

# Department of Transport Temporary Traffic Management Accredited Company Application

Companies must nominate the accreditation being applied for, including roles and temporary traffic management road categories. Roles and temporary traffic management road categories are defined in the *Department of Transport Temporary Traffic Management Accredited Company Guidelines*. All documents submitted must be in PDF.

## Validity

Accreditation is valid for two years. It is the applicant's responsibility to ensure validity of accreditation, and applications must be submitted at least two months before expiry. Any active Memorandum of Authorisation (MOA) will be revoked if the temporary traffic management company responsible for the Traffic Management Implementation (TMI) and/or the Traffic Management Design (TMD) of the Traffic Management Plan (TMP) has their accreditation lapse.

## Roles and Temporary Traffic Management Road Categories

There are two temporary traffic management accreditation roles. Companies can apply for one or both roles:

### Traffic Management Design (TMD)

TMD companies are responsible for designing, drafting, reviewing and/or making modifications to TMPs, including site audits/inspections and the worksite hazard assessment. Companies must be able to demonstrate that employees have appropriate qualifications to complete TMPs. Companies are required to:

- apply relevant legislation, policies, and procedures
- implement requirements, procedures, and techniques for the safe, effective, and efficient preparation of TMPs
- work effectively with others to undertake and complete the preparation of TMPs that meets all the required outcomes
- demonstrate completion of TMPs that safely, effectively, and efficiently meets all required outcomes as defined in Part 4 of the Road Safety (Traffic Management) Regulations 2019

## Traffic Management Implementation (TMI)

TMI companies are responsible for setting out, implementing, and monitoring TMPs, and controlling traffic through accredited traffic controllers. Companies are required to:

- apply relevant legislation, policies, procedures, including documentation related to the works project and associated traffic management
- clarify work requirements with appropriate personnel to achieve complete and consistent understanding
- assess the work site and the TMP to ensure all potential hazards and risks are identified and are treated appropriately, and that the TMP is fit for purpose
- work effectively with others to implement and complete the TMP to meet all required outcomes.

## Temporary Traffic Management Road Categories

There are three temporary traffic management road categories that a company can apply for as part of the accreditation process:

**Category 1 roads** – most urban and lower volume rural roads with a posted speed limit of  $\leq 60$  km/h. Characteristics of these urban and rural roads are with or without a centreline, sealed and unsealed, with a single lane (one lane in each direction), including instances where there is an overtaking lane available for an otherwise single lane road.

**Category 2 roads** – high-volume, excluding freeways. Characteristics include signalised intersections, multi-lane or divided roads, and major urban roads. These are mostly arterial roads (where Head, Transport for Victoria is the coordinating road authority), and include complex environments, such as two-lane roundabouts.

**Category 3 roads** – high volume, high speed multi-lane freeways with a divided carriageway, including on-ramps and off-ramps.

## Assessment

Assessment will be based on the following:

- Information contained in the application and supporting documentation
- Previous audits and assessments, including, but not limited to: assessment of MOA's, and DOT and WorkSafe audits and undertakings, which may have resulted in sanctions and compliance.

- Standard Operating Procedures (SOP) including, but not limited to:

- Process for confirming employees have, in their possession, traffic management tickets and construction induction cards (commonly referred to White Card) prior to starting work or leaving company premises each day.
- Demonstrable processes when engaging a 3rd party accredited company to assist in labour top up:
  - to ensure that no more 1 in 5 workers are outsourced per worksite to ensure consistent safety and compliance.
  - to ensure full accountability of any outsourced resources (as above).
- When operating on a freeway, processes to ensure that staff are not implementing bollards/ cones from foot, rather using resources such as pod truck etc
- Any employee operating a Truck Mounted Attenuator (TMA) has the appropriate nationally recognised unit of competency (for example: RIIRTM301D (or equivalent) – Operate a truck or trailer mounted attenuator). Note: trailer mounted attenuators are not permitted for use on the Victorian freeway network.
- Process to ensure that a high level of compliance for traffic control operations and devices/products is being achieved at all sites.

- Process to upskill industry newcomers by participating in mentoring or knowledge transfer programs to demonstrate good traffic management, design, and control practices.
- Process to ensure all employees participate in alcohol/drug testing programs at roadwork sites.

## Publishing of Company Details:

The names of all accredited companies will be published as part of an accreditation register. The published information will include:

- Company name
- Name of company director/s
- Company head office address, telephone number and email address
- Accreditation status relevant to the traffic management role and road category, including instances where a company is no longer accredited.

# Application Form

Forward application to:  
[TMAccreditation@roads.vic.gov.au](mailto:TMAccreditation@roads.vic.gov.au)

New Application

Renewal

Temporary Accreditation

Accreditation number (if applicable)

Current accreditation (if applicable). Roles and temporary traffic management road categories are defined in the *Department of Transport Accredited Temporary Traffic Management Company Guidelines*.

Category 1 Roads	Category 2 Roads	Category 3 Roads
Design (TMD)		
Implementation (TMI)		

Companies must select the relevant roles and temporary traffic management road categories being applied for. Roles and temporary traffic management road categories are defined in the *Department of Transport Accredited Temporary Traffic Management Company Guidelines*.

Category 1 Roads	Category 2 Roads	Category 3 Roads
Design (TMD)		
Implementation (TMI)		

## Section 1: Company Details

Company name

Trading name of company

Australian Business Number (ABN)

Australian Company Number (ACN)

Address of registered office

CoINVEST Registration Number  
(if applicable)

Website Address

General office contact number  
for company and email address

Street Address

Postal Address

## Section 1: Company Details

Primary contact person

Title/role in company

Mobile number

Email address

Local Government

Other Government  
Organisation

Company

Trust

Utility

Other. Please give details

Senior Management (provide details of all current directors and senior managers)

*If more fields are required, please add an additional page (which must be included as a pdf).*

Individual's Name (in full)	Position Held	Address
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Provide a history of any prior companies managed and/or controlled by any director or senior manager of the company.

Provide name and address of all associated companies including subsidiary companies, trusts etc.

*If more fields are required, please add an additional page (which must be included as a pdf).*

Business/Company Name	Address
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How many years has the company operated?

Under its present business name

Under a former business name/s

Please insert former name

In the last 3 years, has your company or any prior company similarly managed and/or controlled; ever been presented with a notice to suspend accreditation, issued with a show cause notice to suspend accreditation (or similar), or issued with a fine, penalty or sanction due to non compliance, either by a coordinating road authority or other government agency (e.g., WorkSafe)?

No

Yes. Please provide details of when, where, why and what the result was.

In the last 3 years, has your company or any prior company similarly managed and/or controlled, been declared bankrupt; entered into receivership or managed agreement; disqualified by the Australian Securities and Investment Commission (ASIC) or pursuant to the Bankruptcy Act or Corporations Act?

No

Yes. Please provide details.

## Section 1: Company Details

In the last 3 years, has your company or any prior company similarly managed and/or controlled, been audited by CoINVEST due to non-payment of employee long service leave?

No

Yes. Please provide details.

Please provide details for safety incidents (injuries, fatalities, permanent disability, LTIs and lost time injury frequency rate (LTIFR)) and any WorkSafe notifiable events for the past 3 years.

In the last 3 years, has your company developed Health and Safety Plans or similar for the implementation of traffic management plans which addresses the occupational health and safety needs of the contracted works? Please refer to Appendix B for reference of the minimum requirement for Health and Safety Plans.

No

Yes. Please provide list of locations and copies of Health and Safety Plans.

In the last 3 years, has your company developed and implemented standard operational procedures (SOP) related to temporary traffic management?

No

Yes. Please provide all SOPs related to temporary traffic management. These will be assessed as part of your technical capability to undertake temporary traffic management when assessing accreditation.

## Section 2: Company Focus

### 2.1 Company Focus

#### Commitment to Excellence

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

No

Yes.

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

- Road Management Act 2004
- Road Safety Act 1986
- Road Safety (Traffic Management) Regulations 2019
- Road Management Act 2004 Code of Practice (Worksite Safety - Traffic Management)
- Australian Standard AS1742.3:2009
- Occupational Health and Safety Act 2004

## Section 2: Company Focus

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

No

Yes. Please elaborate

### Standard Operating Procedures

It is expected that all applicants will have developed standard operating procedures to cover a range of activities. Please provide the following standard operating procedures, and if standard operating procedures are not developed, please advise.

- Standard Operating Procedures including, **but not limited to**:
  - Process for confirming employees have, in their possession, traffic management tickets and construction induction cards (commonly referred to White Card) prior to starting work or leaving company premises each day.
  - Demonstrable processes when engaging a 3rd party accredited company to assist in labour top up:
    - to ensure that no more 1 in 5 workers are outsourced per worksite to ensure consistent safety and compliance.
    - to ensure full accountability of any outsourced resources (as above).
  - When operating on a freeway, processes to ensure that staff are not implementing bollards/cones from foot, rather using resources such as pod truck etc
  - Any employee operating a TMA has the appropriate nationally recognised unit of competency (for example: RIIRTM301D (or equivalent) – Operate a truck or trailer mounted attenuator). Note: trailer mounted attenuators are not permitted for use on freeway.
  - Process to ensure that a high level of compliance for traffic control operations and devices/products is being achieved at all sites.
  - Process to upskill industry newcomers by participating in mentoring or knowledge transfer programs to demonstrate good traffic management, design, and control practices.
  - Process to ensure all employees participate in alcohol/drug testing programs at roadwork sites.

## Section 3: Summary evidence of quality, performance, and compliant traffic management

Required evidence is defined in the *Department of Transport Accredited Temporary Traffic Management Company Guidelines*. It is the responsibility of the company to ensure that all personnel are appropriately qualified, in accordance with local legislation, Codes of Practice, Standards and Guidelines. Please ensure that all information provided is correct and supporting information is attached. Evidence must be within the last 3 years.

DOT reserves the right to reject applications that have not supplied the required information and attachments, and are unable to demonstrate the relevant experience.

*If more fields are required, please add an additional page (which must be included as a pdf).*

Date (start and completion)	Role (Implementation, Design or Both)	Road Category (1, 2 or 3)	Total Contract Value	Name and contact numbers of client	Project details (Description, location, number of employees and role of traffic management employees)	Supporting documentation, including TMP and MOA (MOA only required if applicable)

### Section 3: Summary evidence of quality, performance, and compliant traffic management

#### Summary of Key Personnel

Details of experience and qualifications of management and supervisory employees responsible for the traffic management function within the company. Evidence of all completed traffic management training within the last 3 years to be provided.

*If more fields are required, please add an additional page (which must be included as a pdf).*

<b>Name</b>	<b>Professional / Technical / Industry Qualifications</b>	<b>Present position and area of experience</b> (such as traffic controller, supervisor, or manager)	<b>Role</b> [Design (TMD) or Implementation (TMI)]. Tick all that apply.  TMD TMI	<b>Experience</b> (type of work, location, brief description of project, position held and duration)

**Traffic Management Employees**

Total company headcount:

TMD headcount:

TMI headcount:

*If more fields are required, please add an additional page (which must be included as a pdf).*

<b>Full name of employee</b>	<b>Training ID number</b>	<b>Status</b> (F/T, P/T, Casual)	<b>TMD</b> (Y/N)	<b>Course numbers</b>	<b>TMI</b> Including TC (Y/N)	<b>Course numbers</b>

#### Evidence of all completed traffic management training within the last 3 years to be provided

(Note: It is the responsibility of the company to ensure that traffic management individuals are suitably qualified and that they have their traffic management tickets on their person at all times. A traffic management ticket is an official document verifying the identity and qualifications of the employee. Individuals that are not able to produce a valid traffic management ticket will be required to vacate worksites.)

## Section 4: WorkCover and Insurance

WorkCover Employee Registration Number/s

▶ Please include accredited copy/copies of the WorkCover Registration Certificates

Please provide details if self-insured

▶ Please include accredited copy/copies of the insurance documentation

As WorkCover certificates are provided annually, the applicant is required to submit accredited copies of new WorkCover certificates.

### Insurance

Traffic management service providers that are engaged on state-controlled roads must be able to provide evidence of having appropriate insurance cover. Minimum levels of insurance are shown below.

Role	Road Category	Public Liability	Professional Indemnity
Design	All	\$20 million	\$10 million
Implementation	All	\$20 million	Not Applicable

Please provide details of insurance cover and copies of insurance certificates.

### Public Liability

Public liability insurance provider

Policy Number

Sum of Cover

Dates of Cover

### Professional Indemnity Insurance

Traffic management service providers that are engaged on state-controlled roads must be able to provide evidence of having Professional Indemnity insurance.

Professional indemnity insurance provider

Policy Number

Sum of Cover

Dates of Cover



## Section 4: WorkCover and Insurance

### CoINVEST

CoINVEST registration number

Please provide copies of the last four Worker Days and Wages (WDW) returns. If the Employer (company/sole trader/partnership) has not been in operation for at least four quarters, please provide all available WDW returns. If the Employer is yet to trade in Victoria, please provide a copy of the CoINVEST Employer registration confirmation email.

In the last five years, has your company or any prior company similarly managed and/or controlled, been subject to any CoINVEST compliance procedures or proceedings, including, but not limited to:

- involuntarily registered by CoINVEST
- backdate Worker Days and Wages not previously reported to CoINVEST and pay associated charges and statutory interest;
- subject to debt recovery action;
- served with any legal notices pursuant to section 10 of the *Construction Industry Long Service Leave Act 1997*;
- served with a charge and summons; or
- prosecuted under the *Construction Industry Long Service Leave Act 1997*

If so, please provide details.

## Section 5: Management Systems

All registered companies must have established management systems in Quality and Occupational Health and Safety (OH&S)

3rd party certification by a JAS-ANZ Certification body of the respective Quality and OH&S Management System will be accepted as verification of eligibility criteria requirements where it has been obtained to the following standards:

- Quality Management System: ISO 9001
- OH&S Management System: AS 4801 or ISO 45001

The Certificate must include within the scope of certification the specific type of traffic management services that the company is seeking registration to provide.

Copies of Certificates and the certifier's most recent Audit Report must be provided.

Companies with Management Systems that are not accredited must submit their Quality and OH&S management systems to a suitably qualified third-party auditor for review against key requirements of the relevant standards. A written declaration from that auditor, confirming that the management system satisfies the key requirements, must be submitted.

### **Quality Assurance** ISO 9001

3rd party certification

Name of Certifying Organisation

Approved Date

Expiry Date

Audit report attached

### **Occupational Health and Safety** AS 4801 or ISO 45001

3rd party certification

Name of Certifying Organisation

Approved Date

Expiry Date

Audit report attached

### **Small Businesses**

If the company has 10 or less employees, the company has the option of presenting a letter from a registered third-party auditor confirming that the company's systems meet certain specified key requirements of the Quality Management System ISO 9001 and Occupational Health and Safety Management System AS 4801 or ISO 45001 standards. See guidance note above.

### **Exemption for Traffic Management Design / Consultancy Companies**

Companies that provide traffic management design services and do not provide operational traffic control or site set-up services are **exempt** from meeting the OH&S Management System requirement.

### **Quality and OHS Management System Prerequisite**

It is a requirement that accredited temporary traffic management companies have appropriate quality and occupational health and safety assurance systems that meet relevant Australian and/or international standards. Third party certification for Quality and OHS Management standards is a requirement for all traffic management companies with more than 10 employees. The certification audit and annual surveillance audit must be carried out by a registered 3rd party auditor who is listed with JAS ANZ. The scope of third-party certification (as detailed on the certificate) must reflect the types of traffic management services that the company provides.

## Section 5: Management Systems

### Local Government Authorities, Small Businesses, Design Role Applications

Independent audit and certification that Quality and OHS Management systems meet key requirements of ISO 9001 and AS 4801 or ISO 45001 is accepted where the Applicant:

- is a Local Government Authority
- is a company with 10 or less employees
- is applying to undertake the Design role only

In this case, the Applicant may submit a letter from a registered auditor (listed with JAS ANZ) confirming that a written and operational procedure is in place for each of these elements. The auditor must sight evidence that the process is implemented within the company.

The following elements and sub elements of the standards are required:

### Quality System

#### ISO 9001

4.4	Quality management systems and its processes	8.2	Requirements for products and services
5.1.2	Leadership and commitment - Customer focus	8.4	Control of externally provided processes, products, and services
5.2	Policy		
5.3	Company roles, responsibilities, and authorities	8.5.4	Production and service provision - Preservation
7.1	Resources	8.6	Release of products and services
7.2	Competence	8.7	Control of nonconforming outputs
7.3	Awareness	9.1.2	Customer satisfaction
7.4	Communication	9.3	Management Review
7.5	Documented information	10.2	Nonconformity and corrective action

### OHS

#### AS 4801

4.4.1.2	Safe work procedures
4.4.2	Training and supervision
4.4.3.1	Consultation
4.4.3.3	Reporting safety
4.5.2	Workers comp and return to work
4.6	Management Commitment

#### ISO 45001

5.1	Leadership and commitment
7.2	Competence
7.3	Awareness
7.4.2	Internal Communication
7.4.3	External Communication
7.5	Documented information
10.2	Incident, nonconformity, and corrective action

**Section 6: Financial Information** (Note: This section does not apply to government organisations.)

Information to be provided by a third party registered accountant.

Client Details

Business Entity Name

Trading Name

Please select one of the options below

In determining the Financial Information of the Client, I verify I have NOT included any Related Entity Loans or Investment Assets in the Financial Information stated below unless otherwise stated.

I HAVE included Entity Related Loans and/or Investment Asset amounts in the Financial Information stated below and I have independently verified such assets are collectible by the Client in accordance with the Minimum Financial Requirements policy

Financial Information of the Client	
Assets	\$
Current Assets	\$
Intangible Assets	\$
Disallowed Assets	\$
Liabilities	\$
Current Liabilities	\$
Revenue	\$
NTA (at least)	\$
Current Ratio (please state as ratio)	\$
Total of Related Entity Loan or Investment Asset amounts included in NTA:	\$

To be attached: Tax Returns for the last five financial years. Please attach supporting financial statements (Profit and Loss Statement, and balance Sheet)

Registered Accountant details

Name

Registration number

Business name

Business address

Signature

Date

## Section 7: Industrial Relations Management System

### Industrial Relations

For Industrial Relations, a relevant award or agreement must be attached. This can be a Workplace Agreement, Enterprise Bargaining Agreement (EBA) or an Industry Award.

Which award is applicable in your company?

Does your company have a current EBA in place?

No

Yes. What is the expiry date listed on the certificate

A copy of your current EBA must be provided.

Registered companies should determine the appropriate industrial award relevant to the specific type of traffic control business they conduct, and pay employees under that award, or under an EBA that reflects the relevant award.

Registered traffic management companies are expected to meet their industrial relations obligations.

The [Commonwealth Fair Work Ombudsman](#) deals with complaints about industrial issues, including industrial awards and pay rates.

A registered company may be required to provide copies of industrial relations documents and supporting evidence to assist such further assessment.

## Section 8: Declaration

I declare that the information provided is correct and accurate at the time of submission and that this company will:

- comply with the conditions of registration as determined by DOT
- be independently audited and undertake performance reviews as required by DOT
- provide any documentation or information required by DOT at any point in time in connection with this application or ongoing registration with the scheme, and;
- comply with the prerequisites and requirements throughout the period of accreditation

Company name

Role title

Name of CEO/Responsible Manager

Mobile Phone Number

Contact Email

Signature of CEO / Responsible Manager

Date

**Privacy Disclaimer:** DOT collects information on this form to determine your suitability for Traffic Management Accreditation. DOT will not release your personal information to any third party without your consent unless required to do so by law or unless in connection with enquiries made to verify information provided.

## APPENDIX A

# CHECK LIST

All application forms must have this check list completed, signed, and attached. All documents must be submitted in PDF.

Please ensure that all information provided is correct and supporting information is attached. Due to the complexity of the application, DOT reserves the right to reject applications that have not supplied the below required information and attachments.

**Application form – select/tick appropriate type of accreditation: initial / renewal or variation.**

### Section 1: Company details

Details of senior management

Associated companies' information

Years of operation

Additional information

### Section 2: Scope of accreditation, company focus, location of services

Scope of accreditation

Company Focus

### Section 3: Summary evidence of quality, performance, and compliant traffic management

Summary of Key Personnel

Traffic Management Employees

### Section 4: WorkCover and Insurance

Public Liability Insurance details

Indemnity Insurance

CoINVEST

### Section 5: Management Systems

Quality Assurance ISO 9001

Occupational Health and Safety

### Section 6: Financial Information

### Section 7: Industrial Relations Management System

### Section 8: Declaration

I confirm that the above items have been completed, checked, and are attached to the submission, and that the contact person will be available during the submission evaluation period.

Applicant Print Name

Position

Signature

Date