



RIW BULLETIN

Structures Network Competency Matrix Update V4

Purpose

This bulletin is to inform MTM Employees and Third Parties of important changes to the MTM Structures Competency Matrix, which must be complied with by 28th May 2025.

This document is applicable to contractors, third parties, as well as MTM employees who require to hold RIW cards, who are working on or near to MTM network and premises.

What are the changes?

The following outlines the new roles and updates within the RIW system. RIW cardholders should refer to the MTM Structures Competency Matrix V4 for full details on job role requirements.

Maintainer roles

- Consolidated into the Structures Work Officer role.
- Removal of multiple pathways for different materials.
- Removal of conditional competencies, with Certificate II Rail Infrastructure (core and structure units) now mandatory.

Visual Inspector roles

- Removal of multiple pathways for different materials.
- Removal of conditional competencies and Cert III Rail Infrastructure

Engineering Inspector roles

- Removal of multiple pathways for different materials.
- Removal of conditional competencies and Certificate in III Rail Infrastructure





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Welding roles

- Welders Assistant and Rail Welder Hard face roles will be phased out. Compliance with National Role requirements is now required.

New roles

- The addition of a Provisional Inspector role to the Structures department.
- The addition of Pole Inspector to align with MTM internal procedures matrices.
- The addition of Bridge Strike Responder to align with MTM internal procedures matrices.

When do these changes apply?

All RIW Cardholders must comply with the updated roles and competencies in the MTM Structures Competency Matrix V4 by 28th May 2025.

To support the transition, new roles are now available in the RIW system, providing cardholders 6 months to comply.

Please contact infrariw@metrotrains.com.au for any queries.

Relevant resources and documentation

To gain access to the updated MTM Structures Matrix, please visit the RIW website <https://www.riw.net.au/wp-content/uploads/2024/11/MTM-Structures-Matrix-V4.pdf>

Please also refer to [Network Operators Matrices - Rail Industry Worker \(riw.net.au\)](https://www.riw.net.au)

Related Documents: <https://cmsportal.metrotrains.com.au/>

A957 Business Rules Manual for the Contracting Rail Safety Worker

A2020 Safety and Environmental Requirements for contractors and third parties

Authorised by

Tara Pickering
Training Manager



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The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
X	CHE	Engineering / Chief Engineer
<input type="checkbox"/>	HMR	People & Performance
X	INF	Infrastructure Delivery
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals & OCS
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Customer Experience
<input type="checkbox"/>	STO	Stations Customer Experience
<input type="checkbox"/>	AOS	Authorised Officers
<input type="checkbox"/>	PRJ	Projects & Planning
<input type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed):

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
X	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
X	Infrastructure
<input type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
X	Issued via email
<input type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt
<input type="checkbox"/>	L4-SQE-FOR-070 Alert Register
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):