



Austroads Innovative TTM Device and Solution Assessment (AITDSA) Submission Form

About the AITDSA Submission Form

The Austroads Innovative TTM Device and Solution Assessment (AITDSA) is the panel responsible for the assessment of innovative temporary traffic management (TTM) devices and solutions (ITDS) in Australia and New Zealand. The AITDSA Submission Form allows the Sponsor of an ITDS to apply for AITDSA assessment.

Completing the Submission Form

This Submission Form is provided as a fillable PDF form or it can be completed in hardcopy. If completing the form electronically, enter your responses into the entry fields and select tick boxes to complete the form.

Note: If completing the form electronically, after entering your response into an entry field, press the Tab key to accept the information you have entered and press the Tab key again to be taken to the next entry field.

If there is insufficient space to complete any details, provide a reference to an attachment or other document in Section 4: Additional Information.

Providing Supporting Information

Provide details of any relevant supporting information that will support the submission.

Supporting information may be, but is not limited to, any of the following:

- Photos or videos
- Graphs, charts or diagrams
- Manuals or guidelines, such as operation manuals or user guides
- Quality system documentation and procedures
- Data.

Provide supporting information in a table identifying all attachments submitted, using a consistent naming convention such as the examples below:

Format: [YYYYMMDD]-[document name]-[number reference]-[doctype]-[author]

Example: 20211208-Calibration_Procedure-A.14-OperationsGuide-SmithJ

Submitting the Submission Form

Ensure that each applicable section is fully and accurately completed before submitting the form.

The form must be signed and is not valid if the Sponsor Declaration (Section 1.4) is not complete.

Forward the Submission Form, supporting documentation and evidence to the address provided to you by one of our representatives.

1 Sponsor

1.1 Sponsor Organisation

Provide details of the Sponsor submitting the ITDS for assessment.

Note: The Sponsor may submit this Submission Form on behalf of another party (refer to Section 2.2 of this form).

Sponsor organisation name:

Sponsor organisation's operational address:

Sponsor organisation's registered office address (if different to above operational address):

ABN:

ACN:

1.2 Sponsor Primary Contact

Provide details of the contact person for all purposes connected with this submission.

Name:

Position:

Telephone:

Email:

1.3 Private and Confidential Information

The Austroads Australian Privacy Principles Policy is attached and applies to any information provided by the Sponsor in this form.

This policy (APP Policy) sets out how Austroads complies with its obligations under the Privacy Act 1988 (Privacy Act).

Austroads is bound by the Australian Privacy Principles (APPs) in the Privacy Act. The APPs regulate how Austroads may collect, use, disclose and store personal information. The APPs also provide guidance on how individuals may access and correct personal information held about them.

In this APP Policy “personal information” has the same meaning as defined in the Privacy Act, being:

- Information or an opinion about an identified individual, or an individual who is reasonably identifiable:
 - whether the information or opinion is true or not; and
 - whether the information or opinion is recorded in a material form or not.

The Sponsor acknowledges and agrees that:

- Austroads will hold all briefing materials, technical information, technical specifications, operating instructions and the like which is received from the Sponsor and which are not in the public domain or otherwise legitimately known to Austroads (the Sponsor’s “Confidential Information” in strict commercial confidence as the intellectual property of the Sponsor.
- Austroads will not use or apply the Sponsor’s Confidential Information for or two any other purpose than for the assessment of the Sponsor’s ITDS through AITDSA.

1.4 Sponsor Declaration

I, hereby certify that I hold the position
of within the Sponsor and declare that:

- a. I am authorised to act on behalf of the Sponsor with respect to the completion and submission of this Submission Form.
- b. I have read this submission in full (information and form) and acknowledge and agree (for and on behalf the Sponsor) to all provisions set out herein including (without limitation) those contained in Section 1.3 (Private and Confidential Information) of this form.
- c. The statements and information submitted by the Sponsor herein and in otherwise connection with this submission are true and correct.
- d. I acknowledge (for and on behalf of the Sponsor) that the AITDSA Panel may provide the Sponsor with one or more invoices for payment, at one or more points throughout the assessment process (dependent on the complexity of the ITDS). In order for the submission to progress the Sponsor hereby agrees to make the payment(s) in full, on or before the due date specified on each invoice.

Date:

Signature:

2 ITDS Overview

Provide answers to the following questions to assist the AITDSA Panel in fully understanding what the ITDS is, what it consists of, and how it is intended to be used.

If a question is not applicable, enter **N/A**. If necessary, provide more detail to any question in an attachment, and note the question number and attachment in Section 4.

2.1 What does the Sponsor's organisation do?

For example, is it a user, supplier or designer of the ITDS?

2.2 If the Sponsor is submitting the submission on behalf of another party:

- a. What is the registered name and ABN of the other party, and what does it do?
- b. Do you have consent to submit the submission on its behalf?
- c. If recommended for use, is it intended to be granted to the Sponsor or the other party?

2.3 What does the ITDS do?

2.4 If recommended for use, will the ITDS be used exclusively by the Sponsor? Yes No

If there may be beneficiaries other than the Sponsor, such as a contractor or one or more jurisdictions, provide details.

2.5 If the ITDS is similar to one or more device(s) recognised in AS1742.3¹ or NZ CoPTTM², please explain the differences.

2.6 Is there anything innovative about the ITDS? Yes No

For example, is it the first of its kind?

Provide details of any innovative aspects.

Please advise if there is Intellectual Property (IP) which needs to be managed.

2.7 What problem(s) does the ITDS solve?

As part of your answer, provide detail on aspects that may improve safety of TTM personnel, roadworkers or road users.

¹ AS1742.3 = Australian Standard (AS) 1742.3, Manual of uniform traffic control devices: Part 3: Traffic control for works on roads

² NZ CoPTTM = New Zealand Code of Practice for Temporary Traffic Management

2.8 Is the ITDS a developed product or solution or is it at a conceptual stage?

Add further information if necessary.

2.9 How does the ITDS work?

For example, how does each component operate to produce the intended result?

2.10 In which TTM environments is the ITDS intended to be used?

For example: motorways; low-speed low-volume roads.

2.11 Could the ITDS replace or supersede one or more ITDS(s) currently in use? Yes No

If so, name the ITDS(s).

2.12 Does the ITDS draw from other devices or systems from another party or organisation? Yes No

For example, are there cross-references to other data sources?
If so, provide details.

2.13 Does the ITDS rely on other devices or solutions to be effective? Yes No

If so, has the operation of devices or solutions been assessed in combination with the ITDS which is the subject of this submission? If so, provide details.

2.14 Has the ITDS been recognised or adopted for use by another body? Yes No

If so, provide details of any assessment and testing (if applicable) that was performed.

2.15 Has the ITDS been deployed elsewhere? Yes No

For example: a jurisdiction in Australia, New Zealand, or internationally.
If so, state jurisdiction(s).

2.16 Has the ITDS been previously submitted for assessment to another body but has not been adopted for use? Yes No
If so, provide details.

2.17 Has a risk assessment been performed on the ITDS? Yes No
a. If so, who performed the risk assessment and what did the risk assessment highlight?
b. Are there any specific user training or operational requirements which need to be managed?

2.18 If applicable, are you willing to perform in-field testing of the ITDS? Yes No

2.19 If you have performed in-field testing of the ITDS, do you have any results from tests you have already done? Yes No
If so, attach results.

2.20 What are your expected timeframes for the assessment of the ITDS?

3 ITDS Components

Provide details of the ITDS. If there is insufficient space on this page to list and describe components of the ITDS, copy this page and provide details of additional components on each page.

3.1 ITDS Commercial Name

3.2 ITDS Components

List devices, technology, operating systems, processes, people involved and training requirements, user guides, operating protocols and any other guides.

For devices, include firmware version and model number if applicable.

If necessary, provide more detail and supporting photos and/or videos in an attachment and note the question number and attachment in Section 4.

4 Additional Information

Add any other relevant information that would assist the AITDSA Panel assess your ITDS.