

Enforceable Undertaking

Chapter 10.1A

Heavy Vehicle National Law

**The commitments in this enforceable undertaking are offered
to the National Heavy Vehicle Regulator**

By

Matthew Harrison

Trading as Alltownskips



Part 1 Executive summary

Section 1 Agreed actions

1. Mr Matthew Arthur Harrison (Mr Harrison) agrees to enter the Enforceable Undertaking and comply with the terms herein.
2. The National Heavy Vehicle Regulator (NHVR) consents to the undertaking and agrees to withdraw the charges against Mr Harrison listed in Quirindi Local Court. Mr Harrison agrees to not make an application for costs with regard to the application previously made.

Section 2 Total cost of actions

3. Cost of enrolling and completing training course: Administer a Fatigue Risk Management System: \$500.00.
 4. Cost of enrolling and completing one-on-one individualised training in mass management: \$7,000.00.
 5. Cost of distributing information to employees and subcontractors: \$500.00
 6. Cost of vehicle modifications: \$4,000.00.
 7. Donation to Road Trauma Support Group NSW: 1,500.00
- Total Costs of Actions: \$13,500.00.

Part 2 General information

Section 1 Purpose

8. The purpose of this enforceable undertaking is to document the undertakings offered to the NHVR pursuant to Chapter 10.1A of the Heavy Vehicle National Law (HVNL) in connection with a matter relating to an alleged contravention of the HVNL.

Section 2 Details

9. The commitments in this enforceable undertaking are offered to the NHVR by Matthew Arthur Harrison.
10. This enforceable undertaking is given on the day and date that it is accepted and signed by the NHVR. The undertaking and its enforceable terms will operate as a legally binding commitment

on the part of the person from the date it is given.

Details of the person proposing the undertaking:

Registered address:	Matthew Arthur Harrison
Postal address:	[REDACTED]
Telephone:	[REDACTED]
Email address:	[REDACTED]
Legal structure:	Sole trader
Type of business:	Skip bins
Commencement of entity:	10 March 2000
Number of workers:	11
Products and/or services:	Providing skip bins to commercial and residential premises.

Details of the alleged contravention

11. On 18 October 2022, Mr Harrison loaded his three-axle vehicle, namely a white Western Star Prime Mover bearing NSW registration [REDACTED] and towing trailers bearing NSW registration [REDACTED] and [REDACTED] ("the Vehicle") with 40 mm gravel at Gunnedah for delivery to Tuggerah. The purpose of the gravel was being collected from a quarry at Gunnedah was for private use in distributing over Mr Harrison's business premises at 5 Mooramba Avenue Tuggerah NSW and also to temporarily fill in and repair potholes on the nearby road of Mooramba Avenue. NHVR-authorized officers observed the Vehicle travelling south on the New England Highway. The vehicle was directed to the Kankool Heavy Vehicle Safety Station where NHVR-authorized officers spoke to Mr Harrison.

Details of the events surrounding the alleged contravention

12. Mr Harrison is a sole trader and operates his skip bin business called All Town Skips. His business delivers skip bins to residential and commercial premises for the removal of waste. The business is his only source of income. The administration of the business is carried out by Mr Harrison with the help of his wife, [REDACTED]
13. Mr Harrison is responsible for all activities carried out by the business including selection of jobs, allocation of drivers, managing the yard, etc. Mr Harrison is solely responsible for his vehicles and equipment.
14. The total mass carried by the Vehicle on 18 October 2022 was less than the total mass limit allowed for the vehicle, however, the mass exceeded that permitted for the end axle group and the third axle group.

The details of any injury or financial loss that arose from the alleged contravention

15. No injury or financial loss has been suffered or sustained by any third party as a consequence of the contravention by Mr Harrison.
16. Mr Harrison has not suffered any injury or financial loss as a consequences of the contravention.

The details of any notices issued that relate to the alleged contravention

17. Mr Harrison was served with two Court Attendance Notices (CAN) to attend Quirindi Local

Court.

The details of any existing transport safety management systems at the workplace including the level of auditing currently undertaken

18. Mr Harrison is a sole trader operating All Town Skips as a small business with eleven employees. All Town Skips has business policies, procedures and practices that take all necessary safety precautions in line with work, health and safety (WHS) legislation and standards. Mr Harrison has an established safety management system in place that encompasses chain of responsibility compliance.
19. Mr Harrison ensures that all his vehicles are always roadworthy and capable of carrying out the requirements of the business in accordance with the HVNL. Mr Harrison relies on the Vehicle on a regular basis and it is a vital piece of business equipment. He also has numerous skip bin trucks that are used to carry skip bins.
20. Mr Harrison regularly checks his vehicles along with other machinery and equipment to ensure they meet the requirements of WHS legislation and his business's policies and procedures. Mr Harrison carries out his checks to the best of his ability and relies on his knowledge, skills and experience to remain compliant with WHS legislation.

Any consultation undertaken within the company regarding the proposal of an EU

21. There has been no formal consultation within the business and Mr Harrison was made aware by the prosecuting authority, on behalf of the NHVR, that an enforceable undertaking may be an available option.

Section 3 Statements

Statement of assurance

22. Mr Harrison is committed to complying with his obligations under the HVNL and ensuring so far as is reasonably practicable, the health and safety of himself, his family, his employees and other road users and the wider community will not be put in any danger or be inconvenienced by carrying out of his business.

Statement of regret

23. Mr Harrison has learned about vehicle mass safety through his interaction with NHVR officers and expects to learn more at training activities he will undertake.
24. Mr Harrison takes full responsibility for causing a safety issue for himself and the community and regrets that he was not aware of the vehicle mass requirements that led to the breach.
25. Mr Harrison takes pride in the successful operation of his business and his long-standing good record, and is upset about his failure to comply with the HVNL regulations. He will ensure it does not happen again.

Statement of ability to comply

26. Mr Harrison has enrolled in a fatigue and mass management course provided by Elite Compliance Consulting and has attended the course on 27 May 2023. This course was face to face in Sydney.
27. Mr Harrison will also arrange for one-on-one individualised training for accreditation of mass management, loading and verification and the knowledge and skills gained will be passed on to his employees and others in the chain of command.
28. Mr Harrison is aware of some modifications he can make to the Vehicle, being the white Western Star Prime Mover bearing NSW registration [REDACTED] and trailers bearing NSW

registration [redacted] and [redacted] to ensure the mass requirements of the HVNL are adhered to. This will involve an additional scale fitted to the Vehicle and trailer axles to ensure all loads shall be within the requirements of the regulations. This work will be undertaken within 6 months.

29. In addition, Mr Harrison will upgrade the existing scales on the Vehicle and trailers. Mr Harrison will soon have the further knowledge and capacity to apply the requirements to any other vehicle that he acquires for business purposes.

Statement granting permission to use

30. Mr Harrison grants permission to NHVR to use any documents, policy or procedures as part of his enforceable undertaking.

Statement of prior undertakings

31. Mr Harrison has not been the subject of any undertaking from any statutory body.

Section 4 Acknowledgement

32. Mr Harrison acknowledges he has contravened s. 96(1)(c) of the HVNL as alleged by the HVNR.
33. Mr Harrison has taken the allegations against him very seriously and would not intentionally place himself, family, employees and the community at risk. Mr Harrison is committed to providing a safe and healthy workplace for the benefit of all employees and the wider community in which he operates.

Section 5 Details of Injury or Illness

Types of workers compensation provided (if the injured person is a worker of the person)

34. Not applicable. No injuries were sustained by Mr Harrison, employees or members of the public as a result of the alleged contravention.

Support provided, and proposed to be provided, to the injured person to overcome injury/illness

35. Not applicable. No injuries were sustained by Mr Harrison, employees or members of the public as a result of the alleged contravention.

Section 6 Rectifications made

36. As a result of the alleged contravention, Mr Harrison is committed to reviewing and ensuring his business systems identify, assess and control risks and are designed to promote continual improvement. The following activities for enhancement of risk management processes will be undertaken:

Description	\$ Amount
Completing training course: Administer a Fatigue Risk Management System	\$500.00
Complete one-on-one individualised training in mass management, loading and verification and strategies to undertake employee education.	\$7,000.00

Description	\$ Amount
Distributing information to employees and subcontractors: \$500.00	\$500.00
Vehicle modifications	\$4,000.00
Donation to Road Trauma Support Group NSW	\$1,500.00
Total cost p.a.	\$13,500.00

Section 7 Acknowledgement of publication

37. Mr Harrison acknowledges that the enforceable undertaking will be published on the NHVR's internet site and may be referenced in NHVR publications.

Part 3 Enforceable terms

Section 1 Commitments

Commitment that the behaviour that led to the alleged contravention has ceased and will not reoccur

38. Mr Harrison is committed to ensuring that the behaviour that led to the alleged contravention has ceased and that he will take all reasonably practicable steps to prevent recurrence.

Commitment to the ongoing effective management of public risk associated with transport activities

39. Mr Harrison is committed to the ongoing effective management of public risks associated with transport activities within his business operations.

40. Mr Harrison has a commitment to ongoing continuous improvement in how he manages risks associated with his business operations, including the review of new technology when available.

Commitment to disseminate information about the EU to workers and other relevant parties in the chain of responsibility

41. Mr Harrison is committed to disseminating information about the enforceable undertaking to his employees and other relevant parties within the chain of responsibility, and all relevant contractors and subcontractors working for Mr Harrison. This information will be disseminated by Mr Harrison participating constructively in all compliance monitoring activities of the EU.

42. Mr Harrison acknowledges that responsibility for demonstrating compliance with the undertaking rests with him and All Town Skips, and evidence to demonstrate compliance with the terms will be provided to the NHVR by the due date of each term.

43. It is acknowledged that the NHVR may undertake other compliance monitoring activities to verify the evidence and compliance with an enforceable term, and cooperation will be provided to the NHVR including providing details of workshops and training activities conducted for industry and community benefit.

Commitment that any promotion of a benefit arising from the EU will clearly link the benefit to the undertaking and make it clear that the undertaking was entered into as a result of an alleged contravention

44. Mr Harrison is committed to ensuring that any promotion of a benefit arising from this enforceable undertaking will clearly link the benefit to the undertaking and that the undertaking was entered into as a result of the alleged contravention.

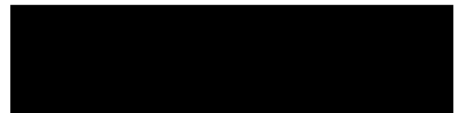
Section 2 Strategies that will deliver benefits

Benefits to employees and parties within the chain of responsibility

45. As part of this enforceable undertaking, Mr Harrison aims to deliver strategies that focus on benefits to:
- a. himself, employees and parties within the chain of responsibility.
 - b. the transport industry and the broader community.
46. Mr Harrison intends to achieve these outcomes through the implementation of the strategies set out below that will provide him with the knowledge and awareness to assist himself, his family and persons who become employed by him or associated with the use of his vehicles.

Activities

Activity 1 – Completion of Mass Management Training, Weight Verification Training and Fatigue Training	
Scope	<p>The requirements will be addressed in the first attachment marked A1 and titled "All Town Skips Pty Ltd – Compliance Training – V1.0 July 2023" and completion shall be delivered in the one training outcome in the timeframe specified below. The created training content shown in the first attachment attached will refresh on fatigue, however the main content relates to mass management and verification training and creating evidence to support the EU requirements.</p> <p>Mr Harrison has already completed a one-day fatigue and mass management course for drivers and schedulers on 27 May 2023, which forms part of and includes page 7 of the first attachment marked A1.</p> <p>The Training Content as required to determine the competency of Mr Harrison will include, a detailed responsibilities Summary and Assessment tool including the task processes and measured outcomes with the tool, which is in the first attachment marked A1.</p> <p>With respect to Mass Management, to create training content specific to mass and on road compliance as required and controlled by the heavy vehicle driver. The Summary and Assessment tool will include:</p> <ul style="list-style-type: none">○ Chain of Responsibility and management (as a party) in control or have influence of the loading of a heavy vehicle to comply with the legal permitted mass limits○ Management of the Mass Limits and including:<ul style="list-style-type: none">▪ Legal mass limits per axle- axle group and configuration▪ Loading positioning aligned with legal allowable axle weights per configuration under General or Concession mass limits▪ Road Access – including vehicle dimensions and allowable axle mass limits per configuration▪ Verification and load management controls/devices to assess and determine if the loaded vehicle has been loaded to conform with the legal allowable limits- inclusive of the use of applied weight measurement or monitoring of axle masses at all times <p>Furthermore, the training, must align with Accreditation and the safe use of the vehicle, including the loading and compliance with the applicable mass limits. ELITE Training & Education will provide this training in accordance with the timeframe stipulated above.</p>
Details	<p>Elite Compliance Consulting, 11 Shirley Street, Rosehill NSW 2142. This course is both face to face and an on-site course where representatives of Elite Compliance Consulting will attend All Town Skips premises at [REDACTED] to undertake the course, inspect the Vehicle and make sure of compliance. It will focus on the issues raised under the details above.</p>
Timeframe	<p>Within the next six months.</p>



Activity 1 – Completion of Mass Management Training, Weight Verification Training and Fatigue Training
Outcome
To attain greater awareness and specific knowledge of all issues surrounding mass management and heavy vehicles. A copy of the statement of attainment/ certificate of completion to be submitted to the NHVR. Mr Harrison will attain the knowledge and skills to be proficient in mass management and learn strategies to pass on knowledge and awareness to his employees and others in the chain of command. A copy of the statement of attainment/ certificate of completion to be submitted to the NHVR.
Costs
\$7,500.00
Output
Please see first attachment titled “All Town Skips Pty Ltd – Compliance Training – V1.0 July 2023” which sets out the course outline for Activity 1. Mr Harrison’s course consultant called Adrian Scott from ELITE Training & Education has commenced collating the first attachment marked A1, known as the tool. The document will be used to deliver and record the training content to achieve the required outcome in accordance with the Application in the timeframe specified.
Activity 2 – Distributing information to employees and subcontractors
Scope
Mr Harrison will distribute information and knowledge he obtains from his courses to his employees and subcontractors, particularly for when they drive the white Western Star Prime Mover bearing NSW registration [REDACTED] and trailers bearing NSW registration [REDACTED] and [REDACTED]
Details
Toolbox meetings on a monthly basis with his employees and subcontractors at the premises of All Town Skips, which is located at [REDACTED]
Timeframe
Within the next six months.
Outcome
The employees and subcontractors of All Town Skips will attain the knowledge and skills to be proficient in mass management and use, loading, restraining loading and use of heavy vehicles in general.
Costs
\$500.00
Output
Please see second attachment marked A2 titled “All Town Skips – Consultation & Communication V1.0 July 2023 which sets out the topics and content to be raised by Mr Harrison on behalf of his business in the toolbox meetings, which will be addressed by Mr Harrison in the time specified. This second attachment, also known as a Toolbox in the general industry terminology as used, has formatted content. The content is to be specifically informative information to disseminate to workers/drivers of All Town Skips on the recent actions taken, which must align with new management processes. The provided content as included in the second attachment must be communicated and the



Activity 2 – Distributing information to employees and subcontractors

worker/driver of All Town Skips is to have the opportunity to participate and on completion, the worker/driver as the recipient will have the opportunity to accept the content. This document and included content contains information on fatigue and mass as to be communicated internally to Workers/drivers. If subcontractors are engaged by All Town Skips, the content will need to be expanded to be explained and discussed with them as well.

Activity 3 – Vehicle modifications

Scope

To modify the Vehicle, being the white Western Star Prime Mover bearing NSW registration [REDACTED] and trailers bearing NSW registration [REDACTED] and [REDACTED] to ensure they comply with mass requirements of the HVNL.

Details

Mr Harrison is aware of some modifications he can make to the Vehicle to ensure the mass requirements of the HVNL are adhered to. This will involve upgrading scales to the Vehicle's axles and the trailers' axles, which involves the current analog weight scales being replaced with digital scales, which will be more accurate and easier to read, and will ensure all loads shall be within the requirements of the HVNL.

Timeframe

Within the next six months.

Outcome

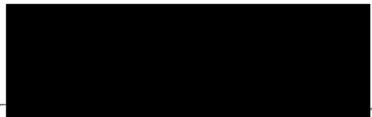
The Vehicle Mr Harrison owns, namely the white Western Star Prime Mover bearing NSW registration [REDACTED] and trailers bearing NSW registration [REDACTED] and [REDACTED] are compliant with the mass requirements of the HVNL.

Costs

\$4,000.00

Output

Mr Harrison will provide a statutory declaration stating what vehicles will or were to be fitted with what scales and on what axle along with annexing relevant tax invoices and photographs and providing within the timeframe specified above.



Activity 4 – Donation to Road Trauma Support Group NSW

Scope

Donation to Road Trauma Support Group NSW. Road Trauma Support Group NSW is a not-for-profit organisation dedicated to helping support families of road trauma. It advocates for safe roads for all NSW road users with a special focus on providing support to families affected by road trauma death, the delivery of education and public awareness, and driving reforms to the criminal justice system with respect to road trauma deaths in NSW. It relies on donations from the community and external stakeholders.

Details

Donation of \$1,500.00

Timeframe

Within the next six months.

Outcome

The Donation will assist the Road Trauma Support Group in its mission to be an active advocate for safer roads for all road users in NSW.

Costs

\$1,500.00

Output

Mr Harrison will provide a receipt from the recipient of the donation within the timeframe specified

47. The estimated cost of undertaking the training activities is estimated to be \$13,500.00

Part 4 Offer of undertaking

Executed as an Undertaking

Matthew Arthur Harrison [REDACTED]



Executed by Matthew Arthur Harrison [REDACTED] pursuant to section 127(1) of the *Corporations Act 2001* (Cth) by:

[REDACTED]	[REDACTED]
Signature of Director	Signature of Director/Company Secretary
[REDACTED]	[REDACTED]
Name of Director (print)	Name of Director/Company Secretary (print)
24/8/23 Date: Click or tap to enter a date.	Date: Click or tap to enter a date.

Acceptance of undertaking

Accepted by the National Heavy Vehicle Regulator pursuant to sections 590A(2) and 661(1)(b) of the

Heavy Vehicle National Law by:

	
Signature of Chief Executive Officer	
	
Name of Chief Executive Officer (print)	
18/09/2023 Date: Click or tap to enter a date.	






Section 1 – Training Summary Guide

Section 1: Chain of Responsibility (CoR) & Heavy Vehicle National Law (HVNL)

- All parties involved in the road transport & supply chain industry when using heavy vehicles as tools or resources as part of the business model, are stakeholders in the 'Chain of Responsibility'.
- This includes Consignors, Clients, Schedulers, Managers, Subcontractors, Drivers and receivers.
- Alltown Skips as a freight mover and provider of transport related services, is committed to ensuring CoR practices and procedures are maintained to ensure ongoing compliance with the HVNL.
- To achieve this, Alltown Skips will ensure that processes are in place to control:
 - Determining the vehicle & configuration best suited for the load to be transported, including whether route permits are required, & required documentation to be held.
 - Vehicles & configurations does not exceed mass limits & verification must be conducted regularly to ensure weights & gauges are true & accurate to be used as required.
 - Vehicles, configurations & loads do not exceed dimension limits and the control of loading is Alltown Skip's responsibility, including verification of this process.
 - Vehicles and/or configuration loads are appropriately restrained, equipment and other resources are suitable for use and correctly applied.

Section 2: Management of Mass Limits

- The weight verification of the vehicle/configuration & the required load restraint equipment is to be verified prior to the commencement of the delivery from the load site to the destination.
- The positioning of the load it to be assessed against allowable axle mass limits, centre of gravity vehicle or configuration complies with the dimensional.
- The loaded vehicle or configuration is to be weighed to ensure that the gross & axle masses do not exceed the mass limits for the vehicle or configuration on all axle groups are complying.

Axle Group:	Single Axle	Single Axle	Twin Steer	Tandem Group	Tri-Axle Group
Axle/s:					
Tyres:	Single Tyres	Dual Tyres	Single Tyres	Dual Tyres	Dual Tyres
Details:	Steer Steer (FUPS)*	Dolly Axle (Dog Trailer)	Non Load-Sharing Load Sharing	GML / CML	GML / CML / HML
Mass Limit:	6.00t 6.50t*	9.00t	10.00t (NLS) 11.00t (LS)	16.50t (GML) 17.00t (CML)	20.00t (GML) 21.00t (CML) 22.50 (HML)
Notes:	Refer to * below	CML/HML Not Applicable	Load-Sharing Suspension required for over 10.00t.	NHVAS Mass Module required for CML	NHVAS Mass Module required for CML/HML
References:	*Heavy vehicles with a GVM over 15 tonnes fitted with specified technologies, including an engine complying with ADR 80/01 (Euro IV), Front Under-run Impact Protection that meets UN ECE Regulation No. 93 or ADR 84, and cabin strength that meets the requirements of UN ECE Regulation No. 29, are permitted up to 6.5 tonnes on the steer axle provided it does not exceed the manufacturers rating. Allowable GVM/GCM may then also be increased by up to 0.5 tonnes.				

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Training Summary Guide & Questionnaire

Section 1 – Training Summary Guide

Section 3: NHVAS Mass Management Accreditation

- The NHVAS Mass Management Accreditation Module allows for vehicles to have an increased allowable mass limit on axle grouping & the vehicles gross weight.
 - This allows a vehicle to load above General Mass Limits (GML) to Concessional Mass Limits (CML)**
- Drivers are required to maintain trip records for any loaded trip where the Gross or Axle Mass goes above General Mass Limits – For Example, this is:
 - Above 16.50t on a Tandem Group**
 - Above 20.00t on a Tri-Axle Group**
- Periodic verification of a vehicles weight is required as well to ensure the accuracy of in-vehicle weight gauges (**Bi-Annually as per NHVAS**). Drivers are to record when verification occurs.
 - While this is the requirement, Drivers should verify their weights & in-vehicle gauges at EVERY OPPORTUNITY**

Summary NHVAS Mass Requirements
CML – Concessional Mass Limits

- Hauling unit **MUST** be mass accredited
- Driver must record axle / group weights for each load carried on accredited vehicles when the mass limit exceeds the GML.
- Vehicle Suspension Maintenance must be carried out in accordance with compliance requirements and recorded as part of normal servicing.
- Air gauges on air suspension are desirable if not loading off weighbridge.
- Drivers must be trained in Mass requirements.

Section 4: Mass Management & Compliance with Limits

- Drivers are instructed to abide to the provided information for each vehicle and configuration, & must understand the correct weights and axle group maximum legal limits.
- Drivers exceeding the vehicle or configurations legal gross or axle group weights are instructed to adjust the vehicles weight/s PRIOR to departing the loading site.
- Drivers are to use available means of weight assessment (**Weight Gauges**) & measurement to ensure the vehicle/configuration is conforming to legal weights, both per axle, axle group or gross.
 - Alltown Skips DOES NOT condone overloading of vehicles, and has the intent to provide Drivers with information and knowledge of Mass limits per vehicle or configuration that can be achieved.**
 - Calibration of weight gauges to occur at EVERY OPPORTUNITY.**
- Drivers are to ask their Nominated Responsible Person if they need clarification of mass limits or how to verify/calibrate weight gauges

GCM: (Gross Combination Mass) for GML
Normally applied to prime movers towing trailers and is a total weight that must not be exceeded when adding the weight of the truck and the trailer/s and the load ie B Double:

Steer Axle	= 6000 kg
Tandem Drive	= 16500 kg
Tri Axle Trailer	= 20000 kg
GCM	= 42500kg

Axle Loadings

25/26m B-Double Under CML

Steer	6500 kg <small>(including steer axle)</small>
Drive Group	17000 kg
1 st Trailer Axle Group	21000 kg
2 nd Trailer Axle Group	21000 kg
GVM MUST NOT EXCEED	65000 kg

- ON RESTRICTED B-DOUBLE ACCESS ROUTES**
- CML GIVES AN EXTRA 2000kg OVER THE TOTAL RIG**
GVM 62500 → 65000

Weigh each axle & grouping before departure (after loading)
Log each load before departure on the Daily Vehicle Load Sheet
You don't need to log "empty" legs
Don't fuel up after you load – fuel up before

All axles & groups must have air bag suspension except for the steer axle - **if not loading off weighbridge** and you will need air gauges fitted to the air suspension to calculate weights

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Training Summary Guide & Questionnaire

Section 1 – Training Summary Guide

Section 5: Verification of Weight Gauges

- The use of on-board mass equipment (weight gauges) is not always available or accurate for all axle groups, hence the requirement for periodic verification of the weight gauges.
- Verification of the weight gauges is to occur and be recorded, to ensure the mass assessing equipment remain true and accurate **AT EVERY OPPORTUNITY**
- This will ensure that all drivers are competent in the loading of their vehicles and configurations and that they are complying with legal mass limits on all axle groups, using the methods to verify the gross and axle masses.



USING A WEIGHBRIDGE:

- Having your vehicle or configuration's individual axle groups weighed on a weighbridge prior to departure is one of the simplest and most reliable loading control methods.
- The Worker/Driver can easily detect any overloads and rectify them prior to departure.
- Some weighbridges have multiple decks allowing the vehicle or configuration's axle groups to be weighed simultaneously and software systems that provide the Worker/Driver with printed dockets showing these weights.
- Other single deck weighbridges that have suitably level approaches may determine axle group weights using the roll-on, roll-off method and these cumulative weights can be manually recorded by the Worker/Driver.
- These weighbridges will be able to weigh your individual axle groups and provide you with axle group weights, i.e. through a weigh docket or a display allowing the Worker/Driver to record axle group weights, which you need to keep as part of your trip records and for administration and verification purposes.
- To ensure you meet your Accreditation or travel audit requirements you will need to keep your trip records, including axle group weights, and identify the particular location being used.



Section 6: Route Access

- Most vehicles operate with right to access (commonly known as general access), and some are restricted from accessing sign posted roads & bridges by virtue of their mass or dimension.
- Alltown Skips advises Drivers in control of company owned or operated vehicles & configurations that you are expected to take the most direct legal route when operating any vehicle or configuration.
- Any route selected by the Drivers must be legally allowable to be used, either when unladen, or when loaded travelling under General Mass, Concessional Mass or Higher Mass Limits.
- Therefore, roads selected must only be used when legally allowed subject to GML & CML limits, & axle's weight must be compliant to the mass limit of the vehicle or configuration being driven.
- Management does not condone Workers/Drivers using roads or access routes that are not legal or permissible for the mass of the vehicle or configuration being operated.

Workers/Drivers are required not to operate vehicles on roads that are prohibited or otherwise have load restrictions or conditions or are not approved under CML or HML.

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Training Summary Guide & Questionnaire

Section 2 – Training Questionnaire

<h1>Knowledge Questionnaire</h1>						
These questions are to be answered to the best of your ability and relative information was advised within the training presentation as delivered prior to this time.						
Part 1 – PERSONNEL DETAILS						
Your Name						
Your Driver's Licence (class and number)						
Position (Scheduler- Driver- Mechanic)		Training Date				
Part 2 – KNOWLEDGE QUESTIONNAIRE						
SECTION 1						
	Yes or no answers are required by ticking the box	Yes	No			
1.	Can you, as a driver, be held personally responsible under the Chain of Responsibility?					
Yes or No answers are required by ticking the box – <u>IF YOU AGREE</u>						
	What are you, as a driver, responsible for ensuring under the Heavy Vehicle National Law? (There can be multiple correct answers)	Yes	No			
2.	a. Vehicles & configurations does not exceed mass limits & verification of weights					
	b. Vehicles, configurations & loads do not exceed dimension limits					
	c. Determining if and when weight gauges require calibration					
	d. Vehicles and/or configuration loads are appropriately restrained					
Section 1 – Assessment Criteria		5	Needs Improvement	Satisfactory	Good	Excellent
Chain of Responsibility (CoR) & Heavy Vehicle National Law (HVNL)						

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Training Summary Guide & Questionnaire

Section 2 – Training Questionnaire

SECTION 2						
Yes or no answers are required by ticking the box						
3.	Who is responsible for ensuring load compliance with allowable gross & axle masses?				Tick 1	
	a.	The Scheduler / Allocator				
	b.	The Loader Driver / Plant Operator				
	c.	The Driver of the vehicle				
	d.	Public Weighbridge Personnel				
Yes or no answers are required by ticking the box						
4.	What is the allowable weight of a Tandem Axle Group (2 Axles) at GML?				Tick 1	
	a.	16.00t				
	b.	16.50t				
	c.	17.00t				
	d.	17.50t				
Yes or no answers are required by ticking the box						
5.	What is the allowable weight of a Tri-Axle Group (3 Axles) at GML?				Tick 1	
	a.	20.00t				
	b.	21.00t				
	c.	22.00t				
	d.	22.50t				
Section 2 – Assessment Criteria		3	Needs Improvement	Satisfactory	Good	Excellent
Management of Mass Limits						

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Training Summary Guide & Questionnaire

Section 2 – Training Questionnaire

SECTION 3						
Yes or no answers are required by ticking the box						
6.	When are you to maintain trip records (including recording Gross & Axle Masses) under NHVAS Mass Management?				Tick 1	
	a.	Whenever you want to				
	b.	Only when the required to go past an inspection station				
	c.	For all loaded trips where the Gross Weight is above GML				
	d.	For all loaded trip where Gross & Axle Masses are above GML				
Yes or no answers are required by ticking the box						
7.	What is the allowable weight of a Tandem Axle Group (2 Axles) at CML?				Tick 1	
	a.	16.00t				
	b.	16.50t				
	c.	17.00t				
	d.	17.50t				
Yes or no answers are required by ticking the box						
8.	What is the allowable weight of a Tri-Axle Group (3 Axles) at CML?				Tick 1	
	a.	20.00t				
	b.	21.00t				
	c.	22.00t				
	d.	22.50t				
Section 3 – Assessment Criteria		3	Needs Improvement	Satisfactory	Good	Excellent
NHVAS Mass Management Accreditation						

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Training Summary Guide & Questionnaire

Section 2 – Training Questionnaire

SECTION 4						
Yes or no answers are required by ticking the box						
9.	How do you determine if your vehicle is compliant with Axle & Gross Mass Limits? (There can be multiple correct answers)				Yes	No
	a.	I'm not, as this is the job of the Loader Operator				
	b.	Use of weight gauges				
	c.	I don't need to because the Scheduler wont schedule a load that is too heavy				
	d.	Use of available weighbridges				
Yes or no answers are required by ticking the box						
10.	If you identify that you are overloaded by 300kgs on an axle group, what should you do?				Tick 1	
	a.	Nothing as I am within my 500kg tolerance				
	b.	Ignore it and record my weights to be complaint				
	c.	Do not leave the loading site and adjust my weight prior to departure				
Yes or no answers are required by ticking the box						
11.	What should you do if you have load shift mid-journey and identify that you are now overloaded on an axle group?				Tick 1	
	a.	Keep driving to the unloading site as it is already too late to change				
	b.	Pull over in a safe location & contact your nominated responsible person				
Yes or no answers are required by ticking the box						
12.	Is overloading an axle group allowed if the vehicle is still within its Gross Mass Limit?					
Section 4 – Assessment Criteria		5	Needs Improvement	Satisfactory	Good	Excellent
Mass Management & Compliance with Limits						

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Training Summary Guide & Questionnaire

Section 2 – Training Questionnaire

SECTION 5						
Yes or no answers are required by ticking the box						
13.	When should you verify your weight gauges? (Tick the most correct answer)				Tick 1	
	a.	Once a year (Annually)				
	b.	Once every 6 months (Bi-Annually)				
	c.	Monthly				
	d.	At every opportunity				
Yes or no answers are required by ticking the box						
14.	What are you to do if the verification identifies that the weight gauges need calibrating?				Tick 1	
	a.	Contact the nominated responsible person and advise them of this				
	b.	Nothing, as it is the Schedulers job to ensure these are calibrated				
Yes or no answers are required by ticking the box				Yes	No	
15.	Are you required to record any time that verification of the vehicles weight occurs?					
16.	Are you aware or have the knowledge about the legal gross and axle masses, and travel conditions for your vehicle or configuration					
17.	Are you aware of how to verify the weight gauges in the truck?					
18.	Are you aware of what to do if you identify that the gauges in the vehicle are inaccurate and need calibrating?					
Section 5 – Assessment Criteria		6	Needs Improvement	Satisfactory	Good	Excellent
Verification of Weight Gauges						

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Training Summary Guide & Questionnaire

Section 2 – Training Questionnaire

SECTION 6								
Yes or no answers are required by ticking the box								
19.	Do you, as a driver, have a responsibility to ensure route compliance is maintained?				Tick 1			
	a.	Yes						
	b.	No, the Scheduler will check this before allocating my load						
	c.	Only when advised by the Scheduler						
Yes or no answers are required by ticking the box				Yes	No			
20.	If a vehicle & configuration is approved to travel a route at GML, does that mean it is approved at CML also?							
21.	If you have to travel down a road that a vehicle is not approved for, what do you do?				Tick 1			
	a.	Travel down the road as long as my destination is within the first 500m						
	b.	Ignore the signs because other trucks of the same size are travelling there						
	c.	Pull over where safe to do so and contact your nominated responsible person						
Section 6 – Assessment Criteria				3	Needs Improvement	Satisfactory	Good	Excellent
Route Access								

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Training Summary Guide & Questionnaire

Section 3 – Training Outcome

Assessment Criteria's:		Needs Improvement	Satisfactory	Good	Excellent
Section 1 Chain of Responsibility (CoR) & Heavy Vehicle National Law (HVNL)	5				
Section 2 Management of Mass Limits	3				
Section 3 NHVAS Mass Management Accreditation	3				
Section 4 Mass Management & Compliance with Limits	5				
Section 5 Verification of Weight Gauges	6				
Section 6 Route Access	3				
Unit Results	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent	Date:			
		Assessor name:			
25	Assessor comments:				

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Supervisor/Presenter	Matthew Harrison	Date	20.07.2023
Subject	Mass Records & Fatigue Work/Rest	No.	ATS001

Topics, comments and points raised (summary)

Completion of National Driver Work Diaries

Drivers of fatigue-regulated heavy vehicles must carry a National Driver Work Diary, and complete a work diary to record their work and rest times if they:

- Operate under Standard Hours and work more than 100km from their base, or;
- Operate under Standard and Basic Fatigue Management (BFM).

Each white daily sheet, which is marked ORIGINAL, must remain in the work diary.

- You must give the yellow copy, which is marked DUPLICATE, to your record keeper **WEEKLY** to assist Menai Haulage in the management & review of records.

Work & Rest Hours

Below are the required Work & Rest Limits under the Standard or Basic Fatigue Management Module, as all Alltown Skips Workers/Drivers operate under:

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes' rest time
8 hours	7 ½ hours work time	30 minutes' rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes' rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours' stationary rest time*
7 days	72 hours work time	24 continuous hours' stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days

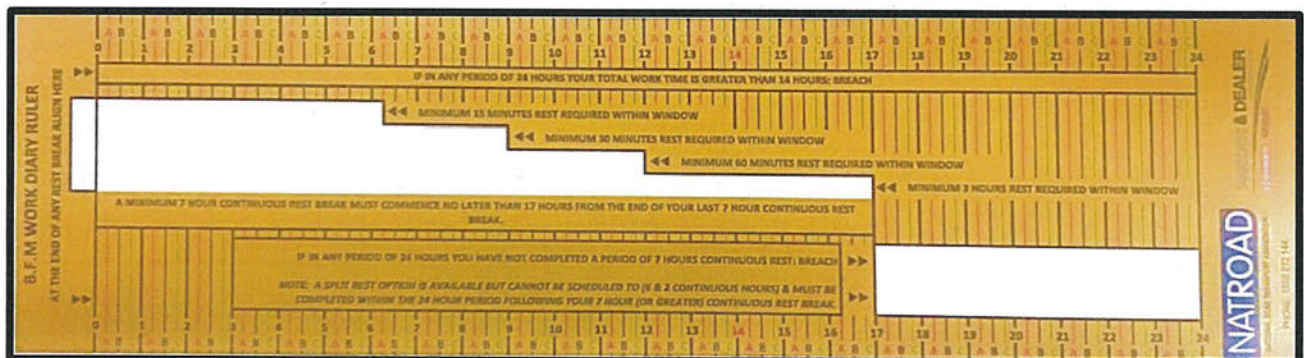
Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
6 hours, 15 minutes	6 hours	15 minutes' continuous rest
9 hours	8 hours, 30 minutes	30 minutes (can be in block of 15 continuous minutes)
12 hours	11 hours	60 minutes (can be in block of 15 continuous minutes)
24 hours	14 hours	7 hours' continuous stationary rest
7 days (168 hours)	72 hours	24 continuous hours' stationary rest
14 days (336 hours)	144 hours work time	4 nights' rest (including 2 consecutive night rests, no later than after 84 hours work time)

* Stationary rest is rest time that the driver spends out of the heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.

A night rest is 7 hours' continuous rest taken between 10pm and 8am or 24 continuous hrs stationary rest.

Measuring & Recording Work & Rest Hours

All of you have been provided with the **NATROAD B.F.M Work Diary Ruler** which can be utilised to assist you in scheduling when you need to take your rest breaks:



If you misplace this resource, please contact your Scheduler – There are spares in the office.

There have been a concerning number of Work Diary Breaches & Errors, which are being communicated to you as part of this Toolbox to have resolved/addressed.

ORIGINAL (do not remove from the book)	NATIONAL DRIVER WORK DIARY DAILY SHEET	WORK DIARY NO.
DRIVER IDENTIFICATION		
Driver's Name: Greg Smith	Date: 3/9/19	Day of the Week: S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S
Licence No: 2911000	Number Plate: BC 2414	Time Zone: State/Territory (Driver Base) ACT NSW NT Qld SA TAS VIC WA
Driver: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Standard Bus		Time of daily check (if required): 5am
<input type="checkbox"/> BFM <input type="checkbox"/> AFM		<input type="checkbox"/> Exemption hours (for this 24 hr period only)

You need to ensure all information is correctly recorded within your Work Diary, including the Total Work & Rest Times, and the Drivers Signature.

Verification of Records – Telematics

Assessing & verifying Worker/Driver recorded Work & Rest Times is a process required to be undertaken by Alltown Skips, as per the completed Work Diary Pages against weighbridge Electronic System records installed into the operating vehicles.

Any observed inconsistencies picked up through the fitted GPS System will need to be investigated, to determine the cause of the required investigation. These include:

- Workers/Drivers estimating and recording their work and rest times
- Records not aligned between Work Dairy's
- Time/Dated Load Records & Pre-Trip Inspections

Corrective Actions will apply for any Worker/Driver created records found to be incomplete, inconsistent, in accurate or in breach, as per internal procedures.

Mass Records


Workers/Drivers within Alltown Skips are to record Trip Details for ALL LOADED TRIPS as per the Mass Record Sheet, including Gross & Axle Masses:

Truck Rego #	Workers/Drivers operating vehicles under Mass Management must complete this record for to document loads completed. Always check air gauge weights with brakes released and full air pressure.						Trailer 1 Rego #	Trailer 2 Rego #
Date	Loaded From	Destination	Gross weight	Steer Weight	Drive Weight	Trailer 1 Weight	Trailer 2 Weight	Tick If verified against weighbridge

Mass Limits

Workers/Drivers within Alltown Skips are required at all times to ensure they maintain compliance with the allowable Gross & Axle Mass Limits. At no time are you permitted to record an overloaded trip through the Mass Record Sheet.

25/26 Metre B-Double (tri tri)

Vehicle Type					
GML	6.0*	16.5	20.0	20.0	Gross 62.5*
CML#	6.0*	17.0	21.0	21.0	Gross 64.5*
HML^	6.0*	17.0	22.5	22.5	Gross 68.0*

Alltown Skips does not condone overloading of company owned/operated vehicles and has the intent to provide Workers/Drivers with information and knowledge of Mass limits per vehicle or configuration that can be achieved. If you know the vehicle is overloaded, please contact the Scheduler and readjust the weight prior to leaving the site.

Feedback

Supervisor/Presenter	Matthew Harrison	No.	ATS001
Location		Duration	

Required Actions / Improvements	Responsible	Signoff	Date

Name	Sign	Date