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Useful Tips – Your Motor Vehicle Declaration Form

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Vehicle Categories

Some vehicles may belong to a number of categories within the TMF Declaration Form. Here are some guidelines to allow consistent allocation of vehicles into similar groups of similar risk.

Sedans: All vehicles in this category must have a bonnet, boot, rear door(s) and/or hatchback (vertically or horizontally opening) that form practically all of the rear of the cabin, generally providing level access to a deck area within the cabin. Panel vans belong in the station wagon category.

4 Wheel Drives: All vehicles in this category must have 4WD capability, but not necessarily all 4WD belong in this category. Vehicles in this category generally have a bonnet and are of jeep build. Notably, a vehicle that has a tray or external deck area does not belong in this category e.g. Toyota Hi-lux.

Light Commercial PU/CC 4x2 or 4x4: Vehicles in these categories generally have dual cabs, single cab, extra cab with a tray or Ute body.

Vans: A van is a type of box-like vehicle mostly used for transporting goods or cargo. It generally has no seats, other than the driver and passenger in the front.

People Mover: A people mover is a vehicle that seat up to 12 people, including the driver and is generally used for transporting people.

Greater than 2 Tonne Trucks: Vehicles in this category must weigh 2 tonnes or greater, comprising of vehicles with a chassis cab and any tool of trade body, van, flat bed, etc.

Buses: Buses are people moving vehicles capable of seating more than 12 adults.

Ambulances: An ambulance is a vehicle for transportation of sick or injured people to, from or between places of treatment for an illness or injury, and in some instances will also provide out of hospital medical care to the patient.

Other/Special Vehicles: Other vehicles include all vehicles which have not been defined in the other categories.

Examples of these include (but may not be limited to):

- Ride - on lawn mowers
- Tractors
- Road Sweepers
- Forklifts
- Bobcats
- Cherry Pickers
- Mobile Therapy Units
- Skidoos

- Any vehicles which have been considerably modified (include modifications over $50,000) such that the replacement value is significantly changed **but less than $200,000**.

Vehicles $200,0000 and Over: This is for any vehicle that has single replacement value of $200,000 and over. **Do not include them in any other category**.

Examples of these include (but may not be limited to):

- Dental Vans
- Breast Clinic Vans
- Tractors
- Ambulances
- Excavators
- Graders
- Bulldozers
- Trucks

For further assistance, please refer to our Motor Vehicle Types Lookup which can be found at:
www.icare.nsw.gov.au/declaration-training/motor-vehicle.

Replacement Cost

The cost of replacing the vehicle, new for old, in the event of the vehicle being written off.

Metropolitan Area

The Metropolitan Area is defined as the greater Sydney area, including Wollongong and Newcastle.

<u>Area | Postcodes</u>:

Metropolitan | 1001 - 2082; 2084 - 2234; 2555 - 2259; 2561 - 2567; 2751; 2759 - 2770

Outer Metropolitan | 2568 - 2574; 2752; 2754 - 2755; 2757 - 2758; 2773 - 2786

Newcastle/Central Coast | 2250 - 2309; 2314 - 2327

Wollongong | 2500 - 2523; 2530.

How To Declare in the Vehicle Category Table

1. Declare the number of vehicles and the total replacement values under the correct **Vehicle Categories**. Please complete fields of:

   a. Total Vehicle numbers.

   b. **Total replacement value*** for all vehicles **per category** (E.g. Agency A has 14 Sedans, with a replacement value of $20k each, Agency A should enter $280,000 for the Sedans category).

   *Include fixed equipment e.g. telematics.

   c. The expected percentage of use within metropolitan. (E.g. Agency A has 14 Sedans which is used in the metro area 2 of the 5 working days, Agency A should enter 40%).

2. Any vehicles declared in the **Vehicles $200K and Over category,** should have a single replacement value of $200,000 or more.

   • The system will automatically calculate the number of vehicles declared in this category, and multiply by $200,000. You will see a red warning message if the figures do not meet this requirement.

   Example: Agency A declares 2 vehicles, the system will expect the total replacement of these 2 vehicles to exceed $400,000. If it doesn't meet this rule, you will see a warning message in red.

3. When you declare any values in the **Other/Special** category, the system will compare the values to the previous year (total number of vehicles and total replacement value for this category).

    Commentary field: If the system detects a -/+15% variance for this particular category, a commentary field will populate where you are required to provide details for the variance. Please provide as much details as possible about the variance to assist our understanding of the key reasons for exposure movements. If we require further clarification due to the lack of details, we will contact you for further details.

4. When you declare any values in the **Other/Special** and/or **Vehicles $200K and Over** categories, the system detects this, and you will be required to provide additional information for these vehicles under the **Additional Information Registry Grid**. You will have two options to complete this:

    a. On-screen (recommended for 100 rows or less)
    b. Excel template (recommended for more than 100 rows).

Declaring Special Other / Vehicles $200K & Over

Before providing a guide on how to declare these types of vehicles using the on-screen table or Excel template, there are a few items to note:

- **Excel Templates –** If you decide to use Excel, please ensure that it is downloaded from this year's campaign. The system will not accept prior year versions or external Excels. If your Agency has declared vehicles in these categories last year, you will need to ensure that your Agency system allows Macros. If this is an issue, please get in contact with icare at declarations@icare.nsw.gov.au and we can assist you in this process where required.

- Within the Additional on-screen table or Excel template, under Vehicle Category, there is **no category for "Vehicles $200k & Over"**.

- You are required to select the Motor Vehicle Category from a drop-down list (similar to the main Vehicle Category table). The Other/Special category option can be selected if it does not correlate to any other category.

  Example 1: You declare a vehicle with a replacement value of $350,000. If this vehicle is a truck over 2 tonnes, under the Vehicle Category column, select the '>2 T Trucks' option.

  Example 2: You declare a forklift with a replacement value of $20,000, under the Vehicle Category column, select the 'Other/Special Vehicle' option.

  Example 3: You declare a sedan that has modifications over $50k and has a replacement value of $120,000, under the Vehicle Category column, select the 'Other/Special Vehicle' option. (This is because this vehicle has modifications over $50k).

  Example 4: You declare a van that has modifications over $50k but has a replacement value of $650,000, under the Vehicle Category column, select the 'Vans' option. (Although this vehicle has modifications over $50k, it is over $200k).

Using On-screen:

1. Select the "On-screen" option

   Note: the system will automatically retrieve last year's information. Please allow up to 1 minute for the system to update. If this does not occur, click "Generate Registry Grid" to manually retrieve last year's information. If there is no data from last year, the grid will be blank.

2. Ensure the total vehicles and replacement value you declare in this additional grid, matches* the Vehicle Category Table for "**Other/Special**" and/or "**Vehicles $200K and Over**".

   Example 1: Agency X declares 2 vehicles under "Other/Special" with a total replacement value of $50,000, and 3 "Vehicles $200K and Over" with a total replacement value of $900,000. Total of 5 vehicles with a total replacement value of $950,000.

3. Enter the additional details of the Other/Special and/or Vehicles $200K and Over:

   a. **Status:** Active (Existing or new vehicles) or Inactive* (Disposed, transferred or sold only)

   b. **Vehicle category** (i.e. Ambulance, >2 T Trucks, Sedan, Ute, SUV, etc)

   c. **Vehicle type including fixed equipment** (i.e. Mercedes Benz Patient Transport w/ Electric Step, Extra Seats, Stretcher, Storage, Restraints, Oxygen, Telematics)

   d. **Number of vehicles**

   e. **Replacement cost <u>per vehicle</u>** – The system will automatically multiply the number of vehicles against the replacement value [of each vehicle].

Example of Successful Completion of Additional Information Registry Grid

#	Record ID	Status	Vehicle Category	Vehicle Type Including Fixed Equipment	Number of Vehicles	Replacement Cost $ per Vehicle	Total Replacement Cost $	Number of Vehicles - ACTIVE
	26763725	Active	Other___Special	Forklift	2	25,000	50,000	2
🗑		Active	Buses (>16)	Buses	3	300,000	900,000	3
TOTAL					5	325,000	950,000	5

Example of Failed Completion of Additional Information Registry Grid

*When the vehicle numbers or the total replacement value doesn't match what you declared in Vehicle Category Table, you will expect to see below warning messages.

#	Record ID	Status	Vehicle Category	Vehicle Type Including Fixed Equipment	Number of Vehicles	Replacement Cost $ per Vehicle	Total Replacement Cost $	Number of Vehicles - ACTIVE
🗑		Active	Other___Special	Lawn mower	2	25,000	50,000	2
🗑		Active	Buses (>16)	Buses	1	100,000	100,000	1
TOTAL					3	125,000	150,000	3

If you would like to provide any additional information not already captured above, please enter below.

Enter text response

⚠ WARNING - The number of Special Vehicles added in the Vehicle Category grid does not match the number of Vehicles detailed in the grid above

⚠ WARNING - The Total Replacement Value added in the Vehicle Category grid does not match the Total Replacement Value of Vehicles detailed in the grid above

*Inactive Vehicles

For Agencies who have declared vehicles in this registry in the prior year, if the vehicle/vehicles have been sold, disposed or transferred, please <u>do not delete</u> the existing data in the record. Simply update the status to "**Inactive"** and manually override the replacement value to zero (**$0**).

Example: Agency Y had 2 forklifts declared last year, however has since disposed of them. Agency Y should update the Status to Inactive and update the replacement value to zero (0).

#	Record ID	Status	Vehicle Category	Vehicle Type Including Fixed Equipment	Number of Vehicles	Replacement Cost $ per Vehicle	Total Replacement Cost $	Number of Vehicles - ACTIVE
	26763725	Inactive	Other / Special	Forklift	2	0	0	0
TOTAL					2	0	0	0

Using the Excel Template

1. Select the Excel template option.
2. Select 'Download Data Entry Spreadsheet". **Note: You must download the current version from this year's declaration campaign.**

Select On-screen* to enter data directly or select Excel template to download and complete template.

○ On-screen (Recommended if you have 100 rows or less)

◉ Excel template (Recommended if you have more than 100 rows)

⚠ Motor Vehicle - Additional Information Registry File (2024.6)

DOWNLOAD DATA ENTRY SPREADSHEET ⬇

Download a new version of the base Excel template with realtime Record Data added. It is safe to do this multiple times.

3. Open the downloaded Excel

4. Click "Enable Editing" and then "Enable Content" to begin
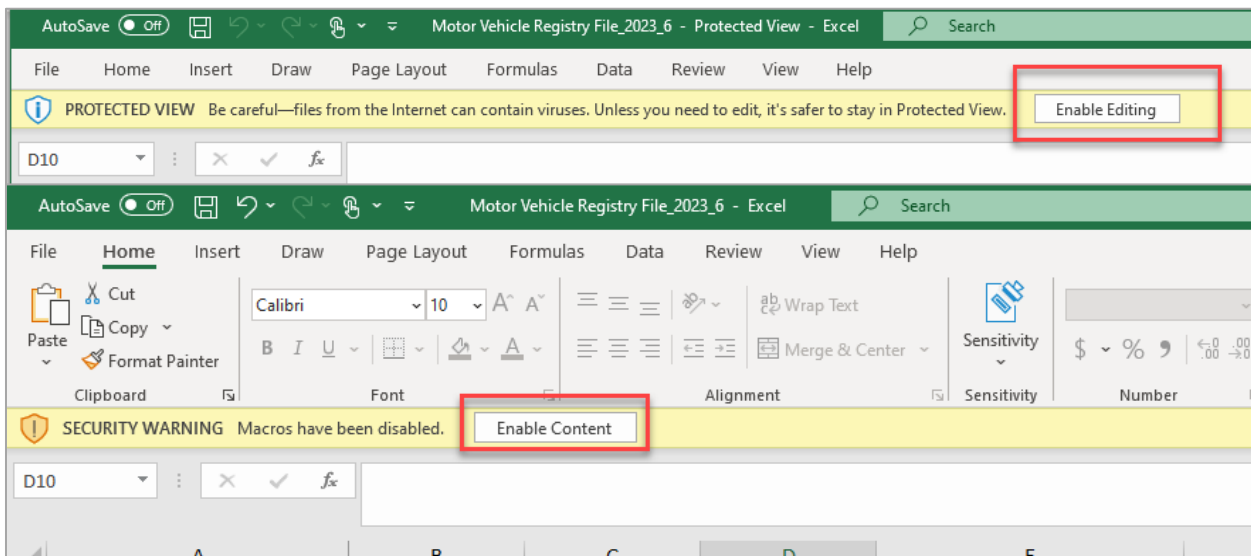
5. Enter the details of the **Other/Special** or **Vehicles $200K and over**:

   a. **Status:** Active (Existing or new vehicles) or Inactive* (Disposed, transferred or sold only)

   b. **Vehicle category** (i.e. Ambulance, >2 T Trucks, Sedan, Ute, SUV, etc)

   c. **Vehicle type including fixed equipment** (e.g. Mercedes Benz Patient Transport w/ Electric Step, Extra Seats, Stretcher, Storage, Restraints, Oxygen, Telematics)

   d. **Number of vehicles**

   e. **Replacement cost <u>per vehicle</u>** – The system will automatically multiply the number of vehicles against the replacement value [of each vehicle].


<u>*Inactive Vehicles</u>

For Agencies who have declared vehicles in this registry in the prior year, if the vehicle/vehicles have been sold, disposed or transferred, please <u>do not delete</u> the record. Simply update the status to "**Inactive**" and manually override the replacement value to zero (0).

Example: Agency X had 2 Buses declared last year but has since disposed of them. Agency X should update the Status to Inactive and update the replacement value to zero (0).

6. Once you have completed your Excel, select **Validate**. (If you have completed all mandatory fields, you will see the "**Validation Successful**" message).
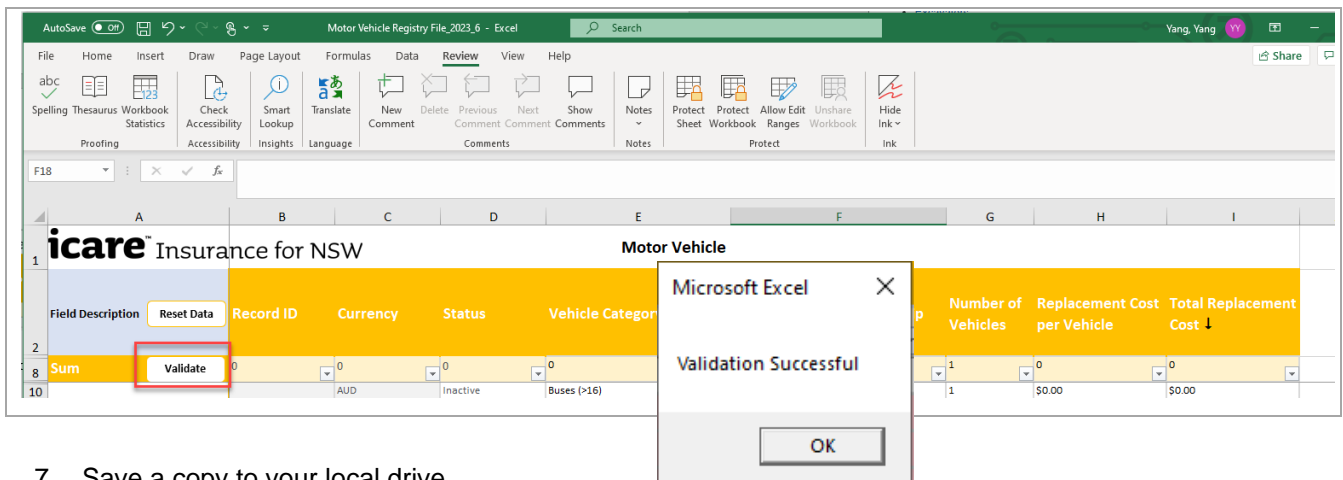
7. Save a copy to your local drive.

8. Click **Select File** to upload the Excel.
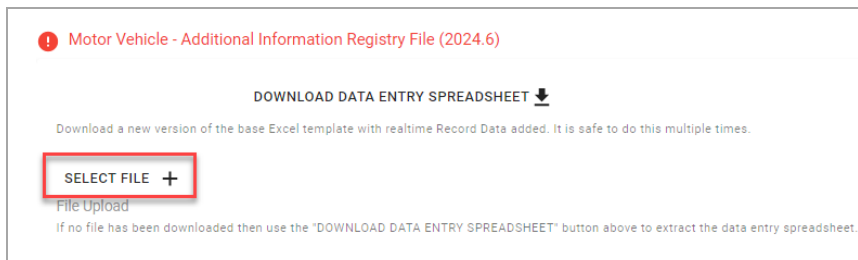
Important Note for Excel Users

- The system will only accept the Excel if:
  - It was downloaded from the system in the current year,
  - It has been validated successfully.

- You will experience errors if you:
  - Use and upload external / prior year's Excel versions.
  - Use and upload an incorrect Excel from another Declaration section (e.g. Property Excel).
  - Upload an unsuccessfully validated Excel i.e. there are outstanding errors in the Excel.

- Whilst completing the **Excel**, please ensure the total vehicle count and total replacement value **MATCHES** the "**Other/Special**" and "**Vehicles $200K and Over**" in the **Vehicle Category Table**. If discrepancies are identified when we review the data, your CEM or the Declaration Team will be in contact with you for rectification.

Always Save a Copy of Your Work

1. It is recommended that **PDF copies** of all sections and forms **are retained by each Delegate and Coordinator prior to submitting** information for final approval.

2. When using the Download PDF button, Delegates will receive a PDF of the specific section of the form which they have completed.

```
The Download PDF button is available within every Section of every
                    Declaration Form

BACK TO MENU          DOWNLOAD PDF
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3. 'Download PDF' will generate the contents of the entire Declaration Form, including all the Sections within it, as a PDF document.

4. If you are attaching any file to your TMF Declaration, please keep a copy. This includes the Excel spreadsheets that have been generated from the Ventiv system.

Please note: the PDF document will only include data that was entered on-screen, noting that if you used on-screen grids to declare assets, vehicles, etc. that the PDF is limited to only printing 100 rows.
If any Excel templates are used, the user should also save a separate copy as these will not be displayed within the PDF.

If you require further assistance with this, please contact your icare Client Engagement Manager or email declarations@icare.nsw.gov.au.