



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

# **Motor Vehicle Procurement and Disposal Process**

<b>Procedure</b>	Motor Vehicle Procurement and Disposal Process
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## Table of Contents

1. Introduction.....	3
2. Purchase and Lease .....	3
3. Changeover of Motor Vehicles.....	4
4. Disposal of Motor Vehicles.....	4
5. Registration .....	4
6. Record and Reporting obligations.....	5
7. Traffic Infringements .....	6
8. Motor Vehicle Insurance .....	6
9. Purchase Checklist .....	6
10. Fleet Discounts Available to Ministers of the Word and Employees.....	7
Annexure 1 – Motor Vehicle Changes .....	8

## 1. Introduction

The following protocol:

- applies to all church organisations who purchase, register and control the use of motor vehicles by the organisation;
- Does not apply to Ministers or employees within Uniting Church organisations who personally purchase motor vehicles for their own use.

In accordance with:

- *The Uniting Church in Australia Act 1977 No. 47 of 1977 (NSW)* as amended and the Regulations, all property in the State of New South Wales shall be held in trust by the Uniting Church in Australia Property Trust (NSW).
- *The Uniting Church in Australia Act 1977 No. 15 (ACT)* as amended and the Regulations all property in the Territory of the Australian Capital Territory shall be held in trust by the Uniting Church in Australia (Australian Capital Territory) Property Trust.

Property in this context includes all motor vehicles purchased or leased by Uniting Church organisations.

*Uniting Church Regulations 4.4.1 and 4.5.2* provide that individual church organisations are responsible for the management and control of all property of the Church acquired or held for the use of the individual Church organisation.

In regard to motor vehicles, this responsibility includes but is not limited to responsibility for:

- The management of all traffic infringements incurred by drivers of motor vehicles held by the organisation;
- Complying with all regulations pertaining to motor vehicle ownership including inspection and registration requirements.
- Costs incurred for road and bridge tolls or car parking;
- Ensuring that each driver authorised to drive a motor vehicle has a current driver's licence of the appropriate class.
- Ensuring all drivers authorised to drive a leased vehicle satisfy all conditions of the lease.

## 2. Purchase and Lease

### 2.1 Purchase or Lease

All purchase or lease negotiations are to be conducted by the organisation acquiring the motor vehicle. Purchase orders or letters issued to motor vehicle dealers are to clearly state that invoices are to be addressed as follows:

- For vehicles to be garaged in New South Wales – The Uniting Church in Australia Property Trust (NSW) ABN 77005284605, with the garaged address being the usual contact address for the organisation;
- For vehicles garaged in the Australian Capital Territory - The Uniting Church in Australia (Australian Capital Territory) Property Trust ABN 17745976530, with the garaged address being the usual contact address for the organisation

Under no circumstances are individual church organisations to purchase or lease motor vehicles in the name of the individual organisation.

## 2.2 Fleet Discounts

Uniting Church organisations may, at their own discretion, purchase or lease motor vehicles through:

- fleet arrangements entered into by the Church nationally which provide sizeable discounts to Uniting Church organisations; or
- The dealer of choice.

Uniting Church organisations are encouraged to utilise relevant Fleet discounts and exemptions when purchasing a motor vehicle.

Information regarding current fleet discount arrangements can be obtained from Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au)

## 3. Changeover of Motor Vehicles

Changeover of vehicles will occur at the discretion of individual Church organisations. Many organisations adopt change-over intervals based on age or distance travelled keeping in mind potential trade-in values and maintenance issues.

## 4. Disposal of Motor Vehicles

Individual Church organisations may dispose of motor vehicles by:

- trading them in against the purchase of another motor vehicle for the organisation; or
- Offering them for sale through a recognised auction house or private treaty.

Individual Church organisations are encouraged to ensure that they obtain the best possible value for the sale of a motor vehicle and that it is substantiated by due diligence.

Where a church organisation wishes to offer a vehicle for sale through a recognised auction house, please contact Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au) to obtain auction house contact details.

## 5. Registration

### 5.1 NSW Motor Vehicles only

The NSW Roads & Maritime Services (“RMS”) requires all organisations registering motor vehicles to have a designated Customer Reference Number (“CRN”) issued by the RTA.

The Uniting Church in Australia Property Trust (NSW) holds four designated CRNs issued by the RMS. The RMS will not permit motor vehicles to be registered under a CRN other than one of the four issued to the Property Trust in NSW.

When registering a vehicle for the first time, or when transferring a registration, each individual church organisation will be required to produce written documentation issued by the Uniting Church in Australia Property Trust (NSW) authorising them to register or change the registration of a the motor vehicle. Without this documentation, the individual church organisation will not be able to proceed with the registration of a motor vehicle.

This documentation can be obtained from Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au)

## 5.2 ACT Motor Vehicles only

The ACT Road Traffic Authority (“RTA”) requires all organisations registering motor vehicles to have a designated Customer Reference Number (“CRN”) issued by the RTA.

The Uniting Church in Australia (Australian Capital Territory) Property Trust holds two designated CRNs issued by the RTA.

The RTA will not permit church motor vehicles to be registered under a CRN other than one of the two issued to the Uniting Church in Australia (Australian Capital Territory) Property Trust.

When registering a vehicle for the first time, or when transferring a registration, each individual church organisation will be required to produce written documentation issued by the Uniting Church in Australia (Australian Capital Territory) Property Trust authorising them to register or change the registration of a the motor vehicle. Without this documentation, the individual church organisation will not be able to proceed with the registration of a motor vehicle.

This documentation can be obtained from Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au)

## 6. Record and Reporting obligations

All Uniting Church organisations must maintain the following records for each motor vehicle.

- (i) Organisation name;
- (ii) Organisation address;
- (iii) Driver Name;
- (iv) Driver License Number;
- (v) \*\*Registration Number;
- (vi) \*\*Make and Model;
- (vii) \*\*Year produced;
- (viii) \*\*VIN and Chassis Number;
- (ix) Location or garage address;
- (x) Purchase price (actual before deducting any trade-in);
- (xi) Gross Purchase price (list price including GST, fleet discount, dealer and delivery charges);
- (xii) All organisations must maintain a register of persons to whom motor vehicles are allocated. This person will be regarded prima facie as the person responsible for the vehicle and for all traffic infringements incurred or where applicable to nominate the offending driver.

For each common use vehicle such as but not limited to buses or pool vehicles, arrangements must be made to ensure records are maintained of each occasion of use, so as to ensure drivers can be identified in cases of traffic infringements that require apportionment. Such records may require drivers to sign for receipt and return of keys including time out and in.

\*\* Information found on motor vehicle registration form

All Uniting Church organisations must complete *Annexure 1* at the end of this document and send the completed form to Uniting Resources – Risk & Insurance Services immediately a motor vehicle is either purchased, leased or disposed or in the event that there are any changes to the details listed in points (i) – (xii) above.

Any failure on the part of an organisation to comply with these recording and reporting obligations could result in adverse consequences for all Church organisations including but not limited to the deregistration of motor vehicles and the withdrawal of motor vehicle insurance cover.

## 7. Traffic Infringements

All traffic infringements such as speeding, parking or red-light camera offences are the responsibility of the driver to which the individual Church organisation has allocated the motor vehicle at the time of the infringement.

Each organisation is responsible for ensuring drivers of its vehicles are fully aware of their obligations in regard to penalties and for monitoring compliance with declaration and payment obligations.

Traffic infringement notifications will normally be sent to the address of the relevant Property Trust.

For camera detected infringements, the RMS requires that it be notified by statutory declaration of the driver in charge of the vehicle at the time the infringement occurred. This is to enable the RMS to attribute responsibility for demerit points and associated penalties to the person in charge of the vehicle at that time.

In the first instance, the relevant Property Trust will notify the RMS of the details of the person to whom the vehicle has been allocated. If this person was not the driver at the time of the infringement, then it will be their responsibility to provide the correct information to the RMS.

It is imperative, therefore, that the provisions of Clause 6 above are complied with at all times to facilitate the timely “sign over” of traffic infringements to the actual driver of the vehicle.

It must be noted that if the RMS is unable to correctly identify the driver who incurred a traffic infringement possible sanctions may include suspension of motor vehicle registration or refusal to deal with any organisation covered by the same CRN.

Therefore any failure on the part of an organisation to comply with these recording and reporting obligations could result in adverse consequences for all Church organisations including but not limited to the deregistration of motor vehicles and the withdrawal of motor vehicle insurance cover.

## 8. Motor Vehicle Insurance

All motor vehicles purchased or leased by Uniting Church organisations under the name and ABN of the relevant property trust must be comprehensively insured through the Synod’s motor vehicle insurance policy.

To obtain motor vehicle insurance cover, please contact Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au)

## 9. Purchase Checklist

It is the responsibility of every Church organisation who intends to purchase a motor vehicle in the name and ABN of the relevant property trust to ensure that the following is complied with at all times:

- 1 Prior to commencing the purchase of a motor vehicle, obtain documentation authorising the individual church organisation to purchase and register a motor vehicle under the name, ABN and where applicable CRN of the relevant property trust from Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au)

- 2 Provide documentation to the chosen motor vehicle dealership to facilitate the purchase of the new motor vehicle and where applicable the disposal of the old motor vehicle.
- 3 Prior to taking delivery of a motor vehicle or disposing of a motor vehicle, organise motor vehicle insurance or the cancellation thereof for the vehicle in accordance with Clause 8 above.
- 4 Send a completed *Annexure 1* to Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au) within 7 days of any purchase, disposal or change in driver details

## **10. Fleet Discounts Available to Ministers of the Word and Employees**

Under current fleet purchasing arrangements entered into by the Church nationally, provision has also been made to enable employees of Church organisations and Ministers of the Word to access certain discounts if they are purchasing a motor vehicle for their personal use.

To obtain further information on these discounts and the relevant documentation required to facilitate such purchases please contact Uniting Resources – Risk & Insurance Services [P] 8267 4416 or [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au).

## Annexure 1 – Motor Vehicle Changes

1. To be completed and signed by the authorized representative of the organisation.
2. Copies of the certificate of Registration and Purchase invoice must be attached for all **NEW** vehicles.
3. Copies of RMS Notification Slip with buyer details and odometer reading, and the sales invoice if not traded-in for a replacement vehicle must be attached for all **DELETED** vehicles
4. Completed form and accompanying documentation is to be sent to:

Risk & Insurance Services – Uniting Resources

PO Box A2178 Sydney South NSW 1235 [F] (02) 9267 3538 [E] [motorvehicles@nsw.uca.org.au](mailto:motorvehicles@nsw.uca.org.au)

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Organisation name: \_\_\_\_\_ ABN: \_\_\_\_\_

### NEW VEHICLE

Purchased  Leased  Date of purchase or lease: \_\_\_\_\_

Value: \$ \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Registration No: \_\_\_\_\_ Engine Capacity: \_\_\_\_\_

Driver/Custodian Name: \_\_\_\_\_

Driver's Address (as noted on licence) \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_ Cost Centre: \_\_\_\_\_ Garage Address/Location: \_\_\_\_\_

### CHANGE OF DRIVER/CUSTODIAN/GARAGE ADDRESS

Vehicle Registration No: \_\_\_\_\_ Old Driver/Custodian Name: \_\_\_\_\_

New Driver/Custodian Name: \_\_\_\_\_ New Driver's address: \_\_\_\_\_

New Driver's Licence No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

New Garage Address/Location: \_\_\_\_\_

### VEHICLE – TO BE DELETED

Date of disposal: \_\_\_\_\_ Disposal Value: \$ \_\_\_\_\_ Registration No: \_\_\_\_\_

LEASED Y / N *If traded-in, details of the replacement vehicle are to be included under New Vehicle Section*

Name : \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_