



*Taxi and Luxury Hire Car Industries Act 2008*

## **GUIDELINES FOR APPROVAL OF AUTHORISED METER ADJUSTERS**

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A person may apply to the Transport Commission to be appointed as an authorised meter adjuster under regulation 63(1) of the *Taxi Industry Regulations 2008*. Authorised meter adjusters were referred to as taximeter sealers under previous legislation.

### **New Applicants**

Applicants must complete the attached application form. To this form, the applicant must attach:

- A current National Police Check (within 3 months). These forms are applied for at any Police station; and
- written endorsement from each manufacturer whose meters they propose to seal, certifying that the manufacturer is satisfied the applicant has the necessary technical competencies to carry out this function (sample proforma letter attached).

The Transport Commission will not consider an application until all of the above documentation has been obtained.

Applications may be mailed to:

Vehicle Operations Branch  
Department of Infrastructure, Energy and Resources  
GPO Box 936  
HOBART 7001

### **Taximeter Sealers**

A person who was a taximeter sealer appointed under regulation 23A of the *Taxi Industry Regulations 1996* immediately prior to 24 September 2008 is taken to be an authorised meter adjuster and does not have to reapply for approval.

### **Assessment of Applications**

In assessing applications, the Commission will take into consideration the character (including criminal history) of the applicant and the competence of the applicant to undertake the duties of an authorised meter adjuster.

The Commission may also take into account any interest in the ownership or operation of taxi licences the applicant may have.

The Commission will notify the applicant in writing whether the application has been successful (in the instance that an application is refused, the Transport Commission will detail the reasons for this).

Upon approval, a fee is payable (to the Department of Infrastructure, Energy and Resources). Upon receipt of this fee, the Commission will issue the applicant a pair of taximeter sealing pliers. The pliers will carry a distinctive number that is recorded against the authorised meter sealer's name.

### **Sealing Pliers**

Sealing pliers issued to a meter adjuster remain the property of the Commission and must be surrendered to the Commission on request.

An authorised meter adjuster must:

- not transfer the meter sealing pliers for use by any other person;
- notify the Commission immediately in writing if the meter sealing pliers are destroyed, damaged, lost or stolen (at the Commission's discretion, a new set may be supplied at the sealer's expense).

### **Conditions of Authorisation**

Authorisation to act as a taxi meter sealer may be subject to conditions (e.g. limited to a particular brand of meter).

Authorised sealers will also be subject to random inspections of premises and records by Transport Inspectors or other persons authorised by the Commission.

### **Duties of Authorised Meter Adjusters**

Authorised meter adjusters are appointed to program, test and seal taximeters. They may also install and calibrate taximeters.

Only authorised meter adjusters may program and seal taximeters. A taximeter must not be programmed to calculate fares other than the fares applicable to the taxi in which it is installed – that is, the relevant fares for the taxi area in which the taxi is operating.

When testing a meter, an authorised meter adjuster must verify that the meter is correctly measuring elapsed time and distance travelled and that it is calculating and displaying the correct fares for the taxi in which it is installed. A margin of error of no greater than 1.5 per cent is allowed.

Once the meter has been tested and verified to be correct, the meter adjuster must seal the meter with a lead seal. If the meter is able to be reprogrammed without breaking the seal, the meter adjuster must also ensure that the meter has an electronic seal that, if tampered with, would render the meter inoperable.

A meter adjuster must not seal a taximeter unless he or she has tested the taximeter and verified that it is operating correctly.

Authorised meter adjusters must keep records of all taximeters that they test and seal. The information to be kept is:

- the date the taximeter was tested and sealed; and
- the registration number of the vehicle in which the taximeter is installed; and
- the serial number of the taximeter; and
- the previous seal identification; and
- the nature of the work undertaken; and
- the new seal identification; and
- any further information that the Commission requires to be kept (if any – this would be notified to the meter adjusters in writing).

The Commission may require an authorised meter adjuster to provide information relating to the testing and sealing of any meters undertaken at any time.

After testing a meter an authorised meter adjuster must provide a test certificate to the responsible operator that states whether or not the taximeter is correctly measuring waiting times and distance travelled, and calculating the fares correctly. A meter adjuster must not issue a test certificate or similar document that is false or misleading in any way. He or she must provide a copy of the test document to the Commission on request.

### **Period of authorisation**

There is no time limit on the appointment of a meter adjuster. An authorised meter adjuster may resign from their appointment by notifying the Commission in writing and returning the sealing pliers issued to him or her.

The Commission may suspend or cancel the appointment of a person as an authorised meter adjuster if the person fails to comply with the terms and conditions of their appointment or with the requirements of the position, or if they deliberately or incompetently program a taximeter. An authorised meter adjuster's appointment may also be suspended or cancelled if the Commission is satisfied that he or she is not a fit and proper person to hold the position.



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**APPLICATION FOR APPROVAL AS AN  
AUTHORISED METER ADJUSTER**

Please complete all sections. The completed form must be forwarded to Vehicle Operations Branch,  
Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart.  
An application fee is payable, however, do not pay any fees with this form. You will be advised in  
writing whether your application is successful. The appropriate fees should then be paid at any  
Service Tasmania outlet in order to finalise the application.

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**SECTION 1 – APPLICANT DETAILS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please list the brand/s of taximeter you wish to program and seal (written endorsement must be received from each manufacturer – see section 2):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have an interest in the ownership or operation of taxi licences? Yes / No

If yes, please give details (including details of your ancillary certificate or operator accreditation, if held):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## SECTION 2 – ATTACHMENTS

The following documentation must be attached to this application:

- A current National Police Check (within 3 months). These forms are applied for at any Police station; and
- written endorsement from each manufacturer whose meters they propose to seal, certifying that the manufacturer is satisfied the applicant has the necessary technical competencies to carry out this function (sample proforma letter attached).

The Transport Commission will not consider an application until all documentation is received.

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## SECTION 3 – FEES

Upon approval of your application, an application fee is payable to the Department of Infrastructure, Energy and Resources.

A further fee is payable to the Department for the issue of sealing pliers. Upon receipt of this fee, the Transport Commission will issue a pair of taximeter sealing pliers to the applicant. The pliers will carry a distinctive number that is recorded against your name. This fee is refundable upon return of the pliers. All fees are payable at any Service Tasmania outlet.

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## SECTION 4 – SIGNATURE

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPROVAL/REFUSAL OF APPLICATION

The Transport Commission herewith approves/refuses this application for appointment as an authorised meter adjuster.

Reasons for refusal of application if appropriate: \_\_\_\_\_

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## SIGNED FOR THE TRANSPORT COMMISSION

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

### PERSONAL INFORMATION PROTECTION STATEMENT

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles and the Transport Commission for that purpose and may be used for other purposes permitted by the *Vehicle and Traffic Act 1999*, the *Passenger Transport Act 1997* and the *Taxi and Luxury Hire Car Industries Act 2008* and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles and the Transport Commission, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

## TAXIMETER MANUFACTURER'S PRO FORMA LETTER

Vehicle Operations Branch  
Department of Infrastructure, Energy and Resources  
GPO Box 936  
HOBART TAS 7001

### ENDORSEMENT TO SEAL AND CALIBRATE TAXI METERS

I (*John Citizen of Citizen's Taxi Meters*) am satisfied that (*John Smith*) has the necessary technical competency to carry out the functions of testing, adjusting and sealing (*xx brand Taxi Meters*).

Should you have any queries concerning this matter, please contact me on telephone (*XX XXXX*) or email *xxxxxxx*.

Yours sincerely

(*John Citizen*)  
(*Position and Title*)  
(TAXIMETER MANUFACTURER)

*Date;*