icare[®] Insurance for NSW

Useful Tips – Your Motor Vehicle Declaration Form



OFFICIAL

What to declare

The TMF covers your agency for the repair or replacement of all motor vehicles, trailers, buses, motorcycles, vans, four-wheel drives, utilities, trucks, caravans, special vehicles, ambulances/ patient transport and emergency service vehicles.

This covers your agency for the repair or replacement of the vehicles and for accessories and decals included in the vehicles at the time of the accident.

Current Fleet vs. Future Purchases

TMF Agencies are expected to declare vehicles that will come into their possession for FY2026-27. *Example*: Agency Y does not expect any new vehicles until the last quarter of FY2026-27 when they expect to purchase 10. If the Agency is aware that there is a plan to acquire new vehicles (e.g. through grants/funding), these vehicles should be declared as part of this renewal cycle.

Leased Vehicles

It is recommended vehicles are declared if the Agency **owns, leases, or has an insurable interest** i.e. vehicles within your care, custody and control.

The TMF covers your agency for any vehicle you lease. If your agency leases a vehicle and it is in an accident, the TMF will either repair the motor vehicle for your agency or pay the residual amount on the lease.

Replacement Cost

The cost of replacing the vehicle, new for old, in the event of the vehicle being written off. When considering replacement costs, also include any vehicle accessories that have been added to the car. *Example*: Agency X's vehicles are old and the difference between their sale value and the new replacement value is \$50,000 each. TMF Agencies are expected to declare the **current replacement value**.

What if our agency does not own any vehicles?

Whilst an agency does not own any vehicles, they may want to consider having a Motor Policy to cover instances where an employee may be required to use their own vehicle, or where an agency enters into a short-term hire of a vehicle.

Introduced in the last declaration cycle, we have introduced the following questions:

- Does your Agency have any Motor Vehicles to declare? If 'No' is selected, the next question will populate -
- Please confirm that your Agency wishes to keep this policy open with no vehicles declared. Noting that a minimum contribution will be applied if kept open. If 'Yes' is selected, the following will populate:
- How many employee vehicles do you anticipate will be used for business activities? We are after the best estimate the Agency can provide.

Vehicle Categories

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

Sedans: 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: 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: generally have dual cabs, single cab, extra cab with a tray or Ute body.

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

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

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

Ambulances: 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 includes one of the following types of vehicles:

a) those that have not been defined in the other categories, usually unregistered vehicles as a guide.

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

- Ride-on lawn mowers
- Tractors
- Road Sweepers

- Cherry Pickers

Bobcats

Mobile Therapy Units

Forklifts

- Skidoos
- b) 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 (you will be required to select the categories in the Additional Table).

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

- Dental Vans
- Breast Clinic Vans Grade
- Tractors

- 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.

Ambulances

How To Declare in the Vehicle Category Table

- 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.

Vehicle Category				
	All Vehicles Owned or Leased by Agency (Prior)	All Vehicles Owned or Leased by Agency	Total replacement value per vehicle group (Prior)	Total replacement value per vehicle group
Light Commercial PU/CC 4x2	22		930,000	
Light Commercial PU/CC 4x4	1,167		107,140,000	
4WD				
Van	34		2,730,000	
Standard Utility	· · · · · · · · · · · · · · · · · · ·			
Utilities / <2T Trucks				
>2 T Trucks	77		11,704,256	
People Mover				
Bus (8-16)				
Buses (>16)				
Trailers	965		47,116,000	
Caravans				
Motor Cycles				
Ambulance				
Other / Special **	475		37,764,337.07	
Vehicles \$200,000 and Over	517		268,624,621.09	
TOTAL	3,302	0	478,309,214.16	0

- 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.

Other / Special **	475		37,764,337.07								
Vehicles \$200,000 and Over	517	1	268,624,621.09	150,000							
TOTAL	3,302	1	478,309,214.16	150,000							
Replacement Value of Other	er Vehicles must be greater than \$200,000 per vehicle. P	lease amend the grid above									

3. When you declare any values in the <u>Other/Special</u> category, the system will compare the values to the previous cycle's renewal data (total number of vehicles and total replacement value for this category). *Commentary field:* If the system detects a -/+15% variance for this 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.

Other / Special **	121	10	3,921,787.37	400,001
Vehicles \$200,000 and Over	1		246,522.6	
TOTAL	188	172	5,569,662.8	6,450,000
ther/Special		The Grey o	columns are the	
hther/Special Number of Vehic 92 There is a +/- 15% variation	les - Variation Percentage to your Other/Special Vehicles Tota	I Vehicle Numbers compared to	o last year's declaration. Provide reas	ons for the variation
http://Special Number of Vehici -92 There is a +/- 15% variation Enter text response lease fill out the missing field.	les - Variation Percentage to your Other/Special Vehicles Tota	Vehicle Numbers compared t	o last year's declaration. Provide reas	ons for the variation
Yhter/Special Number of Vehici 92 There is a +/- 15% variation Enter text response lesse fill out the missing field. thtp://Special Total Replacement 90	les - Variation Percentage to your Other/Special Vehicles Tota nt Value - Variation Percentage	I Vehicle Numbers compared t	al a value a	ons for the variation
ther/Special Number of Vehicl 92 There is a +/- 15% variation Enter text response leave fil out the missing field ther/Special Total Replacemen -90 There is a +/- 15% variation	les - Variation Percentage to your Other/Special Vehicles Tota nt Value - Variation Percentage to your Other/Special Vehicle Total	I Vehicle Numbers compared t	o last year's declaration. Provide reas	ons for the variation

- 4. Additional Information Registry Grid When you declare any values in the <u>Other/Special</u> and/or <u>Vehicles \$200K and Over</u> categories, the system detects this, and you will be required to provide additional information for these vehicles under a second table. 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).

Additional Information for "Other/Special Vehicles" and "Vehicles \$200,000 and Over" For all vehicles declared in these 2 categories, the system will automatically populate an Additional Information Registry Grid to be completed. You have a choice to complete this either using On-Screen or download the Excel. The system will automatically attempt to match the vehicle count and total replacement value declared for these 2 categories under the Motor Vehicle Category grid and the Additional Information Registry Grid (whether this is on- screen or the Excel download). Vou will not be able to complete this section unless the vehicle count and replacement value matches.
Other/Special & Vehicles \$200K & Over Training Resources: Click here to access the Quick Reference Guides and How-To Videos if you need assistance in completing the additional table or Excel.
Select On-screen* to enter data directly or select Excel template to download and complete template. * If you have more than 100 rows and use On-Screen, your PDF download will be limited to 100.
O On-screen (Recommended if you have 100 rows or less)
C Excel template (Recommended if you have 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 <u>declarations@icare.nsw.gov.au</u> 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 still required to select the Motor Vehicle Category from a drop-down list (like the main Vehicle Category table). The Other/Special category option can be selected if it does not correlate to any other category - Normally these vehicles are unregistered vehicles as a guide.

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 van that has modifications over \$50k and has a replacement value of \$120,000, under the Vehicle Category column, select the 'Other / Special' option.

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.

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)								

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**".

<u>Example 1</u>: 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.

Other / Special ** -	2		50,000		90
Vehicles Over \$200,000	3	-	900,000	-	70

- 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

#		÷							
	3	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	OtherSpecial	Forklift	2	25,000	50,000	2
Î			Active	Buses (>16)	Buses	3	300,000	900,000	3
τοτα	L					5	325,000	950,000	5

Example of Failed Completion of Additional Information Registry Grid

*When the total vehicle numbers or the total replacement value doesn't match what you declared in Vehicle Category Table for these two categories only (**Other/Special**" and/or "**Vehicles \$200K and over**), 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		
Î		Active	OtherSpecial	Lawn mower	2	25,000	50,001	2		
Î		Active	Buses (>16)	Buses	1	100,000	100,000) 1		
TOTAL					3	125,000	150,00	10 3		
If you woul	ld like to provid	e any additio	nal information not alr	eady captured above, please e	nter below.					
Enter text	Enter text response									
WARN	WARNING - The number of Special Vehicles added in the Vehicle Category grid does not match the number of Vehicles detailed in the grid above									
WARN	IING - The Total	Replacemen	t Value added in the V	ehicle Category grid does not r	match the Total Replac	ement Value of Vehicles det	tailed in the grid abov	e		

*Inactive Vehicles

For Agencies who declared in the last renewal cycle and prior year data is automatically uploaded to the additional grid, if any of the vehicles have been sold, disposed or transferred, please <u>do not delete</u> the existing 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).

#	ô								
	Record ID	Status	Vehicle Category	Vehicle Type Including Fixed Equipment	Number of Vehicles	Replacemen per Veh	it Cost \$ icle	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.



- 3. Open the downloaded Excel
- 4. Click "Enable Editing" and then "Enable Content" to begin

AutoS	ave Off	9) ~ (~ E	,~ ~ №	Aotor Vehicle Reg	jistry File_202	3_6 - Protect	ted View -	Excel	<u>و</u> کر	Search		
File	Home	Insert	Draw	Page Layou	t Formulas	Data	Review	View	Help				
🛈 PR	OTECTED VIE	W Beca	reful—files fro	om the Interne	t can contain vir	uses. Unless y	ou need to e	dit, it's safe	er to stay in P	rotecte	ed View.	Enable Editing	
D10	•	×	√ f _x										
AutoS	ave Off	× B) ~ (? ~	£ ~ ÷	Motor Vehic	:le Registry Fi	le_2023_6 -	Excel	<u>ب</u>	earch			
File	Home	Insert	Draw	Page Lay	out Form	ılas Dat	a Revi	ew V	iew He	р			
Ĉ,	X Cut		Calibri	~ 1	o v A^ ař		- 87 -	ab c€ Wra	p Text				~
Paste -	🗳 Format Pa	ainter	B I <u>∪</u>	~ ~	<u>Ch</u> ~ <u>A</u> ~		∈= →=	🖶 Mer	ge & Center	~	Sensitivity ~	\$ ~ % 9	€.0 .00 .00 →.0
c	lipboard	Гы		Font			Align	ment		5	Sensitivity	Number	F
🕕 SE	U SECURITY WARNING Macros have been disabled. Enable Content												
D10	-	×	√ f _x		-								
		Δ		- F		C		D			F		

- 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].

nce for N	ISW		Mot	or Vehicle			
Record ID Currency Status Vehicle Category		Vehicle Category	Vehicle Type Inc Fixed Equip		Replacement Cost per Vehicle	Total Replacement Cost ↓	
0	▼ 0	▼ 0	. ■ 0	▼ 0	0	0	0
	AUD	Active			0	\$0.00	\$0.00

*Inactive Vehicles

For Agencies who declared in the last renewal cycle and prior year data is automatically uploaded to the additional grid, if any of the vehicles have been sold, disposed or transferred, please <u>do not delete</u> the row or existing record in the Excel. 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).

icare	Insura	nce for N	SW		Motor V	/ehicle			
Field Description Reset Data Record ID Currency Status Vehicle Category							Total Replacement Cost ↓		
Sum	Validate	0	0 AUD	0 Inactive	• 0 Buses (>16)	0 Eletronic lift	▼ ¹	\$0.00	0 \$0.00



6. Once you have completed your Excel, select **Validate**. (If you have completed all mandatory fields, you will see the "**Validation Successful**" message).

Auto	Save 💽 🕅 🖡	1 7 ° °	& ~ ÷	Mot	or Vehicle Regi	stry File_2023_6 -	Excel	D Search						°		0	Yang, Yang	1	
File	Home In	sert Draw	Page La	out Forr	nulas Dat	a Review	View Help	p										යි Shar	e 🖓
abc Spelling	Thesaurus Work Stati	tbook Chee istics Accessi	k Sma bility Look	rt Translat up nts Languag	New Commen	Delete Previou t Comment	s Next nt Comment Co	Show Notes	Protect Protect Sheet Workboo	Allow Edit ok Ranges Protect	Unshare Workbook	Hide Ink ~ Ink							
F18	•	$\times \checkmark f_s$																	
	A		1	3	С	[)	E			F			G		н		I.	
	icare" Insurance for NSW Motor Vehicle																		
Fie	ld Description	Reset Data	Record	ID C	urrency	Status	Ve	hicle Categor	Microsof	t Exce	I	×	Nun P Vehi	iber of cles	Replace per Veh	ement Cost licle	t Total Re Cost J	placement	
8 Su	m	Validate	0	0 Al	D	▼ 0 Inactive	▼ 0 Buse	es (>16)	Validation Successful				▼ ¹ 1		• \$0.00	[▼ 0 \$0.00	¥	
											01/	- I							

- 7. Save a copy to your local drive.
- 8. Click Select File to upload the Excel.

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.	
SELECT FILE + File Upload If no file has been downloaded then use the "DOWNLOAD DATA ENTRY SPREADSHEET" button above to extract the data entry spread	sheet.

Important Note for Excel Users

- The system will only accept the Excel:
 - o if downloaded from the system in the current year,
 - $_{\circ}$ if validated successfully.
- You will experience errors if you:
 - o Use and upload external / prior year's Excel versions.
 - o 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						

- 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 onscreen 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 <u>declarations@icare.nsw.gov.au</u>.