



**Queensland
Government**

Traffic Controller Accreditation Application

Transport Operations (Road Use Management) Act 1995; Transport Planning and Coordination Act 1994; Transport Operations (Road Use Management - Accreditation and Other Provisions) Regulation 2015

This form may be used by you to apply for:

- Traffic Controller Accreditation
- renewal of a Traffic Controller Accreditation.

To apply for Traffic Controller Accreditation you must:

- have held within the last five years, a driver licence other than a learner licence
- pay the appropriate fee
- complete an approved training course.

Please note: applications may be lodged prior to completion of the relevant training qualifications to allow the Department of Transport and Main Roads (TMR) to commence the required checks. However, the relevant training qualifications must be lodged within three months from the lodgement of the application or the application will lapse and you will not receive a full refund of the application fee.

To renew an existing Traffic Controller Accreditation you must:

- complete an approved refresher training course
- have paid the appropriate fee.

Additional Information

This application and fees must be lodged in person at a departmental Customer Service Centre or QGAP Office.

Upon approval of your application, you can use an Interim Industry Authority as evidence that you are authorised to perform the role until your industry authority card arrives in the mail. To obtain your interim industry authority by email ask to sign up for TMR's e-reminders when submitting your application. For more information on e-reminders please refer to

www.qld.gov.au/transport/enotice.

If you have an existing industry authority card, you must bring this with you.

Fees are not refundable if the application is unsuccessful.

Evidence of Identity (EOI) Requirements

Refer to the EOI Requirements (form F4362) or the departmental website www.tmr.qld.gov.au for a full list of EOI, evidence of Qld residential address and change of name documents.

Digital Photo

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department or to renew the latest digital photo.

1 - Applicant's Details (please tick appropriate box)

- Do you have a Customer Reference Number (CRN)?
(The CRN is your Qld driver licence number, Adult Proof of Age Card or Industry Authority number)

No ☐ Please complete a New Customer Application (form F3503).

Yes ☐ Please quote your CRN.

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Date licence effective from

	/		/	
--	---	--	---	--

Expiry date of licence

	/		/	
--	---	--	---	--

Family name (please print in block letters)

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Given name/s

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Residential address

Postcode

Postal address (if the same as residential write 'as above')

Postcode

Daytime contact phone number

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Date of birth

	/		/	
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Email address

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Town/City of birth

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State/Territory of birth

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Country of birth

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- Do you wish to advise the department of a change of personal details (for example, change of name)?

No ☐

Yes ☒ You are also required to complete a Change of Customer Details (form F4214) and show a Change of Name document (refer to EOI Requirements (form F4362)).

2 - Current Industry Authority Information

- Do you have an existing industry authority? (for example, Driver Authorisation, Tow Truck Driver/Assistant, and so on)

No ☐

Yes ☒ Do you wish to surrender any of these authorities?

No ☐

Yes ☒ You must also complete a Replacement Industry Authority (form F4729)

- Do you have other industry authority applications which have been lodged but are not yet finalised?

No ☐

Yes ☒ Please provide details.

3 - What are you applying for?

Traffic Controller Accreditation ☐

Renewal of Traffic Controller Accreditation ☐

4 - Background Information

- Have you ever been known, or are you known by, any other name?

No ☐ Yes ☒ You are required to give full details
If insufficient room – attach separate sheet.

What name/s?

Period

	/		/	
	/		/	

- Have you lived in any other state, territory or country in the last 10 years?

No ☐ Yes ☒ You are required to give full details
If insufficient room – attach separate sheet.

Town/State/Country

Period

	/		/	
	/		/	

5 - Previous Industry Authority Information

Have you ever had an authority/licence/accreditation/certificate (in Qld or elsewhere) suspended, cancelled or refused?

No ☐ Yes ☐ You are required to give full details
If insufficient room – attach separate sheet.

6 - Traffic History

Have you (in Qld or elsewhere):

(a) ever had your driver licence suspended or cancelled?

No ☐ Yes ☐ You are required to give full details
If insufficient room – attach separate sheet.

(b) ever been disqualified from holding or obtaining a driver licence?

No ☐ Yes ☐ You are required to give full details
If insufficient room – attach separate sheet.

(c) in the last five years, received a notice in relation to any traffic offence other than parking? (for example, speeding, failure to give way)

No ☐ Yes ☐ You are required to give full details
If insufficient room – attach separate sheet.

7 - Criminal History

In the past 10 years, have you been convicted of a criminal offence or been charged with any offences and the charge has not been finally disposed? Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction was recorded.

No ☐ Yes ☐ You are required to give full details
If insufficient room – attach separate sheet.

8 - Competency Requirements

This application form may be lodged before completing the training course provided that the original/copy Statement of Attainment is submitted within three months of lodging this application. Failure to do this will result in the application being rejected and a new application and relevant fees will be required.

Have you completed the department's approved traffic controller's training course – RIIWHS 205E within the last 12 months? The department will only accept the Statement of Attainment dated within the last 12 months.

Yes ☐ Attach the original/copy Statement of Attainment.

No ☐ Training course not yet completed.
Training course certificate must be presented within three months of lodging this application.

9 - Medical Fitness and Suitability Criteria

To be eligible for accreditation as a traffic controller, you must satisfy certain medical fitness and suitability criteria.

No Yes

(9.1) Is your vision impaired to an extent that it makes it difficult to distinguish a vehicle at a distance of 150 metres? ☐ ☐

(9.2) Do you have any form of colour blindness? ☐ ☐

(9.3) Do you have any hearing defect which has not been corrected by the use of a hearing aid? ☐ ☐

(9.4) Do you have a disability which could limit mobility? ☐ ☐

(9.5) Does your physical condition prevent you from being able to stand for periods of up to two hours, without a break, whilst holding a traffic control bat and directing traffic in accordance with the operating procedure? ☐ ☐

If you answered 'Yes' to questions 9.1 or 9.2, you must have the next section of this form completed by a Doctor or Optometrist. If you answered 'Yes' to questions 9.3, 9.4 or 9.5, you must have Question 10 of this form completed by a Doctor.

Medical Guidelines for the Traffic Controller Accreditation Scheme

Information for the Health Professional completing the medical certification

A traffic controller is responsible for controlling traffic at road worksites and other events where a road closure or part closure is necessary. Traffic around road worksites can be hazardous and the role of a traffic controller is to ensure a safe environment for road workers and the general public.

Therefore, to competently and safely perform the role of a traffic controller, the applicant must meet the following medical fitness and suitability criteria.

Eyesight

A traffic controller must be able to:

- distinguish a vehicle at a distance of approximately 150 metres
- have visual acuity of 6/12 which would allow a vehicle number plate to be read at a distance of up to 20 metres on a clear day (character size on number plate 77 mm x 12 mm)
- have reasonable judgement of speed and distances so that the traffic controller can decide when to exit the path of an oncoming vehicle that fails to stop or slow down as directed
- distinguish a red coloured disc (of 450 mm diameter) from a yellow coloured disc (of 450 mm diameter) at a distance of 250 metres on a clear day.

Any visual defect which has not been rectified by the use of corrective lenses or by surgery should be taken into account by the Doctor/Optomterist. If the person has mild colour blindness, this should not be a problem for performing traffic control duties, providing the person can pass the Ishihara colour test.

Note: If corrective lenses are worn by the person to meet the above requirements, they must be worn while performing traffic control duties.

Hearing/Speech

A traffic controller must be able to:

- hear a supervisor's instructions, vehicle warning devices and emergency vehicle sirens above normal traffic noise
- differentiate noises emanating from the left side, right side and behind the traffic controller
- have sufficient hearing to be able to communicate with other road workers via portable communication equipment (such as two way radio).

Mobility, Endurance and Concentration

A traffic controller must be capable of:

- quickly moving out of the path of an approaching vehicle that does not stop or slow down as directed
- give approved traffic control signals whilst standing and holding a 'STOP/SLOW' bat for periods of up to two hours without a break
- setting up and removing temporary road signage at and around a road worksite
- concentrating on the tasks at hand for up to two hours without a break.

10 - Medical Practitioner Certification

To be completed by a Doctor

Refer to the Medical Guidelines - see opposite

I have examined the applicant having regard for the health and safety of the public generally, and state that the applicant:

is mentally and physically an appropriate person to hold an approval ☐

is not mentally and physically an appropriate person to hold an approval ☐

Doctor's name (please print)

Address or stamp

Telephone number

Doctor's signature

Date of examination

To be completed by an Optometrist

Refer to the Medical Guidelines - see opposite

I have examined the applicant having regard for the health and safety of the public generally, and state that the applicant:

has suitable vision to perform traffic controller duties ☐

does not have suitable vision to perform traffic controller duties ☐

Optometrist's name (please print)

Address or stamp

Telephone number

Provider number

Optometrist's signature

Date of examination

11 - Applicant's Declaration

I consent to the department verifying my EOI information and using my personal information, digital photo and digitised signature for the purposes associated with my application for a Traffic Controller Accreditation.

I declare that I have read the above statement and that the answers given by me are complete, true and correct in every detail.

I understand that any false, misleading or incorrect information provided by me may result in the immediate cancellation of the Traffic Controller Accreditation.

Consent to conduct enquiries

In making this application, I give my consent for TMR to conduct enquiries it deems necessary to determine if I meet the suitability requirements for Traffic Controller Accreditation and to conduct such enquiries during the period of my accreditation to assess my ongoing suitability to hold a Traffic Controller Accreditation. Including, but not limited to:

- a national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the QPS. I authorise the release of that information by the QPS and the Australian Federal Police to TMR
- a New Zealand (NZ) criminal history check if deemed required. I authorise the NZ Police to release any information they hold relevant to my application. I acknowledge that the Criminal Records (Clean Slate) Act 2004 (NZ) may not apply and that my NZ conviction history may be released. (For details about what your consent includes please read Section 3 of the Vetting Service Request and Consent Form which can be obtained from www.police.govt.nz)
- a driving history check in all states and territories of Australia
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable TMR to make a full and informed assessment of my suitability for a Traffic Controller Accreditation
- verifying evidence of identity information provided in this application.
- Where relevant to the processing of this application, I consent to my registered health professional disclosing information about my physical and mental capacity to perform the role to TMR.
- I give my consent to TMR taking, keeping and using my personal information, including information about my medical fitness to perform the role, for the issue of an accreditation under the Transport Operations (Road Use Management) Act or otherwise authorised by law.

I authorise TMR to use this information to maintain a database which is used to monitor transactions and to provide other government agencies with information relating to my Traffic Controller accreditation.

I give my consent to TMR taking, keeping and using personal information for the issue of a Traffic Controller accreditation under the *Transport Operations (Road Use Management) Act* or otherwise authorised by law.

Responsibilities as a traffic controller

I understand my responsibilities as a traffic controller under the *Transport Operations (Road Use Management) Act*.

I understand that failure to comply with the statutory accreditation conditions and the Traffic Controller Accreditation Scheme Approved Procedure may result in the suspension or cancellation of my accreditation as a traffic controller.

Sign only in the presence of a departmental officer.

Applicant's signature

Date

Privacy statement: The Department of Transport and Main Roads (TMR) in conjunction with the Department for Customer Services, Open Data and Small and Family Business (CDSB), collects your information in order to manage the Traffic Controller Accreditation Scheme. This information is authorised by section 17C and 21 of the Transport Operations (Road Use Management) Act 1995, and section 4 of the Transport Operations (Road Use Management - Accreditation and Other Provisions) Regulation 2015. Without this information TMR is unable to process your Traffic Controller Accreditation application. To process your application, we may need to take a digital photo of you to verify your identity or renew the photo we have on file, as required under section 28EA of the Transport Planning and Coordination Act 1994. TMR usually gives some or all of your information to, the Government Agent Program, Queensland Police Service, Australian Federal Police and other interstate licensing authorities. If a New Zealand criminal history check is conducted, TMR may release some or all of your information to the New Zealand Police. Your digital photo may be given to the Department of Justice and Attorney-General and the Office of Industrial Relations so it can be added to a Working with Children Card, High Risk Work Licence, or Disability Worker Screening Clearance Card. Your personal information will not be given to any other third party without your consent unless required or authorised by law. For further information about how we use your personal information and your right of access to it, please visit: [Privacy \(Department of Transport and Main Roads\) \(tmr.qld.gov.au\)](http://Privacy(DepartmentofTransportandMainRoads)(tmr.qld.gov.au)). Should you have any questions about this form, please contact the TMR call centre on 13 23 80.

Authorising Person's Declaration

I declare that:

I have witnessed the applicant's signature. I am satisfied that the signature accords satisfactorily with the signature appearing on the EOI document/s. I have also sighted EOI, and the Change of Name documents as required.

Authorising person's name

Authorising person's signature

Date

Office stamp

Office Use Only

(a) The applicant has applied for –

Traffic Controller Accreditation ☐

Renewal of Traffic Controller Accreditation ☐

(b) Fee paid

Amount paid

Receipt number

\$

Yes No

(c) Has the relevant driver licence been sighted and EOI verified? ☐ ☐

(d) Has a 1:1 match been performed? ☐ ☐

IL Hub to complete the following for NEW applications only

(e) Does the applicant meet the licensing requirements? ☐ ☐

(f) Is the applicant's traffic history check satisfactory for accreditation? ☐ ☐

(g) Is the applicant's criminal history check satisfactory for accreditation? ☐ ☐

(h) Is the person mentally and physically an appropriate person to be accredited? (See section 9 on this form) ☐ ☐

(i) Has the applicant completed the required training? (See section 8 on this form) ☐ ☐

(j) Do you recommend that this application be approved?

Yes ☐ Yes ☐ with conditions (attach a copy of the condition letter with this application) No ☐ attach a copy of the refusal letter with this application

Recommended by

Date

/ /

Approved by

Date

/ /

Refused by

Date

/ /