



**ATTACHMENT DOCUMENT,  
ORDINARY COUNCIL MEETING  
28 August, 2012**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held in the **Walgett Council Chambers** on **28 August, 2012** commencing at 10.00am to discuss the items listed in the Agenda.

Don Ramsland  
**GENERAL MANAGER**

# Contents

Item 1 Walgett Shire National Framework Policies & Procedures.....	Page 3
Item 2 2012-2014 Heavy Vehicle Road safety Action Plan.....	Page 48
Item 3 National Heavy Vehicle Regulator.....	Page 61
Item 4 Web Addresses for the information for National Heavy Vehicle Regulator.....	Page 77
Item 5 NHVR questions and answers for Industry.....	Page 78
Item 6 NHVR Fact Sheet.....	Page 80
Item 7 NHVR local productivity initiatives.....	Page 81
Item 8 Local Government questions and answers.....	Page 83
Item 9 NHVR existing jurisdictional local productivity initiatives.....	Page 88
Item 10 Crashes Jul 2006 to June 2011.....	Page 102



# **GOV –VACATION CARE / YOUTH CENTRE ADMINISTRATION POLICIES (1)**

Adoption Date:

Review Date:

Responsible Officer: Director Corporate & Community Services

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## **1. Administration Policies and Procedures**

### **Contents**

- 1.1 Philosophy
- 1.2 Governance and Management
- 1.3 Hours of Operation
- 1.4 Service Access / Priority of Access
- 1.5 Enrolment
- 1.6 Records Management
- 1.7 Policy Development and Review
- 1.8 Participation & Access
- 1.9 Complaints and Grievances
- 1.10 Confidentiality
- 1.11 Council Schedule of Fees and Charges

### **1.1 Philosophy**

Walgett Shire Council Vacation Care and Youth Centres, aim to provide high quality care for families and children in the Walgett Shire Council local government area during school holiday period and after school hours care.

Our service provides families and children with a safe, secure, caring and welcoming environment through facilitating age appropriate meaningful experiences and by providing opportunities for children to learn through play and leisure activities.

Children are supported, supervised and encouraged to do this by educators who are caring, professional, engaged, informed and knowledgeable in providing opportunities for children to enrich and extend their personal growth and development.

## **POLICY STATEMENT**

Walgett Shire Vacation Care Services and youth centres are operated by Local Government (Walgett Shire Council). Walgett Shire Council operates services in Walgett, Lightning Ridge, Collarenebri and Grawin.

The centres operate within Council's management structure and have been designed to best meet both Council's and the community's strategic objectives for the provision of services and facilities, now and into the future. Vacation Care services are part funded by Department of Communities Services.

Walgett Shire Council has strategies, structures, policies and procedures in place. Operations are conducted with a high level of transparency, accountability and legal compliance. The governance and management of the Vacation Care Service and Youth Centres are the responsibility of the Manager Community Services.

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## **OBJECTIVES:**

### **Walgett Shire Vacation Care and Youth Centres aim to:**

- Create a child centred positive environment that is age appropriate, stimulating, provides learning opportunities, supportive, safe, nurturing and where children can feel valued and a sense of belonging.
- Create an open and welcoming environment where parent and children's feedback is encouraged and valued. An environment where there is mutual trust and respect between children, parents, educators and management
- Have an accepting attitude and are appreciating of different family's needs, practices, values, language, cultures, traditions and lifestyle choices. We respect these differences through providing a balanced, educational, varied program of indoor and outdoor activities that cater for individual children's needs that also supports children's talents and interests.
- Provide a social, relaxed and respectful environment that fosters and encourages children to learn from others, to try new experiences, to make and develop peer relationships, promotes self-esteem and encourages the development of leadership qualities so they are connected with others and can contribute to their world.
- Provide a program that encourages children's positive attitudes, sense of fun and happiness and imagination through a wide variety of structured and non-structured activities and experiences where choice and decision making is fostered.
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## **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168-172

National Standards: Quality Area 7

My Time, Our Place; Framework for School Aged Care in Australia, DEEWR, 2011

## **1.2 GOVERNANCE & MANAGEMENT**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168-172, regulations 181-184

National Standards: Quality Area 7

#### **POLICY STATEMENT**

Staff members are responsible for all administration tasks, staffing, planning, programming, accounts, procedures and responsibilities associated with the National Quality Framework and National Regulations. The daily operation of the services and duty of care for the children attending is the responsibility of the Youth Development Officer and Team Leaders permanent staff and Vacation Care assistants, who are casual staff.

The centres incorporate council policies and procedures into Vacation Care and Youth Centre operations with specific policies and procedures. All centre policies comply with the Education and Care services National Regulations. These Regulations are made under sections 301 and 324 of the Education and Care services National Law.

As per our Confidentiality Policy the service maintains the correct level of confidentiality of records at all times. All written records remain confidential and can only be made available as follows:

1. The Service Provider/ nominated supervisor as required and only to the extent necessary
2. for medical treatment and only to the extent necessary
3. The Regulatory Authority or Authorised Officer
4. If expressly authorised, permitted or required to be given under any relevant act or law
5. With written consent of the person who provided the information

#### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

## **1.3 HOURS OF OPERATION**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 -172

National Standards: Quality Area 6 & 7

## POLICY STATEMENT

We aim to meet the needs of the parents and families and young people in our local community area who either, work, study or have other commitments, we endeavour to do this by operating and offering (8) weeks of the year Vacation Care in the communities of Walgett, Lightning Ridge and Collarenebri and (6) six weeks of the year in Grawin.

After school care Youth Centres operate from 3.00 pm – 6.00pm in Lightning Ridge and Collarenebri and 3.30pm – 6.30pm at Walgett, Monday to Fridays or "special events" as designated.

The Vacation Care service operates during NSW Department of Education & Training gazetted Government school holidays only and is closed on designated public holidays.

Opening hours will be reviewed as required.

## LINKED DOCUMENT - Hours of Operation Procedure

### Policy Review History

Date	Changes Made	Approved By
	Policy Development	General Manager

## 1.4 SERVICE ACCESS / PRIORITY OF ACCESS

### POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 -172

Department of Family and Community Services, Child Care Service Handbook 2011-2012 'Priority of Access' Guidelines

National Standards: Quality Area 6 & 7

## POLICY STATEMENT

*Youth Centres:* We aim to provide a vibrant young person friendly environment after school hours for the young people of our Shire to attend and participate , recreate and socialize with like minded youth and young people.

*Vacation Care:* We aim to provide places for school aged children needing care during their school holidays.

We aim to provide a fair and equitable system that does not discriminate against any families needing care however, priority of access will be determined by the Government guidelines and management discretion.

#### **LINKED DOCUMENT - Service Access/ Priority of Access Procedure**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **1.5 ENROLMENT & ORIENTATION**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 -172 & Regulation 158-162 & 181-184

Department of Family and Community Services, Child Care Service Handbook 2011-2012 ' Priority of Access' Guidelines

National Quality Standards: Quality Area 6 & 7

Privacy Act - National Privacy Principals (from Privacy Amendment Act 2000)

#### **POLICY STATEMENT**

We aim to provide an efficient enrolment procedure during attendance at Vacation Care that is clear and easy to follow for all customers from the community.

We will ensure the confidentiality of our families through provision of secure recording and storing procedures. We aim to provide a friendly and welcoming environment to all families who use our service.

We aim to provide extra support and guidance to children who are new to ensure they feel welcomed, included and have a safe and enjoyable time in our programs.

## **LINKED DOCUMENT – Enrolment & Orientation Procedure**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **1.6 RECORDS MANAGEMENT**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 -172 & Regulation 181-184

Department of Family and Community Services, Child Care Service Handbook 2011-2012' Priority of Access' Guidelines

National Standards: Quality Area 7

Children and Young Persons (Care and Protection) Act 1998

### **POLICY STATEMENT**

We aim to ensure that all appropriate and required records are kept for the specified period of time by law. We will protect the privacy and confidentiality of all clients, staff and Management of the centre, by ensuring that records and information are kept in a secure place and only disclosed to people who have legal rights of access.

## **LINKED DOCUMENT – Records Management Procedure**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **1.7 POLICY DEVELOPMENT & REVIEW**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 -172

National Standards: Quality Area 7



### **POLICY STATEMENT**

We aim to provide a high quality service and responsive practices by the ongoing development and review of centre policies and procedures. Walgett Shire Council staff will ensure that all families and staff are aware of the services policies and procedures and they have access to these. Policies and procedures will be developed as required by regulations and service specific needs. All policies developed will reflect the service's philosophy. Staff and parents are encouraged to provide feedback and input on policy development, review or changes.

### **LINKED DOCUMENT – Policy Development & Review Procedure** **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

## **1.8 PARTICIPATION & ACCESS**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Standards: Quality Area 7

Family Law Act. [http://www.austlii.edu.au/au/legis/cth/consol\\_act/fla1975114/](http://www.austlii.edu.au/au/legis/cth/consol_act/fla1975114/)

Department of Family and Community Services, Child Care Service Handbook  
2011-2012 "Priority of Access" Guidelines

### **POLICY STATEMENT**

We believe that participation by parents/ guardians/ approved persons in issues and care provided to and relating to their children's health and well being is important. We aim to provide a caring and supportive environment where everybody feels welcomed and valued. Open communication will be constantly maintained with parents, staff and children.

### **LINKED DOCUMENT – Participation & Access Procedure**

### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

## **1.9 VACATION CARE COMPLAINTS & GRIEVANCES**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Community Services Complaints, Appeals and Monitoring Act, 1994.

National Standards: Quality Area 7.

Network of Community Activities OOSH development Factsheet #33 Complaints and Grievances.

### **POLICY STATEMENT**

We aim to ensure that parents feel free to communicate any concerns they have in relation to the centre, staff, management, programs or policies without fearing negative consequences, and that they are made fully aware of the procedures to do this. Our priority is to do everything possible to meet our customer needs and to be always working towards improving the quality of our service.

### **LINKED DOCUMENT – Vacation Care Complaints & Grievances Procedure**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **1.10 CONFIDENTIALITY**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Children and Young Persons (Care and Protection) Act 1998

National Standards: Quality Area 7

Privacy and Personal Information Protection Act 1998 (NSW)

Education and Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 181-184

### **POLICY STATEMENT**

It is an important requirement of the Children's Services Regulation to maintain confidentiality of any personal or health related information of carers, other staff, carer's and staff's family, children's family or other person visiting the service. The service aims to ensure all information on a child or family is treated with confidentiality under the guidelines.

## **LINKED DOCUMENT – Confidentiality Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **1.11 FEES AND CHARGES**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education and Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168-172

#### **POLICY STATEMENT**

Vacation Care Services and Youth Centre operations are provided by Walgett Shire Council and aims to provide high quality programs that are accessible for all young people and their families. No costs / fees will be charged for these services.

#### **PROCEDURE**

Should any "special event or program" require a cover charge a clear display of Council's fee will be displayed at the centre on local flyers for parents/ carers information.

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

#### **RELATED WSC POLICIES**

- 2. Youth Centre Policies**
- 3. Health and hygiene policies**
- 4. Environment and Facilities Policies**
- 5. Safety and Emergency Policies**

**GOV – Code of Conduct**

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# GOV– VACATION CARE / YOUTH CENTRE OPERATIONS POLICIES (2)

Adoption Date:

Review Date:

Responsible Officer: Director Corporate & Community Services

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## POLICY STATEMENT

Council is committed to providing a safe and healthy environment for children who use Council's services.

Staff will comply with Council's commitment, Code Of Conduct, the legislation, this policy, Council's Child Protection Policy and Procedure. Council will actively seek to develop programs and information, working with partners and agencies too maximise health, relationships, personal development and leadership of our youth and young people.

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## OBJECTIVES:

The primary objective is to ensure that children are safe and properly cared for when they participate in Council's activities and programs.

Staff commits to protecting children; they will act in the best interests of the child and they will take all reasonable steps to ensure the health, safety and well being of children in their care.

Council aims to create the right balance between complying with the legislation, protecting children and allowing the staff who work with children to do so without fear of unwarranted allegations or unfair practices.

## POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 100 & Regulation 101

National Standard: Quality Area 2

## 2. CENTRE POLICIES

- 2.1 Child Protection
- 2.2 Supervision
- 2.3 Development & Education
- 2.4 Interactions with Children
- 2.5 Written Programs and Daily Routines
- 2.6 Communication
- 2.7 Videos, Films and Game Systems
- 2.8 Guiding Children's Behaviour
- 2.9 Children with Additional Needs
- 2.10 Cultural Relevance and Anti-bias

- 2.11 Gender Equity
- 2.12 Photos and Media Coverage

## **2.1 CHILD PROTECTION**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 100 & Regulation 101

National Standard: Quality Area 2

#### **COUNCIL'S COMMITMENT**

Children can only be protected from harm if others take action on their behalf. Council will take action on behalf of a child if warranted.

Staff will comply with Council's commitment, the legislation, this policy, Council's Child Protection Policy and Procedure. All allegations will be accepted in good faith.

Once an allegation has been received, speed is the key and the safety and privacy of the child is paramount.

All allegations against staff will be fairly and objectively investigated and all legislative reporting requirements will be carried out.

**LINKED DOCUMENT – Child Protection Policy & Procedure**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.2 SUPERVISION OF CHILDREN**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168

National Standard: Quality Area 2

## **POLICY STATEMENT**

Staff at the Youth Centres and Vacation Care centres will ensure that each child enrolled for the service is adequately supervised at all times while the service is being provided.

**LINKED DOCUMENT – Supervision of Children procedure**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.3 DEVELOPMENT & EDUCATION**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Quality Standards: Quality Area 1 Educational program and practice, Quality Area 5 Relationships with children, Quality Area 6 Collaborative partnerships with families and communities

*MY TIME, OUR PLACE* Framework for School Age Care in Australia, produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments 2011

## **POLICY STATEMENT**

Families, carers and staff will work in partnership to promote children's development and learning throughout their childhood in a nurturing and supportive environment. We aim to work under the My Time, Our Place framework, which conveys high expectations for all children's play and leisure activities in school age care settings. It communicates these expectations through the following five outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

**LINKED DOCUMENT – Development & Education Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
8/8/12	Policy Development	General Manager

## **2.4 INTERACTIONS WITH CHILDREN**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 155 & 156

MY TIME, OUR PLACE Framework for School Age Care in Australia, Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. 2011

National Standard: Quality Area 1 & 5

### **POLICY STATEMENT**

To provide an environment where all interactions between children and staff are positive, engaging and beneficial to children's needs and well being. We aim to have interactions that work in coherence with our Centre Philosophy.

### **LINKED DOCUMENT – Interactions with Children Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.5 WRITTEN PROGRAMS AND DAILY ROUTINES**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

*My Time, Our Place* framework for school age care in Australia, produced by the Australian government department of education, employment and workplace relations for the council of Australian governments. 2011

National Standard: Quality Area 1, 5 & 6

### **POLICY STATEMENT**

We aim to develop and implement a balanced program that is stimulating, interesting and exciting which allows opportunities for children to play, explore and develop new skills and is appropriate to the developmental and leisure needs of all children. Our centre's program will reflect the cultural diversity of today's society. Children and parents are encouraged to be actively involved in the planning, implementation and evaluation of the program.

The daily routines we have in place are planned around and aim to meet the needs of individual children in relation to each child's social, physical, intellectual, creative and emotional development.

## LINKED DOCUMENT – Written Programs and Daily Routines Procedure

### Policy Review History

Date	Changes Made	Approved By
	Policy Development	General Manager

## 2.6 COMMUNICATION

### POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

National Standard: Quality Area 1, 4, 5, 6 & 7

#### POLICY STATEMENT

We aim to maintain and ensure positive and open communication at all times between all parties involved in the centre. Staff, parents and Council members will be made aware of appropriate communication avenues and procedures.

## LINKED DOCUMENT – Communication Procedures

### Policy Review History

Date	Changes Made	Approved By
	Policy Development	General Manager

## 2.7 VIDEOS, FILMS and GAME SYSTEMS

### POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

Film ratings from Australian Broadcasting Authority.

Voluntary Code of Practice Section 12 (Videos and films)

National Standard: Quality Area 1 & 5

#### POLICY STATEMENT

Films, videos and game systems can be used in addition to the program of activities after thoughtful consideration relating to the content and message of the film. Staff will ensure all videos and films are suitable for the children's ages and that parent's permission has been given. *Films, Videos and Game systems are not used as a substitute for planned and programmed activities and an alternate option will be available.*

## LINKED DOCUMENT – Videos, Film and Game Systems Procedures



#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.8 GUIDING CHILDREN'S BEHAVIOUR**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 155 & 156

Children's and Young Persons (Care and Protection) Act 1998

MY TIME, OUR PLACE Framework for School Age Care in Australia, Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. 2011

National Standard: Quality Area 1, 5 & 6

### **POLICY STATEMENT**

We aim to provide an environment where all parents, staff and children feel safe cared for and relaxed and which encourages co-operation and positive interactions between all persons. Rules will be clearly established based on safety, respect for others, order, cleanliness and which help create a caring environment. Positive behaviour will be encouraged and self-discipline skills developed through positive example and direction.

### **LINKED DOCUMENT – Guiding Children's Behaviour Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.9 CHILDREN WITH ADDITIONAL NEEDS**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Inclusion Support

NAPCAN

National Standard: Quality Area 1, 5 & 6

#### **POLICY STATEMENT**

To provide a service and environment that recognises and responds positively to the needs of children and their families, irrespective of the abilities or disabilities of the child, parents or family.

**LINKED DOCUMENT – Children with Additional Needs Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.10 CULTURAL RELEVANCE & ANTI- BIAS**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Standard: Quality Area 1, 5 & 6

Anti Discrimination Act

#### **POLICY STATEMENT**

We aim to recognise the diversity of cultures in Australia and help foster an awareness and acceptance of other cultures within each child, through the thoughtful integration of a variety of cultural activities in the program. All activities and behaviour in the centre will be considerate of the cultural and linguistic diversity of the families within the community. Children will be encouraged to explore and share a range of cultural activities and experiences in an environment free of racial prejudice and harassment.

**LINKED DOCUMENT – Cultural Relevance & Anti-Bias Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.11 GENDER EQUITY**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Standard: Quality Area 1, 5 & 6

#### **POLICY STATEMENT**

We aim to help the children develop their full potential regardless of their gender.  
All children will be treated in the same manner and provided with the same access to all materials and equipment and experiences.

#### **LINKED DOCUMENT – Gender Equity Procedures**

##### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **2.12 PHOTOS AND MEDIA**

#### **POLICY STATEMENT**

The use of photos is integral to children's programs and for documenting children's learning experiences and activities and provides a visual way to communicate the engagement in our programs to families. We are aware that the use of cameras and photos must be used in a safe and acceptable way to ensure the protection of children is maintained at all times. All photographic material used for any promotion, media, to be considered for publication will **in all** cases have the written consent of parent / caregiver

#### **LINKED DOCUMENT – Photos and Media Procedures**

##### **Policy Review History]**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

#### **RELATED WSC POLICIES**

- 1. Administration policies**
  - 3. Health and hygiene policies**
  - 4. Environment and Facilities Policies**
  - 5. Safety and Emergency Policies**
- GOV – Code of Conduct**



# GOV – YOUTH CENTRES HEALTH AND HYGIENE POLICIES (3)

Adoption Date:

Review Date:

Responsible Officer: Director Corporate & Community Services

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## POLICY STATEMENT

We aim to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people in the centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practices

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## POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 114 & 168

Cancer Council Sun smart information for Primary Schools  
<http://www.cancercouncil.com.au/reduce-risks/sun-protection/sunsmart-program-for-primary-schools/>

Workplace Health and Safety Act

National Standard: Quality Area 2

## 3. HEALTH AND HYGIENE POLICIES

- 3.1 Sun Care and Safety
- 3.2 Hygiene and Cleaning
- 3.3 Nutrition and Healthy Eating
- 3.4 Hand washing
- 3.5 Nose wiping
- 3.6 First Aid
- 3.7 Accidents/ Injuries and trauma
- 3.8 Sick Children while in care
- 3.9 Infectious Disease and Illness / Exclusion Periods
- 3.10 Immunisation
- 3.11 Head Lice
- 3.12 Medical Conditions
- 3.13 Medication administration
- 3.14 Allergies & Anaphylaxis Management
- 3.15 Aids HIV, Hepatitis B & C

### **3.1 SUN CARE & SAFETY**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 114 & 168

Cancer Council Sun smart information for Primary Schools  
<http://www.cancercouncil.com.au/reduce-risks/sun-protection/sunsmart-program-for-primary-schools/>

Workplace Health and Safety Act

National Standard: Quality Area 2

#### **POLICY STATEMENT**

We aim to ensure that all children attending the centre will be protected from harmful rays of the sun. All staff are to model appropriate sun protection behaviour and enforce the sun protection policy.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and play sessions.

#### **LINKED DOCUMENT – Sun Care and Safety Procedures**

##### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.2 HYGIENE & CLEANING**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77,106 & 109

National Standard: Quality Area 2 & 3

## **POLICY STATEMENT**

We aim to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people in the centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practices.

### **LINKED DOCUMENT – Hygiene & Cleaning Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **3.3 NUTRITION & HEALTHY EATING**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77, 78

Healthy Kids Website: An initiative of NSW Department of Health; NSW Department of Education and Communities and the Heart Foundation.

<http://www.healthykids.nsw.gov.au/>

National Standard: Quality Area 2  
& 3

### **POLICY STATEMENT**

Children will be encouraged to develop healthy eating habits through good examples of education. Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children. High standards of hygiene will be maintained throughout all food preparation times.

### **LINKED DOCUMENT – Nutrition and Healthy Eating Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.4 HANDWASHING**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77,106, 109 & 112

Workplace Health and Safety Act

Staying Healthy in Child Care, NHMRC, 2001:

<http://www.health.gov.au/nhmrc/>. &  
<http://www.nhmrc.gov.au/guidelines/publications/ch43>

National Standard: Quality Area 2 & 3

Staff will minimise the spread and risks of infectious diseases between children, carers, other staff and visitors by conforming to recommend hand-washing guidelines and standards. Toileting and hand-washing facilities will be safe, regularly cleaned and appropriate for the number and ages of children in care.

#### **LINKED DOCUMENT – Hand washing Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.5 NOSE WIPING**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77,106, 109 & 112

Workplace Health and Safety Act.

Staying Healthy in Child Care, NHMRC, 2001:

<http://www.health.gov.au/nhmrc/>. &  
<http://www.nhmrc.gov.au/guidelines/publications/ch43>

National Standard: Quality Area 2 & 3

## **POLICY STATEMENT**

Staff will minimise the spread and risks of infectious diseases between children, other children and staff by ensuring nose wiping is conducted in an efficient way and according to recommended guidelines.

**LINKED DOCUMENT – Nose Wiping Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **3.6 FIRST AID**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 89, 136, 137, 138 & 168

Workplace Health and Safety Act.

National Standard: Quality Area 2 & 3

## **POLICY STATEMENT**

First aid equipment and facilities should be available to all staff, children and visitors in the centre and while on excursions. All staff will be encouraged to undertake first aid training as part of their conditions of employment to ensure full and proper care of all is maintained.

**LINKED DOCUMENT – First Aid Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager



### **3.7 ACCIDENTS / INJURIES / TRAUMA**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 85, 86 & 168

Workplace Health and Safety

Act

National Standard: Quality Area 2 & 3

#### **POLICY STATEMENT**

We will ensure the safety and well being of staff, children and visitors, within the centre and on excursions, through proper care and attention in the event of an accident. The centre will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. Parents or emergency contacts will be informed immediately where the accident is serious.

**LINKED DOCUMENT – Accidents /Injuries/ Trauma Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.8 SICK CHILDREN WHILE IN CARE**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 & 88

Workplace Health and Safety

Act.

National Standard: Quality Area 2 &3

#### **POLICY STATEMENT**

To ensure that the immediate needs of the sick child are met while maintaining the health and safety of the other children in care and that staff respond appropriately to these illnesses.

**LINKED DOCUMENT – Sick Children while in Care Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.9 ILLNESS AND INFECTIOUS DISEASE EXCLUSION PERIODS**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168 & 88

Department of Health guidelines

Department of Education guidelines

Australia Government, National Health & Medical Research Council: Staying Healthy in Childcare Preventing infectious diseases in child care, 4th edition (Endorsed December 2005) <http://www.nhmrc.gov.au>

National Standard: Quality Area 2 & 3

#### **POLICY STATEMENT**

We aim to provide a safe and hygienic environment that will promote the health of the children. As the care needs of a sick child cannot be met without dramatically reducing the general level of supervision of the other children, or risking other children's health, parents will be asked not to bring sick children to the centre and to collect children who are unwell. All care and consideration will be given to the child who becomes ill while at the centre. Children with infectious diseases will be excluded from the centre for the period recommended by the Department of Health.

#### **LINKED DOCUMENT – Illness and Infectious Disease/ Exclusion Periods Procedures**

##### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.10 IMMUNISATION**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 162 & 88

Department of Health guidelines

Department of Education guidelines

Australia Government, National Health & Medical Research Council: Staying Healthy in Childcare Preventing infectious diseases in child care, 4th edition (Endorsed December 2005) <http://www.nhmrc.gov.au>

National Standard: Quality Area 2 & 3

### **POLICY STATEMENT**

We respect the right of individual parents whether to immunise or not to immunise their children. A child without an immunisation history will not be excluded from enrolling in the program, however children who are not immunised may be asked to stay home during an outbreak of a vaccine-preventable disease. Proof of immunisation will be sought at the enrolment stage and recorded in the enrolment form.

### **LINKED DOCUMENT – Immunisation Procedures**

#### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

### **3.11 HEAD LICE**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

NSW Department of Health Website: <http://www.health.nsw.gov.au>  
NSW Department of Education and Training: <http://www.schools.nsw.edu.au>  
Australia Government, National Health & Medical Research Council: Staying Healthy in Childcare Preventing infectious diseases in child care, 4th edition (Endorsed December 2005) <http://www.nhmrc.gov.au>

National Standard: Quality Area 2 & 3

### **POLICY STATEMENT**

Head Lice can be a common occurrence in children and can cause concern and frustration for children, parents carers and staff. Whilst parents have the primary responsibility for the detection and treatment of head lice our staff will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

## **LINKED DOCUMENT – Head Lice Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.12. MEDICAL CONDITIONS - Anaphylaxis, Asthma & Diabetes**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Anaphylaxis Australia: <http://www.allergyfacts.org.au/>

Asthma Foundation: <http://www.asthmafoundation.org.au>

Juvenile Diabetes Research Foundation Australia: <http://www.jdrf.org.au/>

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 90, 94 & 95

National Standard: Quality Area 2 & 3

#### **POLICY STATEMENT**

We aim to provide an environment where children feel safe and secure at all times. In order to achieve this staff will work closely with parents carers to ensure children with medical conditions needs are met and supported throughout our programs.

## **LINKED DOCUMENT – Medical Conditions – Anaphylaxis, Asthma & Diabetes Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **3.13 MEDICATION ADMINISTRATION**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 90, 92 - 96(inclusive), 177

National Standard: Quality Area 2 & 3

#### **POLICY STATEMENT**

We aim to ensure the proper care and attention to all children through following specific guidelines regarding all medications given to the children. To ensure the interests of staff, children and parents are not compromised, medication will only be administered with the explicit permission of the parents carers or in the case of an emergency with the permission of a medical practitioner.

**LINKED DOCUMENT – Medication Administration Procedures**

#### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

### **3.14 ALLEGIES & ANAPHYLAXIS**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Anaphylaxis Australia: <http://www.allergyfacts.org.au/>

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 90 , 92 - 96(inclusive), 177

National Quality Standard Quality Area 2 Children's health & safety

National Standard: Quality Area 2 & 3

#### **POLICY STATEMENT**

We aim to provide safe and effective care of children by ensuring that staff are fully aware of reactions to, and management of, any child's allergies that Walgett Shire Council has been made aware of on the child's enrolment form. Staff will facilitate effective care, health management and management of emergencies in children who have food allergies and children who are at risk of anaphylaxis.

**LINKED DOCUMENT – Allergies & Anaphylaxis Procedures**

### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

### **3.15 HIV / AIDS / HEPATITIS B & C**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77

Federal Disability Discrimination Act 1992

Workplace Health and Safety Act.

National Standard: Quality Area 2 & 3

#### **POLICY STATEMENT**

We respect the right for all children to be cared for and aim to provide a safe and secure environment for all children in the centre. We will not discriminate against any child or family's right to achieve that care as outlined in the law.

We believe that HIV/AIDS and Hepatitis B and C are best dealt with by preventative measures and will ensure that clear guidelines are given to eliminate the risk of spreading the diseases and ensure the safety of all staff and children. Proper confidentiality will also apply.

***Under the Federal Disability Act and the Equal Opportunity Act, no discrimination will take place based on a child's/parent's/staff member's HIV status.***

Discrimination in regard to access to the centre is unlawful. A child with HIV or Hepatitis B or C has the right to obtain a position in the centre should a position become available and a staff member the right to equal opportunity of employment. A child with AIDS shall be treated as any other child, as HIV is not transmitted through casual contact.

#### **LINKED DOCUMENT – HIV/ AIDS/ Hepatitis B & C Procedures**

### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager

Related WSC Policies

1. Administration policies
  2. Youth Centre Policies
  4. Environment and Facilities Policies
  5. Safety and Emergency Policies
- GOV – Code of Conduct



# **GOV – YOUTH CENTRES ENVIRONMENT AND FACILITIES POLICIES (4)**

Adoption Date:

Review Date:

Responsible Officer: Director Corporate & Community Services

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## **POLICY STATEMENT**

We aim to provide a comfortable and safe indoor environment that allows flexibility and access to a variety of quiet, active, group and individual activities. We aim to provide access to an engaging, friendly and supportive environment at all centres and child related services operated by Walgett Shire.

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## **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 103, 105, 107, 108, 110, 111, 113, 114, 115.

National Standards: Quality Area 2 & 3.

## **4. ENVIRONMENT AND FACILITIES POLICIES**

- 4.1 Child Safe Environment
- 4.2 Staff Ratios and determining the responsible Person Present
- 4.3 Heating, Ventilation and Lighting
- 4.4 Pest Control
- 4.5 Smoke Free Environment
- 4.6 Excursions
- 4.7 Transportation
- 4.8 Water Safety
- 4.9 Storage

#### **4.1 CHILD SAFE ENVIRONMENT**

##### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 103, 105, 107, 108, 110, 111, 113, 114, 115.

National Standards: Quality Area 2 & 3.

##### **POLICY STATEMENT**

We will ensure that only the number of children that can comfortably fit into the building space will be enrolled. We aim to provide a safe and secure outdoor environment where children have access to a variety of activities.

**LINKED DOCUMENT – Child Safe Environment Procedures**

##### **Policy Review History**

Date	Changes Made	Approved By
8/8/12	Policy Development	General Manager

#### **4.2 STAFFING RATIOS & RESPONSIBLE PERSON PRESENT**

##### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168.

National Standards: Quality Area 2 & 4.

##### **POLICY STATEMENT**

We believe that the child/staff ratio is an important factor in determining the quality care that we provide. We aim to maintain positive staff, child and parent interactions and quality and safe care through ensuring that we meet the requirements of the National Standards.

**LINKED DOCUMENT – Staffing, Ratio and Responsible Person Present Procedures**

##### **Policy Review History**

Date	Changes Made	Approved By
	Policy Development	General Manager



### **4.3 HEATING VENTILATION & LIGHTING**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 110 & 168.

National Standards: Quality area 2 & 3.

#### **POLICY STATEMENT**

We aim to provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the centre.

**LINKED DOCUMENT – Heating, Ventilation & Lighting Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
8/8/12	Policy Development	General Manager

### **4.4 PEST CONTROL**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77

National Standards: Quality Area 2 & 3

#### **POLICY STATEMENT**

We aim to provide a clean and safe environment by ensuring that every effort is made to maintain a vermin free centre. We will endeavour to do this with the minimum use of chemicals.

**LINKED DOCUMENT – Pest Control Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **4.5 SMOKE FREE ENVIRONMENT**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77, 82, 168, 170.

National Standards: Quality Area 2 & 3

HR – Smoke Free Work Place

### **POLICY STATEMENT**

WSC is committed to protecting the health and safety of those who work, or visit work sites of Walgett Shire Council, including providing a smoke free workplace.

Council recognises its legal obligations regarding the health and safety of those who work and visit Council work sites and the Work Place Health and Safety Act 2010.

Council has clear guidelines stating that smoking within the confines of all buildings and vehicles is prohibited and providing details of outdoor areas designated as smoking areas, if any.

Council will provide professional assistance to staff that may have difficulty adapting to this policy, including quit smoking advice and information.

Council will monitor that this policy is strictly adhered to and provide disciplinary procedures if any employee or Council official is in breach of this policy

### **Policy Implementation Procedures, Guidelines and Documents**

WR - Smoke Free Workplace Procedures

### **Related WSC Policies**

WR - Occupational Health and Safety Policy

## **4.6 EXCURSIONS**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168.

National Standards: Quality Area 2 & 3 & 4.

## **POLICY STATEMENT**

We believe that excursions are an essential part of the centre's program as they provide variety and an opportunity to expand a child's experience, explore different environments, participate in and learn new and educational activities. Transport is also a core element in selected programs relating to youth centre activities.

Parent/carer's permission will be sought for all excursions. Children on excursions will be ensured proper supervision and care, for the full duration of the excursion.

**LINKED DOCUMENT – Excursions Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **4.7 TRANSPORTATION**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168

Children and Young Persons (Care and Protection) Act 1998 (NSW).

Work Health and Safety Act 2000 and Regulations 2001 (NSW).

Australian Road Rules 1999.

Road Transport Regulation 1999 (NSW).

National Standards: Quality Area 2 & 3 & 4.

### **POLICY STATEMENT**

We believe that children travelling to and from excursions or events have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations.

**Children should be made aware of all the rules associated with all the modes of transport. Staff will ensure that these rules are enforced.**

**LINKED DOCUMENT – Transportation Procedures**

### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **4.8 WATER SAFETY**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168.

National Standards: Quality Area 2 & 3 & 4.

### **POLICY STATEMENT**

We aim to provide opportunities for children to share the pleasure and learning associated with water and water play while ensuring that children are protected from the potential risks.

### **LINKED DOCUMENT – Water Safety Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **4.9 STORAGE**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulation (under sections 301 & 324 of the Education and Care Services National Law) Regulation 77 & 168.

National Standards: Quality Area 2 & 3.

### **POLICY STATEMENT**

The centres will provide safe and secure storage facilities for all indoor and outdoor equipment; ensuring relevant equipment is accessible to the children to encourage independence. Dangerous objects and all confidential records will be made inaccessible to children and all persons except those permitted to access them.

### **LINKED DOCUMENT – Storage Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

### **RELATED WSC POLICIES**

1. Administration policies
  2. Youth Centre Policies
  3. Health and hygiene policies
  5. Safety and Emergency Policies
- HR – Smoke Free Work Place  
GOV – Code of Conduct



# **GOV – YOUTH CENTRES SAFETY AND EMERGENCY POLICIES (5)**

Adoption Date:

Review Date:

Responsible Officer: Director Corporate & Community Services

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## **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under section 4.2)  
Children's Health & Safety Education and Care Services National Law)

### **5. SAFETY AND EMERGENCY POLICIES**

- 5.1 Walgett Shire Health and Safety Policy and Procedural Statement
- 5.2 Emergency & Evacuation
- 5.3 Calling an Ambulance
- 5.4 Missing Children
- 5.5 Death of a Child
- 5.6 Harassments & Threats of Violence
- 5.7 Drop Off & Collection / Uncollected Children
- 5.8 Dangerous Materials
- 5.9 Animals and Children
- 5.10. Walgett Shire Council Risk Management Policy
- 5.11 Risk Assessments
- 5.12 Injury Management
- 5.13 Back Care & Lifting
- 5.14 Pest Control

## **5.1 WORK HEALTH & SAFETY**

### **POLICY STATEMENT**

Walgett Shire Council is committed to providing and maintaining the best possible standard of Health and Safety for everyone working at Walgett Shire Council, including employees, contractors and visitors.

In realising its commitment, the Walgett Shire Council will comply with all relevant Health and Safety legislation.

It is recognised that the best way to manage Health and Safety is through management and Walgett Shire Council management and staff working together to identify and solve Health and Safety problems. Walgett Shire Council is committed to regular consultation with staff, and where necessary with contractors and suppliers of equipment and services, to make sure Health and Safety is being effectively managed.

### **Management**

Senior management within the Walgett Shire Council acknowledge that there is a primary legal responsibility given to all those in management and supervisory positions for the health and safety of the people who work under their direction. Senior management will make sure that Health and Safety responsibilities are appropriately defined and delegated and that managers and supervisors receive necessary training and resources to carry out their Health and Safety responsibilities.

All managers and supervisors have a duty to provide and maintain, as far as is practicable, a working environment that is safe and without risk to health.

To carry out this responsibility managers and supervisors must:

- ensure the Walgett Shire Council Health and Safety policy and procedures are effectively implemented,
- ensure Health and Safety duties are identified and assigned to appropriate employees,
- ensure that regular discussion on Health and Safety between management and staff takes place,
- ensure that all procedures that relate to Health and Safety, such as purchasing, training, hazard management, first aid, emergency action and evacuation, are regularly revised and continue to meet Walgett Shire Council's Health and Safety needs and responsibilities,
- provide necessary information, training and appropriate supervision to all Walgett Shire Council's employees to enable them to understand and follow safe working procedures,
- investigate and report on all Health and Safety incidents and accidents so that weaknesses in Walgett Shire Council's Health and Safety system can be identified and corrected,

- keep up to date with developments in Health and Safety legislation and standards which impact on their work area,
- ensure that all contractors engaged to carry out work for the Walgett Shire Council understand the safety standards expected of them and meet these standards in the way they carry out their work,
- ensure that suppliers of equipment and services understand the safety standards expected of them and that the equipment meets appropriate standards and legislative requirements,
- monitor current Health and Safety performance and try to achieve a steadily improving standard of Health and Safety performance.

### **Employees**

Staff of Walgett Shire Council have a legal responsibility to actively contribute towards maintaining a health and safe workplace.

To do this staff must:

- Work safely at all times to protect their own health and safety, and the health and safety of everyone with whom they work, and the health and safety of any other person who is at the worksite.
- Report to their supervisor any hazards, incidents or accidents they encounter in their working day.
- Cooperate with all safety programs and specify safe systems of work being implemented.
- Participate in Health and Safety consultation and training initiatives, and use personal protective equipment and clothing that is specified for their work and supplied by the Walgett Shire Council.

This Health and Safety policy will be regularly reviewed to take account of changes in how we do our work and changes in the legal requirements for Health and Safety.

Management of Walgett Shire Council seeks the cooperation of all employees in realising our Health and Safety objectives and in creating a healthy and safe working environment.

### **Related Document**

Walgett Shire Council Health & Safety Policy & Procedures

## **5.2 EMERGENCY & EVACUATION**

## **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (Regulation 97 under Regulation 168)

National Quality Standards Section 2.3

Work Health and Safety Act 2000

Australian Standards 2444

### **POLICY STATEMENT**

We aim to provide an environment that provides for the safety and wellbeing of the children at all times. All children and staff will be aware of, and practiced in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately undertaken. Staff will ensure children are aware of evacuation procedures in case of a fire.

**LINKED DOCUMENT – Emergency & Evacuation Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy Development	General Manager

## **5.3 CALLING AN AMBULANCE**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Children's Services Regulation 2004.

Work Health and Safety Act 2011 and Regulations 2011 (NSW).

Education & Care Services National Regulations Regulation 78 in accordance with Regulation 168.

National Quality Standard 2.1 & 2.3.

### **POLICY STATEMENT**

Staff will ensure immediate action and appropriate procedures are undertaken in a medical, dental emergency or accident when contacting an ambulance.

**LINKED DOCUMENT – Calling an Ambulance Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager



## **5.4 MISSING CHILDREN**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations Regulation 168  
National Quality Area 2 Children's Health & Safety

#### **POLICY STATEMENT**

We aim to ensure the safety and welfare of all children in our care, by ensuring clear communication and co-operation between the centre staff, children and parents.

**LINKED DOCUMENT – Missing Children Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

## **5.5 DEATH OF A CHILD**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 176

#### **POLICY STATEMENT**

Staff at the centres must be prepared to handle all incidents in a professional and sensitive manner. In the event of such tragic circumstance as the death of a child, the staff will follow guidelines as set out in the linked document procedures. Counselling will be made available for all children and staff.

**LINKED DOCUMENT – Death of a Child Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

## **5.6 Harassment**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 97, 168

National Quality Standard 2 Children's Health & Safety

AFM - Harassment and Grievance Procedures

### **POLICY STATEMENT**

WSC Council is committed to providing a workplace free from harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status and/or disability.

### **OBJECTIVES:**

- To ensure that WSC complies with the NSW Local Government Act 1993, relevant industrial requirements and the Anti Discrimination Act 1977
- To implement clear and transparent procedures and strategies that will minimise harassment and grievances by taking preventative and/or corrective action.
- To encourage the reporting of all incidents of harassment and ensure that complaints are investigated in a sensitive, responsible and timely manner.
- To ensure that Council minimises the financial and legal costs incurred when managing a complaint regarding harassment and avoids potential damage and negative media coverage.

### **LINKED DOCUMENT – Walgett Shire Harassment Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

## **5.7 DROPPING OFF & COLLECTING / UNCOLLECTED CHILDREN**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 99 in accordance with 168.

Privacy Act 1998.

Children and Young Persons (Care and Protection) Act 1998.

National Quality Standard 2 Children's Health and Safety.

### **POLICY STATEMENT**

We aim to provide a procedure for dropping off and picking up children, which is clear and ensures the safety and wellbeing of the children in our care. Parents/carers are required to follow specific communication procedures to ensure we can provide appropriate care of their children.

**LINKED DOCUMENT – Dropping off & collecting / uncollected children Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

## **5.8 DANGEROUS MATERIALS**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Quality Standard 3 Physical Environment & QA2 Children's Health & Safety.

Work Health and Safety Act.

Children's Services Regulation 2004 under the Children and Young Persons (Care and Protection) Act 1998.

Pesticide Act 1998.

### **POLICY STATEMENT**

We aim to provide an environment that is safe with no risk to the health and wellbeing of the children, staff or parents/carers. We will ensure that all activities undertaken while the service is in operation will not be potentially hazardous and that all hazardous material will be stored appropriately.

**LINKED DOCUMENT – Dangerous Materials Procedures, Walgett Shire Council  
Occupational Health & Safety Policy**

**Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

**5.9 ANIMALS & CHILDREN**

**POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Quality Standard 2 Children's Health and Safety.

**POLICY STATEMENT**

Any animals that enter the centre must be safe and present no danger to the children in any way. Staff will ensure that everyone in the centre will treat with respect and in a humane way all animals, at all times. Strict supervision will be maintained.

**LINKED DOCUMENT – Animals & Children Procedures**

**Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

## **5.10 WALGETT SHIRE COUNCIL RISK MANAGEMENT POLICY**



# **AFM - RISK MANAGEMENT AND INSURANCE**

Approval Date:

Review Date: November 2011

Responsible Officer: Director Corporate and Community Services

### **Objective**

To provide a clearly defined risk management and insurance framework for the guidance of all Council staff that applies to all council activities.

### **Council Policy Reference**

AFM – Risk Management and Insurance Policy

### **Statutory Requirements**

Local Government Act 1993

Australian New Zealand Management Standard AUS/NZ 4360:2004

DLG Internal Audit Requirements – October 2008

### **Related Policy/Procedure**

AFM – Financial Management and Control Policy

## **5.11 RISK ASSESMENTS**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 100 & Regulation 101.

### **POLICY STATEMENT**

Walgett Shire Council is committed to the prevention of injury, accident and illness by ensuring the provision of a safe and healthy work environment for all families, children, staff and visitors. Council is committed to minimising accidents, injuries and illness by identifying risks and enforcing adequate measures to minimise any potential risks.

**LINKED DOCUMENT – Vacation Care Risk Assessment Procedure; Walgett Shire Council Risk Management and insurance**

### **Policy Review History**

Date	Changes Made	Approved By
	Policy development	General Manager

## **5.12 INJURY MANAGEMENT**

### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the education and Care Services National Law) Regulation 100 & Regulation 101

Work Health and Safety Act 2000, and Work Health and Safety Regulation 2001.

### **POLICY STATEMENT**

WSC is committed to assisting Council staff to achieve a safe return to meaningful work following periods of injury or illness to assist in facilitating their best possible recovery .

#### **OBJECTIVES:**

To ensure that Council complies with relevant industrial requirements, the Occupational Health and Safety Act 2000, the Workplace Injury Management and Workers Compensation Act 1998 and the Workers Compensation Act 1987 .

To outline the responsibilities of all those involved in the return to work program.

To ensure early notification and timely management of the illness or injury and early and safe return to meaningful work for affected Council staff.

To facilitate the development, implementation and regular review of Rehabilitation and Return to Work programs and procedures, consistent with the relevant legislation that ensures appropriate action in the event of an injury or illness.

#### **Policy Implementation Procedures, Guidelines and Documents**

WR - Return to Work Procedures

#### **Related WSC Policies**

WR - Occupational Health and Safety Policies

#### **Policy Review History**

Date	Changes Made	Approved By
15/ 7/2010	Adoption	General Manager

### **5.13 BACK CARE AND LIFTING**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

Education & Care Services National Regulations (under sections 301 & 324 of the Education and Care Services National Law) Regulation 168.

#### **POLICY STATEMENT**

Walgett Shire Council Is committed to the prevention of work-related injury and illness by ensuring the provision of a safe and healthy work environment is maintained for all employees.

**LINKED DOCUMENT – Back Care Procedure; Walgett Shire Council Occupational Health and Safety Policy**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

### **5.14 PEST CONTROL**

#### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

National Quality Standards Area 2

Children's Health and Safety.

#### **POLICY STATEMENT**

We aim to provide a clean and safe environment by ensuring that every effort is made to maintain a vermin free centre. We will endeavour to do this with the minimum use of chemicals.

**LINKED DOCUMENT – Pest Control Procedures**

#### **Policy Review History**

<b>Date</b>	<b>Changes Made</b>	<b>Approved By</b>
	Policy development	General Manager

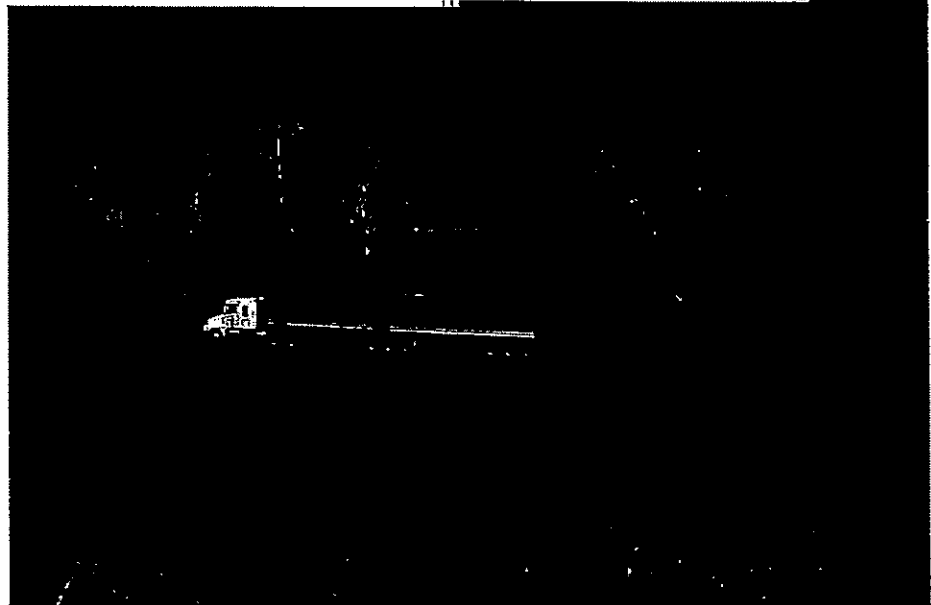
#### **RELATED WSC POLICIES**

1. Administration policies
2. Youth Centre Policies
3. Health and hygiene policies
4. Environment and Facilities Policies

GOV – Code of Conduct

**2012 to 2014**

## **Heavy Vehicle Road Safety Action Plan**



Document Prepared by  
Moree Plains & Gwydir Shires



## **SUMMARY**

This Heavy Vehicle Road Safety Action Plan (HVRSAP) has been compiled based on information gathered at the North West NSW Heavy Vehicle Breakfast Forum in August 2011. It also includes information, ideas and issues researched by the Moree Plains & Gwydir Shires Road Safety Program.

It is a simple plan with achievable short term objectives that require the support of all sections of the heavy vehicle industry to be able to successfully implement. It focuses on nine key areas:

1. Communication and consultation
2. Driver training and recognition
3. Chain of responsibility
4. Speed management
5. Fatigue management
6. Sharing the road
7. Driving and load infringements
8. High productive vehicles
9. Agricultural machinery and oversized machinery

## **THANK YOU**

This HVRSAP could not have been prepared without the assistance and guidance of the local heavy vehicle industry. The Moree Plains & Gwydir Shires Road Safety Program would like to personally thank everyone that has contributed to the development of this action plan. Your assistance and guidance is greatly appreciated.

## **OBJECTIVES OF PLAN**

1. This Heavy Vehicle Road Safety Action Plan will provide a dozen short term actions that can be assessed, developed and implemented by the end of 2014.
2. This Heavy Vehicle Road Safety Action Plan draws on the skills, knowledge and resources of key stakeholders including heavy vehicle operators, state and local government and industry associations to improve road safety and assist in expanding the local heavy vehicle industry.



North West NSW Heavy Vehicle Breakfast Forum 2011

## ACTIONS

- Action 1: Establish a consultative group to meet approximately twice a year to share information about the local heavy vehicle issues in Moree Plains and Gwydir Shires. Membership will include representatives from Moree Plains Shire Council, Gwydir Shire Council, local truck companies, the Road Safety Program, Roads and Maritime Services, NSW Police Force, crane operators, Essential Energy, WorkCover, the local bus company, industry associations (eg. Cotton Australia), bulk carrier groups and the local community.
- Action 2: Develop and implement a program that promotes professional drivers not 'cowboys'. This may include a public feedback component encouraging people to phone a hotline number written on the truck/trailer/machinery to report good, dangerous and/or illegal behaviour.
- Action 3: Investigate a local accreditation/training program for drivers which includes specific further training on local roads. The program should be accessible and affordable for even the smallest of operators.
- Action 4: Develop and implement an education campaign for each 'link' in the chain of responsibility. Each 'link' will know their rights and responsibilities and the ramifications of any breaches.
- Action 5: That the Moree Plains & Gwydir Shires Road Safety Program continues to run the Heavy Vehicle Slow Down education campaign across the region until the end of 2012. After which time, it will be evaluated to determine its overall effectiveness in getting truck drivers to slow down.
- Action 6: An education program with loaders/unloaders, drivers and operators about how to improve driver fatigue related issues at all stages of the transport task including unloading and loading.
- Action 7: Develop and implement a sharing the road campaign that provides information and handy hints to the general motorist about sharing the road with trucks.

- Action 8: Heavy vehicle operators to have a requirement in their employment contracts that drivers must inform the employer of all infringements (on the job only) immediately or face termination. In addition their official driving record should be submitted to their employer on a quarterly basis.
- Action 9: ATA, industry associations and heavy vehicle operators to work together to encourage companies to get involved in business and risk management systems such as 'TruckSafe'. This can be encouraged by promoting the benefits of implementing and maintaining such programs ie greater freedom, more concessions.
- Action 10: Fully investigate the feasibility of introducing and expanding the high productivity vehicle access in Moree Plains and Gwydir Shires by:
- Identify key freight routes within and through Moree Plains and Gwydir Shires. Routes to be identified via staff knowledge, the analysis of traffic data and consultation with key stakeholders.
  - Assess the identified key routes for suitability for high productive vehicle access against the Roads and Maritime Services assessment guidelines. This includes determining any road improvements or access conditions necessary before access is granted.
  - If suitable and supported by the council and the Roads and Maritime Service, approve the identified key freight routes for high productive vehicle access and notify the IAP accordingly.
- Action 11: That the cotton industry work with state and local government to determine suitable safe routes to support the walking and/or floating of cotton pickers such as the JD7760 on local roads without damaging infrastructure.
- Action 12: Develop and implement a campaign aimed at truck and oversized vehicle drivers urging them to share the road responsibly and ensure they are complying with all rules in relation to warnings, pilot vehicles etc.

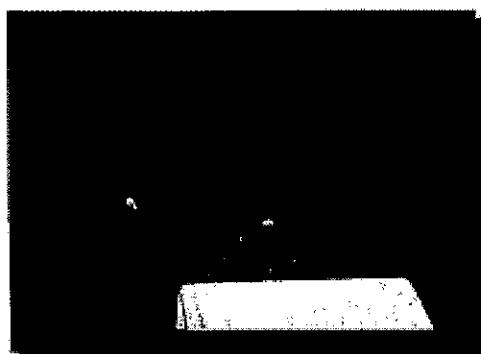
## KEY STAKEHOLDERS

- Agricultural related businesses eg. businesses that sell augers, tractors, harvest machinery etc.
- Cotton Australia
- Crane Operators
- Elected representatives for federal, state and local government
- Essential Energy
- Farmers
- Feedlot Association
- Grain Receivals
- Graincorp
- Gwydir Shire Council
- Livestock and Bulk Carriers Association
- Moree Plains & Gwydir Shires Road Safety Program
- Moree Plains Shire Council
- NatRoads
- North West Weight of Loads
- NSW Police Force
- Road Train Association
- Roads and Maritime Services (RMS)
- Truck Companies
- Truck Drivers
- Weight Bridge Operators

## REPORTING ON THE ACTION PLAN

The Moree Plains & Gwydir Shires Road Safety Program each year will gather information from each of the responsible organisations and compile a report. The report will be released each year at the North West NSW Heavy Vehicle Road Safety Breakfast Forum. In addition the Moree Plains & Gwydir Shire Council's Road Safety Officer will also deliver a short verbal presentation on the report.

It is envisioned that once the consultative group is up and running they will also provide input into the action plan and its evaluation.



North West NSW Heavy Vehicle Breakfast Forum 2010

## 1. COMMUNICATION AND CONSULTATION

Poor communication and consultation is not a new issue but it is an area that requires prompt and constant attention.

Concerns have been raised about the ever increasing shift of information from paper format to electronic format. This is seen as an impractical and inconvenient method of information distribution. There are benefits in using social media such as Facebook and Twitter to assist in getting the information out in a timely fashion.

Local heavy vehicle operators would like to be involved in assisting the councils determine key freight routes and improving road safety issues. They would also like to help the councils have a better understanding of the capabilities and limitations of the different truck combinations.

Moree Plains and Gwydir Shires have been hosting the North West NSW Heavy Vehicle Breakfast Forum for the past two years. The forum is fast becoming an annual event providing the opportunity for proactive communication between state and local government, heavy vehicle operators, farmers, Workcover, NSW Police Force, trucking associations, farming associations and Essential Energy. Since its inception, in 2010, over 150 people have attended the forums.

In addition to the forum, it has been suggested that a local heavy vehicle consultative group is established. This group will not have decision making powers however will provide an opportunity for all members to discuss the "burning" issues and provide advice on strategic direction. Any recommendations made by the consultative group will be forwarded to the appropriate organisation for consideration. This group will not be about pushing political agendas but working together for safer roads in Moree Plains and Gwydir Shires.

**ACTION 1: Establish a consultative group to meet approximately twice a year to share information about the local heavy vehicle issues in Moree Plains and Gwydir Shires. Membership will include representatives from Moree Plains Shire Council, Gwydir Shire Council, local truck companies, the Road Safety Program, Roads and Maritime Services, NSW Police Force, crane operators, Essential Energy, WorkCover, the local bus company, industry associations (eg. Cotton Australia), bulk carrier groups and the local community**

Responsible Organisation/s: Moree Plains Shire Council and Gwydir Shire Council

Timeframe: 2012

Status: New

## 2. DRIVER TRAINING AND RECOGNITION

Getting and keeping good drivers is a problem experienced by many local heavy vehicle operators. Unfortunately operators are currently forced to employ less skilled professional drivers as they are losing the more experienced drivers to the mining industry which offers a more attractive salary.

There is strong support within the local trucking industry for initiatives that weed out the "cowboys". It is believed that a multi-faceted self-regulation program under the banner of "Cowboys belong on horses..... Professionals belong behind the wheel" would help to promote the benefits of the local industry into the future. Such a program would empower professional drivers and operators to further raise their standards while encouraging zero tolerance of irresponsible and unprofessional drivers who create a bad image for all. Operators have indicated they would welcome public feedback on their drivers.

**ACTION2: Develop and implement a program that promotes professional drivers not 'cowboys'. This may include a public feedback component encouraging other road users to phone a hotline number written on the truck/trailer/machinery to report good, dangerous and/or illegal behaviour.**

Responsible Organisation/s: heavy vehicle operators, Moree Plains Shire Council and Gwydir Shire Council

Timeframe: 2013 to 2014

Status: New



**ACTION 3: Investigate a local accreditation/training program for drivers. The program will include specific training on local roads. This training will be both accessible and affordable for even the smallest of operators.**

Responsible Organisation/s: Heavy Vehicle Operators, Moree Plains Shire Council, Gwydir Shire Council, Gwydir Learning Region.

Timeframe: 2013 to 2014

Status: New

### 3. CHAIN OF RESPONSIBILITY

The new 'Chain of Responsibility' has been welcomed by operators and drivers. They appreciate the fact the 'buck' does not immediately stop with them.

There are concerns and confusion however, still surrounding the 'Chain of Responsibility' and how it affects the different links in the chain. The industry believes there is a need for much more information and education both for truck operators, suppliers and customers. One suggestion has been the development of a transportable display with self-explanatory information. The intended use of this display would include, but not be restricted to, events such as the North West NSW Heavy Vehicle Breakfast Forum.

**ACTION 4: Develop and implement an education campaign for each 'link' in the chain of responsibility advising each 'link' of their rights and responsibilities and the ramifications of any breaches.**

Responsible Organisation/s: Roads and Maritime Service (RMS)

Timeframe: 2012 to 2014

Status: New

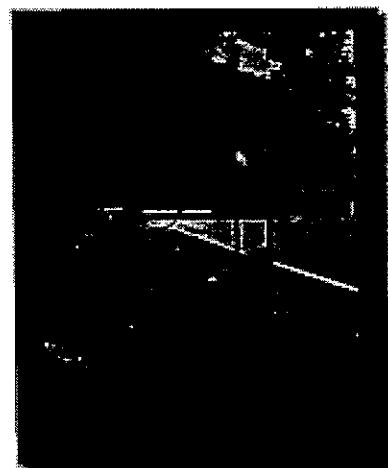


### 4. SPEED MANAGEMENT

The Moree Plains & Gwydir Shires Road Safety Program identified, through crash analysis and community consultation, that a road safety campaign targeting truck drivers was urgently required.

The primary aim of the 'Heavy Vehicle Slow Down' campaign is to reduce the number of trucks speeding on Moree Plains and Gwydir Shires roads during the wheat harvest season each year. It also addresses many of the other local issues some of which include driver fatigue and seat-belt usage.

The campaign is in its fourth year. It is showing positive results including a 4 km/hr. reduction in the 85% speed since 2008 at one location. The campaign has enjoyed success owing to the strong partnerships developed with key organisations. The diverse range of activities implemented throughout the campaign (eg the use of courtesy speed monitors, letters to truck drivers and radio advertising) have done much to raise the profile of the issue. For the past two years the conduct of a highly successful heavy vehicle breakfast forum has been held. This forum has also strengthened the campaign.



**ACTION 5:** That the Moree Plains & Gwydir Shires Road Safety Program continues to run the Heavy Vehicle Slow Down education campaign across the region until the end of 2012. After which time, it will be evaluated to determine its overall effectiveness in getting truck drivers to slow down.

Responsible Organisation/s: Moree Plains Shire Council, Gwydir Shire Council

Timeframe: 2012 to 2014

Status: In progress

## 5. FATIGUE MANAGEMENT

Operators have indicated that fatigue management is not the same as log book compliance. For example, drivers are held up at loading areas all day but aren't actually resting. Their logbooks indicate however that they are compliant. The drivers feel the loading and unloading operators are not concerned about and do not understand the driver fatigue issues facing truck drivers.

**ACTION6:** An education program with loaders/unloaders, drivers and operators about how to improve driver fatigue related issues at all stages of the transport task including unloading and loading.

Responsible Organisation/s: NSW Centre for Road Safety, Roads and Maritime Service, Moree Plains Shire Council, Gwydir Shire Council, Heavy Vehicle Operators

Timeframe: 2013 to 2014

Status: New

## 6. SHARING THE ROAD

Truck drivers and operators have concerns that car and caravan drivers do not understand how to safely share the road with large trucks and machinery particularly during peak periods such as harvest time. Unsubstantiated evidence suggests that tourists passing through the area are in particularly need of education.



The Moree Plains and Gwydir Shires Road Safety Program has, over the past six years implemented a number of education and awareness campaigns which focus on 'Sharing the Road'. In 2007 the Road Safety Program developed and distributed a brochure titled 'Drive to Survive Harvest'. In 2011 the Road Safety Program aired a 'Sharing the Road'



radio advertisement to coincide with the wheat harvest. The Road Safety Program has also developed and distributed a 'Sharing the Road' brochure in previous years.

Rod Hannifey, has been proactive over many years promoting road safety. His website [www.ultimatesemitrucks.com/truckright.html](http://www.ultimatesemitrucks.com/truckright.html) is a great source of information including information about sharing the road.

**ACTION7: Develop and implement a 'sharing the road' campaign that provides information and handy hints to all road users about sharing the road with trucks.**

Responsible Organisation/s: NSW Centre for Road Safety, Roads and Maritime Service, Truckright (Rod Hannifey), Moree Plains Shire Council, Gwydir Shire Council

Timeframe: 2012 to 2014

Status: In progress

## **7. DRIVING AND LOAD INFRINGEMENTS**

There are ongoing issues with drivers being detected for both driving and load infringements. There is a peak in these infringements during harvest times.

Operators are frustrated they are not kept informed about infringements against drivers. Under the current legislation all infringements are issued directly to the driver without a copy being sent to the owner of the vehicle. It is the responsibility of the driver to inform the owner of any infringements. This does not often occur.

TruckSafe and similar accreditation programs are designed to improve safety and professionalism through the development and implantation of business and risk management systems. By implementing and maintaining a recognised business and risk management system the trucking company not only improves their business internally but also their image in the community.

**ACTION 8: Heavy Vehicle operators to have a requirement in their employment contracts that drivers must inform the employer of all infringements (on the job only) immediately or face termination. In addition their official driving record should be submitted to the operator on a quarterly basis.**

Responsible Organisation/s: Heavy Vehicle Operators

Timeframe: 2012 to 2014

Status: New

**ACTION 9: ATA, industry associations and heavy vehicle operators work together to encourage companies to get involved in the development of business and risk management systems (eg 'TruckSafe'). This can be encouraged by promoting the benefits of implementing and maintaining such programs ie greater freedom, more concessions.**

Responsible Organisation/s: *trucking associations and heavy vehicle operators*

Timeframe: *2013 to 2014*

Status: *New*

## **8. HIGH PRODUCTIVITY VEHICLES**

The introduction of higher productive vehicles, including triple combinations in Moree Plains Shire and Gwydir Shires, will provide a modern, safer, more productive option for freight transport. Additionally it will provide a number of benefits to the local community, including;

- increased payload capacities in comparison to existing road train combinations;
- significantly greater deck space for livestock carriers and general freight carriers;
- the ability to transport increased payloads of higher density loads such as minerals and grains.

The introduction of such vehicles must be carried out in such a manner that there is no negative impact on road safety, road infrastructure or the community. The proposed routes must be assessed and approved as per the Roads and Maritime Services (RMS) guidelines before being registered with the Intelligent Access Program (IAP).

The individual assessment of each proposed route ensures that hazards and risks are identified and, where necessary, works carried out to improve the road for all road users. While many roads in Moree Plains and Gwydir Shires are already road train and b-double approved, it is important to assess these roads to ensure they are suitable for triple combinations, high mass limits (HML) and road trains (Gwydir Shire). Many of these roads were originally assessed over ten years ago. Since then new hazards and risks may now be present which need addressing.

Other than the Moree township, all roads in Moree Plains Shire are approved for road train GML access with some also being approved for road train HML access. In Moree Plains Shire there is currently one AB-triple approved road and a number of others that are being assessed. Gwydir Shire Council is currently working closely with Roads and Maritime Services on assessing a number of key roads in the north west of the shire for road train access.

**ACTION 10: Fully investigate the feasibility of introducing and expanding the high productivity vehicle access in Moree Plains and Gwydir Shires by;**

- Identifying key freight routes within and through Moree Plains and Gwydir Shires. Routes to be identified via staff knowledge, analysis of traffic data and consultation with key stakeholders.
- Assess the identified key routes for suitability for high productive vehicle access against the Roads and Maritime Services assessment guidelines. This includes determining any road improvements or access conditions necessary before access is granted.
- If suitable, and supported by the Council and Roads and Maritime Services, approve the identified key freight routes for high productive vehicle access and notify the IAP accordingly.

Responsible Organisation/s: Moree Plains Shire Council, Gwydir Shire Council, Roads and Maritime Services (RMS)

Timeframe: 2012 to 2014

Status: In progress

## **9. AGRICULTURAL MACHINERY AND OVERSIZED VEHICLES**

The movement of agricultural machinery around the shires has its own set of road and infrastructure issues. The introduction of larger and heavier machinery such as the JD7760 Cotton Picker has resulted in a unique set of issues. For example how they are moved between locations. There are varying opinions regarding if they should be 'floated' or 'walked'. There are arguments for and against both options however in the interests of road safety a decision needs to be made either way. The introduction of such vehicles must be carried out in such a manner that there are no negative impacts on road infrastructure, road safety or the community.

Concerns have been raised regarding the number of oversized vehicles, including agricultural machinery, that are not complying with the regulations associated with signage, pilot vehicles and permits. Anecdotal evidence suggests that the shorter the distance to travel, the more likely that 'shortcuts' and non-conformance with regulations occur.

In 2007, the Moree Plains & Gwydir Shires Road Safety Program developed and distributed a brochure titled 'Harvest on the move - a road safety guide for primary producers moving oversized vehicles'. This brochure talked about Work Health and Safety (previously known as OH&S), crossing state borders, sharing the road, permits, pilot vehicles, planning the trip, flags, warning lights and signs.

**ACTION 11:** That the cotton industry work with state and local government to determine suitable safe routes to support the walking and/or floating of cotton pickers such as the JD7760 on local roads without damaging the infrastructure.

Responsible Organisation/s: Cotton Australia, Moree Plains Shire Council, Gwydir Shire Council, Roads and Maritime Services, Essential Energy

Timeframe: 2012 to 2014

Status: New

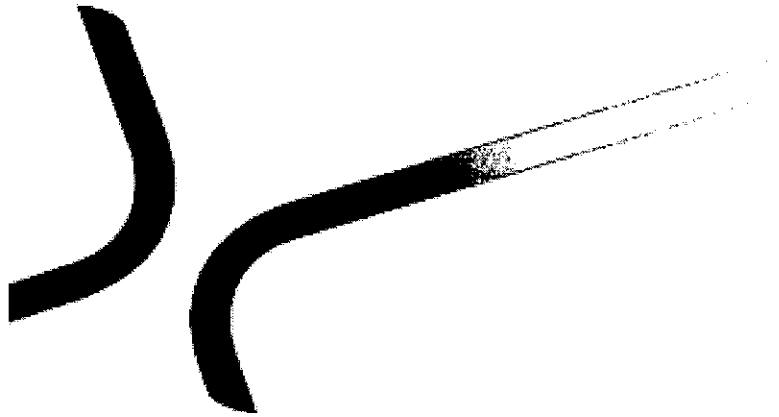
**ACTION 12:** Develop and implement a campaign aimed at truck and oversize vehicle drivers urging them to share the road responsibly and ensure they are complying with all rules in relation to warnings, pilot vehicles etc.

Responsible Organisation/s: Truckright (Rod Hannifey), Moree Plains Shire Council, Gwydir Shire Council

Timeframe: 2012 to 2014

Status: New





## National Heavy Vehicle Regulator Project Office

### Questions and answers for Industry

June 2012

The questions and responses in this document have been identified through stakeholder engagement with industry, local government agencies and representatives throughout all states and territories, and reflected the agreed position at the time of writing. For further advice and information, please contact the NHVR Project Office.

## Table of contents

<b>National heavy vehicle reform</b>	<b>4</b>
1. What is the National Heavy Vehicle reform?	4
2. Why is the reform happening now?	4
3. What are the aims of the National Heavy Vehicle Regulator (NHVR)?	4
4. Will all of the reforms be completely in place by January 2013?	4
5. What is industry's involvement in establishing the NHVR?	5
<b>New Heavy Vehicle National Law</b>	<b>6</b>
6. There are currently different laws in place when you travel between jurisdictions. Will this continue?	6
7. What will the new law cover?	6
8. How will the new law work?	6
9. What will change with a new law and Regulator?	6
10. What is not going to change with a new law and Regulator?	7
11. What will happen with infringement notices and court matters?	7
12. What will happen to existing permits/schemes/notices operators may have at the time the NHVR commences?	7
13. Will the current penalties in each jurisdiction be retained?	7
<b>The Regulator in operation</b>	<b>9</b>
14. Will the NHVR be able to specify how services and activities will be done and to what standards when the NHVR delegates to road transport agencies?	9
15. Will this reform introduce another level of bureaucracy?	9
16. At an operational level, will an application process take longer to complete due to having to go through the national office?	9
17. How will the complaints process work – email, online, phone, fax?	9
<b>Local productivity initiatives</b>	<b>10</b>
18. Which local productivity initiatives will be harmonised from January 2013?	10
<b>Compliance and enforcement</b>	<b>11</b>
19. Will police still be able to intercept a heavy vehicle?	11
20. Will there be driver licence sanctions for mass, dimension and load restraint breaches?	11
21. Will there be vehicle registration sanctions for mass, dimension and load restraint breaches?	11
22. How will the national data exchange work for compliance and enforcement?	11
23. Will participation in Intelligent Access Project (IAP) become mandatory?	11

24. How will the central COR (Chain of Responsibility) unit work operationally? .....	11
25. How will compliance and enforcement officers be identified? .....	12
26. Will a compliance and enforcement officer be able to enforce cross border? .....	12
<b>Fatigue management .....</b>	<b>13</b>
27. Will the national work diary still be used? .....	13
28. How will hours be counted for fatigue management purposes? .....	13
29. What will change in advanced fatigue management (AFM) to make it more attractive? .....	13
30. At what distance from base will it be a requirement to complete a work diary? ...	13
31. Will drivers only need to fill out one work diary even if crossing state borders and where will they get the new diaries from? .....	13
32. Will on-road interceptions/inspections by road or transport agency inspectors be carried out on a consistent basis across the country? .....	14
33. Will defect clearance be recognised nationally or will defects only be cleared if work is done in the garaging jurisdiction? .....	14
<b>Pilots and escorts .....</b>	<b>14</b>
34. Will the NHVR have authority over pilot and escort work? .....	14
<b>Access .....</b>	<b>14</b>
35. Am I required to carry a permit? .....	14
36. How will operators be able to apply for permits – email, online, phone, fax? .....	14
<b>Vehicle standards .....</b>	<b>15</b>
37. Will a nationally consistent set of vehicle standards apply, and, if so, how will they be determined? .....	15
38. What are the main benefits of uniformity in vehicle standards for people involved in heavy vehicle manufacturing, sales and vehicle modifications? .....	15
39. Will there be the same standards for clearance of defect notices in jurisdictions other than where the offence was issued? .....	15
40. Will there be any changes to the current jurisdictional vehicle inspection processes/regimes? .....	15
41. Will I be required to have spray suppression fitted to my B-Double? .....	15
42. Will modifications authorised in one part of Australia automatically be recognised in other parts of the country? .....	15
43. Will there still be a requirement to have programmed vehicle inspections in some states to ensure compliance with vehicle standards? .....	16
<b>Registration .....</b>	<b>16</b>
44. What will happen to Federal Interstate Registration Scheme? .....	16

# National heavy vehicle reform

## 1. What is the National Heavy Vehicle reform?

From January 2013, a new national heavy vehicle regulator (NHVR) will commence for all heavy vehicles over 4.5 tonnes Gross Vehicle Mass (GVM).

From mid-2013, governments will move to a single system of laws that will make it easier for industry to conduct business across Australia, instead of separate and differing laws currently applying in each state and territory.

## 2. Why is the reform happening now?

On 2 July 2009, following an extensive consultation process, the Council of Australian Governments (COAG), agreed to establish a single national system of laws for heavy vehicles over 4.5 tonnes Gross Vehicle Mass GVM.

This uniform set of heavy vehicles laws is part of the ongoing development of national transport reforms. For the heavy vehicle industry it will bring business and safety benefits. For the nation, it will bring economic benefits of up to \$30 billion from the heavy vehicle industry working from the same rule book.

## 3. What are the aims of the National Heavy Vehicle Regulator (NHVR)?

NHVR aims to achieve:

- › efficiency – a common set of laws for heavy vehicles for all states and territories
- › safety – a national safety monitoring and reporting system dedicated to heavy vehicles
- › productivity – ability to provide quick responses to changing industry trends and needs
- › services – a single point of contact for all heavy vehicle regulation in Australia
- › independence – the NHVR will be an independent corporation established under statutory authority
- › compliance and enforcement – a unified strategy and approach
- › registration – based on a national plate in the long term
- › transparency and accountability – with review for key decision making.

## 4. Will all of the reforms be completely in place by January 2013?

No. It is expected the key legislative requirements will be in place so that the National Heavy Vehicle Regulator can begin operations by 1 January 2013.

Initial operations will be based on the passage of law in Queensland. The initial focus on the NHVR will be national NHVAS Accreditation, Performance Based Standards, harmonisation of vehicle inspection standards and key local productivity initiatives. Full national commencement will be in July 2013 when all states and territories pass the law. WA has indicated it will use mirror legislation and may pass its law later.



## 5. What is industry's involvement in establishing the NHVR?

The core engagement mechanism with industry is the Industry Advisory Group (IAG) which was formed to provide support to the NHVR Board's strategic focus. IAG's focus is on providing advice to government on the direction of the Project on the practical efficiency of different approaches.

IAG will provide coverage and understanding for the heavy vehicle transport industry, its customers and the logistics chain; have sufficient knowledge and credibility within both long and short haul, rural and urban transport task and to take a broad view not limited by views of member organisations. This genuine engagement with industry via IAG is being supplemented by:

- › ongoing engagement and discussions with key industry associations and their members, including those representatives of users of the transport system.
- › targeted engagement with key trucking and transport user stakeholders.
- › promotional activity to increase the number of subscribers to the NHVR website and advertising in key industry media.
- › the implementation of a National Communication Plan.
- › the preparation of targeted written communication for key trucking and transport user associations to convey information to their members.

## New Heavy Vehicle National Law

### 6. There are currently different laws in place when you travel between jurisdictions. Will this continue?

No. The aim of the project is to develop and implement a single set of laws that apply across Australia. This law will be supported by consistent roadside practices through standard authorised officer competencies and training, operational policies, and procedures and equipment.

### 7. What will the new law cover?

The national law will cover many of the same areas as existing heavy vehicle laws within jurisdictions (eg. registration, mass and loading, fatigue management, vehicle standards and compliance and enforcement). The law is largely a consolidation of the model laws developed over time by the NTC with jurisdictions and also makes provisions for the establishment of the National Heavy Vehicle Regulator.

Heavy vehicle licensing laws and related competency requirements, road rules, pilot and escorts, and laws about the carriage of dangerous goods will not form part of the proposed Heavy Vehicle National Law. These laws will remain under the administration of jurisdictions. This was a decision made by COAG in 2009.

### 8. How will the new law work?

It is intended that a single set of agreed national heavy vehicle laws will be initially passed in the host jurisdiction, Queensland. Other states and territories will then pass an enabling Act that applies the Queensland law in that jurisdiction. This will mean that every state and territory will effectively be working with the same laws.

### 9. What will change with a new law and Regulator?

In practical terms, it will take several years for this change to become fully operational, but the changes you will ultimately see include:

- › creation and operation of a National Heavy Vehicle Regulator in all Australian jurisdictions for the administration of heavy vehicle matters under the national law (although many of the activities will still be done by jurisdictions through service agreements)
- › a one-stop-shop or single point of access approach to certain heavy vehicle functions initially delivered by state and territory agencies through service agreements with the NHVR office (e.g. enquiries for access permits will be processed at a single office or single website)
- › standardised regulations for mass, dimension and loading
- › national vehicle standards for heavy vehicles
- › national fatigue management laws that remove discrepancies between states and territories
- › a nationally consistent approach to the review of the administrative decisions of the NHVR and road managers
- › nationally consistent penalties for offences.

#### 10. What is not going to change with a new law and Regulator?

While the new law will mean change as the state and territory regimes are aligned, a great deal will remain unchanged:

- › State and territory police and authorised officers will continue to enforce the heavy vehicle offences in the national law.
- › Legal processes and court operations will substantially remain as they are currently.
- › Licensing procedures and matters relating to carriage of dangerous goods will not be taken over by the NHVR. Training, tests and endorsements will remain administered by jurisdictions.
- › State and territory road and transport agency offices and contact centres will initially continue to be a contact point for heavy vehicle inquiries. Some services, including a contact centre will transition to the NHVR but the timing of these is yet to be determined.

#### 11. What will happen with infringement notices and court matters?

While the Heavy Vehicle National Law (HVNL) will include offences, infringement notices will continue to be issued using processes established under their state or territory law. Matters will continue to be dealt with in state or territory courts.

However, as a key part of the NHVR's brief to deliver a strong chain of responsibility (COR) regime, the NHVR will have a dedicated COR unit to carry out national COR prosecutions. The NHVR will also coordinate state-based investigations and prosecutions.

#### 12. What will happen to existing permits/schemes/notices operators may have at the time the NHVR commences?

All permits in force at the time that the HVNL commences will continue to have effect as if they were made under the HVNL. That is they will remain current with the same routes and conditions and will continue to have force up until their expiry date or the period provided for in the relevant application laws, whichever comes first. All new permit applications will need to be directed to the Regulator after commencement.

All of the various gazette notices in force across the jurisdictions will be amalgamated and remade under the HVNL. This will mean that approximately 220 individual notices/guidelines and exemption policies will be consolidated in under 60 notices. It will not be possible to achieve harmonisation across the board prior to commencement, but this will be a priority for the Regulator as part of its Forward Work Program (FWP).

The various livestock loading schemes that are currently in place across a range of jurisdictions will continue after commencement of the Regulator with the only change being that the permit system will be administered by the Regulator rather than individual jurisdictions. As with notices, the review and harmonisation of livestock loading schemes will be a priority on the FWP for the Regulator.

#### 13. Will the current penalties in each jurisdiction be retained?

A project is presently underway to establish a national penalties framework, including nationally consistent penalties for offences. The size and complexity of this project means that it may not be finished in time for national penalties to be included in the HVNL from commencement. For the time being, the HVNL has been drafted including

Queensland's equivalent penalties as the legislation will first be considered by the Queensland Parliament.

Options for the treatment of penalties by individual jurisdictions are presently being assessed in the event that national penalties are not resolved in time.

## The Regulator in operation

### **14. Will the NHVR be able to specify how services and activities will be done and to what standards when the NHVR delegates to road transport agencies?**

Yes. The NHVR will have a range of mechanisms in place to ensure the outcomes it is expected to meet are achieved and that services are delivered consistently across jurisdictions - even where the NHVR uses someone else to do the actual work.

When the NHVR delegates, it will be able to specify in the instrument of delegation (a document that records the delegation) any requirements that the NHVR feels are necessary. These may include requirements around the qualifications and skills of delegates and any sub-delegates.

A delegate or sub-delegate is expected to act as if they were the NHVR and as a result, the NHVR's policies and any guidelines will be expected to be applied by local agencies in the same way that they would be applied by the NHVR itself. If anyone acting on behalf of the NHVR fails to apply the NHVR's policies and guidelines appropriately, their actions can be reviewed in the same way that the NHVR's direct decisions can be reviewed.

The NHVR will be responsible for managing the performance of activities delivered under a service agreement. The service agreements (which are still being developed) will include standards and indicators that will reflect the objective of consistency. These standards and indicators will be used to measure the performance of the NHVR. Ultimately, the NHVR will be eager to ensure that jurisdictions perform the NHVR's functions consistently and in accordance with the NHVR's policies.

### **15. Will this reform introduce another level of bureaucracy?**

No. The creation of one national regulator to replace 8 state and territory regulators will result in substantial reductions in bureaucracy.

NHVR legislation and operational policy, processes and systems are currently being developed and the Regulator will perform its national functions from 1 January 2013.

### **16. At an operational level, will an application process take longer to complete due to having to go through the national office?**

The NHVRPO is aware of current processing times and will seek to improve on current practices wherever possible.

### **17. How will the complaints process work – email, online, phone, fax?**

Complaints can be submitted orally or in writing via any of the NHVR channels, but we expect the majority will come through web portal, phone (contact centre) or email. Others can come through via meetings (NHVR staff with stakeholders), ministerial enquiries, fax, or in writing.

## Local productivity initiatives

### 18. Which local productivity initiatives will be harmonised from January 2013?

Local productivity initiatives (LPIs) will continue to have effect under the current draft of the HVNL.

The NHVR Project Office (NHVRPO) is working with jurisdictions and industry (including representatives of users of the transport system) to nationally harmonise the following LPIs by the time the NHVR commences operations by January 2013:

- › Allowing 14.6m trailers in a single trailer combination up to 19m general access
- › Allowing 14.9m refrigerated trailers in a single trailer combination up to 19m general access
- › Allow 6.5t mass limit on steering axle
- › 4.6m high trailer (by notice)
- › Dimension exemption for retro fitting tarps and safety harnesses (by notice)
- › Minimum wattage of LED warning lights to be 25 watts (currently 55 watts)
- › Notice for vehicles up to 4.6m carrying cars
- › Notice for vehicles up to 4.6m carrying livestock

The LPI Project has been established to identify all current concessions, exemptions, authorities, permits, and so on issued to heavy vehicles and their drivers and to consider options for preserving these LPIs under the HVNL.

In considering whether a concession, authorisation or exemption is appropriate, the draft HVNL requires the NHVR to ensure that certain minimum criteria, such as no significant risk to public safety, are met.

Given the number and diversity of existing LPIs, it is not feasible for comprehensive assessment, consultation and remaking of every LPI to occur before the commencement of the HVNL. Therefore the precise impact on each jurisdiction is not known at this point.

A full list of LPIs has been posted on the NHVR website at [www.nhvr.gov.au](http://www.nhvr.gov.au)

## Compliance and enforcement

### 19. Will police still be able to intercept a heavy vehicle?

Yes. Police will be authorised compliance and enforcement officers under the HVNL and will be able to intercept heavy vehicles to enforce the HVNL.

### 20. Will there be driver licence sanctions for mass, dimension and load restraint breaches?

No. The HVNL does not cover heavy vehicle driver licensing or driver licence sanctions.

### 21. Will there be vehicle registration sanctions for mass, dimension and load restraint breaches?

Yes. As currently applies, a vehicle may have its registration cancelled or suspended if the registered operator commits an offence under the HVNL.

### 22. How will the national data exchange work for compliance and enforcement?

A National Data Exchange (NDE) will be developed based upon existing work undertaken by jurisdictions and will be in place once the Regulator commences operations in January 2013.

The NDE will create an electronic link between data sets relating to heavy vehicles, registration and drivers' licence details that are currently being kept by the jurisdictions.

The NHVR and jurisdictions will be able to request data using a query screen and the NDE will search all the linked data sets for data that is relevant to the search. The NDE will collate copies of the relevant data into a single response that the party making the request can manipulate as required.

The NDE will not alter the data contained in the jurisdictions' data sets at any stage in the process and all requests and responses will be tracked by the NHVR.

The NDE is being developed to have as minimal an impact on jurisdictions as possible. Uniform data definitions and accurate and timely data collection are essential for the benefits of the NDE to be realised and a national data strategy will be developed by the NHVRPO in consultation with the jurisdictions to facilitate this.

### 23. Will participation in Intelligent Access Project (IAP) become mandatory?

The NHVRPO has no intention to introduce mandatory IAP participation. Jurisdictions may still elect to set IAP as a condition of access.

### 24. How will the central COR (Chain of Responsibility) unit work operationally?

The COR unit will consist of three specialist units:

- › an analysis team that will have access to all heavy vehicle data and will initiate activities based on program and ad hoc analysis
- › an investigations team that will coordinate enforcement operations and the development of the case and collection of evidence (directly or via jurisdictional officers)

- › a prosecutions team responsible for preparing or supporting the jurisdictions in preparing the brief for court.

**25. How will compliance and enforcement officers be identified?**

Authorised officers will be issued with an identity card under the national law.  
Authorised officers employed by jurisdictions will continue to wear their own state or territory issued uniform while operating under a service agreement.

**26. Will a compliance and enforcement officer be able to enforce cross border?**

The HVNL will apply nationally without the definition of state and territory borders.  
Authorised officers will be able to exercise their powers in any jurisdictions in accordance with the terms of their authorisation by the NHVR.



## Fatigue management

### 27. Will the national work diary still be used?

Yes. The NHVRPO will review the national driver work diary performance based on feedback from heavy vehicle drivers and enforcement officers and may redraft the instructions and diary pages.

Drivers with language or related difficulties will still be able to apply to be exempted from some record keeping requirements. Drivers working under an exemption must carry their exemption notice with them when they drive and must show it if asked for it.

The NHVRPO is working with Transport for NSW, Transport Certification Australia and the National Transport Commission to pilot Electronic Work Diaries in NSW and Victoria. It is anticipated that, if the pilot is successful, electronic work diaries will be permitted Australia wide as a replacement for traditional paper based diaries. Authorised officers will be advised of any changes to fatigue record keeping requirements prior to those changes being implemented.

### 28. How will hours be counted for fatigue management purposes?

In June 2011, Transport Ministers endorsed the counting hours provisions currently in place in Queensland and New South Wales for national implementation.

### 29. What will change in advanced fatigue management (AFM) to make it more attractive?

The NTC and NHVRPO have extended the work of the Independent Expert Panel to make the new AFM scheme safer and more responsive to industry needs. Elements that are designed to make the scheme more attractive include:

- › lower costs associated with accreditation
- › faster application processes
- › greater outcome certainty
- › development of a library of free AFM templates
- › a new online accreditation coaching tool for operators.

### 30. At what distance from base will it be a requirement to complete a work diary?

A heavy vehicle driver will be required to maintain a work diary if they work beyond 100km from the driver's base.

### 31. Will drivers only need to fill out one work diary even if crossing state borders and where will they get the new diaries from?

The national driver's work diary will be recognised in all participating jurisdictions. While the NHVRPO and NTC are working together to review the work diary to make it simpler to understand and use, transitional arrangements will be in place to allow drivers to continue to use the current work diary until stocks are exhausted. It is anticipated that work diaries will be available from outlets of participating jurisdictions.

**32. Will on-road interceptions/inspections by road or transport agency inspectors be carried out on a consistent basis across the country?**

Yes. The heavy vehicle national law will be supported by consistent roadside practices through standard authorised officer competencies and training, operational policy and procedures and equipment.

**33. Will defect clearance be recognised nationally or will defects only be cleared if work is done in the garaging jurisdiction?**

All jurisdictions will have the same standards for clearance of defect notices which will allow for clearances to be recognised by enforcement personnel regardless of the garaging address or where the defect notice was issued.

## Pilots and escorts

**34. Will the NHVR have authority over pilot and escort work?**

No. Pilot and escort vehicle work is not in scope for the NHVR.

It is intended that procedures for escorts and pilots be aligned across Australia. This is the subject of a current Austroads project, however, it may not be in place by 1 January 2013. It is likely that pilot and escort vehicle drivers will be able to operate across state borders. However, exactly how this will work has not been settled.

## Access

**35. Am I required to carry a permit?**

A permit for an exemption for a Class 1 vehicle must be carried in the vehicle. Class permits e.g. broadly approved S-Double routes, will generally not be required to be carried in the vehicle. Only individual trip permits, or those where there is a specific condition to carry the permit, will need to be carried in the vehicle.

**36. How will operators be able to apply for permits – email, online, phone, fax?**

Operators will be able to apply for permits online, via fax or mail. Preference is for online applications as this will speed up the application process and enable applicants to track the status of their applications. Applications can also be followed up via email, phone, or fax.

From January 2013, permit applicants will be able to choose to receive their permits by email, post or fax.

To reduce regulatory burden in access, the immediate goal of the NHVR is to move from issuing individual permits for freight tasks to gazettal of freight routes where practicable. It is envisaged that access for Class 1, Class 3 and Oversize/Overmass vehicles will still require individual permit.

(Note: Industry Advisory Group has requested that permits be sent to operators, not drivers.)

## Vehicle standards

**37. Will a nationally consistent set of vehicle standards apply, and, if so, how will they be determined?**

Yes. The standards will be based on model legislation and it is expected that jurisdictions will adopt the NHVL and then implement the required changes to ensure a nationally consistent approach. A national framework developed by the NHVRPO will include guidelines, business rules, policies and procedures, systems and processes to assist jurisdictions meet legislative requirements.

**38. What are the main benefits of uniformity in vehicle standards for people involved in heavy vehicle manufacturing, sales and vehicle modifications?**

A single unified set of nationally consistent vehicle standards will provide surety to industry about the application of those standards. This will be facilitated through adoption of consistent accreditation, inspection and auditing of authorised and approved persons, engineers and facilities.

**39. Will there be the same standards for clearance of defect notices in jurisdictions other than where the offence was issued?**

Yes. Jurisdictions will apply the same standards to defect clearances.

**40. Will there be any changes to the current jurisdictional vehicle inspection processes/regimes?**

As an interim measure inspections will continue to be conducted as they have always been done in each jurisdiction. The national vehicle standards framework and service agreement will require jurisdictions to transition to the established National Performance Standards.

**41. Will I be required to have spray suppression fitted to my B-Double?**

The HVNL does not require spray suppression to be fitted to B-Doubles. Any current state law requirement for spray suppression will remain in place until the HVNL commences in that jurisdiction.

**42. Will modifications authorised in one part of Australia automatically be recognised in other parts of the country?**

Yes. The NHVR will eliminate the need to seek separate approvals in multiple jurisdictions by not only applying nationally consistent vehicle standards but also through adoption of consistent accreditation, inspection and auditing of authorised and approved persons, engineers and facilities.

**43. Will there still be a requirement to have programmed vehicle inspections in some states to ensure compliance with vehicle standards?**

At present it has been agreed by transport ministers that jurisdictions are able to maintain their current vehicle standards inspection regimes. In some jurisdictions this will be periodic inspection whilst in others it will mean an annual inspection. In all cases the vehicle will be inspected to the same standard and by an authorised or approved person with the same level of competency. This will ensure mutual recognition of the inspection nationally.

## Registration

**44. What will happen to Federal Interstate Registration Scheme?**

The Intergovernmental Agreement states that the Commonwealth intends to introduce legislation to cease new registrations under the Federal Interstate Registration Scheme (FIRS) and to repeal the scheme following passage of enabling legislation by State and Territories.

It is expected that FIRS will continue until the national law is implemented and a new national registration system operated by the National Heavy Vehicle Regulator is implemented.

# **Where can I get more information about the National Heavy Vehicle Regulator?**

**[www.nhvr.gov.au](http://www.nhvr.gov.au)**

## **GOOD FOR EVERYONE**

<http://nhvr.gov.au/wp-content/uploads/NHVR-overview-factsheet.pdf>

<http://nhvr.gov.au/wp-content/uploads/Local-productivity-initiative-fact-sheet2.pdf>

<http://nhvr.gov.au/wp-content/uploads/LPI-listing-as-at-March-20121.pdf>

## **MORE FOR INDUSTRY**

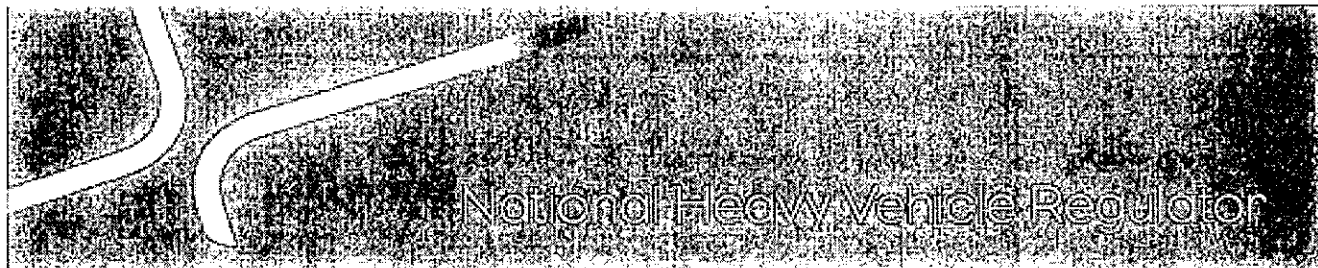
[http://nhvr.gov.au/wp-content/uploads/20120627\\_Industry-QandA\\_FINAL\\_v0.41.pdf](http://nhvr.gov.au/wp-content/uploads/20120627_Industry-QandA_FINAL_v0.41.pdf)

<http://nhvr.gov.au/wp-content/uploads/NHVR-what-will-be-different-factsheet-FINAL.pdf>

## **MORE FOR GOVERNMENT**

<http://nhvr.gov.au/wp-content/uploads/Local-government-questions-and-answers-May-2012.pdf>

<http://nhvr.gov.au/wp-content/uploads/NHVR-local-road-managers-fact-sheet.pdf>



## What the NHVR will mean for local government road managers

National Heavy Vehicle Regulator (NHVR) core objectives for local government:

- Sustainable management of state and territory assets.
- Uniform laws and administrative practices should achieve the 'same outcome in the same circumstances'.
- Regulatory burden will not increase overall as a result of the reform.
- Legal and administrative costs of regulatory compliance will be minimised.
- Improved safety, efficiency and productivity of freight and heavy vehicle operations.

How will local government road managers benefit under the NHVR?

Assessment processes for heavy vehicle access applications will be simpler and more efficient, which will mean more consistent decisions overall. By capturing information about all permit applications across Australia in one place, the NHVR can also help councils to identify where key infrastructure upgrades will be needed and to coordinate this alongside existing roads partners.

Will local government road managers still decide access to local roads once the NHVR is operating?

Yes. Local road managers will still decide which vehicles can access local roads even after the NHVR is operating.

Under what conditions may a local road manager refuse an access application?

The proposed new laws allow a local road manager to refuse an access application if they identify that a vehicle will 'cause damage to road infrastructure' or 'adversely affect public amenity' and that there is no way this can be managed by a road condition.

Will the NHVR propose a 'one-size fits all' approach to access decisions?

No. Current access variations implemented through permit arrangements (including the Intelligent Access Program) will still apply. Local government can make these arrangements with the NHVR to meet local needs.

What does the proposed review process for access decisions mean?

It is proposed that decisions to grant, deny or apply conditions around access will be subject to a right of review for the applicant. This 'merits-based review' gives applicants a more affordable, informal and responsive process, leading to better and more consistent decision-making overall. Time limits will apply to the review and road managers must give applicants a statement of reasons for their decision. Decisions made by road managers will only be subject to internal review and not external appeal.

Will the Advanced Fatigue Management (AFM) scheme be simplified?

Yes. The AFM scheme is being reviewed and a simpler template approach is proposed so that operators do not have to develop complex systems at their own expense.

The national law proposes that a work diary is required to be completed for travel beyond 100km from base. Why?

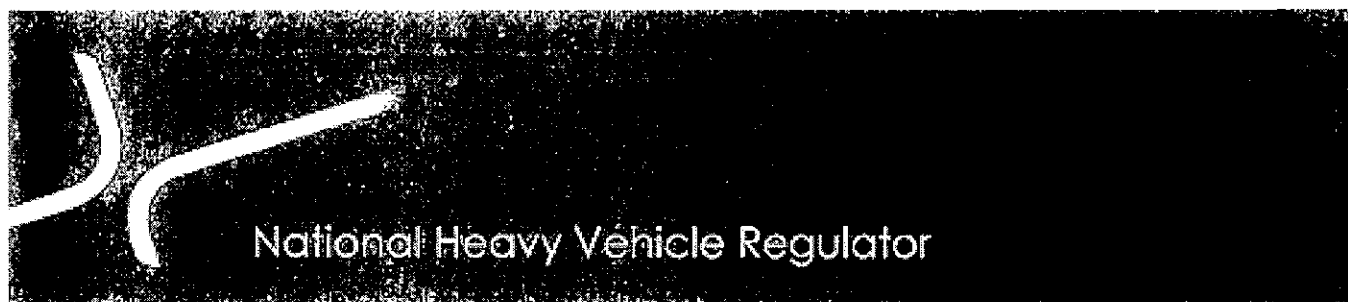
In the interests of having one single law for all of Australia, some states will change from the current kilometre limits at which work diaries are required to be completed. Currently, all heavy vehicle drivers must keep records to demonstrate they are in a fit state to drive. For drivers travelling more than 100km from base a work diary is one way to meet this obligation.

How can I get more involved?

Visit [www.nhvr.gov.au](http://www.nhvr.gov.au) to subscribe to the NHVR Project Office e-newsletter and alerts. Contact us at [info@nhvr.gov.au](mailto:info@nhvr.gov.au) if you would like to nominate for market research or future consultation.



National Heavy Vehicle Regulator Project Office [www.nhvr.gov.au](http://www.nhvr.gov.au)



## How will the National Heavy Vehicle Regulator benefit my business?

Now	Future
<b>General</b>	
<ul style="list-style-type: none"> <li>› 368 variations from the national heavy vehicle model law across jurisdictions</li> <li>› differing interpretations of separate laws between jurisdictions</li> <li>› separate jurisdictional laws have ability to accommodate local productivity variations</li> </ul>	<ul style="list-style-type: none"> <li>› one single national heavy vehicle law</li> <li>› consistent interpretation of one single law (hosted in Queensland and called up by other jurisdictions)</li> <li>› retain ability for local productivity variations</li> </ul>
<b>Access</b>	
<ul style="list-style-type: none"> <li>› multiple applications to multiple road owners</li> </ul>	<ul style="list-style-type: none"> <li>› one application to one place</li> </ul>
<b>Registration</b>	
<ul style="list-style-type: none"> <li>› variation in pre-registration requirements between jurisdictions</li> <li>› must register vehicle in home jurisdiction</li> </ul>	<ul style="list-style-type: none"> <li>› single national web portal for heavy vehicle registration</li> <li>› agreed national pre-registration requirements</li> </ul>
<b>Vehicle standards</b>	
<ul style="list-style-type: none"> <li>› varying interpretations of agreed national standards</li> </ul>	<ul style="list-style-type: none"> <li>› uniform interpretation of vehicle standards through one national set of guidelines for interpretation</li> <li>› mutual recognition of defect clearance will reduce downtime of vehicles</li> </ul>
<b>Compliance and enforcement</b>	
<ul style="list-style-type: none"> <li>› variations in enforcement action between jurisdictions for same circumstance</li> </ul>	<ul style="list-style-type: none"> <li>› consistent enforcement action across Australia for same circumstance (note penalties may still differ for same offence)</li> </ul>



## National Heavy Vehicle Regulator

### National Heavy Vehicle Regulator Project Office overview

On 2 July 2009, following an extensive consultation process, the Council of Australian Governments agreed to establish a single national system of laws for heavy vehicles over 4.5 tonnes.

These laws will be administered by an independent national regulator – the National Heavy Vehicle Regulator (NHVR). The NHVR Project Office, located in Brisbane, was set up to facilitate establishing the regulator. The regulator will come into effect from 1 January 2013.

The NHVR will be an independent statutory authority hosted in Queensland however established through the laws of all states and territories to ensure it has authority across Australia. While the NHVR will act independently, the Standing Council on Transport and Infrastructure (SCOTI) has overall responsibility for implementing the national system. SCOTI will provide national strategic guidance to the NHVR and make decisions on regulatory business matters. This will ensure the NHVR achieves its objective whilst being transparent and providing equity to all.

The NHVR will also be responsible for ensuring consistency in operational policies and the services it provides, including compliance and enforcement. All levels of government are working together to develop the intergovernmental arrangements necessary to implement and support the new national system.

#### NHVR aims to achieve:

- › Efficiency – a common set of laws for heavy vehicles for all states and territories.
- › Safety – a national safety monitoring and reporting system dedicated to heavy vehicles.
- › Productivity – ability to provide quick responses to changing industry trends and needs.
- › Services – a single point of contact for all heavy vehicle regulation in Australia.
- › Independence – the NHVR will be an independent statutory body corporate.
- › Compliance and enforcement – a unified strategy and approach.
- › Registration – based on a national plate.
- › Transparency and accountability – with review for key decision making.



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## NHVR local productivity initiatives

### What is a local productivity initiative?

Local productivity initiatives (or LPIs) are local regulations, instruments, or operational practices that depart from national laws to allow a more productive, efficient or sustainable means of carrying out the freight task where local conditions enable this to occur without:

1. compromising local safety or asset protection demands due to the reduced level of risk presented by local conditions; or
2. impacting on the national achievement of improved safety or regulatory outcomes.

State and territory road and transport authorities currently issue LPIs through a variety of methods, including gazette notices, guidelines, or operational policies (for blanket exemptions for all heavy vehicles of a certain type). For oversize or overmass vehicles and combinations carrying large indivisible loads, LPIs are generally provided for under a permit.

There are currently over 220 individual gazette notices, guidelines and policy instruments and tens of thousands of permits issued across Australia.

### What is the National Heavy Vehicle Regulator LPI project?

Under the Intergovernmental Agreement to establish the National Heavy Vehicle Regulator (NHVR), a key undertaking was the preservation of existing LPIs and their annual review to achieve harmonisation where possible. Harmonisation will achieve consistency for industry wherever possible by promoting productivity and efficiency without compromising safety or damaging road infrastructure.

The LPI Project will develop a national framework for consolidating over 220 notices and preserving all existing permits under the Heavy Vehicle National Law (HVNL). This project will ensure all current LPIs are honoured as agreed to in the Intergovernmental Agreement.

### What will the role of the National Heavy Vehicle Regulator (NHVR) be in relation to LPIs?

This project delivers an assurance to industry that no existing LPIs will be lost under the national scheme. Achieving national harmonisation and the broader application of LPIs in the longer term will be the responsibility of the NHVR, rather than this project.

When the NHVR commences, it will assume responsibility for issuing all new notices and permits as well as reviewing existing LPIs for possible national applicability. This will be done in consultation with road managers and industry.

### What will happen to current LPIs?

If you are the holder of a current permit issued by a jurisdiction at the time that the law commences, then a special provision within the HVNL will ensure that your permit will automatically be recognised under the HVNL. The permit will continue to be subject to all the same conditions and requirements as if it were issued under the HVNL.

LPIs currently given effect by gazette notices, guidelines and policies will be consolidated into national gazette notices and incorporated under the HVNL. This will mean that from the time the HVNL is introduced in each state and territory, vehicles operating in those jurisdictions will be covered by new national notices.



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## NHVR local productivity initiatives

The special conditions or route limitations that apply in each state and territory will continue to apply in the short term, although where possible, conditions will be harmonised in the future.

Under the national framework it is proposed that more than 220 individual notices, guidelines and policies will be consolidated into about 60 notices.

What will change?

In practice, all LPIs in place in jurisdictions prior to the commencement of the national law will continue to have effect once the HVNL is introduced. Over time, the NHVR will work with jurisdictions and industry to harmonise LPIs and offer greater consistency, however this will be part of a longer term program of work for the Regulator.

Will I have to apply for a permit again?

If your permit is still current at the time the law commences, it will continue to have effect until it expires or three years lapse from the commencement of the law, whichever occurs sooner.

Once your permit expires or lapses under the HVNL, you can apply to the NHVR for a new permit.

What if my permit doesn't have an expiry date?

In almost all cases, permits should have an expiry date attached to them. It may however be possible that some older permits which were issued in perpetuity continue to exist. In this small number of cases, the permits will continue under the HVNL for three years. At the end of the three year period the permit will lapse and you will need to apply to the NHVR if you wish for the permit to be reissued.

Will all LPIs become national from when the Regulator commences?

LPIs issued by the NHVR will only become national, when all jurisdictions have introduced the HVNL within their state or territory. That means LPIs granted by gazette notice under the national law will only take effect in those jurisdictions where the law is in place. If a jurisdiction hasn't introduced the law, then the local laws and LPIs of that state and territory will still apply.

Where can I see what LPIs are currently offered?

A list of all LPIs currently granted by gazette notice, guidelines and other policies issued by jurisdictions can be found on the [www.nhvr.gov.au](http://www.nhvr.gov.au) website. This information gives business certainty to the heavy vehicle industry in the transition to one national heavy vehicle regulator operating across Australia.

How will I be informed of progress on the NHVR LPI project?

Regular updates on the progress of the LPI project will be available on the [www.nhvr.gov.au](http://www.nhvr.gov.au) website. Updates will ensure transparency for industry as to how the productivity and regulatory concessions they currently receive will be achieved under the HVNL.

If you have any comments or feedback on the project or are aware of any additional LPIs that are not listed, please contact the NHVR Project Office on [info@nhvr.gov.au](mailto:info@nhvr.gov.au).



National Heavy Vehicle Regulator Project Office | [www.nhvr.gov.au](http://www.nhvr.gov.au)



## Local Government questions and answers

*The questions in this document have been identified through extensive stakeholder engagement with local government agencies and representatives throughout all states and territories in late 2011. This engagement was undertaken to give as much certainty as possible to local government staff on the shape of the NHVR and identify preferred channels for ongoing engagement. This document was produced in May 2012.*

### Access

How will traffic safety be assessed when heavy vehicle access applications are considered? Who will look at safety in practice?

There are currently amendments being developed for Heavy Vehicle National Law (HVNL) Amendment Bill 2 that will enable state road authorities (SRAs) and road managers to take into account the interaction of a vehicle to traffic and road infrastructure when they are considering heavy vehicle access applications.

Will there be any changes to already approved access to existing high mass limit (HML) routes?

Already approved HML routes will remain. There is potential to extend current HML routes, however this would be after consultation and in agreement with SRAs and road managers.

Will there be pressure from the NHVR on councils to approve high mass limit (HML) routes?

The NHVR will work collaboratively with all stakeholders to encourage increased productivity across the national road network.

If one heavy vehicle is approved, will routes be opened to all similar vehicles?

If the heavy vehicle route access is approved by permit, then the access is limited to that vehicle. Routes will only be open to all similar vehicles if access is granted by a gazetted notice. In determining which routes will be gazetted, the NHVR will work with each impacted SRA and road manager and seek their consent to having routes gazetted for particular freight task activity.

Will certain roads automatically be made accessible to Performance Based Standards (PBS) vehicles without the need for individual applications?

Any decisions on road access will continue to be made by SRAs and road managers. The NHVR will take responsibility for the administration of the PBS scheme.

Will councils continue to have the ability to put heavy vehicle access conditions on routes eg. time restrictions or high amenity/safety risk routes?

Councils will continue to have this ability. Schedule 2 of the HVNL describes the conditions that may be imposed via a permit. Under the proposed HVNL, Class 2 notices, conditions can only include route and time of travel restrictions unless a regulation is made to extend that power.



## Local Government questions and answers

How can heavy vehicle access approval be revoked for a route once the demand has ceased? (For example, closure of a paper mill has meant that the access road is no longer needed for High Performance Freight Vehicles)

Under the HVNL SRAs and road managers can request the NHVR to revoke access to particular routes. The NHVR will consult with all relevant stakeholders in making a determination.

Will councils have heavy vehicle access conditions imposed on them?

The role of SRAs and road managers in determining access to the road network will continue under the HVNL. The NHVR will work with all stakeholders to improve access to the road network.

What will be the assessment and decision-making process for heavy vehicle access?

The assessment and decision making process for councils will remain the same, however the NHVR will issue permits and notices. SRAs and road managers will continue to make assessments and decisions regarding access to the road network within their areas of responsibility. Local government will advise the NHVR of their consent or otherwise and the NHVR will either issue the approval or advise the applicant accordingly. The applicant may then choose to resubmit an amended application or ask for an internal review of the decision.

What will be the role of the state road authorities in this process?

The role of the SRAs will continue with the change being that the NHVR will be responsible for the issue of permits to industry.

Will councils need to assess all heavy vehicle access applications? (eg. some councils accept the approved permits of SRAs while others directly assess permit applications)

Current arrangements between councils and SRAs can continue. The national access management work flow system will direct permit applications councils and SRAs based on current arrangements. The NHVR will also work with councils to assist them with the permitting process where possible.

How will multiple applications be handled for heavy vehicle access?

The national access management work flow system will enable permit applications to be distributed to all decision makers simultaneously. This will allow all SRAs and road managers to undertake their assessment tasks at the same time. NHVR case managers will be responsible for coordination and mediation of applications and decisions.

Will council's decision on applications for heavy vehicle access be able to be over-ridden by SRAs once the NHVR is in place?

The HVNL allows for an SRA to override the decision of a road manager. This is currently in place in a number of states and territories.





## Local Government questions and answers

**Will heavy vehicle access decisions made by a council be judged against council standards or national standards?**

The NHVR Project Office is developing a set of Ministerial guidelines that SRAs and road managers must have regard to when making access decisions. There will also be national route assessment, bridge and pavement assessment guidelines that will be required to be used when determining access to the road network. One of the key objectives of the NHVR is to increase the consistency of access decision making throughout Australia.

**Can heavy vehicle access decisions made by councils be appealed against?**

An applicant can ask the NHVR for a review of an access decision. The review process will be an internal process within the council and/or by the SRA. There is no external appeal process.

**What assistance will councils receive when assessing heavy vehicle access applications?**

The NHVR is conscious of the limited availability of expert resources for assessing heavy vehicles in some councils and will provide technical assistance where possible along with national guidelines. Currently in some states and territories the SRAs provide that expertise and this can continue. The NHVR will continue to work with councils on how best to meet their requirements on an ongoing basis. The road authorities will retain the decision making responsibility for access to the network.

**How will queries on heavy vehicle access matters be addressed, for example, should council officers contact the SRA or someone at the NHVR?**

Contact can be made the NHVR via its call centre. The query may then be transferred to either a NHVR case manager or the appropriate SRA. However, if a council's current arrangement is to liaise directly with their SRA or other infrastructure owners (rail, electricity, etc), who they have an existing relationship with, this can continue.

### Service delivery

**Will consultation with councils continue until the NHVR is in place?**

Consultation will continue with councils via Local Government Associations and existing forums until the NHVR is in place, covering all aspects where relevant of the establishment of the NHVR.

**Will subjects other than heavy vehicle access be covered such as regulations and safety?**

Consultation will continue with councils via Local Government Associations and existing forums until the NHVR is in place, covering all aspects where relevant of the establishment of the NHVR.





## Local Government questions and answers

What do councils need to do in regard to the establishment of the NHVR and when?

Councils will need to ensure all relevant staff are familiar with and aware of the functions of the NHVR as it relates to them. The NHVR Project Office will inform Councils about operational policies, processes and systems as they are developed. It will also communicate any potential impacts on current processes councils have in place with regard to access permitting, compliance and enforcement, vehicle standards, and registration and plates.

With the NHVR office based in Brisbane, will it also have a field presence, either with its own staff or using state road authority resources?

The headquarters of the NHVR will be in Brisbane. The NHVR will have a field presence via the Service Agreements it will have with state road authorities.

Will case managers work remotely or be assigned to specific states?

The way in which the case managers will work is under development. It is anticipated that this will be done from the NHVR headquarters in Brisbane and from key field locations.

Will there be service agreements with each of the states/territories, and if so, how will these work?

There will be service agreements developed with all states/territories based on nationally agreed performance standards. The service agreements are currently being developed and will be negotiated with each jurisdiction.

### Strategy and governance

What role will state road authorities continue to have or not have under the NHVR?

State road authorities (SRAs) will continue to have responsibility for their roads with current road funding arrangements still in place.

Will the NHVR take responsibility for the maintenance of local roads?

Current road funding arrangements will remain.

Where will any additional funding come from to maintain roads if they are opened to larger vehicles?

Current road funding arrangements will remain. The NHVR will be able to assist SRAs and road managers with information about the performance and productivity of the road network and this in turn will assist funding allocations and applications of SRAs and councils.





## Local Government questions and answers

### Vehicle standards

Will restricted access vehicle terminology change under the NHVR?

Heavy vehicle terminology will not change. The terminology is prescribed within the proposed HVNL Part 1.2 Section 5.

Vehicle standards have varying definitions in some states. Who will be the final interpreter of these definitions - the NHVR or the jurisdictional authority?

The NHVR will be the sole interpreter of vehicle standards definitions. Vehicle standards definitions are currently set by the Commonwealth (Motor Vehicle Standards Act) and there are a number of bodies that make recommendations about changes to the standards. These systems and processes will remain in place. Under the present model, the NHVR will administer the vehicle inspection standards but utilise jurisdictional systems and processes to deliver the inspection services.

Will any vehicle standards change?

For some jurisdictions there will be minor changes to the standards that currently vary from the national vehicle standards. Some jurisdictions may choose to class these differences between the jurisdictional and national standard as a local productivity initiative.

Will volumetric livestock loading used in Queensland be introduced nationally?

In the short term, the livestock loading schemes currently applicable in each state and territory will continue to be provided 'as is' under the NHVR. A key priority for the NHVR will be to review all local productivity initiatives (LPIs), including livestock loading schemes with a view to harmonising LPIs wherever possible.



## Existing jurisdictional local productivity initiatives

Australian Capital Territory	
Description	Instrument
Higher mass limits for certain vehicle combinations fitted with road friendly suspension and the operator holds mass management accreditation	Road Transport (Mass, Dimensions and Loading) Higher Mass Limits Exemption Notice 2011 (No 1)
Increase mass limit on steer axle from 6.0t to 6.5t for vehicles over 15t GVM under certain conditions.	Road Transport (Mass, Dimension and Loading) Class 1 Single Steer Axle Mass Limit Exemption Notice 2010 (No 1)  Road Transport (Mass, Dimension and Loading) Class 3 Single Steer Axle Mass Limit Exemption Notice 2010
Dimension exemption for semi-trailers used in a single trailer combination up to 14.6m	Semi-trailer Exemption Notice 2004
Dimension exemption for refrigerated trailers used in a single trailer combination up to 14.9m	Semi-trailer Exemption Notice 2004
Exemption for vehicles over 4.3m and not more than 4.6m to be used in a combination	Road Transport (Mass, Dimensions and Loading) 4.6m High Vehicle Exemption Notice 2010 (No 1)
Authorisation for Class 2 B-Doubles up to 26m	Road Transport (Mass, Dimension and Loading) General B-Double Exemption Notice 2010 (No 1)
Authorisation for Class 2 Controlled Access Bus up to 14.5m	Road Transport (Mass, Dimension and Loading) 14.5m Long Bus Exemption Notice (No 1)
Registration exemptions for certain classes of vehicles	Part 2.2 s.9 – s.24 Road Transport (Vehicle Registration) Regulation 2000
Mass and or dimension exemptions for Class 1 Oversize Overmass vehicles carrying indivisible loads	Road Transport (Mass, Dimension and Loading) Class 1 Oversize Vehicles Exemption Notice 2010 (No 1)
Dimension exemption for buses fitted with bike racks to the front	Exemption Notice under s.104 Road Transport (Registration) Regulation and Permit under s.31 Road Transport (Mass Dimension and Loading) Regulations
New South Wales	
Description	Instrument
Dimension exemption for semi-trailers used in a single trailer combination up to 14.6m	Road Transport (General) Act 2005 Class 3 Semi-trailer Exemption Notice 2008
Dimension exemption for vehicles over 4.3m and not more than 4.6m to be used in a combination	Road Transport (Mass, Dimensions and Loading) 4.6m High Vehicle Exemption Notice 2010 (No 1)
Dimension exemption for the retro fitting of safety harnesses or mechanical tarping systems	Road Transport (General) Act 2005 Class 3 Fall Arrester Safety and Mechanical Tarping Systems Notice 2010
Authorisation for car carriers up to 4.6m high to travel on certain approved routes	Road Transport (General) Act 2005 and Road Transport (Mass, Loading and Access) Regulations 2005 – Class 2 Car Carrier Combination Notice 2011
Authorisation for livestock vehicles up to 4.6m high to travel on certain approved routes	Road Transport (General) Act 2005 4.6m High Vehicle Route Notice



## Existing jurisdictional local productivity initiatives

Dimension exemption for 14.9m refrigerated semi trailers in a single trailer combination	Road Transport (General) Act 2005 Refrigerated Semi-trailer Exemption Notice 2008
Higher mass limits for certain vehicle combinations fitted with road friendly suspension and the operator holds mass management accreditation	Permit issued under s36 Road Transport (Mass Loading and Access) Regulation
Increase mass limit on steer axle from 6.0t to 6.5t for vehicles over 15t GVM under certain conditions.	Road Transport (General) Act 2005 Class 1 Single Steer Axle Mass Limit Exemption Notice 2010 Road Transport (General) Act 2005 Class 3 Single Steer Axle Mass Limit Exemption Notice 2010
Exemption from requirement for warning lights to be at least 55 watts	Exemption from Part 6 of the Road Transport Reform (Oversize and Overmass Vehicles) Regulations
B Doubles, other than those with two tri-axle groups, are exempt from axle spacing requirements.	General Class 3 Notice made under Div 5 of Part 2 of the Road Transport (Mass Loading and Access) Regulations 2005
Authorisation for Class 2 B Double to use certain routes	Class 2 B Double Notice
Authorisation for Class 3 B Double exceeding dimension requirements but not in excess of 26m with FUP5 and cabin strength to use certain routes	Class 3 26m B Double Exemption Notice 2010
Authorisation for 19 m B Double with total loaded mass not exceeding 50 tonnes to access all routes subject to signs	19 m B Double Mass Limit Notice 2010
Authorisation for compliant Road Trains to use certain routes	Class 2 Road Train Notice 2010
Authorisation for Class 2 controlled access buses up to 14.5m to use certain routes	Class 2 Controlled Access Bus Notice 2010
Exemption from the requirement to be registered for certain vehicles	Road Transport (Vehicle Registration) Regulation Schedule 1 s.7, 12 and 20
Exemption for a grain auger trailer in combination with a towing motor vehicle to exceed dimension limits	Class 1 – Grain Auger Combination Exemption Notice 2010
Exemption for combine harvester towing a comb trailer and an air compressor trailer to exceed dimension limits	Class 1 – Combine Harvester Combination Exemption Notice 2010
Exemption for certain restricted access agricultural vehicles from dimension limits	General Class 1 Oversize (Agricultural Vehicle) Notice 2007 under Div 3 of Part 2 of the Road Transport (Mass Loading and Access) Regulation 2005
Mass exemption for agricultural combinations in excess of 4.5t GCM used for carting primary produce comprising fruit and vegetables	Agricultural machine Combination Notice 2008 under Div 4 of Part 2 of the Road Transport (Mass Loading and Access) Regulation 2005
Dimension exemption for certain restricted access vehicles designed for carrying, or that are carrying, a large indivisible item	General Class 1 Oversize (Load Carrying Vehicle) Notice 2007

## Existing jurisdictional local productivity initiatives

Exemption from dimension limits for any standing special purpose vehicle operating with booms, jibs, masts, platforms and stabiliser outriggers extended beyond the prescribed limits while such vehicle is standing and operating upon a road or a road related area	Special Purpose Stand and Operate Notice 2008
Exemption for Special Purpose Vehicles (except for certain SPVs equipped with tri axle drive group) from mass and dimension requirements	Class 1 Special Purpose Vehicle Notice 2011 under Div 3 of Part 2 of the Road Transport (Mass, loading and Access) Regulation 2005
Exemption for Class 3 truck and dog trailer combinations to have a GCM of up to 50t on conditions	Class 3 Truck and Dog Trailer Combination Notice
Mass and dimension exemptions for rigid vehicles, prime mover and semi trailer combination or B Double combination being used to transport baled wool	Class 3 Baled Wool Exemption Notice 2011
Mass and dimension exemptions for rigid vehicles, prime mover and semi trailer combination or B Double combination being used to transport baled or rolled hay or straw	Class 3 Baled or Rolled Hay and Straw Exemption Notice 2011
Dimension exemption for certain combinations when towing an unladen converter dolly	Class 2 Converter Dolly Combination Notice 2010
Mass concession for complying buses on specified routes	Class 3 Complying Bus Mass Limit Exemption Notice 2011
Mass concession of 650kg for gas powered ultra low floor buses	Class 3 Gas Powered Ultra Low Floor Bus Mass Limit Exemption Notice 2008
Exemption for the drivers of certain scheduled buses, local council workers and vehicles used for primary production not driven outside a radius of 160km from driver's base from work diary requirements	Road Transport (General) Regulation s.115C and s.115D
Dimension exemption for forklift truck transported on a motor vehicle or trailer	Rear Overhang Limit Notice 2008
Extension of driver work time to ensure livestock welfare. Application of this notice may be limited to drivers operating in certain areas	Ministerial Exemption (Extension of driver work time to ensure livestock welfare) Order 2009
Exemption for agricultural harvesters to have brake lights fitted	Articulated Machine Combinations Notice 2008
Exemption from the requirement for mudguards to be fitted if construction of vehicle makes it impracticable	s.32 Schedule 2 Road Transport (Vehicle Registration) Regulation 2007
Mass concession for vehicles transporting livestock that provides an additional floating half tonne on tri axle above CML if enrolled in mass management scheme	Class 3 Livestock Welfare Concessional Mass Limit Notice 2011

## Existing jurisdictional local productivity initiatives

Dimension exemption for trailers specifically constructed to transport cotton to be up to maximum height of 4.5m with ROH up to 4.2m	Cotton Chain Bed Semi Trailer Exemption Notice 2010
Mass concession for ultra low floor buses to exceed the total mass limit by not more than 800kg	Metropolitan High Capacity Bus Mass Limit Exemption Notice 2009
Livestock Loading Scheme	Class 3 Livestock Welfare Concessional Mass Limits Notice 2011 Class 3 Livestock Load Tri-axle Group Floating Mass Concession Notice 2011
PBS trials and use of innovative vehicle combinations on approved routes	Permit under s.27 of Road Transport (General) Act 2005
<b>Northern Territory</b>	
<b>Description</b>	<b>Instrument</b>
Dimension exemption for maximum of 1 14.6m trailer in any combination	Permit Guidelines for Oversize and Overmass Vehicles
Dimension exemption for vehicles over 4.3m and not more than 4.6m used in a combination	Permit Guidelines for Oversize and Overmass Vehicles
Dimension exemption for car carriers up to 4.6m high, 25m length, ROH not exceeding 4.9m, forward projection 1.2m	Permit Guidelines for Oversize and Overmass Vehicles
Increase mass limit on steer axle from 6.0t to up to 7.0t for road train rated prime movers	Permit Guidelines for Oversize and Overmass Vehicles
Exemptions for innovative vehicle combinations including BAB and ABB quad combinations	Exemption from s.55 Motor Vehicles Act Motor Vehicle Registry Information Bulletin V33
Exemptions for excess mass or dimension for oversize and overmass vehicles	Permit Guidelines for Oversize and Overmass Vehicles
Exemptions for excess mass or dimension for oversize or overmass vehicles carrying indivisible loads	Permit Guidelines for Oversize and Overmass Vehicles
Tri axle dollies may be used in any combination at HML or GML	No restriction under NT Law
No restriction on tri driver prime movers in any vehicle combination at HML or GML	No restriction under NT Law
Dimension exemption for overall B-Double combination length.	The Northern Territory Government Gazette No. G20, 16 May 2007
Dimension exemption for truck and dog combinations over 19m	Permit of exemption
Vehicle standards exemption for B Doubles from the requirement to have ABS	Exemption from s.136 Motor Vehicles (Safety) Regulations
Permit to allow more than 3 trailers to be towed in a combination (Innovative multi combination road trains)	Permit under s.55 Motor Vehicles Act
Livestock loading scheme	Permit issued under s.59 Motor Vehicles Act
Permit for use of extendable semi trailers in combinations up to 53.5m	Permit Guidelines

## Existing jurisdictional local productivity initiatives

HML not restricted to specific combination types and not restricted to specific routes as of right by law	Included in NT Law
No regulated GCM on vehicle combination other than the sum of the legal axle weight	No restrictions under NT Law
<b>Queensland</b>	
<b>Description</b>	<b>Instrument</b>
Dimension exemption for 14.6 metre long and 4.6 metre high semitrailers to operate on approved routes	Guideline for 14.6m long and 4.6m high semi trailers in Queensland Form Number 5 Version 3 August 2009
Dimension exemption for vehicles first registered before 1 February 2004 to enable driver safety harnesses or mechanical tarping systems to be retrofitted	Class Permit No 076-TH-10
Authorisation for car carriers up to 21.4m in length, 4.6m high, front and rear projections not to exceed 1.2m, ROH not to exceed 4.9m when loaded	Class Permit No 129-TH-11
Dimension exemption for refrigerated semi trailers up to 14.9m in a single trailer combination to maximum length of 19m	Guideline for 14.9m Long Refrigerated Trailers in Queensland Form No 19 Version 2 August 2009
Higher mass limits for certain vehicle combinations fitted with road friendly suspension and the operator holds mass management accreditation	Guideline for Higher Mass Limits for Vehicles with Road Friendly Suspension in Queensland Form Number 10 Version 7 August 2010
Increase mass limit from 6.0t to 6.5t on steering axle	Guideline for Increased Front steer Axle Mass in Queensland Form Number 20 Version 3 June 2011
Authorisation for B Doubles and Road Trains to travel on certain routes	Guideline for multi-combination vehicles in Queensland Form Number 1 Version 8 June 2011
Exemption for B-triple combinations fitted with mechanical spring suspension	Class Permit No 191-TH-11
Authorisation for type 2 road trains to access the Burke Developmental Road and Ootann Road	Class Permit No 02-TH-11
Authorisation for Class 2 Controlled Access Bus up to 14.5m	Class Permit No 127-TH-11
Exemptions from requirement to be registered for certain vehicles	TORM Vehicle Registration Regulations s.4
Dimension exemption for comb trailers being towed by an agricultural machine or a complying motor vehicle	Class Permit No 172-TH-11
Mass exemption for agricultural machines and cane bin trailers towed behind agricultural machines or tractors fitted with flotation tyres and used for farming purposes.	Class Permit No 102-TH-11
Dimension exemptions for various agricultural vehicles and agricultural combinations	Guideline for Excess Dimension for Agricultural Vehicles and Agricultural Combinations Vehicles and Drivers Form Number 14, Version 2, August 2009

## Existing jurisdictional local productivity initiatives

Vehicle Standards exemption for Agricultural Vehicles and Agricultural implements from certain lighting requirements	Class Permit No 051-TH-11
Dimension exemption for special purpose vehicles and vehicles and combinations carrying indivisible loads	Guideline for Excess Dimension <ul style="list-style-type: none"> <li>• Vehicles Carrying Indivisible Articles</li> <li>• Special Purpose Vehicle</li> <li>• Vehicles that require a Pilot or Escort</li> </ul> In Queensland Form Number 4, Version 6, November 2010
Dimension exemption for empty load platform trailers	Class Permit 084-TH-11
Extreme axle dimension exemption for tri axle low loader trailers	Class Permit 085-TH-11
Mass exemption for special purpose vehicles and vehicle combinations consisting of a prime mover towing a trailer or trailer combination that is carrying a heavy indivisible item	Guideline for Operation of Excess Mass Special Purpose Vehicles to 40 tonnes and Vehicles carrying an Indivisible Item to 59.5 tonnes Form Number 11 Version 5 September 2011
Dimension exemption for cranes and special purpose vehicles that do not meet the dimension requirements for operation under the Guideline for Excess Dimension	Class Permit No 155-TH-11
Mass exemptions for truck and dog combinations up to 50t total mass to access all roads unless signed	Guideline for Motor Truck and Dog Combinations up to 50 tonnes total mass
Dimension exemption for prime mover semi trailers and B Doubles transporting cotton modules	Guideline for Transport Cotton Modules in Queensland Form Number 16 Version 3 August 2009
Dimension exemption for a semi trailer or B Double towing an unladen converter dolly	Guideline for multi-combination vehicles in Queensland Form No 1 Version 8 June 2011
Vehicle Standards exemption for heavy omnibuses to have tinting material that allows no luminance transmission	Guideline for the installation of non-standard tinting materials to motor vehicles in Queensland Form Number 29 Version 1 November 2010
Vehicle Standards exemption for sugar cane trailers and the vehicles towing them from various lighting and other requirements	TORUM Vehicle Standards Regulations Schedule 1
Vehicle Standards exemption for the installation of auxiliary revolving or flashing warning lamps to motor vehicles	Guideline for the installation of auxiliary revolving or flashing warning lamps to motor vehicles in Queensland
Vehicles Standards exemption for garbage trucks and street sweepers to be driven from the left hand drive control position	Type Permit No 056-TH-10
Mass Exemption for transport of sugar cane from farm to the Rocky Point Sugar mill under the Rocky Point Sugar Mill Self Regulation (Mass Concession) Scheme	Class Permit 071-TH-10
Mass Import management scheme for semi trailer and B Double combinations carrying import trailers	Mass Import Management Scheme
Mass exemption for semi trailer and B Double combinations involved in the export	Mass Export Management Scheme

## Existing jurisdictional local productivity initiatives

of product in containers	
Exemption for vehicles operating within the confines of the Port of Brisbane from HML requirements under the law	Class Permit 211-TH-11
Mass exemptions for vehicles hauling log timber from forest to a sawmill based on operator self-regulation	Log Timber Concession
Mass concession for certain classes of vehicles or combinations transporting livestock	Livestock Loading Scheme
Mass concession for vehicles or combinations registered under the Grain Harvest Management Scheme	Grain Harvest Management Scheme (administered by Agforce)
<b>South Australia</b>	
<b>Description</b>	<b>Instrument</b>
Dimension exemption for 14.6m semi trailers used in a combination	Exemption for Semi Trailers to exceed 12.3m in length between the point of articulation and the rear of the trailer
Dimension exemption for vehicles over 4.3m but not more than 4.6m	Gazette Notice Road Traffic Act Transport 2.9m high containers Gazette Notice Road Traffic Act Semi trailers constructed to 4.6m high
Authorisation for car carriers up to 25m in length, 4.6m high, front and rear projections not to exceed 1.2m, ROH not to exceed 4.9m when loaded	Gazette Notice Operation of Car Carrier Combinations up to 25m in length
Dimension exemption for vehicles used to transport livestock up to 4.6m	Gazette Notice Approval for vehicles constructed for the transport of livestock to exceed a height of 4.3m
Dimension exemption for refrigerated semi trailers uses in a single trailer combination to be up to 14.9m	Gazette Notice 14.9m Refrigerated Semi Trailers
Authorisation for vehicles fitted with road friendly suspension and mass management accreditation to travel on approved routes	Gazette Notice Higher Mass Limits for Vehicles fitted with Road Friendly Suspension
Increase mass limit from 6.0t to 6.5t on steering axle	Gazette Notice 6.5 Tonne Steer Axle Mass Limit for Heavy Vehicles
Authorisation for certain heavy vehicle configurations to travel over railway level crossings on approved commodity routes	Operation of heavy vehicle configurations over railway level crossings on approved commodity routes
Approval for B Doubles not exceeding 25m length to operate on approved routes	Gazette Notice Operation of B double Vehicles up to 25m length
Approval for B Doubles not exceeding 26m and fitted with FUPD and cabin strength to operate on approved routes	Gazette Notice Operation of B Double Vehicles up to 26m length
Route approval and dimension exemptions for road trains	Gazette Notice Operation of Road Train Vehicles in South Australia
Approval for the operation of controlled access buses up to 14.5m on approved routes	Gazette Notice Operation of Controlled Access buses in South Australia

## Existing jurisdictional local productivity initiatives

Approval for the operation of controlled access buses up to 13.7m on approved routes	Gazette Notice Operation of 13.7m long Controlled Access Buses
Exemption from the requirement to be registered for certain types of vehicles	Motor Vehicles Act s.10A and s.12 and the Motor Vehicles Regulation s.7 and s.9
Dimension exemption for vehicles transporting stobie poles up to 25m in length by and on behalf of ETSA Utilities	Gazette Notice Approval for emergency transport of long stobie poles which when carried as a load exceed a length of 19m
Dimension exemption for vehicles carrying large indivisible loads on conditions	Gazette Notice Transport of Indivisible Items
Dimension exemption for vehicles towing one trailer that are carrying agricultural vehicles	Gazette Notice Transport of Agricultural Vehicles carried as a load
Mass and dimension exemption for prime mover and loader combination up to 23m	Gazette Notice Operation of 23m long Prime Mover and Low Loader Combinations
Mass and dimension exemption for road maintenance and construction equipment subject to conditions	Gazette Notice Exemption for Road Maintenance and Construction Equipment to exceed mass and dimension limits
Mass and Dimension exemption for rigid truck and dog combinations up to 23m in length on approved routes subject to conditions	Gazette notice Operation of Rigid Truck and Dog Trailer Combinations up to 23m in length
Mass concessions for truck and trailer combinations not exceeding 19m on approved routes subject to conditions	Gazette Notice Approval for Increased Gross Combination Mass for Truck and Trailer Combinations
Approval for B Doubles carting baled hay loaded to a height of 4.6m to operate on approved general mass limits and Commodity Hay routes	Gazette Notice Operation of B Double Vehicles carting Rectangular Baled Hay loaded to a height of 4.6m
Dimension exemption for articulated motor vehicles, rigid motor vehicles towing one trailer that are carrying a load consisting solely of baled wool and or baled hay up to 2.75m wide	Gazette Notice Exemption for the Transport of Baled Wool and or Baled Hay to exceed a width of 2.5m
Dimension exemption for articulated motor vehicles carrying baled wool up to 4.6m high	Gazette Notice Exemption for Articulated Motor Vehicles Transporting Baled Wool to exceed 4.3m
Dimension exemption for commercial motor vehicles and trailers carrying a load consisting solely of sheaved hay up to 3.4m wide	Gazette Notice Exemption for the Transport of Sheaved Hay to exceed a width of 2.5m
Work and Rest Hours Exemption for drivers of fatigue regulated heavy vehicles where the primary load of the vehicle is live cattle, sheep, goats or pigs and due to unforeseen delays, the welfare of those animals is at risk	Gazette Notice Road Traffic (Heavy Vehicle Driver Fatigue) (Livestock) Notice 2011
Vehicle standards exemption from the fitting of mudguards to agricultural vehicles undertaking activities involved directly with primary production or transport to or from a farm machinery dealership	Gazette Notice Exemption for the fitting of Mudguards to Agricultural Vehicles

## Existing jurisdictional local productivity initiatives

Mass exemption for tandem axle pig trailers manufactured prior to December 1999 to exceed the mass limit of 15t by up to 1.5t	Gazette Notice exemption for tandem axle pig trailers to exceed the maximum mass limit of 15 tonnes
Mass exemption for single axle pig trailers manufactured prior to December 1999 to exceed the mass limit of 8.5t by up to .5t	Gazette Notice Exemption for single axle pig trailers to exceed the maximum mass limit of 8.5t
Vehicle standards and dimension exemptions for tractors used for agricultural purposes	Gazette Notice Oversize or Overmass Agricultural Vehicles driven on roads
Vehicle standards and dimension exemptions for rubber tracked tractors used for agricultural purposes	Gazette Notice Operation of rubber tracked tractors with a gross vehicle mass up to 24t
Vehicle standards exemption for tractors used for agricultural purposes with an overall width of not more than 3m from lighting, rear vision mirrors, horn and other equipment	Gazette Notice Exemption for the fitting of lighting equipment, rear vision mirrors horn and other equipment to Agricultural Vehicles which are not more than 3m in width
Vehicle standards exemption for tractors used for agricultural purposes with an overall width of more than 3m from lighting, rear vision mirrors, horn and other equipment	Gazette Notice Exemption for the fitting of lighting equipment, rear vision mirrors horn and other equipment to Agricultural Vehicles which are more than 3m in width
Dimension exemption for a bus towing a disabled bus for the purpose of towing a disabled bus from breakdown point to the nearest point where repairs can be effected	Gazette Notice Approval for a bus towing a disabled bus to exceed an overall length of 19 metres
Vehicle Standards exemption for opal mining vehicles known as blowers, noodling machines, elevators and prospecting drills	Gazette Notice Operation of Opal Mining Vehicles
Vehicle Standards exemption for vehicles used to transport waste products or scrap metal from the requirements for the positioning of lights at the rear of these vehicles	Gazette Notice Exemption for the position of lighting equipment on the rear of roll on roll off vehicles used to transport waste products or scrap metal
Dimension exemption for ex government route services buses originally manufactured with an overall width greater than 2.5m to be up to 2.6m on certain roads	Gazette Notice Exemption for buses to exceed a width of 2.5m
Vehicle Standards and dimension exemption for Christmas pageant Floats taking part in the annual Christmas Pageant in the City of Adelaide	Gazette Notice Exemption for Adelaide Christmas pageant Floats
Vehicle Standards exemption for left hand drive agricultural machines outside Adelaide area	Gazette Notice Exemption for left hand drive agricultural machines
Authorisation for controlled access bus up to 14.5m operated by Transitplus providing a route service	Gazette Notice Operation of 14.5m transitplus Controlled Access Buses Providing a Route Service in South Australia
Mass and Dimension exemptions for articulated vehicles and B Doubles where the load consists entirely of livestock	Government Gazette Livestock Loading



## Existing jurisdictional local productivity initiatives

Work and Rest Hours and Work Diary exemption for vehicles being driven by a solo driver who would otherwise be working under standard hours to be exempt for work and rest and work diary requirements when transporting live bees within 200km of the driver's base	Gazette Notice Road Traffic (Heavy Vehicle Driver Fatigue) (Transport of Bees) Notice 2011
Work and Rest Hours exemption for vehicles being driven by a solo driver who would otherwise be working under standard hours to be exempt from work and rest hours requirements when transporting fresh fruit, vegetables or grain between a farm and a receiving point not more than 100km from the driver's base	Gazette Notice Road Traffic (Heavy Vehicle Driver Fatigue) (Transport of Fruit, Vegetables and Grain) Notice 2011
Work Diary exemption for drivers of fatigue regulated heavy vehicles owned or operated by the Australian Defence Force	Road Traffic (Heavy Vehicle Driver Fatigue) (Australian Defence Force) Notice 2011
Work Diary and Work and Rest Hours Exemption for vehicles being used by or on behalf of the South Australian Country Fire Service	Road Traffic (Heavy Vehicle Driver Fatigue) (SACFS) Notice 2011
PBS vehicle trials	Permit
Mass concession for single semi trailer combinations when transporting containers	Permit
<b>Tasmania</b>	
<b>Description</b>	<b>Instrument</b>
Dimension exemption to increase the maximum allowable trailer length for a semi-trailer used in a single trailer combination to 14.6m providing that the overall combination length does not exceed 19m	Part 8, Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption to allow 14.9m refrigerated trailers in a single trailer combination providing that the overall combination length does not exceed 19m	Part 9 Vehicle and Traffic (Vehicle Operations) Notice 2010
Higher mass limits for certain vehicle combinations fitted with road friendly suspension and the operator holds mass management accreditation	Part 4 Vehicle and Traffic (Vehicle Operations) Notice 2010
Increase mass limit from 6.0t to 6.5t on steering axle	Part 5 Vehicle and Traffic (Vehicle Operations) Notice 2010
Authorisation for B Doubles 25m and up to 26m to operate on certain approved routes	Part 2 Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption for agricultural vehicles or agricultural combinations subject to conditions	Part 13 Vehicle and Traffic (Vehicle Operations) Notice 2010

## Existing jurisdictional local productivity initiatives

Dimension exemption for a vehicle or combination other than a B Double or a truck and dog trailer combination that is carrying or more oversize indivisible items	Part 7 Vehicle and Traffic (Vehicle Operations) Notice 2010
Mass exemption for tandem drive prime mover and low loader carrying a single overmass indivisible item	Part 7 Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption for certain combinations carrying special purpose logs	Part 7 Vehicle and Traffic (Vehicle Operations) Notice 2010
Mass and Dimension exemption for truck and dog combinations up to 25m not to exceed 50t	Part 3 Vehicle and Traffic (Vehicle Operations) Notice 2010
Vehicle Standards exemption for trucks used to spread fertiliser	Part 13 Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption for trucks fitted with spreader boxes not exceeding 2.9m	Part 14 Vehicle and Traffic (Vehicle Operations) Notice 2010
Mass exemption for a combination carrying 12.2m long overseas export freight container	Part 7 Vehicle and Traffic (Vehicle Operations) Notice 2010
Mass exemption for prime movers fitted with twin steer axle groups fitted with load sharing suspension	Part 6 Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption for vehicle or combination carrying hay in bales or rolls	Part 7 Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption for vehicles carrying high cube freight containers up to 4.5m	Part 7 Vehicle and Traffic (Vehicle Operations) Notice 2010
Dimension exemption for a low loader being used in a combination other than as part of a B Double combination up to 22m	Part 10 Vehicle and Traffic (Vehicle Operations) Notice 2010
Livestock Loading Volumetric Loading Scheme	Permit
<b>Victoria</b>	
<b>Description</b>	<b>Instrument</b>
Dimension exemption for a semi-trailer or a B Double may be built up to 4.6m high provided that each semi trailer has at least 50% of its deck length no more than 1.2m above the ground	Gazette No S51 4 June 1997
Dimension exemption for vehicles first registered before 1 February 2006 to enable driver safety harnesses or mechanical tarping systems to be retrofitted	Gazette No S10 2010
Dimension exemption for vehicles up to 4.6m high carrying cars on specific routes	Part 5 of Schedule 8 of Road Safety (Vehicles) Regulations 2009, Gazette Notices S372 2008 and S5 2010
Dimension exemption for vehicles up to 4.6m high carrying livestock on specific routes	Part 5 of Schedule 8 of Road Safety (Vehicles) Regulations 2009, Gazette Notices S372 2008 and S5 2010

## Existing jurisdictional local productivity initiatives

Higher mass limits for certain vehicle combinations fitted with road friendly suspension and the operator holds mass management accreditation	Gazette Notices S333 2010, S372 2008, S373 2008, S874 2008, S.375 2008, S95 2010
Increased mass limit from 6.0t to 6.5t on steering axle	Government Gazette S3 2009
Authorisation for B Doubles 25m and up to 26m to operate on certain approved routes	Part 1 of Schedule 8 of Road Safety (Vehicles) Regulations 2009. Gazette Notices s374 2008, S11 2010, s406 2009.
Authorisation for use of controlled access buses up to 14.5m on approved routes	Gazette Notice S404 November 2009
Exemption from the requirement to be registered for certain classes of vehicles	S12 of Road Safety ( Vehicles) Regulation 2009
Dimension exemption for agricultural vehicles and combinations	Parts 1 and 4 of Schedule 7 of Road Safety (Vehicles) Regulations 2009 and Government Gazette S519
Mass and Dimension exemptions for oversize or overmass vehicle combinations carrying large indivisible loads	Parts 1 and 2 of Schedule 7 of Road Safety (Vehicles) Regulations 2009 and Government Gazette S402 2009
Mass and Dimension exemption for special purpose vehicles on approved routes	Parts 1 and 3 of Schedule 7 of Road Safety (Vehicles) Regulations 2009 and Government Gazette S403 2009
Mass exemption for truck and dog combinations up to 50t	Parts 1 and 2 of Schedule 9 of Road Safety (Vehicles) Regulations 2009
Dimension exemption for 22m Quad Dog for logs	Government Gazette S197 2010
Dimension exemption for vehicles carrying baled hay including an exemption from warning device requirements	Part 4 of Schedule 9 of Road Safety (Vehicles) Regulations 2009 and Gazette Notice S401 2009
Dimension Exemption for a single semi-trailer towing a converter dolly up to 25m overall	Part 3 of Schedule 8 of Road Safety (Vehicles) Regulations 2009 Gazette Notice S6 2010.
Mass concession for complying buses manufactured on or after 1 July 1994	Gazette Notice S226
Mass concession for gas powered ultra low floor bus up to 650kg	Gazette Notice S226 2009
Vehicle Standards exemption from the fitting of mudguards to agricultural vehicles	s.33 of Schedule 2 of Road Safety (Vehicles) Regulations 2009
Mass exemption for the sum of the mass on the axle groups of specified ultra low floor bus up to 800kg	Gazette Notice S226 2009
Dimension exemption for overwidth plasterboard or concrete pipes to 2.6m wide	Permit
Mass exemption for special purpose vehicle all terrain cranes to 12t per axle	Permit
Livestock loading scheme	Permit
PBS vehicle trials	Permit
Dimension exemption for high productivity freight vehicles (30m B Doubles)	Permit
Mass and Dimension exemptions for heavy tow trucks	Permit

## Existing jurisdictional local productivity initiatives

Western Australia	
Description	Instrument
Dimension Exemption for maximum allowable trailer length for a semi-trailer used in a combination to be up to 14.6	RAV Class 2 and 3 Permit Operating Conditions – RAV Category 2
Dimension exemption for vehicles over 4.3m and not more than 4.6m used in a combination on certain routes	RAV Class 2 and 3 Period Permit Operating Conditions – RAV Category 1 to 10
Authorisation for the use of vehicles up to 4.6m carrying cars on approved routes	RAV Class 2 and 3 Period Permit Operating Conditions – RAV Category 1 and 2
Authorisation for the use of vehicles up to 4.6m carrying livestock on approved routes	RAV Class 2 and 3 Period Permit Operating Conditions – RAV Category 1 and 2 (Rigid Cat 1-10 Prime Mover)
Increased mass limits from 6.0t to 6.5t on steering axle with FUPS	Notice of Exemption
Vehicle Standards exemption for oversize vehicles to have LED warning lights at least 55 watts	Notice of Exemption
Authority for 20m B Doubles up to 50t on approved routes	RAV Class 2 and 3 Period Permit Operating Conditions – RAV Category 1
Authority for B Doubles up to 27.5m on approved routes	RAV Prime Mover, Trailer Combinations Period Permit
Authority for oversize B Doubles and Road Trains on approved routes	RAV Oversize Road Train and B Double Period Permit
Authority for Road Trains up to 53.5m on approved routes	RAV Class 2 and 3 Period Permit Operating Conditions – RAV Category 1
Increased extreme axle spacings for triple road trains with a maximum length of 36.5m	Short Triple Road Train Period Permit
Dimension exemption for double road train consisting of tandem drive prime mover towing a semi trailer and towing either a dog trailer or a converter dolly behind the lead semi-trailer	Road Train with long trailers period permit
Authorisation for controlled access bus up to 14.5m on approved routes	Letter Permit
Dimension exemption for motor vehicles fitted with a five in one agricultural bin up to 2.8m	Class 3 Restricted Access Vehicle Notice 2003 – Five In One Agricultural Bins
Dimension exemption for Class 1 oversize vehicles up to 5.5m wide and 30m length on approved routes	Class 1 RAV Oversize Period Permit Operating Conditions
Dimension exemption for approved vehicle combinations when they are travelling empty for the purpose of picking up or after dropping off a large indivisible item	RAV Platform Trailer Relocation Period Permit Operating Conditions
Mass exemption for approved low loaders carrying large indivisible loads	Class 1 RAV Low Loaders Overmass Period Permit Operating Conditions
Mass and Dimension exemption for vehicle combinations transporting multiple sections of indivisible over length railway iron	Railway Iron Transport Oversize and Overmass Period Permit Operating Conditions

## Existing jurisdictional local productivity initiatives

Mass and Dimension exemption for special purpose vehicles	Class 1 RAV Special Purpose Vehicle Period Permit Operating Conditions
Mass exemption for certain truck and trailer combinations from the 1:1 towed mass ratio	Policy permit
Mass and Dimension exemption for truck and dog combinations up to 20m length and 50t	RAV Truck Trailer Combinations Period Permit Operating Conditions
Dimension exemption for vehicles carrying concrete pipes, baled wool or baled hay or straw	RAV Oversize Divisible Products Prime Mover Trailer Combinations Period Permit Operating Conditions
Dimension exemption for prime mover and semi trailer combination or B Double combination towing an unladen converter dolly	RAV Prime Mover Class 2 and 3 Period Permit Operating Conditions
Higher mass limits for vehicles weighed on certified weighbridges	Certified Weighbridge Mass Management Scheme
Mass exemption for trailers with mid axles allowed to carry up to 9t on mid axle	Policy Permit
Mass and Dimension exemption for tri drive prime mover trailer combinations on approved routes	RAV Tri Drive Prime Mover Trailer Combinations Period Permit Operating Conditions
Mass and Dimension exemption for tri drive truck trailer combinations on approved routes	RAV Tri Drive Truck Trailer Combinations Period Permit Operating Conditions
Mass concession of up to 9t for vehicles carrying containerised cargo for import or export	Concessional Permit for containerised cargo
Mass concession of up to 3t on tri axles and 2t on tandem axles for vehicles transporting livestock	Concessional Permit for Livestock
Mass concession for the loading of bulk products under an approved quality plan	Concessional Permit (Concessional Loading Bulk Products Scheme)
Mass concession for participants in Harvest Mass Management Scheme up to 10% above regulatory mass limits to a maximum of 10t	Harvest Mass Management Scheme Business Rules 2011/12

**NB: The local productivity initiative description provided in column 1 is indicative only. For full details of eligible vehicles and conditions please refer to the Instrument cited in column 2.**

# Crashes Jul 2006 to Jun 2011

