



BOULIA SHIRE COUNCIL

VERIFICATION OF COMPETENCIES

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Summary:	The Boulia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
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Responsible Section:	Executive
Responsible Officer:	Director of Works and Operations (DWO)
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice ISO 31000:2018



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TO SUPPORT THIS POLICY, COUNCIL WILL:

- Develop and implement an effective system to encompass all operational functions, which protects the health, safety and welfare of all people affected by our workplace activities by identifying, assessing, eliminating where possible and controlling all hazards arising from our work activities; a measurement of achievement will include a higher percentage of hazards corrected against those outstanding for a specified period;

SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;

EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:

- Carry out their activities in accordance with all WHSE&Q management system policies, programs, procedures & standards;
- Report any unsafe conditions or practices, injuries, accidents, incidents and non-conformances which come to their attention, and provide feedback on any matters which may affect WHSE&Q performance;

COLLECTIVELY, WE WILL:

- Comply with or exceed the spirit and intent of the WHS Act, Environmental Protection Act, and other relevant statutory requirements, Australian Standards, codes of practice, guidance notes, and industry standards, and commit to the Continuous Improvement process;



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1. PURPOSE

Bouliā Shire Council is committed to the health and wellbeing of all its workers and others. A safe and healthy workplace is the right of every worker.

The purpose of this policy and procedures is to facilitate the Verification of Competency (VOC) for operators of plant on all Council worksites.

2. SCOPE

This policy and procedures cover all Bouliā Shire Council workplaces and includes:

- Bouliā Shire Council employees, Custodial Corrections Work Camp personnel, apprentices, trainees, work experience students and volunteers;

All Council workers must comply with this policy and subsequent procedures. Contractors and sub-contractors are expected to hold their own Verification of Current Competency procedures.

3. DEFINITIONS

Authorised Assessor – An employee of Bouliā Shire Council, with suitable qualifications appointed to that position, or an assessor appointed under an arrangement with a Registered Training Organisation (RTO).

Appropriately Trained Supervisor – A supervisor who has undergone approved training to assist them in assessing workers in the safe operation of small plant (e.g., Certificate III – Plant Operation).

Competency - Describes a worker's ability to perform to a satisfactory level in the workplace. It covers all work skills to do the set job/s in complete safety. It includes the worker's ability to perform the individual skills (task skills) and to manage a number of different tasks. The nationally endorsed industry standards contained in the National Training Packages are the benchmark against which competency is measured. For earthmoving plant these are the RII Units of competency. The assessment tools are based on these standards.

Employee – Includes all Bouliā Shire Council employees with a designated employee number.

High Risk Work Licence- This refers to a licence issued by the WHS regulator for operation of plant, such as forklifts, cranes and hoists and for work in rigging and dogging, scaffolding and pressure equipment. A worker must be trained by a RTO and deemed competent by the RTO before being assessed by an authorised high-risk assessor.

Log Book - A book that documents the details of all jobs completed using specific plant/equipment over a period of time.

Mobile Plant- Includes earthmoving equipment and plant requiring a High-Risk Work Licence.

Small Plant – Items of plant not included as "Mobile Plant", these items are generally not self-propelled, i.e., hedge trimmers, whipper snippers, leaf blowers, push mowers etc. Items of self-propelled plant that are included under this definition include ride-on mowers, pedestrian rollers, and remote-controlled plant.

Supervisor – A person in control of a workplace (e.g., person in charge, ganger, leading hand or team leader).



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Verification of Competency (VOC) - For the purposes of this procedure is the documented proof that the worker has completed national recognised training by an appropriate authority for that item of plant. This would include tickets issued by a statutory authority for earth moving equipment (Prior to January 2011), Statement of Attainment covering the particular item of plant or a current High Risk Work License as required by the regulator.

Worker – Is a person defined under the Section 7 of the Work Health and Safety Act 2011 and includes but is not limited to all BSC employees, Custodial Corrections Work Camp personnel, apprentices, trainees, work experience students and volunteers.

Work Camp Supervisor - The Custodial Correctional officer in charge of the work camp at the time.

4. RESPONSIBILITIES

Managers – Ensure that all workers, under their control, receive appropriate training and undergo assessment to ensure the appropriate operation of Plant.

Supervisors – Ensure that plant is operated in a safe manner, in accordance with this and other BSC policies and procedures, in workplaces under their control.

Workers – Always operate plant in a safe manner in accordance with legislation and with this and other Bouliā Shire Council policies and procedures.

5. PROCEDURE

Bouliā Shire Council recognises the importance of implementing systems to ensure the VOC for all plant operated on Council worksites.

Upon achieving competency, the worker is to be issued a Certificate of Competency which is valid for 3 years, unless revoked pending re-assessment as per Sec. 5.2.2.

5.1. Assessment Process (refer to Appendix A)

5.1.1. Mobile plant

All Mobile Plant is to be operated only by workers who have satisfied Bouliā Shire Council requirements and have undergone the VOC assessment for that item of plant.

VOC assessments shall contain:

- VOC – Cover Sheet, and
- VOC - Written Assessment, and
- VOC - Practical Assessment, and
- Log Book, if appropriate

Note: If the worker has successfully completed the VOC - Written Assessment within the 6 months prior, it can be presumed that they have completed written part of this assessment.

5.1.2. Small Plant

All small plant is to be operated only by workers who have received appropriate training and undergone the VOC assessment for that item of Plant. VOC assessments will be conducted by supervisors who have been appropriately trained and shall contain.

- Reference to the Safe Operating Procedure (SOP) for that item of plant, and
- VOC – Small Plant Assessment



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5.2. Frequency of Assessment

5.2.1. New Employees - Mobile Plant (Including Internal Appointments)

5.2.1.1. Pre-employment & Post Employment

As part of the recruitment and selection process all candidates for the position of Plant Operator, or positions that the operation of Mobile Plant form a significant portion of their employment, must undergo the VOC process within their 3-month probation period. The VOC process must be considered before the candidate is offered permanent employment with Council.

The assessment is to include all Mobile Plant they may be reasonably expected to operate as part of their employment. This assessment may be undertaken as part of the selection process or once a preferred candidate has been identified.

New employees (even internal appointments) will be required to maintain a Log Book of all work undertaken during their period of probation. The Bouliā Shire Council Authorised Assessor will review the Log Book and determine if reassessment of any item of plant is required prior to confirmation of employment.

5.2.2. Mobile & Small Plant VOC reassessments

All workers will be reassessed under the following circumstances:

- Three years after their previous scheduled assessment,
- At the discretion of their manager, or Work Camp Supervisor, in the event of an incident causing
 - Damage
 - An injury
 - Near Miss
- At the discretion of their manager, or Work Camp Supervisor, in the event of non-operation of plant for an extended period of time
- 6 Months after gaining original VOC, new qualification

5.3. Log Books

Log Books provide considerable evidence towards the VOC therefore it is strongly recommended that Log Books be maintained by the operators of mobile plant. Workers with High-Risk Work Licenses are reminded that proof of current competency may be requested by the regulator at any time, including when renewing your license.

Managers and Bouliā Shire Council Authorised Assessors may instruct an operator of mobile plant to maintain a Log Book at any time and for any period they deem appropriate.

5.4. Failure of Operator to achieve VOC

5.4.1. New Employees

New employees, including internal appointments, who are being assessed in line with section 5.2.1 and who fail to meet necessary competency shall not be appointed, until such time as they meet all requirements of the VOC.



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5.4.2. Existing Employees

5.4.2.1. Mobile Plant

Workers who are undergoing the VOC and fail to achieve competency are to be dealt with in one of the following ways through consultation with their manager, or Work Camp Supervisor, dependent on the concerns of the Authorised Assessor;

1. Receives instruction from the Authorised Assessor and is reassessed immediately or,
2. Is permitted to undergo further training, under supervision for the item of plant, and be subject to reassessment within 1 month or
3. Is not permitted to operate that item of plant until they achieve the VOC Certificate for that plant. In this instance the worker would only be permitted to operate the item of plant whilst under supervision and in accordance with the applicable training plan.

5.4.2.2. Small Plant

1. Workers who undergo the VOC and fail to achieve competency are to receive ongoing training in the operation of that item of plant. The worker is to remain under supervision until competency is achieved.
2. If competency cannot be achieved the suitability of the worker to complete that task should be considered.

5.5. Records

The DWO will keep all necessary records in relation to the VOC process of all workers.

These records are to include;

- Workers Name
- Workers D.O.B
- Workers Emp. Number
- Date of Assessment
- Class of Plant Assessed
- Assessor
- Next Assessment Due

Copies of employee's assessment material will be maintained in accordance with Bouliia Shire Council records process (Magiq).

6. TRANSITIONAL ARRANGEMENTS

6.1. New Employees

The requirements of this procedure will take effect for all recruitment commenced after the approval of this procedure.

6.2. Existing Employees,

6.2.1. Implementation Programme-Mobile Plant

The DWO, and where necessary in conjunction with the Work Camp Supervisor, will develop a programme to ensure that all current mobile plant operators are assessed within three years of the approval of this procedure.

6.2.2. Implementation Programme-Small Plant

Supervisors will be required to have all workers under their control, assessed within 3 months of the approval of this procedure.

6.2.3. Exclusion

Existing employees will not be subject to this procedure until they are programmed for assessment in line with sections 6.2.1 and 6.2.2 or in line with circumstances outlined in 5.2.2. All other sections apply.



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7. REFERENCES

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Bouliā Shire Council – Work Health & Safety Management Plan
- ISO 31000:2018 – Risk Management Guidelines

8. ASSOCIATED DOCUMENTATION

- Assessment Process (**Appendix A**)
- Form 100, VOC – Cover Sheet
- Form 103, VOC - Written Assessment
- Form 101, VOC - Practical Assessment
- Form 102, VOC – Small Plant Assessment
- Form 99, Certificate of Competency



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APPENDIX A – Assessment Process

Assessment Type	Undertaken By	Documentation	Actions	If Found Competent	If Found Not Competent
Mobile Plant, post-employment - prior to probation being passed and employment confirmed	Authorised Assessor	Cover Sheet, Written Assessment and Practical Assessment.	Written and Practical Assessments	Able to be employed. Complete documents and issue Certificate of Competency	Action to be taken as per Sec. 5.4.2.1
Mobile Plant, existing employee.	Authorised Assessor	Cover Sheet, Written Assessment and Practical Assessment.	Written and Practical Assessments	Complete documents and issue Certificate of Competency	Inform Supervisor and action to be taken as per Sec. 5.4.2.1
Small Plant, all employees	Appropriately trained Supervisor	SOP for item of plant, Cover Sheet, and Small Plant Assessment	Training with Small Plant Assessment	Complete documents and issue Certificate of Competency	Maintain training and supervision until found competent as per Sec. 5.4.2.2

