

## How is an officer nominated?

To nominate as an authorised officer under the Road Transport Act 2013 to undertake local road enforcement of mass, length and loading of heavy and light vehicles, an application must be made in writing by the Council's General Manager. A nominated officer must complete a Staff Information Request and sign it. The nominated officer should use their full name as depicted on their driver's licence or birth certificate. The nominated officer will also need to ensure that the signature fits within the box on the form. An electronic passport size photo is required for the issue of an identification card.

The nominated officer may be required to undergo a criminal record check, and provide it to the General Manager.

When one or more eligible officers have been identified, the General Manager of the council must:

- (i) Write a letter recommending each nominated officer, outlining their:
  - a. experience and training, including formal certification
  - b. suitability of character and outcome of Criminal History Check
  - c. awareness of privacy and access information legislation
  - d. understanding of their responsibilities and obligations to the community
- (ii) Provide a Staff Information Request with the officer's personal information and signature
- (iii) Provide an electronic passport size photo.

The application must be emailed to [Compliance.Operations.Authorisations@transport.nsw.gov.au](mailto:Compliance.Operations.Authorisations@transport.nsw.gov.au).

## How do I know what I can or cannot enforce?

Transport for NSW has developed an online training and assessment package to ensure nominated officers are fully aware of the legislative framework and gain an understanding of their powers under the basic NSW road rule enforcement Authorisation. The package consists of a module which should take approximately 45 minutes to complete.

It is the responsibility of each individual officer to work through the content of the training package and undertake any assessment in a fair and confidential manner.

## Is the online training mandatory?

Yes, all enforcement officers must successfully complete the online course before they can be authorised under the *Road Transport Act 2013*.

## When will I get an Identification Card?

On successful completion of the online training, Authorisation will be approved by Transport for NSW and successful officers will be issued an identification card.

It will be your responsibility, to display the identification card when exercising your powers. It is also your responsibility to return your card to the General Manager if you are no longer in the enforcement officer role or if you are no longer employed by the Council. It is the responsibility of the Council to notify Transport for NSW of your changed circumstance within 14 days.

## How long will the authorisation be valid for?

The authorisation and identification card are valid for three years after the issue date. You should initiate renewal through your Council's management at least six weeks prior to expiry.

To renew your card, or for lost or stolen identification cards, please contact  
Compliance.Operations.Authorisations@transport.nsw.gov.au

## Further information

More fact sheets are available on the [Mass enforcement on local roads](#) page on our website.