



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2021-330

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	11
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: no-reply@act.gov.au
To: [CMTEDD FOI](#)
Subject: 2021-330 - Freedom of Information request
Date: Monday, 22 November 2021 8:38:39 PM

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.

Title:

First Name:

Last Name:

Business/Organisation:

Address:

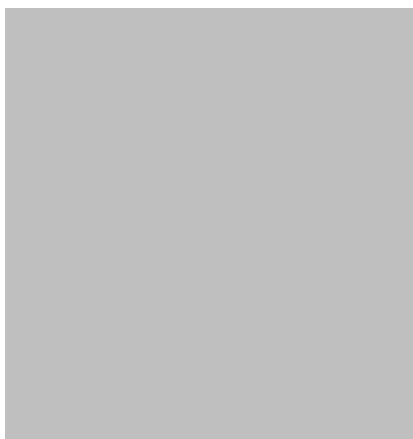
Suburb:

Postcode:

State/Territory:

Phone/mobile:

Email address:



Request for information

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

I hereby request information pertaining to the unregistered vehicle permit condition, R permits – For essential purposes in line with COVID health direction, as it applied during the period 9/10/21 to 6/11/21. I am seeking all documentation in relation to the permit condition but limited to the decision to introduce the condition, the purpose and intent of the condition and expectations of the permit condition should COVID health directions change whilst the permit was in operation.

I do not want to access the following documents in relation to my request::

Thank you.
Freedom of Information Coordinator



ACT
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Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2021-330



FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 16 November 2021, in which you sought access to:

- information pertaining to the unregistered vehicle permit condition, R permits – For essential purposes in line with COVID health direction, as it applied during the period 9/10/21 to 6/11/21.

Authority

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 20 December 2021.

Decision on access

Searches were completed for relevant documents and two documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of the document that falls within the scope of your request and the access decision for that document.

I have decided to grant full access to the two relevant documents. The documents released to you are provided as **Attachment B** to this letter.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2018* processing charges are not applicable for this request because the total number of pages to be released to you does not exceed the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents

released to you in response to your access application will be published on the CMTEDD disclosure log 3 days after the date of my decision. Your personal contact details will not be published.

You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Contact

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Katharine Stuart
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate
7 December 2021



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
Information pertaining to the unregistered vehicle permit condition, R permits – For essential purposes in line with COVID health direction, as it applied during the period 9/10/21 to 6/11/21.	CMTEDDFOI 2021-330

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-2	Web content	6 October 2021	Full release	N/A	Yes
2	3-7	Rego.Help content		Full release	N/A	Yes
Total No of Docs						
2						

Normally this is the content on Restricted Unregistered vehicle permits (UVP):

Overview

An unregistered vehicle permit (UVP) can be issued to an unregistered vehicle allowing the vehicle to be driven on a road or road related area by providing it with a short-term registration period and compulsory third-party insurance cover.

UVPs can only be issued if:

- it would be unreasonable or impracticable to require the vehicle to be registered during the period of the UVP
- the vehicle needs to be driven for the purpose of obtaining registration, or
- the vehicle has been driven to a location for the purpose of obtaining registration and the registration has been refused.

UVPs authorise the use of a vehicle, subject to certain conditions, on a road or road related area as specified by the UVP.

A UVP is not intended to cover the regular use of a vehicle on a road and road related area, and must not be regarded as a substitute for full registration.

An unregistered vehicle may not be issued a UVP to carry goods unless the goods are the responsible operator's property and are not for sale or disposal.

A UVP is not refundable, even if cancelled before the commencement date.

If you need to move a vehicle from an interstate jurisdiction to the ACT, you will need to get a UVP from that jurisdiction.

An unregistered trailer that is attached to a registered vehicle and is being transported for the purposes of inspection does not require a UVP.

However, this policy does not cover an unregistered trailer that fails the roadworthy inspection. If the trailer fails, then the operator must obtain a UVP before the trailer can be used on a road or road related area.

Restricted UVPs are intended to allow a vehicle to be moved from point A to point B. Point A must be in the ACT and point B must be in another State or Territory. Restricted UVPs where travel is to Western Australia, can only be issued to non-Western Australian residents. The duration of these UVPs are relevant to the distance of travel required but must be less than 28 days. A 2 hour Restricted UVP may be issued for special events to vehicles not travelling interstate. Approval must be granted by the Manager of Operations for Road User Services.

Restricted permits require the vehicle to travel to the declared destination by the most direct route practical and expire when the vehicle reaches the declared destination even if the permit was issued for longer than it took to get to the destination.

Day UVPs are issued for up to 12 hours. If you purchase a day UVP on the day you want to drive the vehicle it will be issued from the time you make the payment until 7:00 pm of that day. If you

purchase a day UVP for a day in the future it will be issued from 7:00 am till 7:00 pm on that day. Day UVPs cover vehicles on a road or road related area within the ACT only.

Unrestricted UVPs are only available to ACT plated vehicles that have been unregistered for less than 12 months, or a vehicle that has been inspected in the ACT and has not been declared as dangerous. Unrestricted UVPs are issued for seven days and cover vehicles on a road or road related area within the ACT only.

During COVID a banner was added to the web page to notify the community of changes to restricted UVP's, this is the information displayed from the corresponding date:

6 October: Unregistered Vehicle Permits (UVP)

Due to the current lockdown arrangements Access Canberra Service Centres are closed and customers are unable to attend a Service Centre to perform registration transactions. In certain scenarios you may be able to obtain an Unregistered Vehicle Permit (UVP) for up to 28 days for vehicles with no defects recorded. To discuss obtaining a UVP, please contact Access Canberra on 13 22 81.

13 October: Unregistered Vehicle Permits (UVP) – no change

Due to the current lockdown arrangements Access Canberra Service Centres are closed and customers are unable to attend a Service Centre to perform registration transactions. In certain scenarios you may be able to obtain an Unregistered Vehicle Permit (UVP) for up to 28 days for vehicles with no defects recorded. To discuss obtaining a UVP, please contact Access Canberra on 13 22 81.

19 October: Unregistered Vehicle Permits (UVP)

Access Canberra Service Centres are open for bookable appointments and you can complete an [online vehicle registration establishment](#) through your ACT digital account. In certain scenarios you may be able to obtain an Unregistered Vehicle Permit (UVP) for up to 28 days for vehicles with no defects recorded. To discuss obtaining a UVP, please contact Access Canberra on 13 22 81.

29 October: Unregistered Vehicle Permits (UVP)

In certain scenarios you may be able to obtain an Unregistered Vehicle Permit (UVP) for up to 28 days for vehicles with no defects recorded. To discuss obtaining a UVP, please contact Access Canberra on 13 22 81.

8 November:

Content removed from COVID-19 Service Impacts Page (return to BAU services – Normal content).

1. Unregistered Vehicle Permits - Policy

Due to the current COVID Public Health Emergency Direction, customers are unable to attend an Access Canberra Service Centre to perform registration transactions and may have difficulty getting a Certificate of Inspection. As a result, approval has been given to issue extended Unregistered Vehicle Permit's (UVP) to customers. Unregistered Vehicle permits cannot be issued to vehicles with suspended registration.

Script if needed: *Hi, Access Canberra are unable to process some registration transactions at this time. However, I can issue you an unregistered vehicle permit so you can drive the vehicle for inspection, repairs or essential travel under the ACT Health Direction. Let's look at the scenario table and review the duration of the permit you are entitled to obtain.*

Scenario	UVP Eligibility and Frequency	COVID Condition Text
Vehicle with no defects on rego.act or by an interstate authority will be issued an R Permit.	Eligible for UVP up to 28 days . – Any further UVP's for this scenario can be issued by a CSO without a delegate approval.	For essential purposes in line with the COVID health direction.
Vehicle with minor defects on rego.act or by an interstate authority will be issued a H permit.	Eligible for UVP up to 7 days - Any further UVP's for this scenario need a delegate approval. If rego.act requests inspection details, UVP is to be issued as 'R' permit.	For essential purposes in line with the COVID health direction.
Vehicle with major defects on rego.act or by an interstate authority	Not eligible for a UVP without an inspection. Please contact the Helpdesk for a delegate review.	

'Minor' defect notices are issued, if, in the reasonable opinion of the person issuing the notice, deficiencies in the vehicle, if allowed to continue after the time specified in the notice, may constitute a safety risk.

'Major' defect notices are issued where further use of the vehicle after the time specified in the notice would constitute an imminent and serious safety risk. This may be due to a single vehicle fault, combination of faults or combination of fault(s) and/or conditions. e.g., brake lights broken.

Important note: While CSO's should ask the customer if there have been any defects issued to the vehicle (and check rego.act for defects), they are not required to ask clients about the general roadworthiness of their vehicles. However, if the client does disclose safety concerns with the vehicle, CSOs should utilise the scenario table. Once the length of UVP is confirmed and before the transaction is processed, CSOs must advise the client of the following: This permit cannot be used to drive a dangerously defective vehicle (a vehicle a person would be likely to lose control of if driven or towed). It is an offence to drive a dangerously defective vehicle under section 28 of the Road Transport (Vehicle Registration) Act 1999. Once the client has been informed of this information, the transaction can be processed.

1.1 UVP for Interstate Travel - Essential Travel Only

Clients who live in the ACT and are waiting for Access Canberra to formulate a process to establish vehicle registrations, can use a UVP to travel for essential travel; this includes travelling interstate for essential purposes.

For example, a client can travel to Queanbeyan for an essential purpose. E.g medical treatment, vehicle repairs etc.

1.2 Unregistered Vehicle Permits issued after 12/08/21 and needing the condition changed.

Due to the current COVID Public Health Emergency Direction, all UVP's issued after the 12th of August 2021 should have the following condition 'For essential purposes in line with the COVID health direction'.

Clients who were issued a UVP with a condition restricting them to ACT travel or inspection or repair only can have the UVP amended and resent via email. CSO's can complete a correction for BST to amend the condition and reissue the UVP to the client. Please note the period of the permit will remain unchanged.

2. Unregistered Vehicle Permits - Procedure

CSO is to follow the below procedure to issue an Unregistered Vehicle Permit via rego.act. CSOs are to issue UVPs with the amended condition text as per the below table. If rego.act is asking for an inspection report CSOs are to process the UVP as an 'R' permit.

Scenario	UVP Eligibility and Frequency	COVID Condition Text
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Vehicle with no defects on rego.act or by an interstate authority	Eligible for UVP up to 28 days . – Any further UVP's for this scenario can be issued by a CSO without a delegate approval.	<p>For R permits - For essential purposes in line with the COVID health direction.</p> <p>For H permits - For essential purposes in line with the COVID health direction.</p>
Vehicle with minor defects on rego.act or by an interstate authority	Eligible for UVP up to 7 days - Any further UVP's for this scenario need a delegate approval. If rego.act requests inspection details, UVP is to be issued as 'R' permit.	<p>For R permits - For essential purposes in line with the COVID health direction.</p> <p>For H permits - For essential purposes in line with the COVID health direction.</p>
Vehicle with major defects on rego.act or by an interstate authority	Not eligible for a UVP without an inspection	

1.1 Unregistered Vehicle Permits issued after 12/08/21 and needing the condition changed.

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1.2 Rego.ACT function

1. Choose '**File**' – '**New**' – '**Registration**' – '**Issue UVP**'

You are now in the '**Issue Unregistered Vehicle Permit Wizard**'.

2. Locate the vehicle by entering the ACT plate number **or** The VIN number **or** the Chassis number. Once you have entered the identifier choose **'Next'**.

This will display a summary of the vehicle information.

- Choose **'Next'**
- A summary of the vehicle information will be displayed. Ensure that this is the correct vehicle record and there are no Stolen Bars or restrictions recorded.
- Choose **'Finish'**

This will bring you to the **'Issue UVP'** page.

3. If a record for the vehicle has been found the vehicle information will be pre-filled, if not, they must be manually completed.

A series of **'Tabs'** will be displayed across the bottom of the screen, each Tab will require action prior to issuing the UVP.

The 'Details Tab'

- Make: Using the drop-down menu select the make of vehicle;
- Model: enter in the model of the vehicle;
- Body Type: Using the drop-down menu select the correct body type for the vehicle;
- Primary Colour: Using the drop-down menu select the correct colour; and
- Secondary Colour: Using the drop-down menu select the secondary colour.
 - **Note:** Most vehicles do not have a secondary colour. This is not a mandatory field.

The 'Specification Tab'

- Engine Capacity: Enter the engine capacity;
- Heavy Vehicle: Should the vehicle be a heavy vehicle, tick this box. This will prompt a drop down box to appear. Using this drop down box choose the heavy vehicle category;
- Motor Accident Injuries (MAI) Insurance: Using the drop-down menu select correct class of MAI Insurance.
- MAI Provider: Using the drop-down menu select the Nominal defendant, NOD (ACT)
 - UVP

The 'Unregistered Vehicle Permit Tab'

- Using the drop-down menu under details, choose the type of UVP to be issued **'R'** or **'H'**
- Remove the pre-set conditions and enter the conditions from the above table associated with the correct permit type.

- Confirm with the applicant what the start date for the permit should be. Enter the start date in the '**Start date**' field and then '**Tab**', the end date will need to be manually entered.
- Under client, choose the box '**Find**' to locate the client record. If the client does not exist, a new client record must be created.

The 'Inspection Tab'

- This can be left blank.

4. To complete the transaction choose '**Add**' this will take you to the '**Basket**' and display the amount payable.

5. Proceed to the '**Finance Tab**', enter the payment details.

Enter payment details and choose '**Accept**'.

Once accepted a 'Printing' screen will appear.

- Select '**Email Required**'
- Enter clients email address in '**Email**'
- Re-enter clients email address in '**Confirm Email**'
- Next to '**Print When Ready**' select '**Email**'
- Choose '**Complete**' to finish the transaction.

1.3 Issue Date Reference Table