

Australian Government

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

What's new? What's different? ROVER Release 9.1 FOR INDUSTRY

September 2024



What's changing

ROVER Release 9.1 is expected to go live on Wednesday 11 September 2024 and will deliver enhancements to improve the user experience. We will also be introducing a new feature that offers users an alternate method of submitting vehicles to the Register of Approved Vehicles (RAV).

RAV entry submissions: You will be able to submit vehicles to the RAV in ROVER by uploading a file or completing a form on the RAV page.

Decision notices: You will be able to download a decision notice from the Manage Applications page of the application.

Australian Design Rules (ADRs): It will be easier to find ADRs listed in the dropdown menu as they will be displayed in numeric order.

RVD images: You will be able to name an image set in the RVD, making it easier to manage images for multiple variants.

RVD remarks: You will be able to see more than 4 lines of text when entering and viewing information in the remarks box on the RVD page.

Navigation: You will be able to navigate to the published approvals page more easily when signed in to ROVER.

Searching: You will be able to find information more easily with search functionality added on the Authority to Act page.

Document lists: The number of documents displayed in lists within applications will increase from 4 to 10.

Applications for trailers: When you apply via the concessional pathway, the question on whether the trailer is fitted with an MVSA plate will be made easier to understand.

Applications for older vehicles: In addition to providing photos of the front, rear and side of the vehicle, you will be asked to provide photos of the engine bay and interior of the vehicle.

Understanding this document

This visual guide shows what's changing in ROVER during this system release.

The following key identifies the nature of the change being made.



Current process/function

Different process/function in the rebuilt ROVER portal



New process/function in the rebuilt ROVER portal

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Navigating to published approval lists

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When you have signed in to ROVER, you can open the published approval lists in a separate tab by clicking the hyperlink **To view lists of all published approvals, please click here** in the information box on the **Approvals** page.





In addition to the current method, you will be able to open the published approval lists in a separate tab by clicking the **Published approvals** icon from the landing page of any section.

D Different

New

Current



Checking if an expired SEVs entry has been approved for re-entry



If an entry on the Specialist and Enthusiast Vehicles (SEVs) Register has been approved for re-entry, the vehicle will be issued a new SEVs Register entry number.

A new entry will published on the list of in force entries when it takes affect and if when you view the original **Specialist and Enthusiast Vehicles Register entry details,** it will list the new SEVs entry number in the **Variant details** field.



Vehicle information

Model code

SEV#	SEV-000000
Make	VEHICLE MAKE
Model	VEHICLE MODEL
Vehicle category	MA - Passenger Vehicle
Build date range	1/12/1991 - 1/12/2002

SR

VariantVARIANT NAMEVariant detailsVARIANT NAME
Upon expiry, see SEV-000009CriterionPerformance CriterionExpiry30/08/2024

Specialist and Enthusiast Vehicles Register entry details

Return to list



Downloading a decision notice

On the **Applications** page, click on the dropdown menu in the **Applications** table. For recent applications, select **Submitted Applications** and for applications decided more than 6 months ago, select **Archived Applications**.

Open the relevant application and on the **Manage application** page, click **Download Decision Notice.**



Managing document lists



You can see up to 4 documents listed per page in application document lists.

		Upload New
File Name	Uploaded by	<u>Uploaded On</u> ↓
Supporting evidence.jpg	ROVER user	27/08/2024 1:34 💽 PM
Paid invoice.PNG	ROVER user	27/08/2024 1:33 💿 PM
Supporting evidence.PNG	ROVER user	27/08/2024 1:33 💿 PM
Supporting evidence.pdf	ROVER user	27/08/2024 1:32 💿 PM

CURRENT ROVER PORTAL

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You will be able to see up to 10 documents listed per page in application document lists.

		Upload New
<u>File Name</u>	Uploaded by	<u>Uploaded On</u> ↓
Supporting evidence.pdf	ROVER user	27/08/2024 1:38 💽 PM
Supporting evidence.jpg	ROVER user	27/08/2024 1:38 💿 PM
<u>Title page image jpg</u>	ROVER user	27/08/2024 1:37 💿 PM
Paid invoice.PNG	ROVER user	27/08/2024 1:37 💿 PM
Supporting evidence.PNG	ROVER user	27/08/2024 1:37 💿 PM
Supporting evidence.pdf	ROVER user	27/08/2024 1:37 💿 PM
Supporting evidence.jpg	ROVER user	27/08/2024 1:36 💽 PM
Paid invoice.PNG	ROVER user	27/08/2024 1:36 💽 PM
Supporting evidence.PNG	ROVER user	27/08/2024 1:36 💽 PM
Supporting evidence.pdf	ROVER user	27/08/2024 1:35 💿 PM





Lists of Australian Design Rules



When adding Australian Design Rules from the dropdown menu, they will be displayed in numerical order.

Add additional ADR	×	pplicable	AD
ADR Revision	Ŕ		
	~	pplicable	AD Exem
			-
ADR 01/00	Reversing Lamps		
ADR 02/00	Side Door Latches and Hinges		
ADR 02/01	Side Door Latches and Hinges		
ADR 03/00	Seats and Seat Anchorages		
ADR 03/01	Seats and Seat Anchorages		n
ADR 03/02	Seats and Seat Anchorages		
ADR 03/03	Seats and Seat Anchorages		
ADR 03/04	Seats and Seat Anchorages		n
ADR 04/00	Seatbelts		
ADR 04/01	Seatbelts		
ADR 04/02	Seatbelts		D
ADR 04/03	Seatbelts		
ADR 04/04	Seatbelts		
ADR 04/05	Seatbelts		D
ADR 04/06	Seatbelts		
ADR 05/00	Anchorages for Seatbelts		
ADR 05/01	Anchorages for Seatbelts		D
ADR 05/02	Anchorages for Seatbelts		
ADR 05/03	Anchorages for Seatbelts		-



Identifying if a trailer is fitted with an MVSA plate

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On the **Before you begin** page, in blue box underneath the question **Has the vehicle you are seeking approval for previously been entered on the Register of Approved Vehicle (RAV), or fitted with an identification plate or used import plate under the Motor Vehicle Standards Act 1989 (MVSA)?** we will provide more information to help an applicant decide whether the trailer is fitted with an MVSA plate.

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In order to select the correct Application, we need some further information

Has the vehicle you are seeking approval for previously been entered on the Australian Register of Approved Vehicles (RAV), or fitted with an identification plate or used import plate under the Motor Vehicle Standards Act 1989 (MVSA)?*

No. This vehicle is not on the RAV and does not have an MVSA plate.

If you are not sure, you can search the RAV for your vehicle's VIN at <u>rav.infrastructure.gov.au</u> or check your vehicle for a plate stamped with an MVSA approval number and a VIN. Common plate locations include chassis, engine bay and door frame.

Note: A vehicle plate fitted to a trailer as per Vehicle Standards Bulletin 1 or an Australian Motor Vehicle Compliance Board plate is not an MVSA plate.

If your vehicle is not entered on the RAV and does not have an MVSA plate, or does not have a VIN, then select 'No'. This includes vehicles which may have previously been in Australia, but were not issued an MVSA plate or entered on the RAV.



Additional images required for an older vehicle



You will need to provide more images when applying to import an older vehicle.

On the **Required supporting** material – Older vehicle

page of the application, you will need to upload images of the engine bay and vehicle interior. This is in addition to images of the front, rear and sides of the vehicle.



Before you begin	\odot	Required supporti	ng material - Older vehicle	
Applicant details	\odot			CRE-2024-0000018
Manage application	\odot	Please upload images wh	ich identify the vehicle you are seeking	g an approval for *
Vehicle use	\odot	The photos should include one	clear colour image for each of the front, rear, sic	le, engine bay and interior of the vehicle.
Vehicle details	\odot			
Required supporting material - Older vehicle	Ð			Linload New
Contraventions of Road Vehicle Legislatio	n			Opload New
Comments and any other matters		File Name	Uploaded by	<u>Uploaded On</u> .↓

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Entering and viewing RVD remarks

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On the **Road Vehicle Descriptor** page of an application, under the **General Information** section you can see up to 4 lines of text in the **Remarks** box before needing to scroll down.



On the **Road Vehicle Descriptor** page of an application, under the **General Information** section you can see up to 7 lines of text in the **Remarks** box before needing to scroll down.

CORRENT		AL
		Ge
ls a cab chassis variant included?*		
	-	
	Is a cab chassis variant included?*	Is a cab chassis variant included?*

New

Different

Current

Make Model name	O No O Yes
Secure vehicle identifier location*	
5-E-17	
Remarks	
Remarks 1	
Remarks 2	
Remarks 3	
Remarks 4	
Remarks 5	

Naming an image set in an RVD



On the **Road Vehicle Descriptor** page, scroll down to **Image Sets** table, then click the **Add Image Set** button to open the mini-form.

You will have the option of entering the desired name in to the free-text field under **Name**. Once you have completed the form, click the **Update** button and it will save the image set name along with the other information in the form.

To change the name of an image set, re-open the mini-form by clicking on the image set or by clicking the **down arrow** and selecting **View** from the dropdown menu. Type the new name in to the **Name** field and click the **Update** button to save it.

New

Different

Variants Image Sets Name Add Image Se Display Order \odot Variant 1 Image Set \odot mage set name View Remove Add Image set X Name Please upload both front 3/4 and rear 3/4 photos of the vehicle. · The two photos combined should provide coverage of the whole vehicle. Image files should be high contrast, cropped to size with minimum background. · Either colour or black and white pictures are acceptable Image files should be in JPEG format, 8 bit, 80 dpi and sized to 85*50 mm If you want to update an image, please remove the current image file and then upload the new file. Add Front Image Add Rear Image **Document** File Name 🛧 Uploaded by Uploaded On Type

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Searching for an authority to act

There are no records to display

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Authorities will be split into 2 tables – Authority to Act and Delegations.

You will be able to filter the information in each table by name, date, function and level. Once you have selected the desired parameters, click the **Filter** button.

To switch the view between current and expired records, select the desired view from the dropdown menu below the filter for each table.



C Current D Different N New

Authority to submit RAV entries

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Please note that to submit RAV entries via ROVER, you will first need to have a ROVER account.

On the **Authority to Act** page, you can check the functions you have permission to perform for an organisation. If **RAV Submission** is not listed under **Functions**, you will need to request the organisation grant you permission in ROVER.

Read the <u>ROVER guide: Authority to act</u> for detailed instructions on how to request and give an authority to act.



Applic	ations Approvals Paym	nents Recalls AVV	RAV Authority to act P		
Record Authority to a	ct Activate Token				
thority to Act					
lame	End by	Start by	Function	Level	
T	 	 	T	~ T	~
					Filte
My current authoriti					
- My current addrona	<u></u> *				
<u>me</u> ↑		Level Functions		Start Date End Da	<u>te</u> ↓
		Account Admin, A Application contrib	plications, Approvals, Recalls, utor	Details Update Au	<u>ithority to A</u>
ER Features					
					functions
<u>Name</u> 个		Description			
and the second second					
Account Admin		Able to view, edit and mana	age authorities to act, RAV submitt	ers and account details.	٢
Account Admin		Able to view, edit and mana Able to start, edit, view, and	age authorities to act, RAV submitt I submit relevant applications.	ers and account details.	•
Applications Approvals		Able to view, edit and mana Able to start, edit, view, and Able to view and manage re	age authorities to act, RAV submitt I submit relevant applications.	ers and account details.	•
Applications Approvals Non-Compliance		Able to view, edit and mana Able to start, edit, view, and Able to view and manage re Able to view and manage re	ige authorities to act, RAV submitt I submit relevant applications. elevant approvals, and make appr elevant compliance report.	ers and account details.	0 0 0
Account Aumin Applications Approvals Non-Compliance RAV Management		Able to view, edit and mana Able to start, edit, view, and Able to view and manage re Able to view and manage re Able to view and edit RAV 5	ige authorities to act, RAV submitt I submit relevant applications. elevant approvals, and make appr elevant compliance report. Submitter details. Able to downloar	ers and account details. oval-related payments. d reports on RAV submissions.	© © ©
Account Admin Applications Approvals Non-Compliance RAV Management RAV Submission		Able to view, edit and mana Able to start, edit, view, and Able to view and manage re Able to view and manage re Able to view and edit RAV S Able to submit RAV entries	ige authorities to act, RAV submitt I submit relevant applications. elevant approvals, and make appr elevant compliance report. Submitter details. Able to download	ers and account details. oval-related payments. d reports on RAV submissions.	• • • •

Submitting vehicles to the RAV by uploading a file



On the **RAV** page, click the **Submit RAV entry file** button to open the **Submit RAV Batch** page.

Select the **RAV Organisation** from the dropdown menu. Then click **Choose File** and select a CSV or XML file saved on your computer and click **Submit Batch**.

If successful, you will see the **Batch Submitted Successfully** page and it will include the **batch ID**. If the wrong file type is uploaded, you will get an error message.

IMPORTANT: If you cannot see the RAV organisation, you will need request an authority to act with **RAV Submission** from the organisation (see <u>page 15</u>).





Submit a RAV entry or entries by uploading a CSV or XML file. You can generate a data file using this CSV template or XML file generator. Please read the Guide to the RAV for vehicle type approval holders or authorised vehicle verifiers for information on what you need to provide.

Note: To enter vehicles on the RAV, you must have an <u>authority to act</u> on behalf of the organisation or individual. If you cannot see the relevant RAV Organisation in the dropdown menu below, you may not have the correct authority in place.

RAV Organisation*

Please upload .csv or .xml submission file*



Submit Batch

Batch Submitted Successfully

Your RAV submission with file name RAV Submission - Organisation - 20240829.xml has been submitted successfully Your batch ID is ed5810eb-d365-ef11-a4e6-7c1e522b3846

Please note that you must pay the RAV charge upfront on the payments page or have a written agreement to pay on invoice before the validated vehicle(s) will be added to the RAV.

Vehicle records are added to the RAV public search regularly, every day.

Monitor batch progress

Submitting a vehicle to the RAV by completing a mini-form

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On the **RAV** page, click **New RAV entry form,** select the **RAV Organisation** from the dropdown menu and click **Add Item.**

Once you have completed the fields in the mini-form, click the **Add** button at the end of the form.

The number of validation errors will be listed at the bottom of the form. A yellow box will also appear under each field that has an error. You will not be able to click the **Add** button until all errors have been corrected. Once the form has been added, click the **Submit batch** button.

If successful, you will see the **Batch Submitted Successfully** page and it will include the **batch ID**.

IMPORTANT: If you cannot see the RAV organisation, you will need request an authority to act with **RAV Submission** from the organisation (see <u>page 15</u>).



Batch Submitted Successfully

Your batch ID is cd93a37c-d565-ef11-bfe2-002248974e4a

Please note that you must pay the RAV charge upfront on the payments page or have a written agreement to pay on invoice before the validated vehicle(s) will be added to the RAV.

Vehicle records are added to the RAV public search regularly, every day.

Monitor batch progress

Submitting multiple vehicles to the RAV by duplicating an entry form



First you need to add a vehicle via a mini form (see page 17).

In the table, go to the end of the row, click the **down arrow** and select **Duplicate (without VIN)** from the dropdown menu. A duplicate entry will appear above the original entry in the list.

To update the entry details, go to the end of the row for that entry and click the **down arrow**, then select **Update** from the dropdown menu. This opens a mini-form for the entry where you can add the **VIN** and update any other entry details as needed. Then click the **Update** button at the end of the form.

You can duplicate as many entries as you like. When ready, click the **Submit Batch** button.

RAV Organisation*					
ENTITY NAME					~
					Add Item
<u> </u>	Vehicle category code	<u>Vehicle make</u>	<u>Vehicle model</u>	Approval number	Approval holder name
ABCDEFGH123456789	МА	MAKE NAME	MODEL NAME	VTA-000000	ROVER USER Update Remove Upplicate (without VIN) Submit Bat
<u>VIN</u> 个	Vehicle category code	<u>Vehicle make</u>	Vehicle model	Approval number	Approval holder name
	МА	MAKE NAME	MODEL NAME		ROVER USER
ABCDEFGH123456789	МА	MAKE NAME	MODEL NAME		RO' <u>Update</u> <u>Remove</u> <u>Duplicate (without VIN)</u>

Additional RAV validations

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There will be 2 additional validation checks when submitting vehicles to be entered on the RAV.

The gross vehicle mass (**GVM**) and gross trailer mass (**GTM**) fields will be validated against the selected vehicle category.

/ehicle category code 🕄	
Approval Holder 💡	
Vehicle Make 🕄	
Vehicle Model 💡	
GVM and ATM (kg) 😧	
GTM (kg) 🥹	



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Viewing RAV submission errors

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RAV batch submissions with errors will be listed on the **RAV** page, under **RAV submissions** and have the status **Invalid**.

View the errors by clicking the **down arrow** and select **Item Details** from the dropdown menu. A mini page will open and records with errors will be listed in the **Invalid Items** table at the top of the page.

Click the **down arrow** and select **View Errors** from the dropdown menu. This will open a list of the validation errors for that record.

IMPORTANT: Irrespective of which method you use to submit RAV entries, you will be sent an email detailing information about the submission, including any errors.



	Applications	Approvals	Paymen	ts Recall			RAV	Authority t	oact I				
RAV correction	on Search	h RAV 🗗							Z	New RA	V entry form	Submit	RAV entry fil
Status T RAV Org Id T	~	Submitted fr	om		Submitted to			Batch	ID		RAV Or	g Name	
Batch ID 4919560e- b066-ef11- bfe2- 000d3ad0b2f7	RAV Org RAV000001 Organisatio Name	RAV Submitter	<u>Submissio</u> date	<u>n</u> <u>Submitte</u> <u>Submitter</u>	<mark>r Email</mark> @email.com.a	<u>au</u>	<u>Sul</u> <u>On</u> 30/	<u>bmitted</u> ∟↓ 08/2024	<u>Status</u> Invalid	<u>Filen</u> a	ıme	<u>Item (</u>	Details
Invalid Items						۹	Ł Download						
<u>VIN</u> ↑ 123456789123	Entr 45678 TYF - ST	r <u>y Pathway</u> PE APPROVAL ANDARD	<u>vсс</u> ТВ	<u>Vehicle</u> <u>Make</u> OTHER	<u>Vehicle</u> <u>Model</u> 1	E C 1 /iew Err	rror ount						
Valid Items					(٩	Item Error	rs					
<u>VIN</u> ↑ There are no r	records to dis	Entry Pathway splay.	<u>, vcc</u>	<u>Vehic</u>	<u>ile Make</u>	Ves	Error Mes	isage_↑	ory for vehi	cle categor	у ТВ		

Viewing the remaining amount due for an invoice



On the **Payments** page, the **Active Payments** table will include a new column called **Amount due.** This will provide the outstanding amount remaining for an invoice.

For example, if a payment has been processed incorrectly or a partial payment has been made, you will be able to see the remaining balance owed on the invoice in the **Amount due** column.

Different

New

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Current



For more information visit the <u>ROVER Release 9.1</u> webpage