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**Subject:** Council ACT Motor Clubs by laws  
**Date:** Monday, 19 November 2012 2:37:00 PM  
**Attachments:** [Council of ACT Motor Clubs laws.pdf](#)

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All,

Last week we meet with members of executive of the ACT Council of Motor Clubs. Please find attached By Laws.

I have/will circulate the Council contact list.

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## BY LAWS

### **Authority**

The following By Laws have been authorized by the Committee of the Council of ACT Motor Clubs, in accordance with the Council Constitution. As such, they are issued for the guidance of all affiliated clubs and are therefore mandatory.

In some areas, to avoid repetitive data, these By Laws refer to the requirements of the Act, namely, the Associations Incorporations Act of the ACT (1991 as amended) and the subordinate Associations Incorporations Regulations. The latter contains the 'Model Rules' for use by incorporated entities in the ACT.

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## COUNCIL BY LAWS

### 1. Maintaining the Reputation of the Council.

The Council is the representative body of all the affiliated clubs in the ACT and surrounding region. With the confidence shown in the Council by the ACT Government by delegating the management of the CRS scheme and possibly the SIVS scheme in the future, ensuring the Council is seen to be a competent body, well-organised and with appropriate governance documentation is essential. All clubs and delegates are to use every means to ensure that the reputation of the Council is maintained at all times.

**Contact with the ACT Government.** The Council is the authorized and sole interlocutor with the ACT Government Directorates on all issues that fall within the ambit of the Councils' responsibilities. Clubs are to ensure their delegates bring all matters to Council that may need negotiation with the Government.

### 2. Committee Duties and Responsibilities.

**President.** The President shall be responsible for the efficient operation and running of the Council. He/she shall preside at all Committee meetings and at all general meetings of the Council unless absent.

**Vice President.** The Vice President shall be the deputy to the President for all Council activities. He/she shall, in the absence of the President, preside at any Committee meeting and at any general meeting of the Council, and carry out such other duties as may be allotted from time to time by the Committee.

**Secretary.** The Secretary is responsible for the overall administration of the Committee and shall;

- keep minutes of all elections and appointments of office bearers and ordinary committee members;

- minute the proceedings of Committee meetings, including a record of members present;

- minute the proceedings of all general meetings, including a record of all delegates and Committee members present, which shall be signed by the person presiding at the meeting when confirmed at the next meeting.

- maintain a written register of affiliates, to include mail and electronic addresses and details of their delegates and key office bearers;

- receive correspondence and prepare replies thereto as directed by the Committee or the delegates in general meeting, and

- ensure the Council website is updated weekly.

**Treasurer.** The Treasurer is responsible for the management and maintenance of all financial aspects and records of the Council business. He/she is to;



collect and receipt all moneys due to the Council and make all payments authorised by the Committee or delegates at a general meeting;  
keep correct accounts and books showing the financial affairs of the Council with full details of all receipts and expenditure connected with the activities of the Council;  
provide a statement of the financial position of the Council to each committee and general meeting;  
provide an audited financial report to the annual general meeting; and  
develop an annual budget of Council anticipated income and expenditure.

**Events Director.** The Events Director shall be responsible for the organization and/or coordination of motoring activities conducted by or on behalf of the Council and disseminate to affiliates information regarding any events, both within and outside the ACT, of which the Council is made aware.

**Registrar.** The Registrar shall oversee all matters relating to the Council's joint responsibility with the ACT RTA for the administration of the ACT Concessional/Conditional Registration Scheme. He/she shall;  
act as the Council's liaison officer and sole interlocutor with the staff of the ACT RTA;  
maintain the Council's register of concessionally/conditionally registered vehicles and such other documentation as may be appropriate;  
investigate breaches of CRS usage with the registrar of the appropriate club;  
be the adjudicator on acceptable modification standards in accordance with the agreed Government policy for CRS vehicles.

**Ordinary Committee Members.** Ordinary committee members shall assist the office holders with their duties as directed by the President. They shall also carry out additional duties or head sub-committees, as may from time to time be allotted to them by the President.

**Co-opted Committee Members Duties and Responsibilities.** The committee may co-opt the services of additional ordinary members of the Council to fill specific roles and tasks to effect the efficient operation of the Council. These members will be appointed to the Committee and are entitled to attend meetings and vote on issues put to the Committee in accordance with the Constitution.

**Auditor Responsibilities.** The Council auditor shall be responsible for conducting an annual, independent audit of the Council financial statements. Their findings shall be presented by the Treasurer at the annual general meeting. The auditor shall not be an officer or member of the Council Committee.

**Public Officer.** The Council shall appoint a delegate to be the Public Officer and they shall fulfil all the duties as required by the Act. He/she is to

complete, in conjunction with the Secretary and Treasurer all official forms and annual notifications and submit them to the ACT Government when changes to Council management and documentation occur.

The Public Officer may hold any elected appointment on the Council in addition to this appointment.

### **3. Meetings**

Meetings of the Council shall be conducted as indicated in the following paragraphs. The submission of all data, resolutions and the timely distribution of same to delegates will be actioned as required in the Act.

**Monthly Meetings.** The monthly meetings of the Council shall normally be held on the third Thursday of each month at a venue as advised on the Council website, starting at 7.30pm. If, for any reason, this proves impractical, the committee may arrange an alternate venue or time, ensuring the delegates are aware of the change in advance. The agenda for the monthly meetings is shown at Annex A: however, the President may amend this as he/she sees fit.

**Committee Meetings.** The President or a minimum of three (3) members of the Committee may convene additional meetings of the committee in excess of the Constitutional requirement of four per year, providing oral, written or electronic mail notification is given in advance. The agenda for meetings is shown at Annex A.

**Annual General Meetings.** The Annual General Meeting of the Council will be held at a time and place advised by the committee. The procedure at such meetings will be as shown in the agenda at Annex B. After all positions are declared vacant, the retiring President may act as the Returning Officer for the elections or he may appoint another member to so act.

**Special General Meetings.** Special General Meetings, when called and convened, will be conducted in accordance with the Act and using the Agenda shown at Annex C. The President, Vice President or authorized Committee member shall chair the meeting.

### **4. Affiliated Clubs**

Any club in the ACT region, which is involved in activities related to motor vehicles, is eligible to join the Council. Membership does not guarantee access to concessional registration systems as ACT and NSW government regulations and rules will apply.

**Joining Procedures.** Provide the following items and submit them to the Council as your application for affiliation:

A copy of the Club's Constitution;

A list of the Club's executive committee including names, addresses,



email addresses and contact numbers;

A copy of the minutes of the general meeting authorising the club to join Council - this must include a list of the members present at the meeting;

A written statement of the types of activities to be conducted by the club

A statement that the club will abide by the Council's Constitution.

**Responsibilities.** Affiliate clubs are responsible for assisting the Council in the management of the CRS (where applicable) in the:

inspection and validation of club vehicles;

checking of logbooks;

maintenance of modification standards;

annual provision of required registration/vehicle data to the Council

Registrar, and

monitoring of vehicle use in accordance with the ACT Government rules.

Clubs are also to utilise their delegates to keep the Council apprised of any matters that they consider could adversely affect the community image of the hobby/heritage motoring movement in the ACT or surrounding region.

**Role of the Affiliate Delegate.** Each affiliate is entitled to elect/appoint two (2) delegates to represent the Club on the Council. Delegates have an important role as the nexus between the club and the Council. As such they are;

the sole contact between the Club and the Council;

to attend all meetings of the Council or arrange for at least one to attend;

bring all club matters, queries, questions or concerns to the Council meetings;

pass all information gleaned at Council meetings to their individual club committee;

play an active role in the Council activities and management;

be willing to assist in Council management through election to the Committee or subcommittees as the case may be.

**Affiliate Club Contact with Council.** Club management should not contact the Council or any Government instrumentality but use their Delegate to bring the matter forward to Council for consideration/discussion/resolution. The Council will determine if and who should represent the issue to the Government. The ACT Government advised that one of the reasons the Council has been given a high degree of oversight of the motoring clubs in the ACT is that it requires one point of contact with the movement.

If a matter is sufficiently serious or complex, the Council President may decide to take the matter up with the individual club executives.

#### **Annual Affiliation Fee Scale**

The affiliation fee is a sliding scale, based on the number of financial members in each club. The fee schedule is:

<b>Number of members</b>	<b>Annual Fee</b>
1 to 49	\$40
50 to 99	\$60
100 to 199	\$80

200 plus

\$100

## **5. Council Notices and Advice Sheets**

**Notices.** Should the Council Committee see a need to advise affiliate clubs of changes of policy or dates of events etc, in advance of a general meeting or where time is of the essence, they will be promulgated by electronic mail and by posting the details on the Council website. If such action has been taken, clubs will have been deemed to have been advised of the changes. In addition, copies of the Council Constitution, By Laws, Strategic and Business Plans will also be posted on the website.

**Advice Sheets.** Advice sheets are posted on the Council website as a means of providing answers to frequently asked questions relating to Council operations and matters within the aegis of the Council. Such advice sheets will have been approved by the Council delegates before release and as such have the imprimatur of the Council.

## **6. Complaints**

Should any member of an affiliate have a complaint about any aspect of Council's operation or management, they should raise the issue, in the first instance, with the President or Vice President through their club delegate. If necessary, a written complaint should then be submitted to the Secretary and in either case, the matter is to be raised at the next committee meeting. The President is to ensure that the outcome or resolution of the complaint is forwarded to the affiliate member concerned.

## **7. Pie Cart Policy**

The Canberra Pie Cart is a 1939 Chevrolet van that was used as a mobile food van after the war years to service the many government departments in Canberra. It is an historic vehicle and was recovered and restored as a community project under the auspices of the Council some years ago. It is now owned and registered to the Council. An audio visual system with a small public address system has also been installed in the back. The Pie Cart is available for affiliate clubs for use as a promotional asset.

**Management.** The Council Vice President is the overseer of the Pie Cart and the following rules and advice pertain to its management. Affiliate clubs may borrow the Pie Cart at any time and make such arrangements through the Vice President.

To minimise the Council outlay there will be a small contribution of \$40 per loan for the vehicle upkeep and maintenance. This must be paid prior to the event.

Shannons Insurance provide free of charge the annual comprehensive insurance premium covering the current insured valuation of \$20,000. This



insurance coverage is dependent upon secure and safe storage of the vehicle and it is a requirement of the policy.

An appropriate fire extinguisher is located in the vehicle, which should be checked regularly to ensure there is no leakage of powder from the container.

The Council is to annually renew the Concessional registration and insurance.

**Conditions for Use.** When used by affiliated clubs, the vehicle must only be driven by an authorised club member who will be responsible for the vehicle during its use. The following conditions pertain to the use:

Prior to departure, a check of the vehicle inventory should be made to ensure all assets are on board.

Ensure all the audio visual equipment is secure.

A check of brakes, tyres, oil in the engine, gearbox and differential, and coolant should be made.

The borrowing club must replenish all fuel, oil and coolant prior to returning the vehicle.

Should there be a breakdown, the Council has negotiated an agreement with Platinum Towing Service (phone 0421666855) which will tow the pie cart without cost, anywhere in or near the ACT.

**Maintenance.** The following maintenance procedures must be applied to the Pie Cart;

The engine oil should be changed about every 3,000 miles (by the odometer) using standard SAE 20/50 oil.

Spark plugs should be cleaned regularly and changed after about 10,000 miles.

Ignition points should be lightly filed occasionally and be replaced when needed.

Antifreeze - corrosion inhibitor should be changed with new water about every 3 years irrespective of mileage.

Use 80/90 grade oil in the gearbox and differential.

For easier starting a 12 volt battery of at least 330 CCA (cold crank amps) output is used instead of the original 6 volt unit.

The sealed 12 volt special high output battery used for the audio visual system must be kept charged when not in use as if allowed to discharge the battery will be destroyed.

The pie cart has 2 automatic trickle chargers with it, one for the vehicle battery and the other for the audio visual system, which operate automatically to maintain full charge when the vehicle is not in use.

## **8. Event Planning**

The Council oversees two major motoring events per year. The major event is "Wheels", usually held in late summer on the lawns of Old Parliament House and the second is "Marques in the Park", held in late spring at John Knight

Park in Belconnen.

Both of these events are organised by affiliated clubs. Clubs may nominate to run these events with the approval of the Committee. Usually, clubs may run the events for consecutive years but if not, the Committee will seek nominations from other affiliates.

**Finance and Delegation Policies.** Affiliate clubs approved to run the Council events (Wheels or Marques) will manage the financial operations of the event and the Council will not subsidise any losses the organizing clubs may incur.

Any fees collected for the presence and display of car manufacturers/dealers at these events will be ceded to the Council: normally a fee of \$150 for each display is charged.

The Council Public Liability Insurance policy will provide the necessary cover for these two events at no cost to the organizers. Clubs are to use their individual PLI cover for club-organised events.

**Event Planning Process.** Delegates are to advise Council of any events planned by affiliated clubs as early as possible to allow for the events to be advertised on the Council web site.

Clubs are free to organize their calendar of events but in an effort to avoid multiple events on the same day, clubs should review the Council event listings when planning display events.

**Negotiations with Federal and ACT Governments for Site Usage.** When planning static or display events necessitating the use of open areas within the ACT, event organizers should contact the Council Events Director, before contacting any government agency. He/She will advise who would be the appropriate agency to contact for the areas in question. Normally, these will be;

For Federal-controlled sites, the, NCA Estate Approvals and Compliance Officer;

For ACT Government areas, the ACT Government Justice and Community Safety Directorate -Office of Regulatory services.

**Protection of Areas and Government Facilities.** Where approval has been granted for an event to be held on public land, some restrictions may be imposed on the organisers for the protection of facilities and lawns. Damage to sprinkler systems, prohibition of spike use, drip tray use under vehicles etc, are some that may arise, Clubs are to ensure that all participants are aware of and abide by such restrictions; compliance will ensure continued availability and protect the reputation of the Council affiliates.

**Provision of Public Utilities.** Where large events are planned, the onus is on the organisers to ensure the appropriate public utilities, eg, toilets, are provided. In these cases, the Council Events Director will be able to provide advice as to the contacts in the ACT Government for information on such issues.

## **9. Management Of ACT Concessional Registration Scheme (CRS)**



**CRS Policy.** The following is an extract from the ACT Government's publication on the operation of the CRS. These guidelines have been developed by the Council to clarify the obligations expected of the owner/driver of a vehicle registered under the ACT Concessional Registration Scheme. In granting the concession, the ACT Road Transport Authority requires the Council to ensure that the spirit of the concession is observed and that a system of self-regulation operates through the clubs affiliated with the Council. These guidelines fulfil part of that requirement.

The purpose or spirit of the concession, granted by the ACT RTA, is to limited basis by their owners as a recreation or hobby, to be maintained in consistent with their recreational or hobby status. Such a scheme is paramount in preserving Australia's automotive heritage.

**Vehicle Use Policy.** The ACT RTA has identified three main categories of use under the

- Events organised or approved by clubs affiliated with the Council;
- Occasional test runs of up to a 40 km radius; and
- Specific occasions not related to Club use when permission is first obtained from the appropriate club Registrar.

The Registrar must be informed by the member prior to any of these trips being undertaken, usually at a Club Meeting or by phone/email, to ensure no there is no abuse of the system.

**Logbooks.** As the owner of a concessionally-registered vehicle your first responsibility (after ensuring that your vehicle is roadworthy) is to obtain a logbook and use it to keep an up-to-date record of all occasions when your vehicle is on the road. This logbook record serves two purposes: it is a requirement of the concession granted by the ACT RTA and provides a record of when and where you have used your concessionally-registered vehicle.

In the event that you are challenged the logbook can be produced to substantiate the use of the vehicle. Entries in the logbook should indicate:

- The type of run you have undertaken and the distance travelled (where an odometer is fitted to the vehicle); and
- A record of the total annual mileage of your vehicle. A sample logbook format is shown in Annex D.

**Maximum Usage.** For a vehicle to be used in a manner consistent with the spirit of the concession, it has been determined that the maximum distance travelled within the ACT should not exceed 3000kms or 2000 miles annually. This is consistent with the level of third party insurance premiums paid each year under the concession. Maximum Usage related to the Average Annual Usage, which under all normal circumstances is the most you would likely do within the ACT each year. The Council regards such Maximum Usage criteria as the 'Dividing Line' between normal Full Registration and Concessional Registration. If you expect to cover annual distances consistently greater than 3000kms or 2000 miles in the ACT, you should not register your vehicle under this Concessional Registration Scheme.



**Major Rallies.** The Council recognises that if you use your vehicle on a major event (such as a national or an international rally) in Australia, the maximum mileage could easily be exceeded. In these cases such occasional usage falls within the spirit of the concession.

**Club Events.** Any event organised or approved by an affiliated Club constitutes a club event. In normal circumstances, the event should be advertised in your Club's newsletter or magazine, but an impromptu event involving more than one vehicle may also qualify. In this latter case, the event should be recorded in your logbook. Club events are not confined to the ACT.

**Test Runs.** The purpose of allowing test runs of up to a 40km radius under the concession is to provide a satisfactory mechanism for you to ensure the battery charged, fuel and oil levels adequate, tyres correctly inflated lights, etc. are working efficiently). The Council has determined that there are two aspects to usage under the test run category. These are:

Mechanical – where you use your vehicle specifically to test its mechanical state or in order to have work done on the vehicle;

Private – where as part of your program of keeping your vehicle roadworthy you use the vehicle for some private purpose such as a recreational outing or a visit to friends.

**Other Occasions.** There are other specific occasions when you are required to seek your Club's approval before using your vehicle. Normally these occasions are where you use your vehicle to participate in some community, charity or non-Club event. In these cases it is important that the Club is aware of your involvement and you should advise the relevant details to your Club's registrar.

**Concessionally-Registered Vehicle used for Hire or Reward.** If you reward, such as for weddings, school formal (or similar functions) it is important that you familiarise yourself with the relevant Road User Services requirements (including issue of permits and fees payable).

**Commuting.** Concessional registration does **not** allow a vehicle to be used for commuting purposes. The Scheme does **not** provide a low-cost alternative to full or normal registration and it is **not** designed to meet your essential transport requirements. The Council is concerned that any usage of a concessionally registered leading to the possible withdrawal of the concession. The Council and its affiliated clubs will maintain a continuing watch (through logbook entries) the use of concessionally registered vehicles.

### Policy on Allowable Alterations to Veteran, Vintage and Historic Vehicles.

In regard to the eligibility of altered V, V and H vehicles for registration similar scheme, the policy jointly developed by the ACT Government and the Council is as follows:

To be eligible for registration under the ACT CRS a vehicle must be as close to possible to its original configuration without any significant alterations. This does not, however, preclude the following:

Addition of period options or accessories;

Alteration to enhance the safe operation of a vehicle

Alterations to improve the handling or reliability of a vehicle; or

Alterations to meet the safety requirements of the Confederation of Australian Motor Sport (CAMS) or other motor sports authorities to allow the vehicle to participate in historic motoring events conducted under the auspices of such bodies.

Where a vehicle has been altered to an extent that might prejudice its 'heritage' integrity, the onus rests with its registered operator (owner) to show, preferably by documentary evidence, that:

Such alterations were made to the vehicle early in its life, or have been retrofitted using original parts or reproductions thereof; and/or

The non-availability of original or reproduction parts has resulted in substitute parts being fitted to the vehicle; and/or The alterations to the vehicle replicate those that were in vogue in the early years of that particular make and model.

Registered operators of vehicles first registered on or after 1<sup>st</sup> January 1969, or in the case of motorcycles 1<sup>st</sup> February 1972, are responsible for ensuring that any alterations made to their vehicles do not render them non-compliant with the applicable Australian Design Rules.

The RTA at a meeting agreed the above policy with Council representatives on 6<sup>th</sup> May 2003.

**Affiliate Club Registrar Role and Responsibilities.** The Club Registrar is responsible for maintaining compliance with the Concessional Registration Scheme (CRS) for your club and thus ensuring a scheme for us all. The main responsibilities of the Club Registrar are;

ensuring the Club maintains a register of Club CRS vehicles which includes the member name and number, address, vehicle make, colour, model, year, and CRS registration number. This can be done by a separate membership appointment if so determined by the Club.

maintaining a log of Club CRS vehicle movements outside of published Club Runs and those authorised under the CRS rules.

verifying all modifications to Club CRS vehicles to ensure they are within the guidelines for CRS (see above). If doubt exists, they should be referred to the Council Registrar.

performing (or having approved club inspectors perform) an annual inspection of all CRS vehicles in your club to ensure they are within specified rules for CRS. The Club Registrar (or inspectors) should retain a record of each car they have inspected. This is normally performed when Registration is due for renewal or for some clubs, at a specific event organised by the committee.

Some clubs issue a Vehicle Log Book when a vehicle has been approved by the club for registration under the CRS. This usually contains the Club Registrar record and agreement to modifications and some Club rules additional to CRS may also be included. Such logbooks are not mandatory. A suggested format for logbooks required for CRS usage is shown at ANNEX D.

The Club Registrar (or approved inspectors) is responsible for vehicles undergoing the annual validity process for CRS registration. As Club Registrar you are **not** inspecting the vehicle for **roadworthiness** rather you are inspecting the vehicle for authenticity and that any modifications are within guidelines.

During the annual inspection the following details are to be checked:

Check the applicant is a financial member of the Club. The current membership card must be produced. Check the vehicle logbook to ensure all activities over the previous 12 months have been correctly recorded and verify with the existing odometer reading.

Verify the age of the vehicle accords with CRS requirements.

Check the general appearance of the vehicle and ensure any modifications, accessories or other alterations accord with the Council and Club policies on CRS eligibility.

If any of the above items are not satisfied, you should reject the vehicle until such times as the conditions are met.



If you are satisfied that all the conditions have been met, please complete the "Application for Concessional Registration of a Motor Vehicle" form (the 'White' form), sign it in the signature box and using the stamp issued to you, stamp in the lower right corner box and write the Club number in the centre of the stamp where indicated. Copies of the template attached may be made if stocks of the form are not readily available.

Whilst the roadworthiness and overall safety of the vehicle are the sole responsibility of the owner under ACT law, if you note any matter of concern with the condition of the vehicle, bring it to their attention. You should encourage members to have their vehicle checked at least annually by a qualified mechanic to maintain roadworthiness, thus protecting the image of the heritage motoring movement.

If you consider a vehicle is not safe to drive on public roads, based on your experience, you should clearly state this to the owner.

You are to keep a record of all inspections in the a log detailing the following;

Date

Club Members Name and Number

Vehicle Make/Model/Year/Colour

CRS Registration Number

Also record any refusals and the reasons for the decision. You should also note any advice as to roadworthiness as suggested above.

**Registration Removal and Termination Policies/Process.** The Club Registrar, or where directed by a majority vote of Council delegates, the Council Registrar, shall advise a vehicle owner that their vehicle will no longer be accepted for CRS registration under the following circumstances:

The vehicle owner ceases to be a financial member of the Club, and/or their vehicle is deemed to no longer satisfy the Council and/or club vehicle modification policy or

The vehicle owner advises the Club that he wishes to transfer the CRS registration to another Club.

**Process for the Surrender of CRS Number Plates to ACT Road User Services (RUS).** The Club Registrar is to write to the individual (info copy to Registrar CACTMC) advising that CRS privileges have been terminated with effect from;

the resignation date, or the last day of the membership year, or

the date the Club Registrar determines the vehicle is no longer eligible for CRS as it is deemed to no longer satisfy the Council and/or Club vehicle modification policy.

The letter is to remind the retiring member of his/her CRS obligations with a request for immediate surrender of the CRS plates to the ACT RUS.

The letter is also to advise the vehicle owner that he is to provide the Club Registrar documented evidence (info copy to Registrar CACTMC) that the CRS plates have been surrendered as requested.

**Process for the Transfer of Responsibility for CRS Registration to another CACTMC Affiliated Club.** If a member with CRS privileges advises the club that he/she has applied for and has been accepted as a member of another ACT motor club with affiliation to the CACTMC, and that Club is approved to operate within the CRS; the Club Registrar is to seek documentary evidence that the gaining Club has accepted administrative responsibility for management of the new members CRS obligations. The Club Registrar is to monitor progress of each transaction and liaise with the CACTMC until the transfer of CRS management responsibility has

**CRS Appeals Process.** Should an affiliate member consider that their CRS registration has been cancelled or terminated unfairly, they may make representation to the Council through their delegate. A Review Panel, consisting of the Council President, Registrar and one other Council committee member shall review the facts of the case put forward. The Registrar shall consult with the ACT RUS CRS standards manager before the panel takes a decision on the Appeal. The decision of the Review Panel, as the CRS manager on behalf of the ACT Government, shall be final.

## **10. National Motoring Ambassador's Award**

Some years ago, a long time member of the Council, the late Doug McGregor, established the annual National Motoring Ambassador's Award. The winner has his/her name engraved on a large decorative shield, which is held by the Council Secretary.

The prize is awarded to a member of the Council, who, in the opinion of the Committee, has contributed in a major way to the management, reputation or public recognition of the heritage vehicle movement in the ACT, over a long period. The award, determined by the Council, is normally announced at the AGM each year.

**Sue Walker**  
**President**  
**15 September 2011**

- ANNEXES**
- A: Agenda General/Committee Meeting
  - B: Agenda for Annual General Meetings
  - C: Agenda for Special General Meetings
  - D: Suggested CRS Log Book Format

## ANNEX A TO CACTMC BY LAWS

### **AGENDA FOR COMMITTEE AND GENERAL MEETINGS**



### **Agenda**

1. Welcome and apologies
2. Meeting opening
3. Confirmation of minutes of previous meeting
4. Business arising from previous minutes
5. Reports
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Events Coordinator
  - Registrar
  - Public
6. Working Group/Sub Committee Reports
7. General Business
8. Date of next General Meeting
9. Closure



## ANNEX B TO CACTMC BY LAWS

### AGENDA FOR ANNUAL GENERAL MEETINGS



#### Agenda

1. Welcome and apologies
2. Meeting opening
3. Confirmation of minutes of previous annual general meeting
4. Reports
  - President
  - Secretary
  - Treasurer
  - Financial Statements and Audit Report
5. Appointment of Returning Officer
6. Declaration of vacating all appointments
7. Election of Council Committee
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Events Director
  - Registrar
  - Three Ordinary members
8. Appointments

Auditor  
Public Officer  
Public Relations Officer

9. Closure

## ANNEX C TO CACTMC BY LAWS

### AGENDA FOR SPECIAL GENERAL MEETINGS



### Agenda

10. Welcome and apologies
11. Meeting opening
12. Matter/s for Consideration
13. Presentation of Proposal/s by originator
14. Discussion
15. Voting by authorised delegates
16. Closure



**ANNEX D TO CACTMC BY LAWS**

**SAMPLE CRS LOG BOOK LAYOUT**



***To Be Provided by Registrar***



**ACT**  
Government

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Justice and Community Safety

**Road Transport Authority  
Motor Vehicle Registry**

**Guidelines for Australian Capital Territory  
Concessional Registration Scheme for  
Veteran, Vintage and Historic Motor Vehicles**



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## Background

The ACT Road Transport Authority (ACT RTA) has agreed to Concessional Registration (refer Section 96 of Road Transport (General) Act 1999) of vehicles classified as Veteran, Vintage and Historic (V, V and H). The registration of these vehicles under these arrangements is also conditional (refer Section 33 of the Road Transport (Vehicle Registration) Regulations 2000, the conditions being those outlined in these guidelines.

V, V and H vehicle owners are represented by many different car clubs, which are affiliated with the Council of ACT Motor Clubs Inc (Council).

Administration of the Concessional Registration Scheme for these vehicles is to be conducted jointly between Road User Services (RUS) and the Council.

Members of clubs not affiliated with the Council will not be eligible to participate in the Concessional Registration Scheme.

To view the list of all the clubs affiliated with the Council visit <http://www.actmotorclubs.org.au/> or alternatively for further information contact the ACT Council of Car Clubs via email to [msaunde2@bigpond.net.au](mailto:msaunde2@bigpond.net.au)

### Veteran, Vintage and Historic Vehicles

The following categories of vehicle qualify for concessional registration:

- Veteran - motor vehicle manufactured before 1919.
- Vintage - motor vehicle manufactured from and including 1919 to 1930.
- Historic - motor vehicle manufactured from and including 1931 to vehicles which are 30 years of age.

The concessional registration of V, V and H vehicles is a concession granted at the ACT RTA discretion. It is not your right and it is up to you to ensure that the concession is not brought into disrepute by operating outside the set guidelines.

Remember it is not just your concession. Many other Club members will register vehicles under its terms, and all depend on each other to observe these guidelines and to keep within the spirit of the concession.

## Scheme Regulation

Outlined below are the duties and responsibilities of RUS, The Council, Motor Vehicle Clubs and Vehicle Owners.

Road User Services:

- a) Provision of Registration labels and number plates.
- b) Issue renewal reminder notices to vehicle owners.
- c) Arrange for third party insurance for vehicles on concessional registration.
- d) Inspect vehicles for roadworthiness.

### The Council:

- a) Co-ordination of the system.
- b) Advise RUS of affiliated clubs participating.
- c) Regulate clubs on the scheme.
- d) Contact for RUS and clubs on policy.
- e) Satisfy requirements of the Registrar of Incorporated Associations.

### Motor Vehicle Clubs:

- a) Affiliate with the Council.
- b) Regulate the scheme.
- c) Certification of financial members by the club Registrar.
- d) Certification of age and authenticity of vehicle by the club Registrar.
- e) Publish club activities which permit the use of members concessionally registered vehicles.
- f) Issue members sufficient copies of the 'Guidelines'.

### Vehicle Owner:

- a) Must be a financial member of a club affiliated with the Council.
- b) Present vehicle/s for inspection when required.
- c) Pay all fees for registration and third party insurance to RUS.
- d) Operate the concessionally registered vehicle within the limits set out in these 'Guidelines'.

## **Vehicle Inspection Requirements**

The ACT RTA requires V, V and H vehicles to be inspected under the following circumstances:

- a) Establish registration (i.e. first time registered in the ACT or re-registration where the earlier registration has lapsed);
- b) Transfer of ownership of a concessionally registered light vehicle;
- c) Transfer of a concessional registered vehicle to ACT full ('Y plated') registration; and d)

When a vehicle over 4.5 tonnes GVM is an odd number of years old.

Inspection of vehicles exceeding 4.5 tonnes GVM can only be carried out at the RUS Dickson Testing Station. For all other vehicles inspections can be carried out at any Authorised Inspection Station or at the RUS Dickson Testing Station. In all cases a "Certificate of Inspection" will be issued and this must accompany the "Application for Concessional Registration of a Motor Vehicle" form.



V, V and H vehicles not exceeding 4.5 tonnes GVM are not required to be inspected prior to effecting annual registration renewal, providing there is no concurrent change of ownership. However the RTA and Council strongly recommend that all such vehicles be checked annually by club appointed examiners.

All V, V and H vehicles will be liable to random roadside inspection by RUS inspectors. Where a defect notice is issued as a result of such an inspection, the vehicle must be further inspected in accordance with the requirements outlined in such a notice.

## **Guidelines for use of ACT Concessionally Registered Vehicles**

These guidelines have been developed by the Council to clarify the obligations expected of the owner/driver of a vehicle registered under the ACT Concessional Registration Scheme.

In granting the concession, the ACT Road Transport Authority requires the Council to ensure that the spirit of the concession is observed and that a system of self-regulation operates through the clubs affiliated with the Council. These guidelines fulfill part of that requirement.

### **Purpose of Concession**

The purpose or spirit of the concession, granted by the ACT RTA, is to provide a registration scheme that enables older vehicles, which are used on a limited basis by their owners as a recreation or hobby, to be maintained in a fit and roadworthy condition and to be driven on Australian roads in a way consistent with their recreational or hobby status. Such a scheme is paramount in preserving Australia's automotive heritage.

To provide this capability ACT RTA has identified three main categories of use under the concession:

- a) Events organised or approved by clubs affiliated with the Council;
- b) Occasional test runs of up to a 40 km radius; and
- c) Specific occasions not related to Club use (see page 7) when permission is first obtained from the appropriate club Registrar.

### **Logbooks**

As the owner of a concessionally registered vehicle your first responsibility (after ensuring that your vehicle is roadworthy) is to obtain a logbook and use it to keep an up-to-date record of all occasions when your vehicle is on the road.

This logbook record serves two purposes:

- a) It is a requirement of the concession granted by the ACT RTA.
- b) It provides a record of when and where you have used your concessionally registered vehicle.

Note: In the event that you are challenged the logbook can be produced to substantiate the use of the vehicle.

Entries in the logbook should indicate:

- a) The type of run you have undertaken and the distance travelled (where an odometer is fitted to the vehicle); and
- b) A record of the total annual mileage of your vehicle.

## Maximum Usage

For a vehicle to be used in a manner consistent with the spirit of the concession, it has been determined that the maximum distance travelled within the ACT should not exceed 3000kms or 2000 miles annually. This is consistent with the level of third party insurance premiums paid each year under the concession.

Maximum Usage related to the Average Annual Usage, which under all normal circumstances is the most you would likely do within the ACT each year. The Council regards such Maximum Usage criteria as the 'Dividing Line' between normal Full Registration and Concessional Registration.

Note: It is important to recognise that if you expect to cover annual distances consistently greater than 3000kms or 2000 miles in the ACT, you should not register your vehicle under this concessional registration scheme.

## Major Rallies

The Council recognises that if you use your vehicle on a major event (such as a national or an international rally) in Australia, the maximum mileage could easily be exceeded. In these cases such occasional usage falls within the spirit of the concession.

## Club Events

Any event organised or approved by an affiliated Club constitutes a club event. In normal circumstances, the event should be advertised in your Club's newsletter or magazine, but an impromptu event involving more than one vehicle may also qualify. In this latter case, the event should be recorded in your logbook. Club events are not confined to the ACT.

## Test Runs

The purpose of allowing test runs of up to a 40km radius under the concession is to provide a satisfactory mechanism for you to run your vehicle frequently enough to maintain it in anticipation of usage (i.e. battery charged, fuel and oil levels adequate, tyres correctly inflated etc.) and to satisfy you that it continues to be roadworthy (i.e. brakes, steering, lights, etc. are working efficiently).

The Council has determined that there are two aspects to usage under the test run category. These are:

- a) Mechanical – where you use your vehicle specifically to test its mechanical state or in order to have work done on the vehicle; and

- b) Private – where as part of your program of keeping your vehicle roadworthy you use the vehicle for some private purpose such as a recreational outing or a visit to friends.

## Other Occasions

There are other specific occasions when you are required to seek your Club's approval before using your vehicle. Normally these occasions are where you use your vehicle to participate in some community, charity or non-Club event. In these cases it is important that the Club is aware of your involvement and you should advise the relevant details to the Club's registrar.

### Concessionally Registered Vehicle used for Hire or Reward

If you wish to use your concessionally registered vehicle for purposes of hire or reward, such as for weddings, school formal (or similar functions) it is important that you familiarise yourself with the relevant Road User Services requirements (including issue of permits and fees payable).

### Commuting

Concessional registration does not allow a vehicle to be used for commuting purposes. The Scheme does not provide a low-cost alternative to full or normal registration and it is not designed to meet your essential transport requirements.

The Council is concerned that any usage of a concessionally registered vehicle outside the spirit of the Scheme could bring the Scheme into disrepute, leading to the possible withdrawal of the concession.

The Council and its affiliated clubs will maintain a continuing watch on this particular issue and clubs may be asked to justify and substantiate (through logbook entries) the use of concessionally registered vehicles.

## Position of Council

The Council's position is that the use of your vehicle under the concessional registration scheme is acceptable if:

- a) You are operating within these guidelines; and
- b) Your club is prepared to support you.

RUS has granted a realistic concession for the use of Veteran, Vintage and Historic vehicles. As the name implies, it is a "concession" granted at the ACT RTA's discretion. It is up to you not to bring this concession into disrepute by operating outside the guidelines.

Remember it is not your right and it is not only your concession, as many other people and clubs will register vehicles under its terms. All club members should depend on each other to observe these guidelines and to keep within the spirit of the concession.



s41(1)

6<sup>th</sup> December 2013

Mr Andrew Barr MLA  
Treasurer, Australian Capital Territory  
GPO Box 1020  
Canberra ACT 2601

Dear Treasurer,

### **REGISTRATION OF HISTORIC VEHICLES IN THE ACT**

I am writing to you because I understand that CTP insurance matters fall within your portfolio. In summary, I am at a complete loss as to the legal basis and, in my case, the purpose, of the ACT Road Transport Authority's (RTA) compulsory requirement for me to join a motor vehicle club as part of the process for securing historic vehicle registration (HVR). This requirement is specified in the RTA's *Guidelines for Australian Capital Territory Concessional Registration for Veteran, Vintage and Historic Motor Vehicles*, which, I think, are in need of revision for reasons that, I hope, are clear from this letter.

Since April 1978, I have owned a Toyota Celica coupe, which was manufactured in August 1975. It is unmodified from its original construction. It has been registered annually in the ACT since January 1999 and appears to meet the statutory requirements for HVR.

In December 2012, having discovered that my vehicle might have been eligible for HVR for several years, I attempted to contact the CTP Regulator to find out more about HVR and was directed to Mr Tom McDonald, Director Legal and Insurance Policy Branch and General Manager ACT Compulsory Third Party Insurance Scheme. Mr McDonald confirmed in an email to me that, if the vehicle qualifies for HVR under the legislation, then it likewise qualifies for the (considerably lower) HVR CTPI premium.

But, a few days later, the Registry rejected my application for HVR and presented me with a copy of the Guidelines. The Registry told me that, in essence, I had to first join a motor vehicle club affiliated with the Council of ACT Motor Clubs Inc. (Council) and then have the club Registrar sign a document certifying the vehicle's authenticity for the purpose of historic vehicle registration, which I would then present to the Registry with my application for HVR.

The Registry told me that specialists who can only be found in car clubs are needed to certify the vehicle's authenticity. In my case, as distinct from owning a car that might be in the vintage or veteran categories, that is a complete nonsense. I cannot believe that any one of the vehicle inspectors at the Dickson Registry could not authenticate my vehicle.

Mr McDonald has been very helpful during the course of this year. But his enquiries of the relevant RTA policy area as to why I had to join a motorcar club and secure a certification from the club drew nothing that substantively explains why it was necessary in my case. In November, Mr McDonald was again given a "stoic" response from that policy area that joining a club is necessary "in order to enjoy the benefits", without any indication of what those benefits might be (other than the obvious one of a significant reduction in CTPI premium).

Such "benefits" might be expected to, but don't, appear in the Guidelines, which require the vehicle owner to:

- a) be a financial member of a club affiliated with the Council: This is the essence of my objection - why?
- b) present vehicle for inspection when required: Not an issue - I am already subject to that under standard registration requirements.
- c) pay all fees for registration and insurance to RUS: Again, not an issue - I already have to do that under standard registration requirements.
- d) operate the vehicle within the limits set out in the Guidelines: Again, not an issue. I would use the vehicle within a 40km radius up to a total maximum annual distance of 3,000km for test runs and keeping the vehicle roadworthy, and keep a logbook of those journeys.

I have absolutely no interest in participating in club activities, nor using the car for weddings, parades or commuting.

But I do want to keep the car as part of "Australia's automotive heritage", a "paramount" objective of the Scheme, according to page 5 of the Guidelines.

Neither do such "benefits" arise indirectly from the relationship between the club and the Council. According to the Guidelines, the motor vehicle club:

- a) affiliates with the Council: Irrelevant to me for HVR *per se*.
- b) regulates the scheme: What does this mean? On what legal basis is this third party regulation established on behalf of the RTA?
- c) certifies financial members: Irrelevant to HVR *per se*.
- d) certifies age and authenticity of the vehicle: In my case, I assert that this can be done by Dickson Motor Registry staff.
- e) publishes club activities that permit the use of concessionally registered vehicles: I am not interested in club activities.
- f) issues members sufficient copies of the Guidelines: Irrelevant - I have a copy.

With registration renewal due in January 2014, I sent two emails to the Council in November, asking it to suggest a club(s) that I could contact about HVR and what is involved in the annual authentication of a vehicle. Earlier this week, I sent the same message to an email address specified in the Guidelines for those seeking further information about the Guidelines. I have not received an answer to any of these messages. So, now, once again, I appear to be faced with having to pay the CTPI premium applying to standard registration of the vehicle.

In my view, the Guidelines are in need of revision to allow at least for their discretionary application in respect of the compulsory involvement of the Council and affiliated clubs in order to secure what might be unnecessary authentication expertise at the expense of the vehicle owner versus a contractual arrangement between the Council and the ACT under which a specified, reasonable authentication fee might be payable by the vehicle owner as part of the registration fee where the ACT can demonstrate that it does not have the requisite authentication expertise.

Whether such authentication would be necessary on an annual basis is a further question to be considered, keeping in mind that it has not been a requirement for many years in the ACT that all vehicles, whatever their age, have to be inspected annually for roadworthiness and illegal modifications.

Also, if the Guidelines originally came about because they were required by the then only CTP insurer in the ACT (NRMA), then one can now reasonably ask whether the three newly-appointed CTP insurers for the ACT have the same requirements and whether that change alone in the ACT's CTP "landscape" is sufficient to warrant revisiting the Guidelines.

It also seems to me that, in January 2007, when my vehicle first satisfied the statutory requirements for HVR, the RTA, having all the necessary information in its own records, could have drawn this to my attention. Perhaps this issue could also be looked at.

Yours faithfully,

s41(1)







Simon Corbell MLA

COPY

ATTORNEY-GENERAL  
MINISTER FOR THE ENVIRONMENT AND SUSTAINABLE DEVELOPMENT  
MINISTER FOR POLICE AND EMERGENCY SERVICES  
MINISTER FOR WORKPLACE SAFETY AND INDUSTRIAL RELATIONS

MEMBER FOR MOLONGLO

s41(1)

Dear s41(1)

Thank you for your letter of 6 December 2013 to Mr Andrew Barr MLA regarding registration of historic vehicles in the ACT. I am responding to your letter as responsibility for vehicle registration falls within my portfolio.

The Veteran, Vintage and Historic (VVH) vehicle registration arrangements provide a conditional registration scheme with reduced or concessional fees applied, as agreed to by the government. The scheme has been operating for many years in accordance with the guidelines and recognises the status of VVH vehicles that do not generally use public roads to the same extent as other vehicles. Section 33 of the *Road Transport (Vehicle Registration) Regulation 2000* provides for the Road Transport Authority to apply conditions to the registration of a vehicle.

One of the conditions is that the registered operator of the registered vehicle remains a member of a club or organisation affiliated with the Council of ACT Motor Clubs (the Council).

Under the Guidelines VVH vehicle regulation is shared between the government and the peak body (the Council). Given the age and significant diversity of vehicles, the clubs represented by the Council are far more likely to have available the experience and expertise to identify whether individual vehicles satisfy the requirements of a historic vehicle. Consequently, part of the arrangements requires a recognised Registrar of a club to certify that the vehicle is eligible for entry into the scheme. Road User Services continues to be responsible for general vehicle compliance and safety matters.

The Council also follows up on reports of vehicles that do not meet the guidelines as well as investigate reports of misuse of vehicles in the scheme. One of the Council's primary functions is to ensure the integrity of the VVH vehicle scheme and has a range of options available to ensure continued integrity, including the suspension or cancellation of the membership of a person who acts outside the spirit of the concessional registration.

ACT LEGISLATIVE ASSEMBLY

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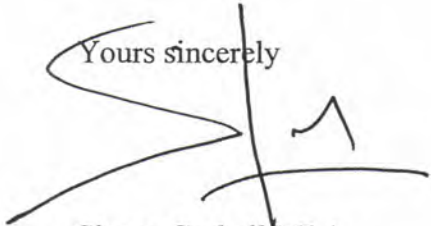
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CANBERRA

It is not a requirement for you to join a relevant to club to maintain the normal registration of your vehicle. However, if you wish to receive the benefits of the VVH scheme, including the lower registration fees, you must meet all of the conditions of the scheme including being a member of an affiliated club or organisation.

Thank you for raising this matter with me. I regret that I cannot be of more assistance on this occasion.

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a vertical line and a small 'M' shape.

Simon Corbell MLA  
Attorney-General

13.1.14



# COUNCIL OF ACT MOTOR CLUBS

## COUNCIL POLICY ON ALLOWABLE ALTERATIONS TO VETERAN, VINTAGE AND HISTORIC VEHICLES

In regard to the eligibility of V,V and H vehicles for registration under the current ACT Concessional Registration Scheme, or any future similar scheme, the policy finally developed by the Council is as follows:

To be eligible for registration under the CRS a vehicle must be as close as possible to its original configuration without any significant alterations. This does not, however, preclude the following:

- \* addition of period options or accessories;
- \* alterations to enhance the safe operation of a vehicle;
- \* alterations to improve the handling or reliability of a vehicle; or
- \* alterations to meet the safety requirements of the Confederation of Australian Motor Sport (CAMS) or other motor sports authorities to allow a vehicle to participate in historic motoring events conducted under the auspices of such bodies.

Where a vehicle has been altered to an extent that might prejudice its 'heritage' integrity, the onus rests with its registered operator to show, preferably by documentary evidence, that:

- \* such alterations were made to the vehicle early in its life, or have been retrofitted using original parts or reproductions thereof; and/or
- \* the non-availability of original or reproduction parts has resulted in substitute parts being fitted to the vehicle; and/or
- \* the alterations to the vehicle replicate those that were in vogue in the early years of that particular make and model.

Registered operators of vehicles first registered on or after 1<sup>st</sup> January 1969, or in the case of motor-cycles 1<sup>st</sup> February 1972, are responsible for ensuring that any alterations made to their vehicles do not render them non-compliant with the applicable Australian Design Rules.

The above policy was cleared for submission to the ACT RTA by club delegates at the General Meeting of Council held on 20<sup>th</sup> February 2003.

It is currently proposed that, to give effect to the above policy, each club be required to develop listings of 'allowable alterations' to its make and models of vehicles, and that these listings be approved by Council and properly documented. If necessary these Council approved documents could be submitted to the ACT RTA to facilitate the concessional registration of vehicles so altered.

s41(1)

s41(1)



Rob Power  
MANAGER, ACT MOTOR SPORTS  
4/5/03

Registered on 6 May 2003