

ANGLICAN DIOCESE OF RIVERINA



DIOCESAN VEHICLE

Motor Vehicle Policy

Approved by Diocesan Council 13th August, 2025

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1. Preamble

- 1.1 This policy is implemented to cover clergy using their own vehicles for Parish Ministry.

2. Scope

- 2.1 This policy applies to stipendiary clergy who hold the license of the Bishop and provide their own vehicle in exercising Parish Ministry within the Diocese.

3. Definition

- 3.1 This policy applies to the following types of vehicles: diesel, petrol, Hybrid and Plug-in Hybrid Electric Vehicles (PHEV).

4. Responsibility

4.1 Parish responsibility:

- 4.1.1 The Parish is to pay a vehicle depreciation amount to the Diocese; an annual sum set by Diocesan Council which is held in the name of the clergy for future replacement of their vehicle and/or other expenses as set out in 4.3.5.
- 4.1.2 The depreciation amount for clergy in part-time appointments shall be at the pro rata rate e.g., if half time then the amount would be 50% of the full rate.
- 4.1.3 A kilometre rate is to be paid to the clergy for kilometres travelled at 50% of the rate determined by the Australian Taxation Office (ATO), regardless, if full-time or part-time.
- 4.1.4 Non-Stipendiary Clergy who use their own vehicle for Parish travel are entitled to reimbursement at 100% of the current Australian Taxation Office (ATO) rate.

4.2 Diocesan Responsibility:

- 4.2.1 The Diocese shall hold the funds received from the parish in the name of the clergy until called upon. The amount required is then paid to the motor vehicle dealer or statutory body as required.
- 4.2.2 In the event the clergy leaves the Diocese the amount is paid to them however, the amount held will be subject to taxation.
- 4.2.3 The Diocese will continue to provide a vehicle for the use by the Bishop of Riverina.

4.3 Responsibility of the clergy providing the vehicle:

- 4.3.1 The clergy are responsible for all costs in running and maintaining the motor vehicle
- 4.3.2 The clergy are to maintain a logbook for at least 3 months annually for work related travel.
- 4.3.3 The clergy are to provide to the Diocese each year a copy of
- the vehicle's registration
 - the vehicle's insurance details
 - their driving licence number and expiry date.

- 4.3.4 The clergy are responsible for replacing the motor vehicle when they see fit. When replacing their vehicle, the registration and insurance details of the new vehicle are to be forward Diocese as soon as possible after the transfer.
- 4.3.5 The clergy are allowed to use the funds held for the registration and compulsory third-party insurance (CTP) of their vehicle. This must be done at least 14 days prior to the renewal date of their registration if the clergy wish to use these funds.
- 4.3.6 The Clergy are unable to seek reimbursement from the fund for loan payments or registration paid by them as this would be classified as income.

5. Review

- 5.1 This policy should be reviewed at least every two years.

6. Exemption

- 6.1 This policy does not apply to fully electric vehicles.
- 6.2 This policy does not apply to Parishes providing vehicles for use by the Clergy.

Key Terms

Bishop	means the Bishop of the Diocese of Riverina.
Clergy	means any person Ordained as a bishop, priest or deacon.
Cure of Souls	means the Priest who holds pastoral responsibility for a Parish.
Diocesan Council	means the Executive Committee of the Synod exercising the authority of the Synod in accordance with its delegated function.
Stipendiary	refers to office holders who are paid a stipend to do their ministry.
Non-Stipendiary	refers to office holders who are not paid a stipend.
Parish	means any portion of the Diocese which shall be under the charge of a Priest duly licensed by the Bishop to the Cure of Souls in the same.
Priest	means a person who is Ordained in the Anglican Church and authorized to perform certain rites and administer certain sacraments.