



## Purpose of the Awards

The Traffic Management Association of Australia (TMAA) seeks to continually promote and improve conditions for Traffic Controllers. Through the Traffic Controller of the Year Award (TCOY); the TMAA strives to identify the outstanding work performance of Traffic Control Employees, across a broad range of competencies.

The Award provides a platform for the traffic control industry to identify and exhibit the commitment and performance of their controllers for recognition across the wider industry and community.

## Who to nominate

Traffic Control companies can nominate as many entries as they like. As a minimum, the employee must meet the criteria and have been employed as a Traffic Controller for a minimum of 6 months.

Member companies can choose nominees any way they choose. A suggestion could be to hold their own internal competition each month and the monthly winner submitted as the nominee for the national judging. Alternatively, nominees could be suggested by colleagues, by clients or principal contractors.

## How to nominate

- The TMAA distributes links to nomination information and forms to its membership.
- A nomination form and a minimum of 3 pieces of supporting documentation must be submitted for each nominated employee. Supporting documentation can be from a client, principal contractor, member of the public, etc.
- Nominations must be received by TMAA by the closing date 26<sup>th</sup> Feb 2018. Submissions received after this date will not be considered.
- Nominations will only be accepted on the TCOY Nomination Form. Entries not received on the TCOY Nomination Form will not be accepted.
- Forms and supporting documentation must be submitted via email. TMAA – [tmaa@tmaa.asn.au](mailto:tmaa@tmaa.asn.au). Hard copies will not be accepted at TMAA meetings or in person by TMAA representatives.
- PDF format is preferred
- File size should not exceed 5mb
- Should you require assistance or clarification for a nomination, please contact TMAA by email (above) or phone 1300 798 772 during business hours



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### How to complete the nomination form

- All questions must be answered
- Failure to answer a question may lead to nomination being ruled invalid
- Answers may be completed in dot point
- Forms may be handwritten (clearly legible print) – however typed is preferred
- Nominating companies are strongly encouraged to include as much detail as possible in the nomination entry form as these are the basis for the judging considerations
- If additional room is required for responses, please attach additional pages and mark clearly the question number it relates to

### Supporting evidence

Supporting evidence may include but is not limited to; references, letters/emails from clients, contractors, the public, motorists, and road authorities.

- A supporting evidence form is provided for nominators to allow clients other parties to support the nomination & provide relevant supporting documentation (from clients, contractors, the public, motorists, road authorities)
- The supporting evidence form/s must be attached to the nomination forms and submitted with the nomination form

### Judging Process

- After nominations close, all valid nominations are forwarded to the judging panel
- Judges will review all nominations and may choose to contact nominees directly to ask further questions or clarify responses
- Judges will provide initial scores on the nomination form submission
  - 50% of the score will be judged from responses to questions on the nomination form
  - 50% of the score will be judged from responses on the Supporting Evidence documents
- Judges score the nominations and provide results to TMAA. The top score in each state will be announced as the finalists
- State finalists will be advised directly and announced on TMAA and sponsor social media channels
- All finalists must submit a 2-3 minute video – the video will introduce the finalist, their achievements and their workplace; and assist Judges make final decision for the
- Finalists videos will be shown at the Annual Conference Gala Dinner and on TMAA and Sponsor social media channels
- National Winner will be announced at the Annual Conference Gala Dinner



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### Judging Panel

- All judges are independent of TMAA member companies and the TMAA board
- The final panel of Judges will be announced by the TMAA prior to judging commencing

### Eligibility

- All nominees must be currently employed by a Traffic Management company that is a current financial member of the TMAA
- Controllers must have a minimum of 6 months experience

### Finalist Video Submissions

- The videos are only required of the finalists from each state
- Videos will be at the nominating companies expense
- Production can be amateur or professional
- Videos must be 2-3 minutes. Footage longer than 3 minutes will not be considered or shown
- Videos will be reviewed by the judging panel before final decisions are made of the winning entry
- Videos will be shown at the Annual Conference Gala Dinner and also on the TMAA and sponsors social media channels
- The TMAA encourages companies to get creative and ensure signage and/or vehicles are visible in the background

### Further information & criteria

- All questions about nominations or the Award process should be forwarded to the TMAA
- Nominations must not be submitted by a nominee
- Only nominations authorised and submitted by a Traffic Control member company will be accepted
- Nominating companies must be current financial members of the TMAA as at the time of submission
- Nominations not on the required form or meeting the criteria will not be accepted. If prior to the closing date – submissions may be re-submitted once criteria has been met and documented



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## Key Dates 2018

Visit [www.tmaa.asn.au](http://www.tmaa.asn.au) and click the TCOY Awards tab to access the nomination information and forms online.

- 1<sup>st</sup> October 2017 Nominations open. Information packs distributed
- 26<sup>th</sup> February 2018 Nomination written submission closing date.  
All nominations must be received by TMAA
- 1<sup>st</sup> March 2018 State finalists are announced by TMAA
- 26<sup>th</sup> March 2018 Video submission closing date for state finalists
- 26<sup>th</sup> & 27<sup>th</sup> April 2018 Annual Conference - winners announced by TMAA

All entries must be received by the closing date – 26<sup>th</sup> February 2018.

**Note** – Submissions received after the closing date will not be considered.

## Award Winners

The Award winner will receive a trophy, and monetary prize (\$2,500), recognition and highlighted feature articles in TMAA Detours Magazine throughout 2018.

## Contact Us

For all enquiries or assistance with nominations, contact the TMAA office.

Email [tmaa@tmaa.asn.au](mailto:tmaa@tmaa.asn.au)  
Phone 1300 798 772 (*business hours*)

Any questions about the process or the criteria must be forwarded through the TMAA office (*see above*). TCOY Judges will not respond to queries relating to nominations, the process or the judging.



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**TCOY Awards Process Flow Chart**

