



## **BY LAWS**

### **Authority**

The ACT Government has, in a Memorandum of Understanding (MOU) with the Council of ACT Motor Clubs Inc signed on 15 December 2022, delegated certain aspects of the Concessional Registration System (CRS) to be managed by the Council. A copy of the MOU, which is valid for five years, is on the Council web site.

The following By Laws have been authorized by the Council Committee, in accordance with the MOU and 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.

Throughout these By Laws, the term Concessional Registration Scheme or CRS, relates to the ACT Government system of concessional registration for Veteran, Vintage Historic and Historic Modified vehicles.

The ACT and NSW Governments have agreed that NSW clubs in the Canberra region may use affiliation with the Council as their accreditation for access to the NSW concessional systems IAW their rules.

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## **COUNCIL BY LAWS**

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

The Council is the representative body of all the affiliated car clubs in the ACT and surrounding region. With the confidence shown in the Council by the ACT Government in delegating the management of the CRS scheme, ensuring the Council is seen to be a competent body and well-organized, these By Laws are part of the essential and appropriate governance documentation. All clubs and delegates are to use every means to ensure that the reputation of the Council is always maintained.

**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. He/she is to oversee the Council By Laws.

**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 current register of affiliates, to include mail and electronic addresses, telephone 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 webmaster is provided with updated information 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.

### Controls and Limitations on Electronic Banking

Council prefers all payments to and from be made by EFT (Electronic Funds Transfer). Cash payments are discouraged, Cheques less preferred than EFT. The Committee and Members are discouraged from making personal payments for Council business and should forward all invoices and claims for payment to the Treasurer.

The Council bank account(s) (eg: Term Deposit) has three independent signatories. Cash withdrawal for payment is not permitted and all payments made by EFT or cheque to provide an audit trail. Signatories are not to share account details and passwords, in effect giving one person the ability to operate Council bank accounts.

The President may appoint an acting Treasurer, in writing, in the absence of the elected Treasurer for an extended period. The acting Treasurer will establish his/her own identity with the Council bank for the duration of her/his appointment to the role.

Any incoming Treasurer shall establish new signatories for Council accounts as soon as practicable after the AGM. The outgoing Treasurer and signatories are to assist in this regard, not access Council accounts and rescind any account access on request by the incoming Treasurer or President.

**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 and Access Canberra for the administration of the ACT Concessional Registration Scheme (CRS).

He/she shall;

- Act as the Council's liaison officer and sole interlocutor with the staff of the ACT RTA/Access;
- Maintain the Council's register of concessionally-registered-vehicles and such other appropriate documentation;
- Investigate reports of alleged of any breaches CRS usage with the registrar of the relevant affiliate;

Chair the Technical Advisory Committee and with their advice, 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 ensure 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.

**Accounts Reviewer Responsibilities.** The Council Accounts Reviewer shall be responsible for conducting an annual, independent review of the Council financial statements. Their findings shall be presented by the Treasurer at the annual general meeting. The Reviewer 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 and must be an ACT resident.

### **3. Meetings**

Meetings of the Council shall be conducted as indicated in the following paragraphs. The submission of all data, proposals and the timely distribution of resolutions 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 also 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 election of office holders 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 at Annex C. The President, Vice President or authorized Committee member shall chair the meeting.

#### **4. Affiliated Clubs**

**General.** Any club in the ACT region which is involved in activities related to motor vehicles, is eligible to join the Council. All new clubs affiliating with CACTMC must be Incorporated under the relevant legislation in the ACT or NSW. As a guide, only clubs with five or more members will be considered for affiliation. The Council has directed that all affiliated clubs **are required to be incorporated in their individual territory/state by 30 June 2023.**

**Access to the Concessional Registration Scheme (CRS).** Membership does not guarantee access to concessional registration as ACT and NSW government regulations and rules will apply. Furthermore, participation in Council activities for a period of at least six months will be required before affiliates can apply for access to the CRS, which requires Council approval.

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

- A copy of the relevant Certificate of Incorporation;
- 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;
- Compliance with modification standards;
- Annual provision of required registration/vehicle data to the Council Registrar. This data is limited to;
  - CRS number plate,
  - Make and year,
  - Model and colour, and
- Monitoring of vehicle use in accordance with the ACT Government rules.

Clubs are to ensure 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 management and activities;
- 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 the matter is to be taken to Government and who should represent the Council in the ensuing discussions. The ACT Government advised that one of the reasons the Council has been given a high degree of oversight of the management of 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 Renewal of Club Affiliation.** Each club/association wishing to renew the Council affiliation is required to complete the renewal form available on the website and pay the fees shown in the next paragraph. The form has four parts;

- Two showing the club, executive and delegate details -retained by the Secretary,
- One showing the club registrar and inspector details – passed to Access Canberra

One detailing the club vehicles on CRS registration - retained by the Registrar. The forms must be submitted together with the annual fees by **30 June** each year. The Council is required to provide Access Canberra with a list of clubs, which have NOT paid the annual fees. If the fees have not been paid, the Council will initiate action to terminate affiliation and the Access will be requested to remove the club(s) access to the CRS. The NSW RMS will also be advised.

**Advice for Club Executives.** Members should be advised that if their club subscriptions have not been paid, vehicles on CRS registration are **NOT** to be driven on public roads until they are paid. Financial status is a condition of registration.

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

Number of members	Annual Fee
5 to 49	\$40
50 to 149	\$75
150 Plus	\$200

Clubs are requested to pay their fees by electronic funds transfer (EFT) to the Council bank account. The details are:

Account Title; Council of ACT Motor Clubs Inc

BSB; 032-636

Account Number; 387761

Ensure the club name is placed in the section for the recipient. (eg, MG Car Club)

Club delegates should contact the Treasurer if this method of payment is not suitable.

## **5. Council Website and Notices**

**Website.** The Council maintains a website as a means of publishing information for affiliates and their members. In addition, more general information about the ACT Heritage movement is also included for other motoring organisations and interested observers.

The website contains specific information on events and acts as a conduit for affiliates and the members to source advice on most aspects of heritage motoring in the ACT.

**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 and these By Laws will also be posted on the website.

## **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 club concerned.

## **7. Privacy**

Management of the Council, in partnership with the RTA in running the CRS, requires affiliates to provide certain data that comes under the auspices of the Privacy Act. The information provided by affiliates will only be used to effect the management of the Council business and the intention for which it was provided. All Council Committee members are to abide by the provisions and principles of the ACT Privacy Act Sep 2014 (<http://www.act.gov.au/privacy>) in the handling and safekeeping of personal information involving affiliate clubs and their members. No personal information is to be released to any third party without the permission of the club and individual concerned.

## **8. Event Planning**

The Council oversees the major annual motoring event "Wheels", usually held in



late summer at the Queanbeyan Showground. This event is organized on a volunteer basis by an affiliated club(s). Clubs may nominate to run this event 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 event (Wheels) will manage the financial operations of the event. The Council, at its discretion, may contribute to events but 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 Wheels. Clubs are to use their individual PLI cover for other or 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 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 organizers 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; to protect the reputation of the Council and its affiliates.

**Provision of Public Utilities.** Where large events are planned, the onus is on the organizers 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 Memorandum of Understanding between the ACT Government and the Council, signed on 15 December 2022, on the operation and management of the CRS. The guidelines therein have been developed to

clarify the obligations expected of the owner/driver of a vehicle registered under the ACT regulations granting the concession. Transport Canberra (through the RTA and Access Canberra) 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 By Laws fulfil part of that requirement.

The purpose or spirit of the concession, granted by the ACT RTA/Access, 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.

**Legal Conditions of Registration.** These are the registration conditions from the MOU;

The registered operator must be a member of a club or entity, affiliated with the Council.

The 60 day entitlement is tied to the vehicle registration only. For 12 months registration, the entitlement is 60 days; for lesser periods a pro rata system applies.

The registered vehicle is not to be used on more than 60 days per registration year. Club endorsed rallies and events are not included in the 60 days use; however, use of a vehicle past midnight on any day is to be considered an additional day's use.

The registered operator is to record at the start of each day's use, every day's use of the vehicle on a road or road-related area, including for club endorsed rallies and events, in a logbook obtained from Access Canberra for that purpose. Where the use of the vehicle extends past midnight on any day, that second day's use is to be recorded before use on the second or subsequent day's use. Logbooks must be endorsed by a club or entity, affiliated with the Council.

Where transfer of registration occurs, a new logbook is to be obtained by the new registered operator. The number of days the vehicle will be eligible to be used is calculated pro rata on the time until the vehicle registration is to be renewed at a rate of five (5) days per whole month.

The registered operator is to always carry the logbook with them in the vehicle, whenever the vehicle is used on a road or road-related area.

**Logbooks.** As outlined, the ACT Government will provide a logbook (cost \$12) which will be serially numbered and linked to a particular vehicle. After endorsement by the club registrar, it must be carried in the vehicle and the intended use entered in ink/biro prior to commencing every journey. It is an offence if a vehicle is used without the entry prior to start. The logbook record serves two purposes: it is a requirement of the concession granted by the Government and provides a record of when and where you have used your vehicle.

The logbook is designed to last five years and has two sections; the front section is for the personal use of the vehicle and has 60 line entries per year. The rear section is for recording runs authorized by your club or another similar organization.

In the event that you are challenged the logbook must be produced to substantiate

the use of the vehicle in accordance with the MOU. A sample logbook format is shown in Annex D.

**Personal Use.** Under this provision, the vehicle may be used for any personal use for a maximum of 60 days per year. For example, this includes trips to/from a garage for servicing/maintenance, test runs, commuting, shopping, non-recompensed weddings, formals etc. Every day the vehicle is used under this provision **MUST** be recorded on one line. Multiple day trips must be individually recorded.

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

**Concessionally-Registered Vehicle used for Hire or Reward.** If you intend to use your vehicle for hire/reward, such as for weddings, school formals (or similar functions) you must familiarize yourself with the relevant RTA rules and requirements. Use of CRS-registered vehicles without the appropriate permits and insurance for such events is illegal.

#### **Categories of Concessional Vehicles.**

Under the MOU, there are four registration categories, Veteran, Vintage, Historic and Historic Modified. The aforementioned usage criteria and logbook rules apply to ALL categories, which are;

#### **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 that are at least 30 years of age.
- Modified Historic - motor vehicle that is 30 years of age or more that has modifications that would affect their inclusion in the Veteran, Vintage or Historic Classes. Schedule 3 provides details on the limits to modifications for vehicles in those classes.

Although modified vehicles are permitted within the scheme, any modification needs to comply with the relevant vehicle standards and requirements that are in force in the ACT from time to time. Information on modification of vehicles can be found on the Access Canberra website.

For imported historic vehicles, obtaining an import approval for a historic vehicle does not preclude any assessment of eligibility for the Scheme. The criteria of assessment for the purpose of obtaining an import approval and for the Scheme may be different.

To overcome registering vehicles which may have unauthorized modifications

incorporated, all entrant vehicles for the Historic Modified category must be inspected ( or approved modification data held on file) at the Hume Motor Vehicle Inspection Station (MVIS) before acceptance into the category. Any modification needs to comply with the relevant vehicle standards that are or were in force from time to time. Vehicle operators may be required to produce documentary evidence (Engineer's Certificates ,etc ) to show that the modifications were in accordance with the standards in force at that time.

The MVIS certificate of inspection/compliance approval must accompany any application for registration in the Historic Modified category.

Acceptable Modifications for Veteran, Vintage and Historic Vehicles.

### **SCHEDULE 3 - Limits on Modification**

This schedule describes the acceptable modifications that can be made to vehicles while still being eligible to be registered in one of the Veteran, Vintage or Historic (VVH) categories other than the Modified Historic category.

Vehicles registered following the introduction of the Modified Historic category within the scheme that have alterations other than listed in this schedule will be eligible to apply for transfer to the Modified Historic category.

The vehicle should be as close as practicable to its original configuration when it was manufactured. Certain alterations are permissible:

- Those that enhance the safety and operation of the vehicle;
- The fitting of accessories or options that were available during the vehicle production run; and
- Substitution of mechanical parts where the original items are no longer available.

All modifications must comply with the relevant standards and modification requirements in force from time to time. In all circumstances, the vehicle's registered operator must be able to produce documentation to support modifications requiring engineering certification or validation.

Registered owners of vehicles first registered on or after 1st January 1969 or in the case of motorcycles, 1st February 1972, are responsible for ensuring that any modifications made to their vehicles do not render them non-compliant with the applicable Australian Design Rules (ADRs).

At the time of writing, these rules are available at:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/australian-design-rules>

#### **Alterations to enhance safety and operation**

- Fitting of seatbelts (and child restraints) is permitted but the installation must conform to the requirements of VSB 14 and be approved. Similar period seating

may be substituted provided it does not inhibit the vehicle control or driver vision and meets the requirements for fitment of seats.

- Where not installed, indicator lights may be fitted.
- Windscreen wipers may be installed.
- Centre and side rear vision mirrors are also permitted where installation will improve driver awareness.
- Where a vehicle was originally built in left hand drive configuration, it is not required to be converted to right hand drive. Conversions to right hand drive are also permitted, provided the installation is compliant with VSB14. A vehicle may not be converted to left hand drive whether it was originally manufactured in left hand drive or right hand drive.
- Fitment of radial ply tyres is recommended where possible. Rim width, diameter or offset shall not exceed 25mm greater than factory installation.
- Installation of safety rims is strongly recommended where possible.
- Mechanical modification that changes the vehicle steering geometry are not permitted.
- large changes in weight or height that impact the centre of gravity of the vehicle are not permitted.

### **Fitting of accessories or options**

Fitting of options or accessories for a vehicle series that were offered by the vehicle manufacturer during the production runs is permitted. This also applies to options or accessories that may not have been fitted during production. Owners may fit these and other aftermarket accessories to a vehicle, provided they were available at the same time. Later type accessories are not permitted (for example: accessories for a 1970 model cannot be fitted to a 1955 vehicle).

### **Substitution of Mechanical Parts**

Some mechanical parts for certain makes and/or models are no longer available and owners may use other parts that meet the vehicle specifications provided the handling and safety of the vehicle are not compromised.

- Where original make and model engine blocks are not available, substitutes may be fitted provided the size, number of cylinders, capacity and power output is similar. Addition of power augmentation (for example turbocharging) is not permitted in such cases.
- Liquid petroleum gas and other fuels are permitted provided they have appropriate certification. In all cases, no visible change to the vehicles external appearance is permitted.
- Electrical system conversion from 6 volts to 12 volts is acceptable.
- Brake upgrades are permitted to older vehicles that have mechanical brakes. Brakes may be upgraded to hydraulic brakes and from drum to disc brakes provided the modification complies with particular provisions of VSB 14.

**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 current register of Club CRS vehicles which includes the member's name and number, address, vehicle make, colour, model, year, and CRS registration number. Changes to vehicle details only on this list must be passed to the Council Registrar as they occur. This can be done by a separate membership appointment if 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 compliance inspectors perform) an annual physical compliance inspection of all CRS vehicles in your club to ensure they are within specified rules for CRS. The Club Registrar and inspectors should retain a record of each car they have personally, physically inspected. This is normally performed when registration is due for renewal or for some clubs, at a specific event organized by the Committee.

Investigations of alleged misuse of a CRS-registered club vehicle referred by the Council (Registrar). This normally involves discussing the allegations with the vehicle owner, checking the logbook for the time in question and reporting the outcome to the Council Registrar. Unless gross breaches of the privilege are found, the Club Registrar will be permitted to deal with the matter.

The Club Registrar is responsible for vehicles undergoing the annual validity process for CRS registration. You or your inspectors are **not** inspecting the vehicle for **roadworthiness**, rather you are inspecting the vehicle for CRS compliance, authenticity, use and that any modifications are within guidelines.

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

Check the applicant is a financial member of the Club.

The current membership card must be produced

Check the endorsed 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 Council stamp in the lower right corner box and write the Club number in the centre of the stamp where indicated. Copies of the template (Annex G) are also on the Council website. Council stamps are strictly controlled and are available from the Registrar and involve a \$50 deposit payable to the Treasurer. Access has directed that only the approved Council stamp is acceptable for use on the application form. Club stamps are not to be used on ACT forms.

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 the member's vehicle is operated under the NSW concessional system, the club compliance inspector should **NOT** sign Section 3 of the Form which accompanies the renewal application as this concerns vehicle condition. Inspectors should request the owner obtain a 'Green Slip' which meets NSW roadworthiness requirements. See the Council website for compliance with the NSW requirements.

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 a log detailing;

Date

Club Member's 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.

CRS-plated vehicles can be renewed at the Shopfront or on-line through Access Canberra. The process for on-line re-registrations of CRS vehicles is as follows;

The vehicle owner is to have an inspection completed by the club registrar (or where appropriate, a compliance inspector in larger clubs). For this, the owner will need to produce:

- The vehicle for inspection;
- Proof of current status of relevant club membership; and
- The vehicle Logbook, for the registrar to check.
- The Registrar will inspect the vehicle and documents to ensure compliance with age, modification status and mileage checks with logbook. If satisfied, the inspector will endorse the 'Application for Concessional Registration of a Motor Vehicle' form. The form must be stamped with the Council stamp and the club number inserted.
- The owner (or registrar, by mutual agreement) must then: fax the form to 6207 7120; or scan the form, and email it to [lara@act.gov.au](mailto:lara@act.gov.au)
- Receipt of the form by RTA staff is the trigger that enables the on-line process. The RTA will process the form within one day of its receipt. Registration will then be able to be renewed on-line. The usual choice of CTP insurers will be available. If an owner attempts to renew on-line where the CRS form has not been received or processed, an error message will be displayed advising them to submit the concessional registration form and to contact their club registrar.
- Owners should allow a few days for the RTA to action the form before going on-line at <http://www.act.gov.au/accessCBR> to complete the registration renewal.
- To complete the renewal, the Owner should select the option to identify the vehicle by plate and enter the plate number and the last 4 digits of the VIN/Chassis. This number is located on the top right hand corner of the registration renewal notice.

After entering these details, the owner should select the desired registration period and TPI provider then follow the prompts through to the payment screen.

**Registration Removal and Termination Policies/Process.** The Club Registrar, or if 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 a new owner whose club is not affiliated with the Council.

**Vehicle Sale.** If an owner advises the Club that they intend to sell a vehicle to a new owner who is not a member of a Council-affiliated club, they should follow this procedure;

**DO NOT leave the CRS plates on the car once the sale documents are signed as the conditions of registration are no longer valid,**



Cancel the registration, and return the CRS plates to the RTA with the completed disposal section of the registration certificate,

Advise the new owner that if they are not a member of a club affiliated with the Council but intend to join one, that the vehicle should not be driven (without a permit) until they are a financial member, as it will be in breach of the conditions of the CRS registration and the vehicle will be considered unregistered. The owner is to advise details of the sale to the club Registrar. The Club registrar is to then advise the Council Registrar.

**Process for the Surrender of CRS Number Plates to Access Canberra.** The Club Registrar is to inform 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 advice is to remind the retiring member of his/her CRS obligations with a request for immediate surrender of the CRS plates to the Access. The letter is also to advise the vehicle owner that they are to provide the Club Registrar with 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 been completed.

**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 RTA 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.

**Technical Advisory Committee.** The Technical Advisory Committee (TAC) was established to provide advice to club registrars on any issues relating to the compliance standards for CRS registration. Where a Registrar has concerns about the technical or mechanical compliance of a vehicle with the authorised modifications policy, they

should be referred to the Council Registrar in the first instance. The Registrar will refer the matter to the TAC for a Council determination as to the acceptability or non-compliance. A club retains the right to seek a final ruling from the RTA. The TAC is also a venue for Registrars to seek general advice on CRS policy or change proposals. The TAC will comprise;

Council Registrar as Chairman,

Council President,

Three members appointed by the Council, and

A maximum of two ex-officio personnel with appropriate experience, when necessary.

[Registering a Vehicle in NSW under the HVS/CVS Categories.](#) The ACT and NSW Governments agreed some years ago, that residents of NSW and members of clubs in the ACT region could use their affiliation with the Council to access the Historic (HVS) and Classic (CVS) concessional categories. The processes differ from the ACT but the access principles of club membership and financial status are similar.

[The Historic system \(HVS\)](#) is very similar to the CRS in that the club registrar has to ensure the vehicle meets the modification status and can sign the form. However, as NSW has different roadworthiness responsibility rules to the ACT, the following advice for club registrars is relevant;

Ensure the applicant obtains a Roadworthiness and CTP slip.

Do not sign **Section 3** of the registration application form.

With this completed, the form can be returned to the applicant for them to complete the registration.

Until such time as the Council is an authority approved by Transport for NSW, members are bound to comply with the following Australian Confederation of Motor Clubs (ACMC) procedures for access to the **CVS** system.

[The procedure for the Classic \(CVS\)](#) category is different as highly modified vehicles are catered for in this category. The owner must get both the roadworthiness and CTP slips then follow the procedure below. The application **MUST** be vetted and approved by the ACMC or the registration will be invalid.

The Applicant should fill in sections 1 and 2 of the Classic Vehicle Declaration (RMS #1835). **Please do not fill in or sign Section 3 of that form.** This is for the ACMC to fill in and sign as we are the Approved Organization and the Authorized Person.

The Registrar should stamp the lower right-hand box with the Council stamp to signify that the applicant is a bona fide member of the Council and his or her vehicle is acceptable. Without that stamp we will not process the application. The stamp should be legible for all to read as Transport for NSW (TfNSW) are very strict on such things.

TfNSW insist that to start off CVS an AUVIS or Blue Slip must be obtained for the vehicle no matter what registration it is currently on. Not our rule, it comes from TfNSW. Not all AIS can do these.

If any of your fellow club members wish to register their vehicles on the CVS, would you please ask them **NOT** to send us the original Blue Slip. A photocopy is sufficient. If they go astray in the mail, they would need to go through the whole process and cost of obtaining one again. Note also that they only last for 42 days, so it requires prompt use of them.

All we need is the Classic Vehicle Declaration, a copy of the Blue Slip and a cheque, money order, or EFT receipt when they send these documents by post to **ACMC, PO Box 419, Bexley 2207**.

The fee is \$25 for the processing and we now ask for an extra \$5 to cover Express Post return as there has been a spate of lost mail. The Express system gives us a number to trace the item plus a guarantee of next day delivery in most cases. So the total payable is \$30. Multiple CVS in the one envelope will only incur a \$5 fee for the post, so \$25 a car plus \$5.

You can: **Pay by cheque or Money Order** made out to ACMC and post to PO Box 419 Bexley NSW 2207 with the paperwork. OR

**EFT funds to:**

Bendigo Bank, Bexley Branch  
A/C Name: ACMC NSW Ltd  
BSB: 633-108  
Acct Number: 157374299

**Please ensure your EFT payment is adequately identified by using your Surname.**

**P.O. Box 419, Bexley NSW 2207 [Email: acmccvs@gmail.com](mailto:acmccvs@gmail.com)**

### **[10. National Motoring Ambassador's Award](#)**

Some years ago, a long-serving 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 recipient's names are shown on the Council website.

The award 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.

## **11. Council Sponsorship of Motoring Events**

The purpose of this By Law is to outline the Council policy on event sponsorship.

The objectives of the Council include the promotion and support of motoring events in the ACT and surrounding region. The events and associated interests of club members, involves but is not limited to, such activities as;

- a. car displays,
- b. local rallies,
- c. charity events, and
- d. support for vehicle-related national events in the ACT.

The Council has categorized the activities that may attract some form of sponsorship into the following;

### **Sanctioned;**

These events, (e.g. Wheels) are supported by the Council and are authorized to use the Council's Public Liability Insurance (PLI) cover. Some financial assistance may be provided to assist in promoting and staging the event with the approval of the Council.

### **Promoted;**

Multi marque events staged in the ACT by affiliate clubs will be promoted by the Council and liaison assistance provided with local authorities when requested. Limited financial assistance to a maximum of \$200 may be available subject to budgetary constraints. Extension of the Council PLI may be available.

### **Supported;**

Where an affiliate club arranges an event and seeks some form of Council support in the promotion or liaison with local authorities, a written proposal should be submitted to the Committee. If approved, the event will be supported by the Council. There is no provision for financial support for such events or public liability cover, this being the responsibility of the organizers..

Clubs seeking assistance under this By Law should provide the Committee with;

- a. details of the event,
- b. anticipated involvement of Council club members,
- c. other club participation,
- d. location(s),
- e. a breakdown of the budget involved and
- f. the level of assistance sought.

This data should be provided to the Secretary at least three months before the event for evaluation and possible endorsement.

**Roger Amos**  
**President**  
**April 2023**

- ANNEXES**
- A: Agenda General/Committee Meeting
  - B: Agenda for Annual General Meetings
  - C: Agenda for Special General Meetings
  - D: Access Logbook Pages
  - E. Committee Nomination Form
  - F. Pie Cart Policy and Maintenance
  - G. Club Registrar/Inspector's Signature Form for Access Canberra

**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

**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
  - Treasurer
  - Financial Statements and Reviewer's Report
5. Business (Of which notice must be given in advance)
6. Appointment of Returning Officer for Election
7. Declaration of vacating all appointments
8. Election of Council Committee
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Events Director
  - Registrar
  - Three Ordinary members
9. Appointments
  - Accounts Reviewer
  - Public Officer
  - Public Relations Officer
10. New President assumes chair
11. Closure

**ANNEX C TO CACTMC BY LAWS**

**AGENDA FOR SPECIAL GENERAL  
MEETINGS**



**Agenda**

1. Welcome and apologies
2. Meeting opening
3. Matters for Consideration
4. Presentation of Proposal/s by originator
5. Discussion
6. Decisions
7. Closure



**ANNEX D TO CACTMC BY LAWS**

**CRS LOG BOOK LAYOUT**



**ANNUAL MEMBERSHIP CURRENCY**

See notes below;

**CLUB MEMBERSHIP RECORD**

To be completed by the affiliated Club

**This Logbook is NOT transferable between clubs, vehicles or registered operators**

**Period of Club Membership**

The registered operator of a veteran, vintage or historic vehicle on VVH registration must be a financial member of a recognised motor vehicle club. Confirmation of current membership must be shown below.

Year 1	Year 2
Club membership: .....	Club membership: .....
Commencement date: ...../...../.....	Commencement date: ...../...../.....
Expiry Date: ...../...../.....	Expiry Date: ...../...../.....
Authorising officer: .....	Authorising officer: .....
Year 3	Year 4
Club membership: .....	Club membership: .....
Commencement date: ...../...../.....	Commencement date: ...../...../.....
Expiry Date: ...../...../.....	Expiry Date: ...../...../.....
Authorising officer: .....	Authorising officer: .....
Year 5	
Club membership: .....	
Commencement date: ...../...../.....	
Expiry Date: ...../...../.....	
Authorising officer: .....	

**Explanatory Notes;**

- Club membership is the member's club number.
- Commencement Date is start date of current financial membership.
- Expiry Date is the date current financial membership ends.
- Authorizing Officer is a club executive who verifies the membership dates and thus financial status.

**RUN DETAILS MUST BE ENTERED BEFORE TRIP STARTS AND COMPLETED AT THE RUN'S END**

**RECORD OF JOURNEYS (Private Use - Maximum 60 days per year)**

PLEASE PRINT

Use these pages to record journeys undertaken by filling in all sections for each journey you undertake in the vehicle that this book applies to. It is recommended you take a photo of each page once you have completed it as evidence of your journeys in case you misplace your logbook.

**DETAILS OF EACH JOURNEY MUST BE ENTERED PRIOR TO COMMENCING THE JOURNEY. FAILURE TO DO SO IS AN OFFENCE.**

Year 1	Date	Details for Journey (Use type/location)	Odometer reading	Driver Name	Driver Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

USE PEN FOR ENTRIES – ONE LINE PER DAY OF TRIP

**RECORD OF JOURNEYS (Club Endorsed Events)**

PLEASE PRINT

**DETAILS OF EACH JOURNEY MUST BE ENTERED PRIOR TO COMMENCING THE JOURNEY. FAILURE TO DO SO IS AN OFFENCE.**

Date	Details for Journey (Event/Club/Location)	Odometer reading	Driver Name	Driver Signature

USE PEN FOR ENTRIES – ONE LINE PER DAY OF TRIP



**COUNCIL OF ACT MOTOR CLUBS  
INC**

**NOMINATION FORM  
FOR  
COUNCIL COMMITTEE  
at an  
Annual General Meeting**

I \_\_\_\_\_, being an elected/nominated delegate of the

Council Affiliate \_\_\_\_\_

agree to my nomination for the position of \_\_\_\_\_

On the Council Committee.

Nominated by: \_\_\_\_\_

Signature \_\_\_\_\_

Seconded by: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_



## PIE CART POLICY AND MAINTENANCE

### Pie Cart

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.

The vehicle is registered in the ACT on the Historic Modified Category.



**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 cleaned regularly and changed after about 10,000miles.

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

Antifreeze - corrosion inhibitor should 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.





**Concessional Registration Scheme  
Authorised Club Signatories**

90,032 (05/2021)



**Club details**

The nominated club must be affiliated with the Council of ACT Motor Clubs Inc.

Club name

Club number

Name of club registrar

Full address

Postal address

Email address

Telephone number

**Signatories**

The below signatories are authorised to sign on behalf of the above Council of ACT Motor Clubs affiliated Car Club for RTA purposes.

	Name of Club Compliance officer/Authorised representative	Signature
1		
2		
3		
4		
5		

**Privacy Statement:** The information you provide on this form is being collected for vehicle registration purposes. The information may be used by the Road Transport Authority for the purpose of any of its statutory functions. The information may be used for the administration of vehicle registration legislation and enforcement. The information may be disclosed to Commonwealth, Territory or State law enforcement agencies; transport authorities and government agencies authorised by law. The *Information Privacy Act 2014* prevents the ACT Government from using your information and retained images for any unauthorised purpose and require it to implement safeguards to protect the information and retained images from unauthorised access.

**Club registrar signature**

Signature of Club Registrar

Date

Forward to the Council Registrar:

PO Box 505 WODEN ACT 2806

Council Stamp