

Temporary Traffic Management Accreditation program



November 2024



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Introduction



The Department of Transport and Planning (DTP)'s Temporary Traffic Management Accreditation (Accreditation) program ensures only those companies with suitably trained directly employed staff, experience and a good safety record will be accredited to manage traffic on the road network.

Accreditation aims to:

- maintain high levels of safety for traffic management workers, road users and local communities
- reflect the objectives and requirements of the *Road Safety Act 1986*, the *Road Management Act 2004*, the *Road Safety (Traffic Management) Regulations 2019*, and the *Code of Practice for Worksite Safety – Traffic Management* (which incorporates national guidance from Austroads and supports a consistent traffic management approach across all Australia).

Accreditation boosts industry standards through:

- consistent eligibility requirements and Accreditation roles and categories
- promotion of best practice in the traffic management industry
- consistent approach to audits, compliance assessments and performance reporting.

The Accreditation process involves:

- assessment of capabilities and performance against Accreditation prerequisites
- processes to allow traffic management companies to upgrade for a higher category.

New companies that are able to meet eligibility criteria will be accredited to operate on Road Category 1 roads to build experience. Evidence for Accreditation for a higher road category will only be recognised if undertaken while the company is accredited.

Accreditation is valid for two years and companies will need to renew their Accreditation before the expiry date if they wish to keep their status. Companies must allow a minimum of two months to ensure that the assessment process is completed prior to the expiry date.

All traffic management companies need to be accredited before they can work on roads managed by DTP and apply for DTP issued Memorandum of Authorisation (MoA) permits.

Further information about the Accreditation program is available on The Department of Transport and Planning website: transport.vic.gov.au

This document sets out the Accreditation program requirements, and the Accreditation application process (and includes the Accreditation application form). This document is effective from 1 November 2024. All previous versions of this document are revoked.

Only the most recent Accreditation application form will be accepted. An application will only be assessed if the Accreditation application form has been completed in full, with the 'Accreditation checklist' completed and attached, and tables provided outlining traffic management training and traffic management project evidence.

Part 1

Temporary Traffic Management Accreditation program



The Accreditation program consists of two Temporary Traffic Management Roles and three Road Categories.

1 Temporary Traffic Management Roles

There are two roles within the Accreditation program – Traffic Management Design (TMD) and Traffic Management Implementation (TMI). Companies can apply for one or both roles.

TMD

This role is responsible for designing, drafting, reviewing and/or making modifications to Traffic Management Plans (TMPs).

Companies must be able to demonstrate that directly employed staff have appropriate qualifications to design TMPs. In performing this role, companies are required to:

- apply and implement relevant legislation, policies, requirements, procedures and techniques for the safe, effective and efficient preparation of TMPs
- demonstrate completion of TMPs that comply with Part 4 of the *Road Safety (Traffic Management) Regulations 2019*, and include a TMP, Traffic Guidance Scheme (TGS), risk assessment, and a statement on the TMP confirming that a site visit was undertaken by the party responsible for preparing the TMP
- meet all requirements as per Accreditation and Victorian Legislation.

TMI

This role is responsible for setting out, implementing, monitoring, and controlling traffic. Companies must be able to demonstrate that directly employed staff have appropriate qualifications to control traffic and implement TMPs. In performing this role, companies are required to:

- apply relevant legislation, policies and procedures – including documentation related to the works project and associated traffic management – and clarify work requirements with appropriate personnel to achieve complete and consistent understanding
- ensure that all changes outside of tolerances are developed and approved by the party responsible for the TMP
- work effectively with others to implement the TMP to meet all required outcomes
- meet all requirements as per Accreditation and Victorian Legislation.

2 Road Categories

There are three road categories a company can apply for:

Category 1 (most urban streets and lower volume rural roads). The characteristics of category 1 roads are defined by the following parameters:

- Posted speed and annual average daily traffic (AADT) of:
 - any speed limit with less than 3,000 vehicles per day AADT
 - a speed limit of less than 60 km/h and traffic volumes between 3,000 and 10,000 vehicles per day AADT
- The characteristics of these roads are generally recognised as:
 - roads (with or without a centre line), sealed and unsealed
 - two lanes two way, and sections including one-way single lane, and overtaking lanes.

Category 2 (high-volume roads).

The characteristics of category 2 roads are defined by the following parameters:

- Posted speed and AADT of:
 - a speed limit greater than, or equal to 60 km/h and traffic volume greater than, or equal to 3,000 vehicles per day AADT
 - any speed limit with traffic volumes greater than, or equal to 10,000 vehicles per day AADT.
- Signalised intersections
- The characteristics of these roads are recognised as:
 - multilane or divided roads
 - high speed highways.

- This Category of road:
 - may include major urban streets in the central business district, some arterial roads
 - generally requires larger signs
 - generally requires signs on both sides of the road
 - Stringent criteria for mobile operations apply to this Category of TTM.

Category 3 (expressways = high-volume & high-speed roads). The characteristics of category 3 roads are defined by the following parameters:

- These are high-volume expressways, or high volume/high-speed multi-lane expressways with a divided carriageway
- Any expressway and any associated on-ramp or off-ramps
- Grade separated road with speed limit greater than, or equal to 90 km/h. Traffic volumes are generally greater than 20,000 VPD but can be lower
- For this Category, a Truck Mounted Attenuator (TMA) is required to be used.

The TMA is to be used by a qualified TMA operator (TMA operators must be directly employed by the traffic management company).

3 Accreditation Requirements

3.1 Key considerations

Before applying for Accreditation, applicants must be able to provide:

- evidence to show they are able to undertake traffic management for the Accreditation role and road category being sought
- evidence of all current Director/s AND Senior Management, including prior management/directorship of other traffic management companies that have been active within the last five years.
- valid insurance and coverage of traffic management activities, including WorkCover and Public Liability/Professional Indemnity (as required)
- certification of the respective Quality and OH&S Management System to:
 - Quality Management System: ISO 9001
 - OH&S Management System: AS 4801 or ISO 45001 (not required for TMD).
- evidence that all staff are directly employed by the company.

3.2 Accreditation process

Applicants can apply for one of the following:

- New application
- Upgrading Accreditation for a higher road category
- Renewal of Accreditation
- Transfer to a new ACN
- Road Infrastructure Manager (RIM) application
- Authorised works manager application.

Applicants must nominate the level of Accreditation being applied for, including roles and road categories.

The following Accreditation application types are available:

- New application – companies that have never been accredited in Victoria need to apply for new company Accreditation. Note: new companies will only be assessed for Road Category 1. These companies will not be required to provide traffic management project evidence as a new company.
- Upgrading Accreditation for a higher road category – companies that are already accredited in Victoria that wish to apply to work on roads with a higher road category, or to apply for a new role. As these companies are already accredited, they will be expected to demonstrate traffic management project evidence from the date that they were accredited.
- Renewal of Accreditation – companies that have already been accredited in Victoria for two years that need to apply to renew their Accreditation. These companies must provide traffic management project evidence for Road Category 2 and Road Category 3 (as applicable) from within the last 12 months.
 - Companies unable to demonstrate traffic management project evidence for a specific Road Category will no longer retain that Road Category.
 - Companies will be able to apply for Accreditation for a higher road category with evidence following their renewal of Accreditation.
- Transfer to a new ACN – companies that have purchased an accredited traffic management company will be required to demonstrate that the capability and capacity of the previously accredited company has been retained. Note that any non-compliant evidence of the company Accreditation will be transferred and will be retained as evidence for the newly accredited traffic management company.
- Road Infrastructure Manager (RIM) application. Local Government Authorities are recognised under the *Road Management Act 2004* and the *Local Government Act 2020* as a RIM, which have powers and responsibilities in relation to their local road network. Subsequently, they are exempt from some Accreditation requirements.
- Authorised works manager application (as defined in regulation 5 of the Road Safety (Traffic Management) Regulations 2019. These companies may be exempt from some Accreditation requirements. However, there may be additional evidence required.

DTP will determine the company's capability in the nominated role and road category. The company must demonstrate their resource and technical capability to undertake temporary traffic management works using the below measures.

Assessment will be based on the following:

- information contained in the application and supporting documentation
- surveillance audits undertaken by DTP or other government entities, or evidence of noncompliances identified by DTP
- a company's understanding of legislative requirements including those under the *Road Management Act 2004*, the *Code of Practice for Worksite Safety – Traffic Management*, the *Road Safety Act 1986*, and the *Road Safety (Traffic Management) Regulations 2019*.

Traffic management training evidence will only be accepted if it demonstrates that directly employed staff have attained the required training at the time of the application. Companies may be required to demonstrate evidence of direct employment (e.g. contract of employment, labour hire agreement entered into with a licensed labour hire company)

Traffic management training evidence must include:

- Table of all directly employed staff, outlining training undertaken and date of attainment
- TMI: minimum of three valid training tickets/statement of attainments of directly employed staff
- TMD: minimum of one valid training ticket/statement of attainment of directly employed staff.

When submitting an application, the applicant gives permission to DTP to carry out any necessary investigations needed to evaluate the application and to determine whether the criteria is met.

The names of all accredited companies will be published as part of the Accreditation register on The Department of Transport and Planning website: **transport.vic.gov.au**

The published information will include:

- Company name
- Accreditation status relevant to the traffic management role and category.

4 Completing an application

The matrix below outlines the information that must be provided by application type. Note: a checklist has been included that must be completed (Appendix 1: Accreditation checklist). Applications will not be assessed and will be declined unless all information is provided. It is mandatory to complete the checklist and provide a copy with your application.

Information requirements for Accreditation applications

		Type of Application							
		Traffic Management Company				Road Infrastructure Manager Application		Authorised works manager application	
		New Application	Upgrading Accreditation for a Higher Road Category	Renewal of Accreditation	Transfer to a New ACN	New Application	Upgrading Accreditation for a Higher Road Category, or Renewal of Accreditation	New Application, or Transfer to a New ACN	Upgrading Accreditation for a Higher Road Category, or Renewal of Accreditation
1	Type of Accreditation application (including role and road category)	✓	✓	✓	✓	✓	✓	✓	✓
2	Company details	✓	✓	✓	✓	✓	✓	✓	✓
3	Director declaration	✓	✓	✓	✓	-	-	✓	✓
4	OH&S Employer obligations director declaration	✓	✓	✓	✓	-	-	✓	✓
5	Standard Operating Procedure Evidence								
	- New staff induction program	✓	-	-	✓	-	-	✓	-
	- Worksite safety and traffic management implementation procedures	✓	-	-	✓	-	-	✓	-
	- (TMI road category 3 only) Truck Mounted Attenuator procedures	-	✓	-	✓	-	-	✓	✓
	- (TMI road category 3 only) Pod Truck procedures	-	✓	-	✓	-	-	✓	✓
6	Traffic Management Training Evidence	✓	✓	✓	✓	✓	✓	✓	✓
7	Traffic Management Project Evidence	-	✓	✓	-	-	✓	-	✓
8	Valid Workcover certificate	✓	-	✓	✓	-	-	✓	✓
9	Valid public liability and professional indemnity insurance	✓	-	✓	✓	-	-	✓	✓
10	LeavePlus (Formerly CoINVEST) registration number (only required for TMI)	✓	-	-	✓	-	-	-	-
11	Certified management systems in Quality and Occupational Health and Safety (OH&S)	✓	-	✓	✓	-	-	-	-
12	Application declaration signed by Director/CEO	✓	✓	✓	✓	✓	✓	✓	✓

5 Maintenance of Accreditation Status

A company's Accreditation status is valid for two years, subject to consistent traffic management company audits, compliance assessment and performance reporting.

Compliance assessments will occur in accordance with DTP's temporary traffic management assurance framework.

The purpose of DTP conducting consistent company audits, compliance assessments and performance reporting is to identify any matters of concern.

Without limitation, any of the following are considered by DTP to be matters of concern:

- where DTP considers a company's performance to be unsatisfactory (e.g. identified non-compliant performance from WorkSafe, LXRP, MRPV, DTP, or any other government entities) where restrictions on a licence/registration to practice are imposed, or third-party Accreditation of a management system is withdrawn or has expired
- failure to comply with the requirements of the Traffic Management Accreditation program (as set out in this document)
- noncompliance with section 99A of the *Road Safety Act 1986*
- companies declared bankrupt; entered into receivership or managed agreement; disqualified by the Australian Securities and Investment Commission (ASIC) and/or pursuant to the *Bankruptcy Act 1966* or *Corporations Act 2001*.

Where a matter of concern is identified, DTP will investigate the matter. DTP may:

- undertake a review of the company
- meet with the senior management of the company.

Following an investigation, DTP may:

- sanction the company regarding the matter, which might be in the form of issuing an official warning or refuse to upgrade or renew the Accreditation status of a company, or initiate a downgrade of the Accreditation status of a company, or cancel the Accreditation status of a company
- Refer to Victoria Police any allegations of fraud or any criminal activity (which may impact the Accreditation status of a company while any investigation is in progress).

5.1 Requirement: provision of updated information

The company must notify DTP, within ten business days, when any of the circumstances below have changed:

- change of company name
- change of company ownership, including change of ACN
- company is bankrupt or has entered administration
- company is no longer able to meet assessment criteria relevant to its current Accreditation.

5.2 Requirement: provision of required information

At all times, a company must ensure currency of the following:

- Quality and OH&S management systems certification
- Public Liability Insurance
- Professional Indemnity Insurance (only required for TMD)
- Valid training of all directly employed staff.

5.3 Requirement: compliance with section 99A of the Road Safety Act 1984

Section 99A of the *Road Safety Act 1986* imposes a series of duties on both individuals and companies conducting, or proposing to conduct, works on roads or non-road activities on roads that significantly interfere with a road's normal use.

Under this section, duty-holders must:

- ensure that works on roads, or non-road activities on roads, are conducted in a safe manner for both the road's users, and those engaged in carrying out the works or non-road activities
- have a traffic management plan (TMP) in operation
- give appropriate warnings to road users
- engage appropriately trained and qualified persons to conduct the works, or manage the non-road activities, or direct traffic
- give appropriate directions to the persons engaged in carrying out the works or non-road activities.

Noncompliance with section 99A of the *Road Safety Act 1986* is a matter of concern that may result in a sanction.

5.4 Accreditation Sanctions

DTP has appointed Authorised Officers from both its metropolitan Traffic Management Assurance team and regional Surveillance team.

Prior to issuing a sanction, DTP will investigate the matter of concern.

DTP may issue an Accreditation sanction in the form of an official warning, or a downgrade to the Accreditation Status of a company or suspending or cancelling the Accreditation status of a company.

DTP will take action to sanction the Accreditation status of a company if the company fails to provide sufficient evidence or through poor performance identified through consistent traffic management company audits, compliance assessment and performance reporting.

Any Accreditation sanction affecting a change in the Accreditation status of a company is applicable from the date of the notice from DTP to the company unless DTP determines otherwise.

If any such action is proposed, the company will be issued with a formal notice and given the opportunity to respond to the issues raised in the notice.

The notice will:

- specify the alleged area of non-compliance or other concern
- specify the time and date by which the company must respond to the notice
- DTP may make further enquiries to verify the company's responses.

Action 1. Official Warning

If appropriate, DTP may issue an accredited company with an official warning.

The effect of an official warning is to conditionalise a company's accreditation for a period of time. That is, when an official warning is issued, DTP will allow the company to continue operating on the condition that it does not commit any further noncompliances in the proceeding specified period of time.

Should this condition be met, the accreditation status will be restored.

If it is not met, and further noncompliance is detected in the specified period of time, DTP will consider downgrading the Accredited status of a company.

Action 2. Downgrade

If in the reasonable opinion of DTP, the company no longer complies with Traffic Management Accreditation within a specific road category, their status may be downgraded to a lower road category. Examples of breaches that may give rise to downgrading of Accreditation include but are not limited to:

- repeated non-compliances where, in the opinion of DTP, there is an unacceptable risk in allowing the company to remain at their current Accreditation level
- an adverse change in the company's management systems or technical capability but the company can demonstrate requirements for a lower road category
- any allegations of fraud while any investigation is in progress.

If DTP is considering downgrading a company's accreditation status, it will issue the company with a Proposal to Downgrade Accreditation.

A company will have ten business days from the date of the Proposal to Downgrade to respond to DTP's proposal. Where no response is received, a Notice of Downgrade will be issued.

If in the 10-business day period, the company raises issues with the reported noncompliances, DTP will conduct a review of the company's concerns. Downgrade will not take effect during this time. If appropriate (based on the review), the Proposal to Downgrade will be retracted.

If DTP maintains its noncompliance findings, a Notice of Downgrade will be issued. The downgrade will take effect ten business days from the date of the Notice of Downgrade.

Action 3. Cancellation

Examples of breaches that may give rise to cancellation of an Accreditation include but are not limited to:

- breaches of any DTP imposed Accreditation sanctions
- companies declared bankrupt; entered into receivership or managed agreement; disqualified by the Australian Securities and Investment Commission (ASIC) and/or pursuant to the *Bankruptcy Act 1966* or *Corporations Act 2001*
- where DTP considers a company's performance to be unsatisfactory (e.g., identified non-compliant performance from WorkSafe, LXP, MRPV, DTP, or any other government entities)
- Where the organisation has been found guilty of fraud or any criminal activity by Victoria Police
- an adverse change in the company's management systems or technical capability such that the company fails to comply with Traffic Management Accreditation at any level.

If DTP is considering cancelling a company's accreditation status, it will issue the company with a Proposal to Cancel Accreditation.

A company will have ten business days from the date of the Proposal to Cancel Accreditation to respond to DTP's proposal. Where no response is received, a Notice of Cancellation will be issued.

If in the ten business day period, the company raises issues with the details contained in the Proposal to Cancel Accreditation, DTP will conduct a review of the company's concerns. If appropriate (based on the review), the Proposal to Cancel Accreditation will be retracted.

Action 4. Suspension

Accreditation may be suspended where:

- there is an issue affecting a company's ability to comply with Traffic Management Accreditation
- in cases of noncompliance where harm has occurred, depending on the severity of the incident
- at any time during the Proposal to Cancel Accreditation processes.

A suspension notice will include:

- reasons for suspension
- time period that the suspension applies
- actions and requirements for remedies to be applied to regain Accreditation
- where the organisation has been found guilty of fraud or any criminal activity by Victoria Police.

It is the company's obligation to inform its customers and partners that it can no longer service work.

5.5 Appeals

If a company is not satisfied with a decision made by DTP leading to an Accreditation sanction, the company may lodge an appeal with DTP within ten business days of the date of the notice. The appeal will be reviewed by a specially convened independent internal appeals panel. The appeals panel decision will be final and binding on both DTP and the company.

5.6 Confidentiality

DTP may refer a company's documentation to external assessors for assessment. External assessors are required to maintain confidentiality of all information received. However, in lodging an application, companies authorise DTP to undertake searches and enquiries for the assessment.

Information submitted in an application will be treated as commercial-in-confidence and will not be disclosed to any party outside DTP and its assessors unless DTP is legally required to do so, for the purposes of obtaining legal or financial advice, or in relation to appeals regarding Accreditation decisions.

Once accredited, a company's details, including details of its performance, may be shared with other government agencies for the purpose of monitoring performance and to determine continued eligibility for Accreditation.

Part 2

Temporary Traffic Management Accreditation Application



Forward application to:
TMAccreditation@transport.vic.gov.au

Application form

This application will only be assessed if the Accreditation application form has been completed in full, with the 'Accreditation checklist' completed and attached, and tables have been provided outlining traffic management training and traffic management project evidence.

Section 1: Company details

1 Type of application

Please choose the type of application below:

- | | |
|--|---|
| <input type="checkbox"/> New application | <input type="checkbox"/> Renewal of Accreditation |
| <input type="checkbox"/> Accreditation for a higher road category | <input type="checkbox"/> Transfer to a new ACN |
| <input type="checkbox"/> Road Infrastructure Manager (RIM) application | <input type="checkbox"/> Authorised works manager application |

Please choose from the roles and road categories below. Roles and temporary traffic management road categories are defined in Part 1 of this document.

	Road Category 1	Road Category 2	Road Category 3
Traffic Management Design (TMD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Implementation (TMI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Company details

Company details

Company name

Company trading name

Australian Business Name (ABN)

Australian Company Number (ACN)

Address of registered office

Website address

General office contact number and email address

General office address

Postal address (if different from above)

Primary contact person

Title/role

Mobile number

Email address

Primary contact for initial set up for Road Access Permits Portal (RAPP)

This individual nominated as the primary contact will receive an invitation email to sign up to the RAPP. They will also be given administration privileges, including the ability to set up RAPP accounts for fellow staff members.

First name

Last name

Email address

Mobile phone

Director/s AND 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

Provide a history of any prior companies managed and/or controlled by any **director/s or senior manager/s** of the company. This must include any prior management/directorship of other traffic management companies that have been active within the last five years. Specify if this includes previous directors/senior managers due to sale of property.

Company history

In the last five years, has your company or any prior company similarly managed and/or controlled by any director/s or senior manager of the company, ever been presented with a show cause notice against a Department of Transport (or VicRoads) prequalification scheme (or similar); or issued with a proposal or notice to downgrade, suspend or cancel Department of Transport (or VicRoads) Accreditation scheme (or similar); or issued with a performance improvement notice (or similar); penalty or sanction due to noncompliance, either by a RIM or other government agency (e.g. WorkSafe)(or similar)?

- Yes. Please provide details of when, where, why and what the result was. No

3 Director Declaration

As a Director, I (insert name) declare that the information provided above is correct and accurate at the time of submission.

Director's Signature

Date

D D M M Y Y Y Y

4 OH&S Employer Obligations Director Declaration

As an Employer, I (insert name) declare that I am aware of my obligations under the *Occupational Health and Safety Act 2004 and the Occupational Health and Safety Regulations 2017*.

Director's Signature

Date

D D M M Y Y Y Y

5 Supplier Code of Conduct Declaration

As a Director, I (insert name) declare that I am aware of my obligations and comply with the minimum ethical standards for suppliers under the Supplier Code of Conduct.

Director's Signature

Date

D D M M Y Y Y Y

Section 2: Capability and capacity

5 Standard Operating Procedure Evidence

Standard Operating Procedure (SOP) evidence must be provided as an attachment named 'Standard Operating Procedures', and include:

- Table outlining all SOPs that your company has in operation
- Procedure for confirming employees have valid traffic management tickets and construction induction cards (commonly referred to White Card) where appropriate in their possession prior to starting work or leaving company premises each day
- New staff induction program
- Demonstrated worksite safety and traffic management implementation procedures
- Procedure to employ Truck Mounted Attenuator (TMA) on road category 3 roads (for Accreditation at TMI road category 3 only)
- Procedure to employ Pod Trucks on road category 3 roads (for Accreditation at TMI road category 3 only)
- Procedure to employ TMA on category 2 roads with a posted speed limit of equal to or greater than 80km/h, if risk assessment requires the use of a TMA as a risk mitigation (for Accreditation at TMI road category 2 only).

6 Traffic Management Training Evidence

Traffic management training evidence must be provided in a separate training folder and include:

- Training evidence for directly employed staff must be provided as a matrix demonstrating names, qualifications, and date of attainment of qualification
- TMI: minimum of three valid training tickets/ statement of attainments of directly employed staff
- TMD: minimum of one valid training tickets/ statement of attainments of directly employed staff
- Note: Staff must be directly employed by the company. Failure to ensure that staff are directly employed by the company may lead to a review of the company's accreditation status.

Note: Companies operating TMAs will be required to demonstrate evidence of directly employed staff trained to operate truck mounted attenuators (RIIRTM301, or equivalent). Evidence of access to TMAs must be demonstrated, either via ownership or agreement to dry hire TMAs (hiring of equipment only).

7 Traffic Management Project Evidence

Traffic management project evidence must be provided in a separate project folder and include a table including date, location of works, permit reference number (e.g. MOA-00999999), Road Category, and provided documents to support demonstration of evidence.

TMD project evidence

If a company is applying for “upgrading Accreditation for a higher road category”, evidence can be at the preceding road category (e.g. if a company is applying for upgrading Accreditation for a higher road category to Road Category 3, then evidence can be Road Category 2).

If a company is applying to “renew Accreditation”, evidence must be provided for the applicable road categories that they wish to maintain (excluding road category 1). If evidence cannot be provided then Accreditation will be downgraded to the highest road category that can be substantiated. If a company is downgraded as a result of this, then the company will only be able to apply for “upgrading Accreditation for a higher road category” providing evidence from the date of their Accreditation renewal.

Note: evidence must have been developed within the last 12 months.

Note: Road Infrastructure Managers (RIM) are only required to demonstrate evidence for road category 3 Accreditation applications.

Companies must provide:

- evidence in a table including date, location of works, permit reference number (e.g. MOA-00999999), Road Category, and provided documents to support demonstration of evidence.
- Three TMPs that comply with Regulation 35 of the *Road Safety (Traffic Management) Regulations 2019*, *Road Safety Act 1986 S. 99A(3)(a)*, and the *Road Management Act 2004 Code of Practice (Worksite Safety - Traffic Management)* per road category.
- Companies must also provide the Road Infrastructure Manager/Major Road Projects Victoria (MRPV) permit approval in their company name, listing the company as the traffic management designer. Note: if the Road Infrastructure Manager/Major Road Projects Victoria (MRPV) permit approval only provides one field for the traffic management company, then applicant must be named as the traffic management company.

TMI project evidence

If a company is applying for “upgrading Accreditation for a higher road category”, evidence can be at the preceding road category (e.g. if a company is applying for upgrading Accreditation for a higher road category to Road Category 3, then evidence can be Road Category 2).

If a company is applying to “renew Accreditation”, evidence must be provided for the applicable road categories that they wish to maintain (excluding road category 1). If evidence cannot be provided then Accreditation will be downgraded to the highest road category that can be substantiated. If a company is downgraded as a result of this, then the company will only be able to apply for “upgrading Accreditation for a higher road category” providing evidence from the date of their Accreditation renewal.

Note: evidence must have been developed within the last 12 months.

Note: Road Infrastructure Managers (RIM) are only required to demonstrate evidence for Road Category 3 Accreditation applications.

Companies must provide:

- Evidence in a table including date, location of works, permit reference number (e.g. MOA-00999999), Road Category, and provided documents to support demonstration of evidence.

- Evidence that the company has completed a minimum of 10 projects or 76 hours of on-road occupation (this can be demonstrated in the form of daily diaries/logbooks that show a start, finish time and total hours per shift/project).
- Companies must also provide the Road Infrastructure Manager/Major Road Projects Victoria (MRPV) permit approval in their company name, listing the company as the traffic management implementer. Note: if the Road Infrastructure Manager/Major Road Projects Victoria (MRPV) permit approval only provides one field for the traffic management company, then applicant must be named as the traffic management company.
- TGS for nominated projects.
- Risk assessment for nominated projects.
- Safe Work Method Statement (SWMS) for nominated projects.
- **Note that all works on DTP roads will be verified against instances that the MOAs have been activated. Evidence will only be accepted if activations corroborate evidence, and ONLY if activated correctly (e.g. if activated via the Traffic Operations Centre when RAPP should have been used, this evidence will not be recognised).**

Section 3: Operational certification

8 Valid WorkCover Certificate

Please include copies of WorkCover Registration Certificates.

9 Valid public liability and professional indemnity insurance

Please provide copies of valid public liability and professional indemnity insurance certificates. Insurance needs to cover temporary traffic management activities and be in the same ACN as that of the applicant.

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

10 LeavePlus (formerly CoINVEST)

LeavePlus registration number (not required for TMD)

11 Quality and Occupational Health and Safety Management Systems

Please provide copies of certification confirming valid Quality and OH&S management systems. Third-party certification by a JAS-ANZ accredited body or a suitably qualified third-party auditor of the respective Quality and OH&S Management System will be accepted where it has been obtained to the following standards:

- Quality Management System: ISO 9001
- OH&S Management System: AS 4801 or ISO 45001 (not required for TMD)

Note: If the company has 10 or less employees, the company has the option of presenting a letter from a suitably qualified third-party auditor confirming that the company's systems meet the Quality Management System ISO 9001 and OH&S Management System AS 4801 or ISO 45001 standards.

Note: this certification confirming valid Quality and OH&S management systems can be a lengthy process. Please ensure that you have evidence that your company is certified before applying for Accreditation.

12 Application Declaration

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

- comply with the conditions of Accreditation as determined by DTP
- be independently audited and undertake performance reviews as required by DTP
- provide any documentation or information required by DTP at any point in time
- comply with all requirements throughout the period of Accreditation.

Applicant name

Role title

Name of Director

Director Mobile Phone Number

Director Contact Email

Signature of Director

Date

D D M M Y Y Y Y

Privacy Disclaimer: DTP collects information on this form to determine your suitability for Traffic Management Accreditation. DTP 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 1: Accreditation Checklist

The checklist below outlines the information that must be provided by application type.

Note: applications will not be assessed and will be declined unless all information is provided. It is mandatory to complete this checklist and provide a copy with your application.

Information requirements for Accreditation applications

		Type of Application							
		Traffic Management Company				Road Infrastructure Manager Application		Authorised works manager application	
		New Application	Upgrading Accreditation for a Higher Road Category	Renewal of Accreditation	Transfer to a New ACN	New Application	Upgrading Accreditation for a Higher Road Category, or Renewal of Accreditation	New Application, or Transfer to a New ACN	Upgrading Accreditation for a Higher Road Category, or Renewal of Accreditation
1	Type of Accreditation application (including role and road category)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Company details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Director declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
4	OH&S employer obligations director declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
5	Standard Operating Procedure Evidence								
	- New staff induction program	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-
	- Worksite safety and traffic management implementation procedures	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-
	- (TMI road category 3 only) Truck Mounted Attenuator procedures	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
	- (TMI road category 3 only) Pod Truck procedures	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
6	Traffic Management Training Evidence								
	- Table of all directly employed staff, outlining training undertaken and date of attainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- TMI: minimum of three valid training tickets/statement of attainments of directly employed staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- TMD: minimum of one valid training tickets/statement of attainments of directly employed staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Management Project Evidence								
7	- Table of projects confirming: - if evidence relates to TMD or TMI, - DTP/RIM permit reference numbers, - file names of all documents.	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>
8	Valid Workcover certificate	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
9	Valid public liability and professional indemnity insurance	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
10	LeavePlus (Formerly CoINVEST) registration number (only required for TMI)	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	-	-	-
11	Certified management systems in Quality and Occupational Health and Safety (OH&S)	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-
12	Application declaration signed by Director/CEO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

