

# FINANCE CIRCULAR

MINISTRY OF FINANCE

P.O. BOX 2212, GOVERNMENT BUILDINGS, SUVA

PHONE : 330 7011, FAX : 330 0834 / 330 8654

## Finance Circular No. 22/14

29<sup>th</sup> December, 2014

From : Permanent Secretary Finance  
To : All Permanent Secretaries and Heads of Department  
Subject : **Government Vehicle Accidents**

---

### 1.0 Objective

1.1 The objective of this Circular is to inform Ministries and Departments of the concern regarding the growing trend of Government vehicles involved in road accidents. This has led to a considerable amount of Government funds wasted on repairs and maintenance of Government vehicles.

### 2.0 Background

2.1 Section 63 (1) of the Finance Instruction 2010 stipulates that a surcharge must be imposed on an officer who is directly or indirectly responsible for (b) the destruction, damage, theft or other loss of property.

2.2 The recoveries of such loss emanating from damage through Government vehicle accidents are considered as surcharge actions imposed on officers identified to be responsible for the accidents. This recovery process will ensure that costs of the repair and maintenance are recovered from the identified officers.

### 3.0 Proactive Approach

3.1 The Ministry of Finance in its initiative to educate and bring to the attention of the Transport Officer of the alarming trend of Government vehicle accidents engaged in a number of roadshow and awareness activities this year.

3.2 The awareness focused mainly on the process that needs to be followed by Ministries and Departments when one of their vehicles involved in an accident and the necessary requirements which is attached as *Appendix 1* that needs to be submitted to the Ministry of Finance's Vehicle Control Unit.

3.3 Ministries and Departments are also advised that they can request to the Permanent Secretary Finance if they need the Surcharge Unit to provide necessary assistance on the surcharge process relating to vehicle accidents.

#### **4.0 Disciplinary Action**

4.1 The Vehicle Control Unit and Surcharge Unit of the Ministry of Finance are concerned that certain drivers that have been reoffending or involved in another accident when their initial surcharge action is still on-going. It has been noted that Ministries and Departments are not taking any disciplinary actions against such drivers that have involved in another accident when a surcharge action is still on-going.

4.2 Ministry and Department are hereby urged to restrict drivers that have previous driving offences from driving and to ensure to instigate necessary disciplinary actions in order to curb officers from involving in another accident (as a punitive measure).

4.3 When disciplinary actions have been taken against drivers, a copy of the disciplinary letter is to be submitted to the Ministry of Finance's Vehicle Control Unit.

#### **5.0 Conclusion**

5.1 Permanent Secretaries should ensure that this Circular is brought to the attention of responsible officers.

4.3 Should any Ministry or Department require further assistance or clarification, please do not hesitate to contact the Vehicle Control Unit or Surcharge Unit on 3307011



**Filimone Waqabaca**  
**Permanent Secretary for Finance**



### ***As per distribution***

Official Secretary, Office of the President  
Permanent Secretary, Prime Minister's Office  
Permanent Secretary, Public Service Commission  
Solicitor General  
Permanent Secretary for Justice  
Permanent Secretary, iTaukei Affairs  
Permanent Secretary for Defence, National Security & Immigration  
Permanent Secretary for Labour, Industrial Relations & Employment  
Permanent Secretary for Foreign Affairs & International Cooperation  
Permanent Secretary for Information  
Permanent Secretary for Strategic Planning, National Development & Statistics  
Permanent Secretary for Provincial Development, Disaster Management, Multi-Ethnic Affairs & Sugar  
Permanent Secretary for Education, National Heritage, Culture & Arts, Youth & Sports  
Permanent Secretary for Health  
Permanent Secretary for Local Government, Urban Development, Housing & Environment  
Permanent Secretary for Women, Social Welfare & Poverty Alleviation  
Permanent Secretary for Agriculture  
Permanent Secretary for Fisheries & Forests  
Permanent Secretary for Lands & Mineral Resources  
Permanent Secretary, Industry & Trade  
Permanent Secretary Public Enterprises, Tourism, Communication & Civil Aviation  
Permanent Secretary for Works & Transport, Public Utilities & Energy  
The Auditor General  
Commissioner, Fiji Police Force  
Commander, Fiji Military Forces  
Commissioner, Fiji Prison Services  
Manager, Information Technology & Computing Services  
Government Printer, Government Printing  
Government Statistician, Bureau of Statistics  
Director Public Prosecutions  
Director Environment  
Director Immigration  
Director, Department of Energy  
Director, Mineral Resources  
Director, Department of Civil Aviation  
Director Meteorological Services  
Director, Fiji Islands Maritime Safety Administration  
Acting Supervisor of Elections  
Acting Chief Registrar High Court  
Director, Youth & Sports



# MINISTRY OF FINANCE

## Vehicle Accident Checklist

Vehicle Registration: \_\_\_\_\_

### Government Owned Vehicle

- Accident report
- Cost of damage [estimate/actual]
- SG's opinion
- In the event of write off, Board of Survey report with reserve value.
- Copy of Driving License

### Government Leased Vehicle

- Accident report
- SG's opinion
- In the event of write off, discharge summary
- Cost of damage.
- Copy of Driving License

Prepared by:.....

Date:.....

Verified by:.....

Date:.....