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| **Traffic Management Registration Scheme (TMRS)**  **Application Form** | **Forward application to:**  Department of Transport and Main Roads  Traffic Management Registration Unit,  Engineering and Technology Branch  GPO Box 1412  Brisbane Qld 4001  or **Email: TMCRegistration@tmr.qld.gov.au** |

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| New application |  |
| Renewal application |  |
| Change of existing registration details  (including change of Scope) |  |

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► Registration number

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| **Section 1 Organisation Details** | | | | | | | | | | | | | |
| Organisation name | | | |  | | Trading name of organisation | | | | | | | |
|  | | | |  | |  | | | | | | | |
| Website address | | | |  | | General office contact number for organisation and email address | | | | | | | |
|  | | | |  | |  | | | | | | | |
| Street Address | | | |  | | Postal Address | | | | | | | |
|  | | | |  | |  | | | | | | | |
| Contact name (prime contact person) | | | |  | | Role/title in organisation | | | | | | | |
|  | | | |  | |  | | | | | | | |
| Landline and mobile telephone number | | | |  | | Email address | | | | | | | |
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| Local Government |  | Other Government organisation | | |  | | Company |  | Trust |  | Utility |  |
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| Other | ► | | Please give details | | |  | | | | | | | |

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| Australian Business Number (ABN) |  | Australian Company Number (ACN) |
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| Address of registered office |  |  |
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| Please provide details of current directors, company secretary and other senior managers. | | |
| Individual's name (in full) | Position held | Address |
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| Please provide name and address of all associated organisations including subsidiary companies, trusts and so on. | |
| Business / company name | Address |
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| How many years has the organisation operated? | | | |
| Under its present business name |  |  |  |
| Under a former business name |  | ►please insert former name/s |  |

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| **Section 2 Additional information** | | | | | |
| In the last five years, has your organisation or any prior organisation similarly managed and/or controlled; ever failed to complete a contract, had a contract partially or fully taken over or had a contract varied to delete substantial work? | | | | | |
| No | |  |  | |  |
| Yes | | ► | please provide details of when, where, why and what the result was. | | |
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| In the last five years, has any director or responsible officer in the business ever been associated with any other organisation that has failed to complete a contract or works under a permit? | | | | | |
| No | |  | |  |  |
| Yes | | ► | | please provide details of the individual or organisation and the reason for the cessation. | |
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| In the last five years, has your organisation or any prior organisation 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. |  |
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| Please provide a history of any prior organisations similarly managed and/or controlled by any director or responsible officer of the company applying for registration. | | | | | |
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| **Section 3 Financial Information** | | |
| |  | | --- | | *Note: This section does* ***not*** *apply to government organisations.*  Is your organisation currently prequalified with the department under the Major Works Prequalification System? | | | |
| No |  | ► Complete the section below |
| Yes |  | |  |  | | --- | --- | |  | *Go to Section 4* |   ► What is the prequalification expiry date? |
| *Note: Applicants are required to provide financial information. The scheme applies a similar financial model used by the Queensland Building and Construction Commission - Financial Requirements for Licensing.*  [*https://www.qbcc.qld.gov.au/financial-categories-minimum-financial-requirements*](https://www.qbcc.qld.gov.au/financial-categories-minimum-financial-requirements) | | |
| Please provide the following documentation: | | |
|  |  | MFR Table Proforma – Completed by an Independent Accountant |
|  |  | Supporting Profit and Loss Statement for a recent trading period, and Balance Sheet |
| If the organisation is operating as a trust, the following information must be provided: | | |
|  |  | MFR Table Proforma including Deed of Assurance – Completed by an Independent Accountant |
|  |  | Deed of Covenant and Assurance |
|  |  | Supporting Profit and Loss Statement for a recent trading period, and Balance Sheet |

The organisation should contact the Traffic Management Registration Unit (TMRU) to acquire the necessary documentation.

**Section 4 Scope of Registration, Organisational Focus, Location of Services**

Scope of registration being applied for:

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| --- | --- |
| **O -** Operational Traffic Control (ie. stop/slow traffic control) |  |
| **S -** Site Set up / Implementation of Traffic Management Plans and Traffic Guidance Schemes |  |
| **D -** Design of Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS) including site audits/   inspections *(Company must ‘EMPLOY’ at least one TMD on staff if intending to provide these services)* |  |

If boxes “O” or “S” are ticked, please complete the following questions:

**Commitment to Excellence, innovation and pro-active monitoring**

TMR expects registered traffic management organisations to comply with all relevant statutory obligations and have appropriate site checking/monitoring activities in place to ensure high quality and safety outcomes. Organisations are encouraged to focus on innovation and be committed to improvement and be proactive in the industry to improve traffic management practices and professionalism. Registered traffic management organisations must regularly check sites to ensure that only products and devices that comply with Australian standards AS1742, AS 1743, AS1906 and meet MUTCD requirements are in use.

Does your organisation ensure that staff involved in managing or performing traffic management functions (including all casual, temporary, and permanently employed accredited 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).

|  |
| --- |
| * *Fair Work Act 2009* (Commonwealth Legislation) * *Industrial Relations Act 1999* (Queensland State Government Legislation) * *Anti-Discrimination Act 1991* (Queensland State Government Legislation) * *Work Health and Safety Act 1995* (Queensland State Government Legislation) * *Transport Operations (Road Use Management) Act 1995* (Queensland State Government Legislation) * *Transport Operations (Road Use Management - Accreditation and Other Provisions)* *Regulation 2015* * *Transport Operations (Road Use Management - Road Rules) Regulation 2009* * *Traffic Management for Construction or Maintenance Work - Code of Practice 2008* (WH&S Queensland) * *Manual of Uniform Traffic Control Devices* (MUTCD) (Queensland DTMR) * *Traffic Controller Accreditation Scheme – Approved Procedure* (TCASAP) (Queensland DTMR) |

Does your organisation undertake regular site monitoring activities and inspections to ensure that a high level of compliance for traffic control operations and devices/products is being achieved at all sites you manage or operate at?

|  |  |
| --- | --- |
| No |  |
| Yes |  |

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| --- | --- | --- | --- | --- |
| No |  |  | |  |
| Yes | ► | | Please elaborate with details of industry initiatives or products that your organisation has been involved in and the outcomes of any trials undertaken. | |
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Over the past 3 years, has your organisation been involved in trialling new or innovative traffic control products aimed at improving safety/efficiency outcomes?

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

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| --- | --- | --- | --- |
| No |  |  |  |
| Yes | ► | Please elaborate with details of industry associations/groups. | |
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Does your organisation model good traffic control practices to industry newcomers by participating in traffic controller trainee mentoring programs at your road worksites?

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| No |  |  |  |
| Yes | ► | Please elaborate with details. | |
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Does your organisation participate in site staff alcohol/drug testing programs at your roadwork sites?

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| No |  |  |  |
| Yes | ► | Please elaborate with details of the type of program and frequency of checks? | |
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**Location of Traffic Management Services**

Please specify locations where your organisation is set up to provide traffic management services commercially (do not include   
any location that the organisation does not presently service).

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| --- | --- | --- |
| Principal location (depot/office) | Name of contact | Contact phone number |
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| --- | --- |
| Location of depots/offices | Geographic area serviced |
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| **Section 5 WorkCover Insurance** | | | |
| Traffic management companies that are engaged by the department on contracts must be able to provide evidence that the company is registered as an employer for the purposes of the Workers’ Compensation and Rehabilitation Act 2003. | | | |
|  | |  |  |
| WorkCover Employee Registration Number/s | |  |  |
| ► | Please include a certified copy/copies of the WorkCover Registration Certificates | | |
|  | |  |  |
| Please provide details if self-insured | |  |  |
| ► | Please include a certified copy/copies of the insurance documentation | | |
|  | | | |
| As WorkCover certificates are provided annually as at 30 September each year, the applicant is required to submit certified copies their new WorkCover certificates. | | | |
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**Public Liability / Indemnity Insurance**

Traffic management service providers that are engaged on state-controlled roads must be able to provide evidence of having public liability / indemnity insurance.

|  |  |
| --- | --- |
| Public liability / indemnity insurance provider |  |
| Policy Number |  |
| Sum of Cover | $ |
| Dates of Cover |  |
| **Section 6 Management Systems**  All registered organisations must have established management systems in Quality and Occupational Health and  Safety (OH&S). | | | | |
| 3rd party certification by a **JAS-ANZ** accreditation body of the respective Quality and OH&S Management System will be accepted as verification to the department’s 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 much include within the scope of certification the specific type of traffic management services that the organisation is seeking registration to provide.  Copies of **Certificates** and the certifier’s most recent **Audit Report** must be provided. | | | | |

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| **Quality Assurance** | | | | | | ISO 9001 | | | | | | | | | | |
|  | | | 3rd party certification | | |  | |  | | |  | |  | |  | |
| Name of Certifying Organisation: | | | |  | | | | | | | | | | | |
| Approved Date: |  | | | |
| Expiry Date: |  | | | |
|  |  | | | |
| **Occupational Health and Safety** | | | | | AS 4801 or ISO 45001 | | | | | | | | | | |
|  | | 3rd party certification | | |  | |  | | |  | |  | |  | |
| Name of Certifying Organisation: | | | | |  | | | | | | | | | | | |
| Approved Date: |  | | | |
| Expiry Date: |  | | | |

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| **Option for Small Business Organisations** |
| If the organisation has 10 or less employees, the organisation has the option of presenting a letter from a registered third-party auditor confirming that the organisation’s systems meet certain specified elements of the Quality Management System ISO 9001 and Occupational Health and Safety Management System AS/NZS 4801 or ISO45001 standards.  The organisation should contact TMRU to discuss this option and acquire details of the elements applicable to small business organisations. |
| **Exemption for Traffic Management Design / Consultancy Organisations** |
| Organisations 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. |
| **Option for Local Governments**  The organisation must demonstrate an ongoing commitment to safety system compliance and be proactively focused on traffic management compliance quality monitoring.  Local Governments will meet the scheme’s management systems prerequisite if they present:   * an independent Local Government Workcare (LGW) audit report achieving an audit score of 70% (using the LGW audit tool or the Queensland National self-insurer OH&S management audit tool), which has been undertaken **within the past 2 years**. * the independent auditor’s letter recommending that the Council be registered in the scheme.   The above will be accepted as meeting both Quality Management System and OH&S Management System prerequisites*.*  Local Governments should contact TMRU to discuss specific actions being taken to meet LGW audit requirements and the documentation to be provided to support the application. |

**LGW Audit Report**

|  |  |
| --- | --- |
| Date of Last Audit: |  |
| Score on Audit: |  |

A copy of the last audit report **must** be provided.

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| **Section 7 Evidence of quality, performance and compliant traffic management - Current/Previous Works**  **Works/Projects:** | | | | | |
| This scheme requires documentary evidence of organisational experience in traffic management activity in current or previous works/projects.  The organisation must be able to demonstrate that traffic management under the organisation’s control has achieved a high level of compliance with the Manual of Uniform Traffic Control Devices (MUTCD) and the Traffic Controller Accreditation Scheme Approved Procedure (TCASAP) and has met state government or local government project requirements.   * Supporting documentation is to take the form of feedback reports/references and project finalisation reports issued by the client, civil contractor, local or state government. * Information relating to relevant works and projects within the last 2 years must be provided. Please include the name and contact details of senior company representatives of the clients in the table below. * A copy of a TMP is required for one of the current or recent projects. | | | | | |
|  | | | | | |
| Dates  (Start and Completion) | Names and Contact Numbers  (Client or Representative) | Total construction Contract Value | Your organisation’s engagement contract value | Project/Work details  (project description, location and number of employees) | Supporting documentation attached |
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| **Section 8 Summary of Key Personnel** | | | | |
| Details of the experience and qualifications of management and supervisory staff responsible for the traffic management function within the organisation.  CV’s should also be provided for all key personnel. | | | | | |
| Name | Professional / Technical / Industry Qualifications | Present position and area of experience  (such as traffic controller, supervisor or manager) | Experience  (Indicate type of work. Give location and brief description of project, position held and duration) | Copy of CV attached | |
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**Section 9 Traffic Controllers and other traffic management staff**

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|  | TMR has introduced significant changes to traffic management training in Queensland in recent years. The content of training courses has been extensively revised, and Levels 3 and 4 traffic management training has been replaced with a comprehensive traffic management design (TMD) course.   * Scheme requirements for registered traffic management organisations for staff operating in Queensland are: * All traffic management training must have been provided through TMR approved courses. * All traffic controllers must have a current accreditation authorising them to operate in Queensland. * All traffic controllers must operate in accordance with the TCASAP and comply with the traffic controller clothing standard. * All traffic management staff must operate in accordance with the MUTCD and traffic control permit / contractual requirements. * All traffic control work crews attending roadwork sites are to include at least **one** Traffic Management Implementers (TMI) per work crew. * Sufficient traffic controllers must be available at each site to ensure that traffic controllers receive a 15-minute break for every 2 hours of traffic control duties. * At least 50% of accredited traffic controller personnel must be TMIs *(Note: For the purposes of checking ratios this is checked at time of application and renewal)* * All traffic management personnel must be employed in accordance with relevant Awards (and Enterprise Bargaining Agreement (EBA) where relevant) or engaged through licensed labour companies and paid in accordance with relevant awards.   The organisation must provide details (correct as at the application date) of the accredited traffic controllers, TMI’s and TMD’s personnel in the table below. | | | | | | |
| |  | | --- | |  | |  |   Company Headcount:  Traffic Controller Headcount: | | |  |  |  | | --- | --- | --- | | |  | | --- | |  | |  |   TMI Headcount:  TMD Headcount: | | | | | |
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| **Full name of staff member** | **Status**  **F/T, P/T, Casual** | **Qld Traffic Controller**  **Y / N** | **Accreditation number** | **Expiry Date** | **Qld TMI**  **Y / N** | **TMI number** | **Expiry Date** | **Qld TMD**  **Y / N** | **TMD number** |
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| **Full name of staff member** | **Status**  **F/T, P/T, Casual** | **Qld Traffic Controller**  **Y / N** | **Accreditation number** | **Expiry Date** | **Qld TMI**  **Y / N** | **TMI number** | **Expiry Date** | **Qld TMD**  **Y / N** | **TMD number** |
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| **Section 10 Industrial Relations Management System**  Applicants must complete all sections to be considered for registration.  **Industrial Award**  The following awards and instruments apply to traffic control workers:   * [Building and Construction General On-site Award 2010](https://www.fwc.gov.au/documents/documents/modern_awards/pdf/ma000020.pdf) * [Security Services Industry Award 2010](https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000016/default.htm" \t "_blank)   Which award is applicable in your organisation?  Building and Construction General On-site Award  Security Services Industry Award  Does your organisation 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 organisations should determine the appropriate industrial award relevant to the specific type of traffic control business they conduct, and pay staff under that award, or under an EBA that reflects the relevant award.  Registered traffic management organisations are expected to meet their industrial relations obligations. While information is included in the scheme application form about two relevant industrial awards (the Security Services Industry Award 2010 and the Building and Construction General On-site Award 2010), the scheme does not specify which industrial award is appropriate for the organisation.  Building and Construction General On-site Award 2010 applies to traffic management in, or in connection with, civil construction work - being the construction, repair, maintenance or demolition of civil and/or mechanical engineering projects. ‘Traffic management’ means duties in, or in connection with, the directing and controlling of traffic.  Security Services Industry Award 2010 applies to traffic control when it is incidental to, or associated with patrolling, protecting, screening, watching or guarding any people and/or property; crowd, event or venue control; loss prevention; body guarding or close personal protection.  The [Commonwealth Fair Work Ombudsman](http://www.fairwork.gov.au/) deals with complaints about industrial issues, including industrial awards and pay rates.  TMR may consult the Office of Fair and Safe Work Queensland regarding compliance issues.  A registered organisation may be required to provide TMR with copies of industrial relations documents and supporting evidence to assist such further assessment. |

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| **Section 11 Declaration**  I declare that the information provided is correct and accurate at the time of submission and that this organisation will: | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | comply with the conditions of registration as determined by TMR | | | | | | | |
|  | | be independently audited and undertake performance reviews as required by TMR | | | | | | | |
|  | | provide any documentation or information required by TMR at any point in time in connection with this application or ongoing registration with the scheme; and | | | | | | | |
|  | | comply with the scheme prerequisites and scheme requirements throughout the period of registration. | | | | | | | |
|  | | |  | | | | | | | |
| Organisation Name | | | |  |  | |  |  | | | |
|  | | | | | |  | | | | | |
| Role Title | | | |  | Name of CEO/Responsible Manager | |  | |
|  | | | |  |  | | | | | | |
| Contact Phone | | | |  | Contact Email | | | | | | |
|  | | | |  |  | | | | | | |
| Signature of CEO / Responsible Manager | | | |  | Date | |  |  | | | |
|  | | | |  |  | |  | | | | |

***Privacy Disclaimer:*** *The Department of Transport and Main Roads collects information on this form to determine your suitability for Traffic Management Registration. The Department of Transport and Main Roads will not release your personal information to any third party without your consent unless required to do so by law, or in connection with enquiries made to verify information provided.*

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| **Application Checklist:** | | |  |
|  | Section 1 – Organisational Information | |  |
|  | Section 2 – Additional Information | |  |
|  | Section 3 – Financial Information | |  |
|  |  | MFR report – completed and signed by third party accountant |  |
|  |  | Supporting Financial Statements – Balance Sheet & Profit and Loss statement for recent year / quarter |  |
|  | Section 4 – Scope of Registration, Organisational Focus and Location of Services | |  |
|  | Section 5 – WorkCover Insurance | |  |
|  | Section 6 – Management Systems – last external quality / safety audit attached | |  |
|  | Section 7 – Summary of Current and Previous Works / Feedback Reports / Statements of compliance attached | |  |
|  | Section 8 – Summary of Key Personnel | |  |
|  | Section 9 – Accredited Traffic Controllers and qualified TMI and TMD staff | |  |
|  | Section 10 – Industrial Relations Management System | |  |
|  |  | Industrial Award |  |
|  | Section 11 – Signed Declaration | |  |