

# Heavy Vehicle Audit Policy

## Policy Details

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	24 <sup>th</sup> April 2024
<b>Resolution Number</b>	0424/016
<b>Approval Authority</b>	Council
<b>Effective Date</b>	24 <sup>th</sup> April 2024
<b>Policy Version Number</b>	1
<b>Policy Owner</b>	Chief Executive Officer
<b>Contact Officer</b>	Director of Corporate Services

## Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <i>Heavy Vehicle National Law Act 2012</i></li> <li>• <i>Heavy Vehicle National Law Regulation 2014</i></li> <li>• <i>Transport Operations (Road Use Management) Act 1995</i></li> <li>• <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2021</i></li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Policy Statement</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Plant and Equipment Audit Reports</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• Stand Down Register</li> <li>• Wet Hire Tender Documents</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
1	24/04/2024	Council Resolution 0424/016	

## Contents

<b>INTENT.....</b>	<b>3</b>
<b>SCOPE.....</b>	<b>3</b>
<b>POLICY.....</b>	<b>3</b>
<b>RISK PROFILE.....</b>	<b>3</b>
<b>INSPECTIONS.....</b>	<b>4</b>
<b>INSPECTION TIMELINES.....</b>	<b>4</b>
<b>TRAINING.....</b>	<b>5</b>
<b>AUTHORISED OFFICERS.....</b>	<b>5</b>
<b>CONTINUOUS IMPROVEMENT JOURNEY.....</b>	<b>5</b>
<b>NONCOMPLIANCE.....</b>	<b>5</b>

## Intent

---

The purpose of this policy is to provide a framework for Council officers to implement internal controls and carry out inspections to mitigate the risks of non-compliance with National Heavy Vehicle Laws. This is intended to create an environment where Council officers involved in the Chain of Responsibility supply chain are encouraged to carry out their duties in such a way that they adhere to the laws and regulations.

## Scope

---

This policy applies to all prime contractors and operators, drivers or owner drivers, consignors and consignees, Council officers and anyone else who plays a role in the supply chain, not just the driver or operator of a heavy vehicle.

## Policy

---

Carpentaria Shire Council is cognisant of its Chain of Responsibility obligations to ensure compliances are met not only to protect the Council, and its employees but also the safety of all who travel on Shire roads. Consequently, authorised officers will carry out inspections of heavy plant engaged by Council to confirm compliance with the National Heavy Vehicle Laws and Transport Operations and Road Use Management Act 1995.

Council is aware this inspection process may cause some inconvenience, but our focus remains on safety standards, which are currently on a continuous improvement journey.

### Risk Profile

In accordance with risk profiling, where the pre-season inspection reveals a contractor's equipment is not maintained to an acceptable standard, Council officers may inspect a higher proportion of equipment compared to another contractor who maintains equipment to a high standard, when selecting an audit sample.

Alternatively, Council may audit all items of equipment in camp at a point in time.

Council does support local business; however, this must be balanced against Council's risk profile.

- Low
  - Contractors who are diligent and maintain their equipment to a high standard.
    - Therefore, we could say the risk of a malfunction is low, because we know the equipment is most likely maintained to a high standard.
- Medium
  - Contractors who maintain their equipment to an acceptable standard.
    - Therefore, we could say the risk of a malfunction is medium, because we know the equipment is most likely maintained to an acceptable standard.
- High
  - Contractors who do not maintain their equipment to an acceptable standard.
    - Therefore, we could say the risk of a malfunction is high, because we know the equipment is most likely not maintained to an acceptable standard.

## Inspections

A third-party inspector may be utilised to support council officers to carry out their role in the inspection process. The inspector must not attend any inspections without an authorised Council Officer present.

Council officers shall use the relevant Plant and Equipment Audit Reports in triplicate to record inspection details.

Any inspection outcomes given to the driver of the equipment, must also be forwarded to the contractor as soon as practicable afterwards.

To expediate this communication the works department are to provide the relevant officers with

- a list of contractors contact details, including phone number and e-mails; and
- a schedule of what equipment and which camp it is in, so they can adequately plan.

## Defects

Where a heavy vehicle found to be defective, either minor or major, the operator of that heavy vehicle will receive a notice setting out the defects. A copy of that notice will be forwarded to the contractor as soon as practicable following the audit. A copy of these notices shall be provided to the works coordinator and recorded in the stand down register.

Minor defects shall be notified to the operator, and the contractor, by e-mail by close of business on the day of the audit. That heavy vehicle can continue to work on a Council site but will have 14 days to rectify the defect/s. Once the defect has been rectified, the contractor may provide Council notification in writing stating the defect has been rectified. Failure to provide notification in writing will result in the contractor not being engaged for further works, until that notification has been received.

Major defects shall be notified to the operator, and the contractor, by phone immediately following the inspection and again by e-mail by close of business on the day of the audit. That heavy vehicle shall be stood down immediately. That heavy vehicle will not be able to work on a Council site, until the defect has been rectified. The heavy vehicle must be reinspected by trained Council officers prior to going back on a Council work site. Failure to present the heavy vehicle for inspection will result in the contractor not being engaged for further works, until heavy vehicle has been presented for inspection by trained Council officers.

Alternatively, the contractor may provide a third-party Certificate of Inspection to Council officers.

## Inspection Timelines

The annual plan shall be to carry out at least two inspections.

1. Pre-Season – prior to commencement of the construction season
  - a. March/April; and
  - b. will also depend on contractor engagement timelines.
2. Mid-way through the season:
  - a. August/September; and
  - b. at commencement of the swing to allow adequate time to visit all camps.

The mid-way inspection shall be scheduled and will be communicated to contractors, ideally one month in advance.

During the season, officers may carry out on the spot / random inspection at their discretion, if they are of the view that a heavy vehicle or heavy vehicles are posing a high risk to road users. These inspections shall not be communicated to contractors.

### Training

Council is committed to provide Chain of Responsibility training to officers in the supply chain to maintain their knowledge of their duties and responsibilities.

### Authorised Officers

Council may engage external contractors with significant experience to support the authorised offices carry out their work. Any Council Officers authorised to carry out the audit work shall be adequately trained to do so.

### Continuous improvement journey

Whilst this policy is in its initial stages following implementation it is expected it will be revised in the second year of implementation, following third party audit recommendations. Any changes will be notified to contractors in future tender documents, and updates to this Policy.

## Noncompliance

---

### Minor Defects

Failure to provide notification in writing will result in the contractor not being engaged for further works, until that notification has been received.

### Major Defects

Failure to present the heavy vehicle for inspection will result in the contractor not being engaged for further works, until heavy vehicle has been presented for inspection by trained Council officers.

### Continued noncompliance

Repeated non-compliance with safety standards, may result in a request for a Certificate of Inspection conducted by a third party, prior to being allowed back on a Council work site.

In more serious cases of repeated non-compliance resulting in major defects the heavy vehicle could be removed from Council's Register of Prequalified Suppliers (ROPS).

Adopted by Council on 24<sup>th</sup> April 2024 by Resolution 0424/016.

**Mark Crawley**  
**Chief Executive Officer**