM endorsement is not required.

Q. Is a variation to standards required for a lane closure that results in an hourly traffic volume of greater than 110 % but less than 135 % of the allowable lane capacity in AGTTM Part 2 and 3?

Answer: Yes, this will still require a variation to standards, undertaken by the AWTM.

Section 6.1	Temporary Signage
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e.g.

Q: True or False: only signs within the Traffic Management for Works on Roads Code of Practice can be used at temporary traffic management sites?

A: False. Unless the Code states otherwise, all signs on the Main Roads website and/or within the Australian Standard 1742 series can be utilised at TTM sites.

Section 6.5	Setting out temporary Speed zones
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e.g.

Q: Generally, how many metres should an 80 km/h buffer zone be?

Answer: 300 m

Q: Illustrate the speed sign spacing for roadworks requiring a 40 km/h speed limit on a 90 km/h road.

Section 6.10 AGTTM Part 3: section 5.8	Illuminated Flashing Arrow Sign
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Q: When closing a lane on a multilane road what speed limit requires an illuminated flashing arrow sign?

A: 60 km/h and above

Q: What size arrow board should be used for a lane closure on a road with a speed of 70 km/h?

A: Size B – 1500 x 770 mm

Section 6.8	Traffic Control
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e.g.

Q: Traffic control is required on a road with a speed limit of 100 km/h with 2,500 vehicle per day, is traffic control with a stop-slow bat permitted?

A: No, a Portable Traffic Control Device must be used.

Q: Are traffic controllers permitted to control traffic on the Freeway?

A: no

Q: True or False: when using a traffic controller, the PREPARE TO STOP sign should be placed beyond the expected end of the queueing vehicles.

A: True, the PREPARE TO STOP sign should be placed far enough in advance of the end of the traffic queue that drivers would have enough time to stop their vehicle.

Q: Traffic control will be conducted at a location with 300 vehicle per hour in one direction, 10 % are expected to be 19 m trucks. Estimate the queue length if vehicles are stopped for 2 minutes.

A: approx. 100 m (95.5 m)

Section 6.13*	Shadow Vehicle
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e.g.

Q: True or False: a shadow vehicle must be used when implementing traffic management on Main Roads roads that exceed 15,000 vpd?

A: True

Q: If implementing traffic management on a Main Roads road with a speed limit of 80 km/h what must be in place to allow crossing the road:

- a) a risk assessment supporting crossing the road undertaken by a AWTM as part of the TMP or an onsite documented risk assessment undertaken by a person that holds WTM accreditation.
- b) A dedicated lookout person
- c) A cone truck
- d) a and b

A: a and b

## 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>Training: ensure attendees are aware of their duty of care to provide safe worksite for road workers, traffic management personnel, and road users (including pedestrians and cyclists).</p> <p>Refer to fatal incident involving a cyclist, where the safety of cyclists was not considered.</p> <p>Refer to images showing signs blocking sight lines at intersections.</p>



Fatigue and hydration management	Training: ensure attendees are aware of worksite issues related to fatigue and hydration management e.g. fatigue of traffic controllers can impact the safety of the site.
Reporting procedures	Optional
JSAs / SWMS	Optional
Escape routes	Training – highlight the importance of escape routes to workers and traffic controllers. Trainers should refer to the TC and BWTM fatal incidents and lessons learnt.
PPE	Optional
Communication	Training: cover risks involved with miscommunication at worksites, particularly between traffic controllers when opening traffic lanes or during shuttles.
Hazards – Work plant and road users	Optional
Daily Diary	Optional
Reviewing TMPs and TGSs	Assessment – attendees should be able to review and amend a TGS.
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. Refer to fatal incident during implementation.
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"> <li>• Determining predicted queue length,</li> <li>• Ensuring Stopping Sight Distance,</li> <li>• Adding additional PTS signs,</li> <li>• Having additional TC,</li> </ul>

	<ul style="list-style-type: none"> <li>• VMS signs or other additional warning signs</li> <li>• Ensuring TCs are not holding traffic for too long.</li> </ul>
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 desirable traffic lanes and maximum shuttle flow length.
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 / Sight Distance	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.

# OTMA Refresher Training:

## Requirements for the use of Truck Mounted Attenuators in WA – Code of Practice

Section 4.1	Mandatory use of TMAs
e.g.  Q: True or False: TMAs are mandatory to protect workers when working in the live lane on a multi-lane road in the metropolitan area with 15,000 vpd.  A: True  Q: Works will occur within 3 m of the live traffic lane on the Kwinana Fwy and will take 30 minutes to complete, is a TMA required?  A: Yes	
Section 5.	Traffic Management Arrangements
e.g.  Q: When the TMA is being used as a shadow vehicle, what approximate distance should the TMA be placed behind the work area or work vehicle?  A: 20 to 40 m.	
Section 6.	Risk Management
e.g.  Q: In the hierarchy of control, what type of control is a TMA?  A: Engineering control.	
Section 7.4	Trailer Mounted Attenuators
Q: Does Main Roads WA permit trailer mounted attenuators?  Answer: No	
Section 7.6	Operational Procedures
e.g. Q: What is the maximum speed a host vehicle can travel at while the TMA is deployed?  A: 40 km/h  Q: Can the host vehicle undertake a U-turn manoeuvre while the TMA is deployed?  A: No.	

Q: If the vehicle is parked and the TMA is deployed as a stationary barrier vehicle which direction should the wheels be directed?

- g) Towards the traffic side
- h) Towards the non-traffic side
- i) Straight ahead

A: c) straight ahead

Q: When the TMA is deployed are you permitted to reverse the vehicle?

A: No, the TMA vehicle should not be reversed if while the attenuator is deployed.

## Additional Topics

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

Topic	What 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"><li>e) Road workers and traffic management personnel</li><li>f) Vehicles</li><li>g) Pedestrians and Cyclists</li><li>h) All of the above</li></ul>
Fatigue and hydration management	<p>Training:</p> <p>Ensure attendees are aware of the risks associated with fatigue and lack of hydration</p> <p>Example questions:</p> <p>Name 3 risks to health and wellbeing?</p> <p>Why is fitness for duty important?</p>
Reporting procedures	<p>Ensure attendees are aware of the requirements to undertake routine inspections of the TTM site and how to report issues.</p>

JSAs / SWMS	<p>Assessment:</p> <p>Ensure attendees are aware of the risks associated with a traffic management and what should be covered within the JSA / SWMS:</p> <p>e.g. driving to site, accessing the site, working near traffic, using gaps in traffic, spotters, etc.</p> <p>Trainers should refer to the lessons learnt from the traffic management implementer fatal incident.</p>
Escape routes	Training – highlight the importance of escape routes to workers and traffic controllers.
PPE	<p>Training</p> <p>e.g. Identify the personal protective equipment (PPE) that is required, as a minimum, on a work zone traffic control site?</p> <p>A:</p> <ul style="list-style-type: none"> <li>• High visibility garments: vests, long sleeve shirts, overalls</li> <li>• For night or wet weather work, retroreflective outer garments are required</li> <li>• Safety boots</li> </ul>
Communication	Ensure trainers cover risks involved with miscommunication at worksites, particularly between traffic controllers when opening traffic lanes.
Hazards – Work plant and road users	Ensure attendees are made aware of the risks of work plant as well as road vehicles to TM personnel.
Daily Diary	Covered above.
Safe work methods for setting out and recovering signs and devices	Training – ensure attendees are aware of the risks involved with site set up.
Advance Warning / Sight Distance	Ensure attendees are aware of sight distance requirements in the context of deploying a TMA.

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.