

LRTAV HPLV Accreditation Scheme - Business Rules

Roles and responsibilities, vehicle certification requirements, audit processes,
issuing operator accreditation certificates and fees.

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Livestock and Rural Transporters Association

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1. Introduction

The LRTAV (Livestock and Rural Transporters Association) HPLV (High Productivity Livestock Vehicle) Accreditation Scheme is a compulsory program for operators accessing Victoria's HPLV Network.

The Scheme promotes compliance, accountability, and industry best practices, while prioritizing safety, animal welfare, and adherence to regulations for improved access for high productivity livestock vehicles.

This document sets out the **Business Rules** for Livestock and Rural Transporters Association (LRTAV's) High Productivity Livestock Vehicle (HPLV) Accreditation Scheme. Sections include:

1. Role and Responsibilities
2. Vehicle Certification Requirements
3. Audit Processes
4. Issuing Operator Accreditation Certificates
5. Fees

The **Business Rules** should be read in conjunction with the LRTA HPLV Accreditation Scheme **Standards and Operating Conditions**, which specify requirements relating to:

1. Vehicle Standards
2. Route Compliance
3. Payload Management
4. Record Keeping
5. Training and Education
6. Accident and Incident Management
7. Insurance

2. Roles and Responsibilities

This section outlines the key parties involved in managing the **HPLV Accreditation Scheme**, along with the Authority and Responsibilities they have under the Scheme.

2.1 LRTAV Executive

Authority

1. Appoint the Scheme Coordinator.
2. Appoint the Accreditation Review Committee.
3. Approve and Amend the Standards and Operating Conditions.
4. Approve and Amend the Scheme Business Rules.
5. Approve HPLV Scheme Auditors.
6. Approve Authorised Training Providers.
7. Direct the Scheme Coordinator to withdraw an Accredited Livestock Transport Operators Accreditation Number.

Responsibilities

1. Overseeing the implementation of the accreditation scheme, ensuring its effectiveness, development and adherence to the HPLV Standards and Operating Conditions.
2. Allocate necessary resources and funding for its successful implementation.
3. Review and update the scheme periodically to align with changing regulations and industry best practices.

2.2 Scheme Coordinator

The Scheme Coordinator is appointed by the LRTAV Executive and acts as the central point of contact for all aspects of the accreditation scheme.

Authority

1. Issue Accredited Livestock Transport Operators with an HPLV Accreditation Number and Vehicle Identification Marker.
2. Recommend Approved Applications to the Department of Transport Victoria.
3. Make recommendations in relation to participations or the operation of the scheme to the Accreditation Review Committee.
4. Make recommendations in relation to participations or the operation of the scheme to the Executive.
5. Make recommendations in relation to Authorised Training Providers to the Executive.

Responsibilities

1. Coordinate the development and implementation of the accreditation scheme.
2. Communicate with relevant authorities, stakeholders, and Accredited Livestock Transport Operators to ensure smooth operations.
3. Oversee the verification process and ensure compliance with the HPLV Standards and Operating Conditions.
4. Presenting applications and seeking advice in relation to new entrants into the Scheme to the Accreditation Review Committee.
5. Presenting applications and seeking advice in relation to Network Extensions to the Accreditation Review Committee.
6. Presenting applications for Network Extensions to the Department of Transport Victoria.
7. Seek advice from the Accreditation Review Committee in relation to HPLV Scheme Auditors.
8. Make recommendations to the Executive in relation to HPLV Scheme Auditors.
9. Inform the Accreditation Review Committee and Executive of any non-compliant and Accredited Livestock Transport Operators in the Scheme.
10. Issue Approved Accredited Livestock Transport Operators with an HPLV Accreditation Number and Vehicle Identification Marker.

2.3 LRTAV HPLV Accreditation Review Committee

The Accreditation Review Committee will be appointed by the LRTAV Executive and support the Scheme Coordinator in administering the Scheme.

Authority

1. Make recommendations to Approve New Applicants to the Scheme Coordinator.
2. Make recommendations to the Scheme Coordinator and Executive in relation to non-compliant Accredited Livestock Transport Operators.
3. Make recommendations to the Executive in relation to the Standards and Operating Conditions and Business Rules.

Responsibilities

1. Evaluate applications for new entrants into the Scheme and making recommendations to the Scheme Coordinator as to whether the applicant should be permitted into the Scheme.
2. Recommend appropriate actions for non-compliant applicants and Accredited Livestock Transport Operators in the scheme.
3. Provide advice in relation to amendments to the Standards and Operating Conditions and Business Rules.

2.4 Accredited Livestock Transport Operators

Accredited Livestock Transport Operators voluntarily enroll in the accreditation scheme to gain access to the benefits of the HPLV Network.

Authority

1. Operate on the Victorian HPLV Network in accordance with the HPLV Standards and Operating Conditions and any associated regulatory requirements.
2. Request additional routes to the HPLV Network.

Responsibilities

1. Apply for accreditation by submitting all required documentation and information to the Scheme Coordinator.
2. Ensure ongoing compliance with all HPLV Standards and Operating Conditions, including any vehicle certification and documentation.
3. Ensure all drivers have appropriate training.
4. Engage an authorised HPLV Scheme Auditor to complete ongoing compliance audits in accordance with the Standards and Operating Conditions.
5. Submit compliance evidence to the Scheme Coordinator in line the requirements of the Standards and Operating Conditions.

2.5 HPLV Scheme Auditor

HPLV Scheme Auditors must be approved by the LRTAV Executive.

Authority

1. Issue HPLV Scheme Compliance Certificates.
2. Issue Non-Compliance Notices.

Responsibilities

1. Conducting compliance audits to verify compliance of Accredited Livestock Transport Operators with the Standards and Operating Conditions.
2. Issue HPLV Scheme Compliance Certificates.
3. Inform the Scheme Participant and Scheme Coordinator of any areas of non-compliance and opportunities for improvement with a Non-Compliance Notice.

2.6 LRTAV Training Providers

Approved LRTAV Training and Providers have the authority to complete training on behalf of the LRTAV in relation to the Scheme.

Authority

1. Conduct approved training programs in relation to the LRTAV HPLV Scheme.

Responsibilities

1. Develop and deliver training programs on safe livestock handling, road safety, and compliance with standards.
2. Maintain accurate records of training provided to Accredited Livestock Transport Operators.

2.7 Department of Transport Victoria:

The Department of Transport is responsible for defining and approving the HPLV networks and enforcing compliance with the Standards and Operating Conditions.

Authority

1. Approve and publish HPLV Networks.
2. Direct the Executive to withdraw an Accredited Livestock Transport Operators Accreditation Number.
3. Direct the Executive to remove a HPLV Scheme Auditor from the Scheme.

Responsibilities

1. Approve and publish HPLV Networks.
2. Review applications for HPLV Networks additions submitted through the LRTAV Scheme Coordinator.
3. Add local roads to the HPLV Network in consultation with Local Road Managers.
4. Allocate necessary resources and funding for successful implementation of the Scheme.

2.8 Livestock Transport Users

Livestock Transport Users includes farmers, feedlots, abattoirs, agents or other platforms responsible for engaging an operator to transport livestock under the scheme.

Authority

1. Request HPLV Network extensions.

Responsibilities

1. Ensure that livestock is prepared and transported in accordance with Penning Density Guidelines and the LRTAV HPLV Standards and Operating Conditions.
2. Provide necessary and accurate information and documentation to Accredited Transport Operators.

3. Vehicle Certification Requirements

All Trucks and Trailer participating in the Scheme must meet the technical requirements of the **Standards and Operating Conditions** to be issued with a **Vehicle Identification Marker (VIM)** and be registered within the Scheme.

Only approved vehicles may be used on the HPLV Network. Accredited Livestock Transport Operators must provide the Scheme Coordinator with all necessary technical information to confirm each vehicle complies with the Vehicle Technical Requirements outlined in the Standards and Operating Conditions.

4. Audit Processes

4.1 Principles relating to Audits

4.1.1. Objective

An audit is an effective way to ensure the Accredited Livestock Transport Operator's management system meets the Standards and Operating Conditions and is continuously improved over the life of the business. It aims to ensure that only operators, who demonstrate an appropriate level of compliance with the Standards and Operating Conditions maintain accreditation under the Scheme.

4.1.2. Scope of Audits

The scope of the audit is to independently verify that the Accredited Livestock Transport Operator maintains compliance with their Load Management Plan and the documentation requirements in accordance with the LRTAV Standards and Operating Conditions.

4.1.3. Types of Audits

There are two types of audits:

1. **Entry Audit:** The entry audit ensures that appropriate policies and procedures and vehicle asset registers are in place.
2. **Compliance Audit:** The compliance audit ensures that Accredited Livestock Transport Operators are maintaining ongoing compliance with the Standards and Operating Conditions and keeping appropriate records.

4.1.4. Timing of Audits

Entry Audits can be completed at any time and are required to enter the Scheme.

Compliance Audits are to align with maintenance audit schedules.

4.1.5. Audit Documentation

Auditors must follow The Business Rules and Standards and Operating Conditions and prepare an Audit Summary Report in line with the requirements specified by the LRTAV to ensure consistent audit reporting.

Auditors must use the approved LRTAV Audit Summary Report template to record audit findings.

Auditors must record non-compliances and issue Corrective Action Requests (CARs), focusing on system failures that led to non-compliance.

The Livestock Transport Operator must take corrective actions if issued with a CAR and notify the auditor of the correction action and the auditor must then update the Audit Summary Report and notify the LRTAV when satisfied with the resolution.

4.1.6. Selection of Auditor

Only LRTAV approved auditors can conduct Entry Audits and Compliance Audits. Approval is based on meeting criteria outlined in this section of business rules, covering professional qualifications, certification, experience, skills, and insurance requirements for auditors.

1. The LRTAV may issue an approved Code of Conduct, setting expectations for auditor behaviour during LRTAV audits.
2. The LRTAV can review an auditor's accreditation reports or observe their competencies at their discretion.
3. Upon receiving a formal complaint or negative report about an auditor, the LRTAV may investigate the circumstances.
4. Following a review, observation, or investigation, the LRTAV may take various actions, such as providing feedback, recommending remedial training, giving written warnings, temporarily or permanently removing auditors from the LRTAV register, or causing relevant audits to be cancelled and rescheduled.
5. Decisions concerning approved auditors may be subject to internal review, allowing the LRTAV to affirm or replace decisions as appropriate. A written review application must be made within 28 days after a decision or statement of reasons.

4.2 Auditor Conduct Principles

4.2.1. Applying to register with LRTAV

Only an individual may apply to register with the LRTAV as an LRTAV Approved Auditor.

The applicant must not have previously had their registration as an LRTAV-approved auditor cancelled by the LRTAV. The LRTAV may refuse to appoint an applicant due to the person's criminal record or other relevant misconduct including fraud.

A current register of LRTAV-approved auditors is maintained by the LRTAV and published on the LRTAV website.

4.2.2. Auditor code of conduct

An LRTAV-approved auditor must meet the following requirements:

1. Hold a qualification in heavy vehicle auditing.
2. Possess transport industry experience and capability.
3. Demonstrate excellent communication skills and the ability to build collaborative relationships.
4. Maintain current professional indemnity and public liability insurances.
5. Be deemed a fit and proper person.
6. Hold a relevant lead auditor qualification if leading or seconding other auditors for an audit.

The LTRAV may direct the use of specific auditors for audits based on various factors, and certain limitations apply to the number of consecutive audits an auditor can conduct for an applicant or participant.

4.2.3. Auditor performance review

To uphold auditor integrity and compliance with the Business Rules and Standards and Operating Conditions the LRTAV may conduct performance reviews. This may involve scrutinizing Audit Summary Reports, background documentation, and assessing auditor competence during compliance audits. Written complaints about fraudulent, dishonest, or negligent conduct by auditors will be investigated and the LRTAV may involve relevant authorities for further examination if necessary.

5. Issuing Operator Accreditation Certificates

The Scheme Coordinator is authorized to issue Accredited Livestock Transport Operators with an Operator Accreditation Certificate and Vehicle Identification Markers.

- An **Operator Accreditation Certificate** will be issued a successful Entry Audit and will be renewed every 12 months subject to receipt of appropriate fees and ongoing Compliance with the Standards and Operating Conditions.
- **Vehicle Identification Markers (VIM)** will be issued to each Prime Mover, Trailer and Dolly approved for use in the Scheme.

Vehicle Identification Markers provide clear display of compliance, enhances accountability, and contributes to improving access for high productivity livestock vehicles while maintaining road safety and animal welfare.

6. Fees

The LRTAV will require fees to be paid by Scheme Participants to ensure there are necessary funds to support the effective implementation and continuous improvement of the scheme. Fees are outlined in Table 1 and are to be reviewed annually by the LRTAV Executive. All fees must be paid in the specified manner and within the designated timeframe.

The LRTAV will establish a transparent and fair approach to fee collection, allocation, and potential refunds, while contributing to the project's objective of improving access for high productivity livestock vehicles and enhancing overall safety and efficiency in livestock transportation.

Table 1 LRTAV High Productivity Livestock Vehicle Scheme Fee Schedule

Fee Type	Description	Cost (Ex GST)	
		Member	Non-Member
Application	One-time fee charged upon entry into the Scheme. The Application fee is to cover the administrative cost of the initial setup of an Operator in the Scheme.	\$500.00	\$1,000
Vehicle Entry	A onetime charge for each piece of equipment to be entered into the scheme. This will cover the cost of assessing compliance with the vehicle standards.	\$300/item	\$600/item
Accreditation	Annual fee to cover the ongoing administration of the Scheme and renewal of Vehicle Identification Markers for each piece of equipment.	\$300/item	\$600/item

Application Fee

The Application Fee is a one-time, non-refundable fee charged to operators when they apply for accreditation under the LRTAV Accreditation Scheme. This fee covers the administrative costs associated with processing the application.

Accreditation Fee

The Accreditation Fee is an annual fee charged to operators who have been approved and granted accreditation under the LRTAV Accreditation Scheme. This fee supports the ongoing management, administration, and compliance monitoring of the scheme.

Vehicle Entry Fee

The Vehicle Entry Fee is charged to operators when they apply for a piece of equipment to be entered into the Scheme. This fee covers the administrative costs associated with the vehicle certification process.

Fee Collection and Allocation

1. All fees are collected by the LRTAV and must be remitted as per the specified payment methods and schedule.
2. The collected fees are allocated to cover the expenses related to scheme administration, training, education, verification, compliance checks, and ongoing improvements to the accreditation scheme.

Fee Refunds

1. The Application Fee and Amendment Fee are non-refundable under any circumstances.
2. In exceptional cases where accreditation is not granted or renewal is not approved, operators may be eligible for a partial refund of the Accreditation Fee. The specific refund policy is at the discretion of the LRTAV Executive and will be communicated to the operators as part of the accreditation process.

References

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