

General Managers may nominate enforcement officers to become authorised under the *Road Transport Act 2013* to carry out compliance functions relating to the mass, length, loading and dimension of heavy and light vehicles. Carrying out these functions are important as it helps to protect roads as council assets.

This Authorisation enables council officers to conduct basic enforcement activity under the Road Rules NSW and other local Regulations, and provides officers with the necessary powers to enforce those rules. The Authorisation is useful for councils who are not partnered with the National Heavy Vehicle Regulator to perform the full range of mass and dimension compliance activity under the Heavy Vehicle National Law.

This Authorisation also enables limited enforcement of mass, loading and dimension requirements of light vehicles, such as small goods vans and utilities.

Nomination of officers

When nominating an enforcement officer, General Managers must ensure the officers have the required experience and have completed training. It is expected that all nominees will already be a field officer, enforcement officer or ranger (however described) undertaking compliance activity in the field. General Managers are also required to provide assurance that the nominated enforcement officer is a fit and proper person to be authorised under the *Road Transport Act 2013*. This may involve undertaking a criminal history check if there is not a current check on Council's records.

It will be the General Manager's responsibility to ensure that nominated officers are aware of their accountabilities under the *Road Transport Act 2013* and undertake the relevant training provided by Transport for NSW (TfNSW).

General Managers will also be asked to confirm that nominated officers are familiar with privacy obligations and have access to information and legislation relevant to the enforcement officer's authorisation.

Training

TfNSW has developed an online training and assessment package to support the authorisation process. Council employees that are eligible for authorisation will be contacted by email by TfNSW and provided with a link to access the online learning package. They will be provided with a

username and password to log on. The package consists of a module which should take approximately 45 minutes to complete.

If you have queries relating to the training, please contact:

Compliance.Operations.Authorisations@transport.nsw.gov.au

General Managers are also asked to verify that nominated council enforcement officers have formal training and appropriate experience to conduct investigations and initiate legal proceedings. A Certificate IV in Investigations or equivalent qualification is considered a suitable qualification.

Identification card

On successful completion of the online training, nominated officers' authorisation will be approved by TfNSW and successful officers will be issued an identification card.

In the instance where:

- An officer is no longer in the enforcement officer role
- An officer is no longer employed by the Council.

The General Manager must ensure that the change in circumstance is communicated to Compliance.Operations.Authorisations@transport.nsw.gov.au and within 14 days the identification card is returned to:

Transport for NSW,
Card Management Centre,
16–24 Elsie Street, Burwood
NSW 2134

Renewal

Authorisations, including identification cards, are valid for three years after the issue date. It is the General Managers' responsibility to initiate the renewal of the authorisation at least 6 weeks prior to expiry. General Managers must ensure that only officers with current authorisations and identification cards are undertaking enforcement of heavy and light vehicle offences on council roads.

Offence codes

TfNSW has worked with Revenue NSW to ensure Local Government Handbooks have been updated to align with the Authorisation.

Privacy

Council's Code of Conduct and Privacy Policy will extend to any information gathered while conducting enforcement under the Authorisations.

Further enquiries and information

If you have further enquiries, please contact

Compliance.Operations.Authorisations@transport.nsw.gov.au. More fact sheets are also available on the [Mass enforcement on local roads](#) page on our website.