

The Group provides feedback as issues are raised and recommends appropriate changes to the Scheme as well as actions against offending AIS/AMBRIS/AVCAIS, Proprietors, VEs, MBEs and AVCs.

The Group comprises representatives of Department of State Growth, industry and motoring organisations. This process successfully delivers a fair equitable and transparent decision making process and outcome.

The Group convened for the first time in July 1997 and has regularly done so since.

5. MRS Portal

You would have by now received the online AVC certification manual which provides AVCs with instructions and administrative procedures regarding the AVC interface. You would have also received an email with your username and password to access the portal. Please follow the instructions carefully and ensure that all data is entered accurately.

If you have questions regarding the MRS portal, refer to your handbook for assistance.

6. Website

The AVCAIS website is now live. AVCs and the public can now access information on the AVCAIS scheme. The link to the website is:-

http://www.transport.tas.gov.au/vehicles/vehicle_inspections

7. AVCAIS questions

With the introduction of the new scheme it is expected that you will need to seek advice on the scheme or of a technical nature. Before making that call if it is an administrative nature refer to your procedures manual. If it is a technical nature refer to the relevant Vehicle Standards Bulletins etc.

In the event that you have exhausted all avenues you may wish to consider contacting the department as follows:-

Administrative matters – 6166 3265

Technical advice – 6166 3261

8. Reminder

AIS Proprietors are reminded that they are responsible for and need to have their VEs sign

the attached “AVCAIS Information Bulletin” declaration signifying that they fully understand any new requirements or instructions in this bulletin. Sole Proprietors still need to sign off the declaration. Bulletins and declarations must be filed in your AIVCAIS Information Bulletin folder.

8. Questions

If you have any questions about this bulletin contact the AIS Compliance Unit on 6166 3271.

9. Phone Numbers

AIS Compliance Unit

Russell Clark – Assistant Manager AIS Compliance

6166 3271 (W)

0419 313 910 (M)

Karen Sames – AIS Compliance Officer

6166 3270 (W)

0419 378 174 (M)

Sacha (Polly) Pawlowski – AIS Compliance Officer

6166 3265 (W)

Rebekka Hunter - AIS Support Officer

6166 3272 (W)

Refresher training bookings

6166 3272

Integrated Tasmanian Government Contact Centre (ITGCC)

1300 13 55 13

Defect notices

6166 3265

Tas TAFE

Automotive Studies

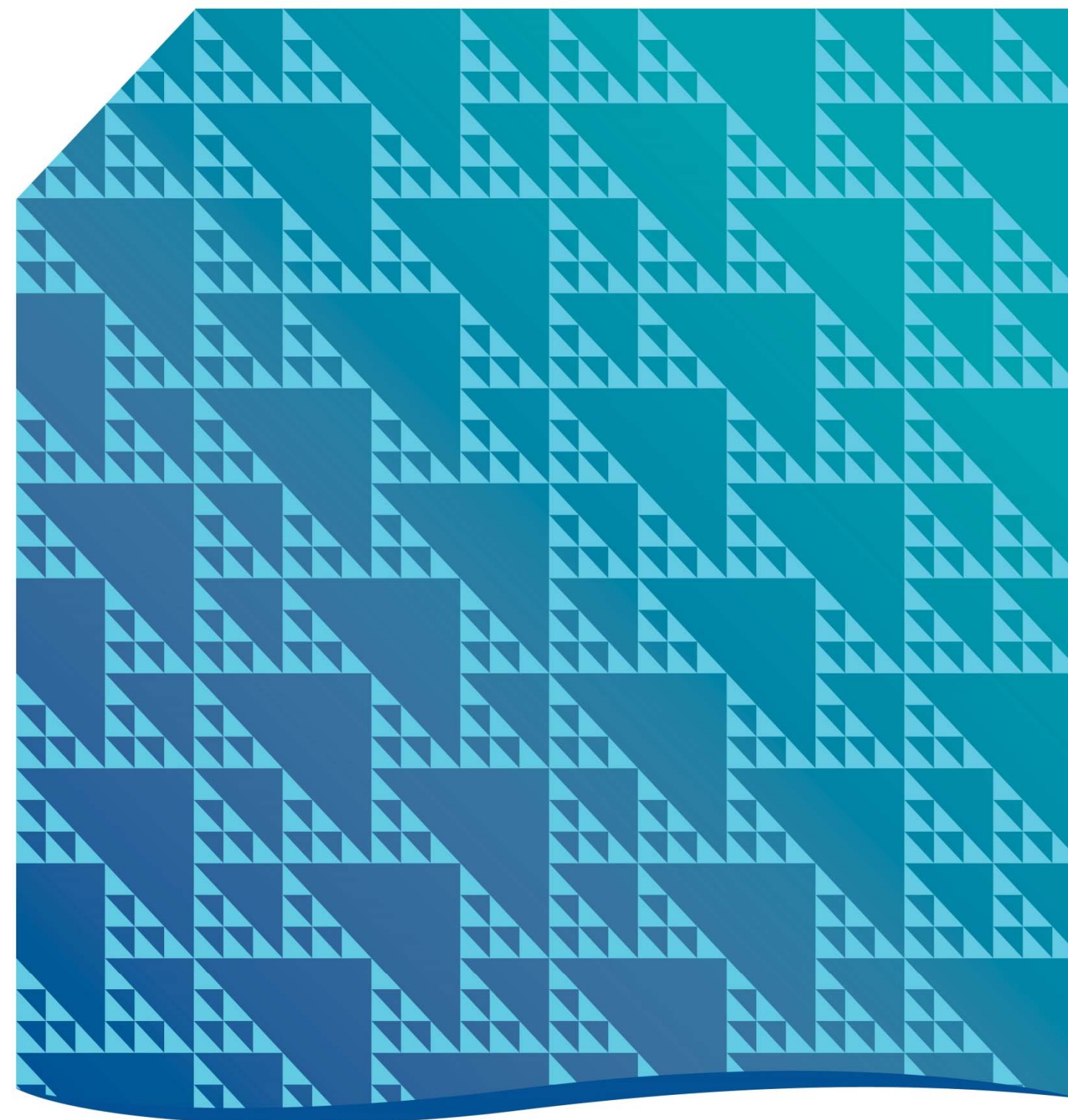
6777 2664

Contact details

If you have any comments or feedback on this issue or suggestions/information for future issues please let us know by emailing the editor, Russell Clark, at ais@stategrowth.tas.gov.au or telephone (03) 6166 3271.

More information and relevant forms can be found on the AIS website at

<http://www.transport.tas.gov.au/vehicleinspections/ais>



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1. Introduction

Welcome to the first edition (issue 1) of the Approved Vehicle Certifier Approved Inspection Station (AVCAIS) Information Bulletin. It is our intention to forward information bulletins to all AVCAISs on a regular basis to keep you aware of changes, or points of interest that applies to the AVCAIC scheme.

I thought it best in the first edition to provide you with a brief background of the Approved Inspection Station (AIS) scheme and how it functions.

Please take your time to read this bulletin. If you have any questions please feel free to ring AIS Compliance Unit on 6166 3271.

2. AIS Compliance Unit

The role of the AIS Unit is to administer the scheme ensuring that all stations abide by the requirements of the scheme specified in their procedures manual and, Examiners/Certifiers conduct vehicle inspections on behalf of the Registrar of Motor Vehicles (RMV) to the required standard.

Inspection stations currently under the scheme are:-

- Light Vehicle Approved Inspection Stations (LVAIS)
- Heavy Vehicle Approved Inspection Stations (HVAIS)
- New Heavy Approved Inspection Stations (NVHAIS)
- Approved Motor Body Repair Inspection

Stations (AMBRIS)

- Approved Vehicle Certifier Approved Inspection Station (AVCAIS)

Regular audits, being either scheduled or non-scheduled are undertaken by audit officers to ensure that stations remain compliant with their respective Procedures manual.

3. AIS Staff

I would like to introduce the AIS staff you will be dealing with on AVCAIS matters.

Russell Cark Assistant Manager AIS Compliance



Russell commenced his apprenticeship with Performance Automobiles on leaving school in 1972, during this period he also completed his Diesel Endorsement.

On completion of his apprenticeship in 1976 he commenced employment with the Department of Defence as a Vehicle Mechanic at Hobart WKSP PI Dowsing Point.

In 1982 he commenced employment as a Transport Inspector (TI) with the Transport Department in Hobart working his way through the ranks as a TI taking on the role of Senior Transport Inspector in 1995 at the Mornington Inspection Station. This role changed to Regional Manager Transport Compliance in 2004.

In 2006 he went off line to establish the outsourcing of heavy vehicle and passenger transport vehicles inspections undertaken by TIs to be undertaken by private contractors which commenced in 2007.

In 2007 he successfully applied for the position of AIS Compliance Officer in AIS Compliance Unit where he remains today as Assistant Manager AIS Compliance.

Besides overseeing the AIS scheme he is responsible for investigating allegations of breaching the AIS scheme and providing training for examiners.

Karen Sames AIS Compliance Officer



Karen completed year 10 and then went onto TAFE to complete a certificate in Business.

Her first position was with the Education Department in a school office undertaking administrative work.

3 years later she moved to Western Australia and worked for a mining company for approx. 12 months then was employed by Police Licensing and Services (Transport) for a period of 12 years before returning to Tasmania. During her time in Western Australia she was front counter dealing with registration and licensing then was promoted to a supervisor and also undertook driving assessments when necessary.

In 1996 she started with the Department in an administrative roll, then moved on to Driver Assessing for a period of 4 years. Karen then moved into Vehicle Operations Branch as a project officer to look at the Approved Inspection Station Scheme 3 years after its inception.

In 2014 she undertook further studies to complete her Lead Auditor qualification with SAI Global.

She is currently our AIS Compliance officer undertaking numerous tasks including all audits state wide.

Sacha (Polly) Pawlowski AIS Compliance Officer



Polly, completed her Mechanical trade training as a serving Member of the Australian Defence Force - Army which she commenced in 1991. Polly served 17 years as a Mechanic within the

Army, at numerous locations across the country & abroad.

In Jan 2008 Polly commenced employment as a Transport Inspector (TI) with DIER, late in 2009 Polly transferred to Vehicle Standards as a Technical Officer, working in many and various tasking's including OSOM (Over Size and Over Mass) Permits, High Productivity and Higher Mass Limits Permits, Vehicle Modification processes, and assisting AIS and the public with technical questions.

Polly has recently joined the AIS team in the roll of AIS Technical / Audit Officer.

Rebekka (Bek) Hunter AIS Officer



Rebekka commenced working with the Department of Transport in 1989 to 1999 working at 1 Collins Street Hobart as an Office Clerk/Cashier in Registration and Licensing Units.

With the merging of Government Departments in 1999 this saw her move to *Service Tasmania* Hobart where she worked for a year before leaving after the birth of her Second Child to be a full time Mum.

In 2004 she was successful in obtaining a role back with the Transport Department in the Telephone Enquiry Services Unit working part-time.

In 2010 she was after a change and moved to The Vehicle Operations Branch at Murray Street Hobart as an Administration Officer, and then in 2013 an opportunity arose for her to become part of the AIS Compliance Unit in a Fulltime position as the Administration Officer which she is happily still working in today.

4. AIS Reference Gp

The AIS Reference Group was formed in June 1997 to manage the introduction of the AIS scheme, for industry consultation during the introduction of the scheme and when changes to the scheme are required.