

## November 2010 Evidence guide for Local Government Entities

This evidence guide is a guide only. Other pieces of evidence may be appropriate so please contact us to confirm suitability.

The Traffic Management Registration Unit will provide feedback to companies who send their **draft** applications and evidence by email to [tmregistration@tmr.qld.gov.au](mailto:tmregistration@tmr.qld.gov.au).

All certificates provided must be certified by a Justice of the Peace or Commissioner of Declarations.

Element	Acceptable Evidence
<b>Occupational Health and Safety</b>	<p>For Local Government Workcare member councils using SAFEPLAN2, the LGAQ has provided TMR with the Workplace Health and Safety Audit report to QCOMP that approves the LGAQ SAFEPLAN2 system, along with a copy of the certification from QCOMP.</p> <p>For individually self insured councils a copy of JAS-ANZ accredited 3rd party certification to Australian Standard AS/NZS 4801-2001</p> <p>OR</p> <p>The last copy of the Workplace Health and Safety Audit report to QCOMP that approves your system, along with a copy of your certification from QCOMP.</p>
<b>Quality</b>	<p>Copy of JAS-ANZ accredited 3rd party certification to ISO 9001-2008</p> <p>OR</p> <p>Certification through the Civil Contractors Federation management system</p> <p>OR</p> <p>Certification through Transport and Main Roads' 2nd party certification process to ISO 9001-2008.</p>
<b>Industrial Relations</b>	<p>Fully complete the checklist within the application form.</p> <p>No evidence of Industrial Relations documents or policies needs to be included in your application. We will verify the suitability of this documentation when the desktop compliance assessments occur during 2011 and onwards.</p>
<b>Personnel – Staff Training Ratios</b>	<p>Provide a list of key personnel and a CV for each of these key personnel. This only includes traffic controllers if they hold a significant and diverse amount of experience and their loss would impact the business's ability to deliver work (Section 8 of the application form).</p> <p>Provide a list of all licensed traffic controllers (Section 9a of the application form). You may attach a separate list of traffic controllers if you have existing records, however if you use your own records please ensure all information requested in Section 9a is covered.</p> <p>Please ensure you provide the total company headcount (number of people) and the traffic controller headcount to allow us to determine the appropriate ratios for your company.</p>
<b>Experience</b>	<p>A copy of a Traffic Management Plan. The definition of a Traffic Management Plan and what should be included can be found in the MUTCD. If appropriate, a Traffic Management Plan may also include the details of a Traffic Guidance Scheme. The definition of when a traffic Guidance Scheme should be used can also be found in the MUTCD.</p> <p>Complete Section 7 of the application form. Please ensure referee contact information is provided.</p>