



# Personalised Transport Security Camera System Program Approval Application

*Transport Operations (Passenger Transport) Regulation 2018*

**This form is to be used if you are applying to have a personalised transport security camera system approved for installation and use in Queensland.**

This application form should be completed in conjunction with the Personalised Transport Camera System Program Camera Approval Process. Please refer to the Department of Transport and Main Roads' website, [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au), for a copy of the approval process.

To help you understand this application form, the meanings of some relevant terms are set out in Part D (Conditions of Application) below.

As part of assessing your application, the department may have the application independently reviewed by an external technical advisor in relation to compliance with the approved specifications.

If an application is approved, approval will be given in writing and published on the department's website, [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

## Supporting documents

You will need to provide documents to support your application for Personalised Transport Security Camera System approval—

- a completed Queensland Camera System Statement of Compliance which is certified by a Registered Professional Engineer of Queensland (RPEQ) that demonstrates the Personalised Transport Security Camera System complies with the approved specifications. Please refer to the department's website, [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au), for a copy of the statement of compliance.
- Copies of the following documents:
  - certificate of incorporation (if applicable)
  - certificate of registration
  - list of directors.
- national police certificate of representatives of the applicant applying for approval, including company directors, if applicable
- details on the arrangements for the installation, maintenance, service and testing of the Personalised Transport Security Camera System
- evidence of procedures for the installation, maintenance, service and testing of the Personalised Transport Security Camera System
- copies of the Personalised Transport Security Camera System warranty policy and warranty statement
- schedule of fees for the installation and support of the Personalised Transport Security Camera System
- evidence the supplier is appropriately licensed under *Security Providers Act 1993* (Qld)
- Personalised Transport Security Camera System operating instructions for personalised transport drivers and operators, including a list of operational indicators and their corresponding meanings
- details of the arrangements for image and audio downloads, including whether a cloud based system is proposed for image/ audio storage, and details of the proposed cloud provider.

Copies of supporting documents must be signed and endorsed by an approved witness. An approved witness is one of the following: a Justice of the Peace, Commissioner of Declarations, Australian lawyer or notary public. The witness must sign and print their full name, position title/designation and contact details (including office stamp). The copy must be endorsed with the words, 'I have sighted the original document and certify this to be a true copy of the original.'

## Additional information

The lodgement of this application does not guarantee it will be approved. Your application cannot be considered at the time of lodgement. It must be forwarded for consideration. You will be advised of the outcome.

You may lodge your application form by mail to:

Personalised Transport Security Camera Program  
Department of Transport and Main Roads  
TransLink Division  
GPO Box 50  
BRISBANE QLD 4001

For further information or to obtain a copy of the statement of compliance, visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

**Part A: Applicant details** (to be completed by the applicant)

**1. Applicant's details**

Name

Australian Business Number

Security Licence Number

Business address

Postcode

Postal address (if same as business, write 'as above')

Postcode

Daytime phone number

**Part B: Camera system for approval**

**1. Camera particulars**

Camera make

Camera model

Year first manufactured

**2. Statement of compliance**

A completed Statement of Compliance for the Personalised Transport Security Camera System has been attached to this application for consideration.

**3. Right to information**

Is there any part of the application which would be of concern to the applicant if released under the *Right to Information Act 2009*?

No  Yes  Please identify the relevant portions of the application

Please specify which of the following categories is applicable to the above: Trade secret  Commercial value  Confidential nature

(Note: This information is being sought for the purposes of applying any relevant exemptions that may be available under the *Right to Information Act*. However the department can give no guarantee that this information will be protected from disclosure under the *Right to Information Act*.)

**4. Australian based third party cloud system (if applicable)**

a. Third party cloud system provider

b. Is this system provider based in Australia? Yes  No

**Part C: Applicant's representatives**

Representative 1

Family name

Given name/s

Title

Postal address

Postcode

Daytime phone number

Email address

I confirm that I have authority to act on behalf of the applicant in all matters relating to this application.

I declare, as a representative of the applicant, that the information I have provided in relation to this application is complete, accurate, up to date and not misleading in any way.

I consent to a copy of my national police certificate being submitted in support of this application.

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I consent to the use and disclosure of my personal information in all matters relating to this application, the evaluation of this application, and any subsequent approval.

I authorise the department, its employees, contractors and agents to make any enquiries considered necessary for the purposes of this application.

I consent to the email address provided in this application to be used for sending information, notices, reminders or updates on departmental products and services.

Signature

Date

Representative 2

Family name

Given name/s

Title

Postal address

  

Daytime phone number

Email address

I confirm that I have authority to act on behalf of the applicant in all matters relating to this application.

I declare, as a representative of the applicant, that the information I have provided in relation to this application is complete, accurate, up to date and not misleading in any way.

I consent to a copy of my national police certificate being submitted in support of this application.

I consent to the use and disclosure of my personal information in all matters relating to this application, the evaluation of this application, and any subsequent approval.

I authorise the department, its employees, contractors and agents to make any enquiries considered necessary for the purposes of this application.

I consent to the email address provided in this application to be used for sending information, notices, reminders or updates on departmental products and services.

Signature

Date

**Privacy statement** - The department collects the information on this form so that the applicant may apply for Personalised Transport Security Camera System approval. The information collected and submitted will be accessible by authorised departmental officers, the Queensland Police Service and other relevant parties in connection with the approval process, including external technical advisors and committee members. The department will not disclose your personal information to any other third parties without your consent unless required by law or authorised to do so.

## Part D: Conditions of application

### 1. Definitions

In these conditions, unless the context otherwise requires:

'Applicant' means the entity or entities that submits an application.

'Application' means an application for approval of a Personalised Transport Security Camera System submitted by the applicant and includes any documents submitted with the application.

'Approval' means an approval of a Personalised Transport Security Camera System, subject to any conditions attaching to the approval.

'Approval Process' means the approval process described in the department's Queensland Camera System Approval Process (as amended from time to time).

'Approved Specifications' means the specifications for a Personalised Transport Security Camera System approved by the Chief Executive (as amended from time to time).

'Chief Executive' means the chief executive of the department and includes any person exercising a valid delegation on behalf of the chief executive of the department.

'Conditions' means these conditions of application.

'Department' means the State of Queensland acting through the Department of Transport and Main Roads.

'Representative' of the applicant, means each director and secretary of a corporate applicant, together with each person nominated by the applicant in Part C of the application or in writing to the department from time to time as being authorised to make representations on behalf of the applicant.

'Personalised transport security camera system' means a 'vehicle security camera system' as defined in the *Transport Operations (Passenger Transport) Regulation*.

### 2. Approval process

- 2.1 The conduct of the approval process does not give rise to any legal or equitable relationship between the department and an applicant.
- 2.2 No applicant will be entitled to claim compensation from the department for any matter arising in connection with the approval process or any grant of or refusal to grant an approval.

### 3. Compliance with conditions

- 3.1 Each applicant must ensure that its application complies with the requirements of the approval process and these conditions.

### 4. Applicant's responsibilities

- 4.1 It is the responsibility of each applicant to:
  - a. read and familiarise itself with the approval process and these conditions
  - b. make its own investigation and assessment of all matters relevant to the approval process, the approved specifications, the accuracy of any information provided by or on behalf of the department and all matters relevant to the applicant's application
  - c. satisfy itself as to the feasibility of its application and its capacity to comply with the obligations of approval (if granted)
  - d. pay its own costs of the application and the approval process.
- 4.2 Any party expending money, making commitments or incurring liabilities on the basis of submitting an application, or any matter in connection with such application, or in connection with any approval (if granted) does so at its own risk and expense.

### 5. Applications

- 5.1 Applications may be submitted at any time during the currency of the approval process.
- 5.2 Applications must:
  - a. have all requirements and questions completed
  - b. include a submission addressing those matters set out in the approval process
  - c. attach all supporting materials required under the approval process
  - d. be executed by the applicant or by a person duly authorised by the applicant
  - e. have any alterations initialled by the applicant
  - f. be written in English.
- 5.3 The department will retain all documents submitted by an applicant as part of its application.

**6. Approval process**

- 6.1 The department may make changes to the approval process in its absolute discretion at any time. Without limitation, the department may at any time:
  - a. withdraw, cancel or elect not to proceed with the approval process
  - b. amend the approval process and/or these conditions
  - c. add to or change the approved specifications
  - d. amend the evaluation criteria
  - e. exercise discretion in evaluating any subjective evaluation criteria
  - f. negotiate with one or more applicants in relation to their application and allow an applicant to vary its application
  - g. interview, negotiate or hold discussions with one or more applicants
  - h. require some or all applicants to provide additional information or make themselves available for interview
  - i. require additional testing
  - j. decline to consider any application which does not comply with the approval process
  - k. accept non-conforming applications.

**7. Evaluation**

- 7.1 Applications will be assessed in accordance with the approval process.
- 7.2 Each applicant consents to its application being reviewed by external technical advisors in accordance with the approval process.

**8. Approval**

- 8.1 A grant of approval (if any) does not guarantee any demand for the supply of a Personalised Transport Security Camera System or demand at any particular level.
- 8.2 The department makes no representations about opportunities (if any) available for a supplier of an approved Personalised Transport Security Camera System.

**9. No fetter**

- 9.1 Nothing in the approval process, these conditions, or the granting of any approval will in any way fetter the rights, powers and discretions available to the Chief Executive, including but not limited to those under the *Transport Operations (Passenger Transport) Regulation*.

**10. Right to information**

- 10.1 The *Right to Information Act 2009* (RTI Act) provides members of the public with a legally enforceable right to access documents held by government agencies. The RTI Act requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to the public interest. Information contained within or supporting an application is potentially subject to disclosure to third parties.
- 10.2 If disclosure under the RTI Act, and/or general disclosure of its application or parts thereof, would be of substantial concern to an applicant because it would disclose trade secrets, information of commercial value, the purpose or results of research or other information of a confidential nature, this should be indicated in the application.
- 10.3 The department cannot guarantee that any information provided by the applicant, including information identified by the applicant in the application, will be protected from disclosure under the RTI Act.

**The applicant:**

- certifies that it has read, understood and complies with all of the requirements of the approval process and the conditions of application
- represents that all information provided in and supporting its application is complete, accurate, up to date and not misleading in any way
- acknowledges that a failure to provide complete, accurate and up to date information may result in the application being refused.

**Applicant's signature:**

By executing this application, the signatory warrants that the signatory is duly authorised to submit the application on behalf of the applicant.

Name

Position

Signature

Date