

Policy: Motor Vehicles

1 Purpose

The aim of this Policy sets out the overall principles for the purchase/sale/management of motor vehicles on behalf of NSW Trustee and Guardian's customers.

2 Purchase of Motor Vehicles

- NSW Trustee and Guardian can purchase motor vehicles for financial management customers, trust customers and infant beneficiaries.
- The affordability and suitability of any purchase must take into account running costs, repairs and any licence restrictions.
- The purchase must be of benefit to the customer. 'Reasonable need' for the motor vehicle has to be demonstrated by the customer/guardian/carer.
- Approval must be obtained from NSW Trustee and Guardian prior to any purchase.

3 Insurance of Motor Vehicles

- A motor vehicle (particularly cars, motorcycles, boats and caravans) **cannot be purchased** on behalf of a customer or beneficiary without suitable insurance.
- Consideration must be given to the affordability and need for comprehensive insurance for all motor vehicles, motorcycles, caravans and boats. This cover can be for either agreed or market value, where applicable.
- Motor Vehicles must be insured for a minimum Third-Party Property Damage insurance. **No motor vehicle, boat or caravan is to be purchased** if third party insurance cover is unavailable. This is separate to compulsory third party (CTP Insurance) which is part of the motor vehicle registration requirements.

4 Repairs and Maintenance of Motor Vehicles

Motor Vehicle repairs must be managed appropriately to ensure that the customer assets are maintained cost-effectively.

5 Sale, Transfer or Disposal of Motor Vehicles

Motor vehicles are a depreciating asset and action to dispose should be taken immediately when the estate is accepted for administration, or the customer no longer requires the motor vehicle.

5.1 Transfer

NSW Trustee and Guardian can transfer a motor vehicle out of the customer's name subject to all the issued guidelines. It is the responsibility of the customer to ensure the motor vehicle is transferred into their name, noting there is a fee applicable. NSW Trustee and Guardian is unable to pay the transfer fee directly to Service NSW.

5.2 Sale

NSW Trustee and Guardian can sell a motor vehicle on behalf of an estate or customer either privately, through a dealer or by auction.

NSW Trustee and Guardian is prepared to allow a beneficiary of an estate to purchase the motor vehicle themselves or to allow one or more of the beneficiaries to sell the motor vehicle privately by Agreement.

In all cases, if there is any dispute as to the method of disposal or the value of a motor vehicle, then NSW Trustee and Guardian will sell the vehicle.

For financial management customers, if the motor vehicle is not being sold via public auction, then the delegated officer must approve the private sale.

6 Scope

Estate Management Division and Estate Planning and Administration Division.

7 Document information

Title:	Motor Vehicles Policy
Owner:	Manager, Property Services
Approver:	Director, Estate Management Division
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