




TMF Declaration Fundamentals

What you need to KNOW to complete your FY20 Declaration



RISK
EDUCATION
EXPRESS

 Providing targeted education solutions to help you reduce risk.

Why is this process important?

- Ensures ongoing and effective **protection of NSW Government agencies** against possible exposures
- Enables calculation of the appropriate **annual contribution payable** by each agency
- Provides **reinsurance** information to protect the bottom line of NSW Government Agencies



What needs to be declared?



What needs to be declared?



Property – declare best and current estimate of the cost of replacing assets following a total loss event

- All assets the Agency owns, or has a responsibility to insure, and any other assets expected to be acquired before July 1, 2021 must be declared
- Assets may include infrastructure, aircraft and employed pilots, watercraft and fine art



Motor Vehicles – declare all motor vehicles, owned and leased, as well as the total replacement value per vehicle category

- Categories may include sedans, vans, 4 wheel drives, trucks greater than 2 tonne, buses, ambulances and other/special vehicles
- Additional information will be required for all vehicles in other/special category, and for all vehicles within any other categories with an individual replacement cost exceeding \$200,000



Workers Compensation – declare wages for available employee categories, for previous, current and next financial year, including any apprentices

- Agencies that have undergone a structural change since the previous wage declaration (e.g. a transfer of staff to another agency within the TMF, or absorption of staff from another agency within the TMF) will also be required to complete a Mergers and Splits declaration

See slide 11 for information on the digital training available for each declaration category in the system.



What needs to be declared?



Liability declaration captures details of Agency operations to assess risks and exposures

- Provide information on:
 - Activities your agency undertakes
 - Total revenue forecast for the coming year
 - Estimate of annual visitors to your premises
 - Products your agency provides
 - Public liability exposure
 - Incidents arising from your agencies activities
 - Environmental impairment



Cyber declaration will need to be completed by your Agency Business Technology Leads

- Provide information around how information is stored and protected.



Miscellaneous cover is primarily designed to capture risks that relate to miscellaneous losses, mainly due to employee dishonesty, personal accident and agency specific travel

- Agencies seeking Cancellation of Events coverage will be required to complete the Cancellation of Events Declaration Schedule

A small number of bespoke agency declaration forms will also be included in this years declarations including the Global Health Liability form, Ministry of Health form, Port Authority form and Hunter Valley Flood Mitigation form.

See slide 11 for information on the digital training available for each declaration category in the system.



What is the process for declarations this year?



Coordinators

Accountable for ensuring that forms assigned to them are completed, submitted and approved in a timely manner

- Can complete and submit forms themselves OR opt to delegate one or more sections of each form to a Delegate
- Responsible for reviewing and submitting forms once all sections of the form are complete
- Required to review forms rejected by Approvers and either amend and re-submit or re-delegate for completion
- May also act as Approver for submitted forms, depending on organisational structure
- **Only one Coordinator allowed per form**

Approvers

Required to review submitted forms and either approve or reject them (and provide reason for rejection)

- If a form is approved, the data is saved to the Ventiv database.
- If a form is rejected, it will go back to the Coordinator who will decide whether to amend and re-submit the form themselves or re-delegate it again.
- **Only one Approver allowed per form**

Delegates

Responsible for completing individual form sections assigned to them

- Once all sections of a form are completed, they become the responsibility of the Coordinator to review and submit the form for approval
- **There may be multiple delegates per form** (e.g. one for each section).
- **Not all agencies will have delegates** – in some cases the Coordinator will be responsible for completing the declaration forms.



Setting up your users

1. Before the declarations window – nominate your Coordinators and Approvers

Your CEM will ask you to provide the names and contact details of your nominated Coordinators and Approvers so they can be setup with access to the Declaration system. If you haven't already provided this, please contact your CEM asap. *Please take availabilities into consideration when nominating your Coordinators and Approvers as they will be responsible for the timely completion of your agency's declarations.*

2. Upon commencement of the declarations window – identify your Delegates

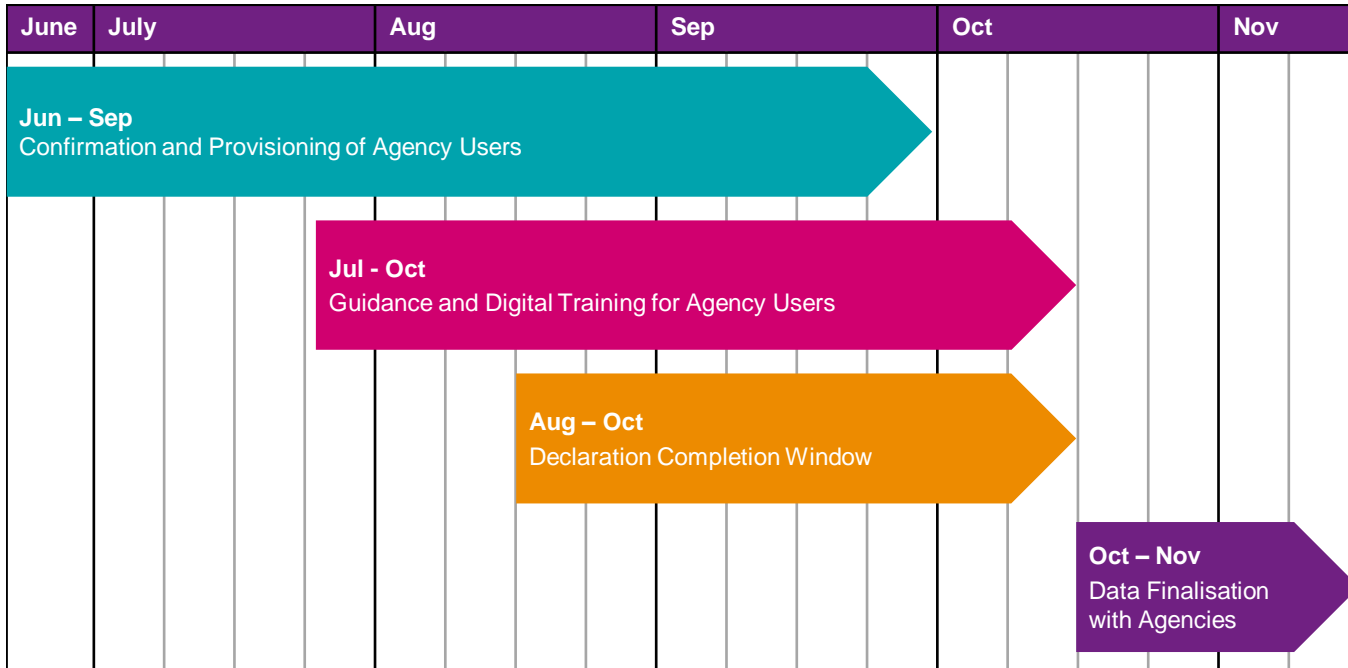
Upon the opening of declarations, Coordinators will need to determine whether any forms assigned to them (or any specific sections within these forms) need to be delegated for completion and to whom. *Identifying the most appropriate delegate will come down to who is best placed to provide answers to the questions contained within each form section.*

3. Following commencement of declarations – set up your Delegates as users

Coordinators are advised to watch the TMF Fundamentals video 'Managing an Assigned Task' (see slide 11) for guidance on how to setup Delegates as users and delegate form sections *Coordinators should aim to engage with delegates as early as possible to confirm availabilities and advise requirements including accessing the relevant 'how to' videos and cheat sheets*



What are the key dates?



Some questions you may have on your mind...

Will the data that I declared last year be available in the system?

When can I expect to get my login?

Will I need to prepare my data to align to system requirements?

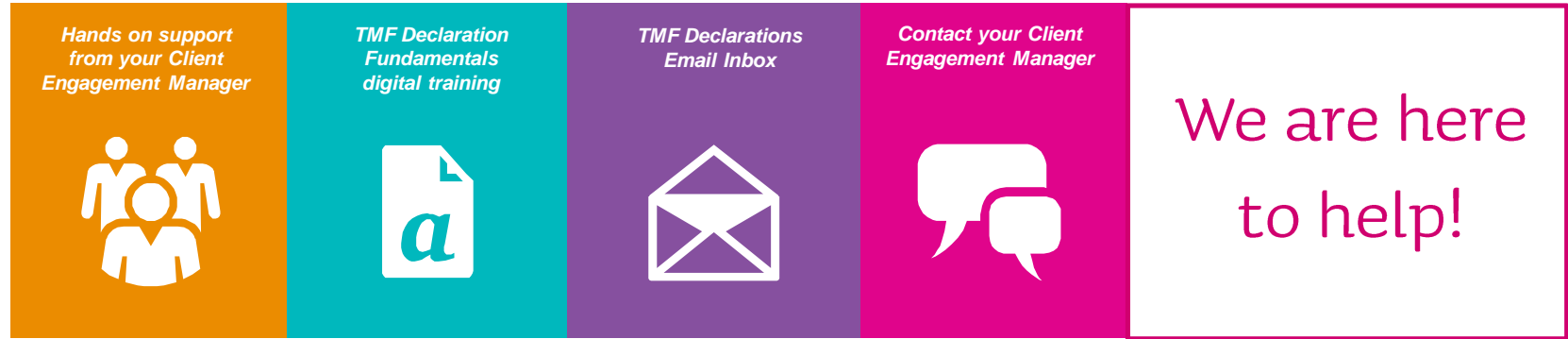
What if my Approver is on leave?

Who is my Client Engagement Manager?

Where can I get additional guidance or information?



We have multiple support options available to assist you



Face to face sessions with your CEM to help you complete your FY19/20 declaration.

Videos & cheat sheets on how to complete key tasks:
www.icare.nsw.gov.au/declaration-training

Have a query? Email the team:
declarations@icare.nsw.gov.au

Your CEM is here to support you! Please don't hesitate to reach out should you have any queries.



TMF Declaration Fundamentals

What you need to DO to complete your FY20 Declaration

Available from 1 August:

Short instructional 'how to' videos and cheat sheets on competing key tasks in the declaration system

Navigating
your
Dashboard

Managing an
Assigned
Task

Completing a
Property
Form

Completing a
Motor Vehicle
form

Completing a
Workers
Comp Form

Completing a
Liability form

Completing a
Cyber form

Completing a
Miscellaneous
form

Reviewing &
Approving

The screenshot shows the icare Dashboard interface. At the top, there is a navigation bar with the icare logo and the user's name, ALAN BULLMAN. Below the navigation bar, the main content area is titled 'Dashboard' and includes a sub-header 'Start, Continue, or View your tasks here'. The dashboard is divided into two main sections: 'In-Progress' and 'Pending Approval'. Each section contains a table of tasks with columns for '#', 'Title', and 'Updated Date'. The 'In-Progress' section lists tasks such as 'UAT1 DF8B - Corporate Services - UAT Declaration' and '20 Aug - Cyber Declaration Form'. The 'Pending Approval' section lists tasks like 'UAT1 DF8B - Corporate Services - UAT Declaration' and '20 Aug - Miscellaneous Declaration Form'.

These resources will be made available on the Risk Education eXpress (REX) website:
<https://www.icare.nsw.gov.au/government-agencies/risk-education-express/#gref>

For those who don't have REX access, please use the following link:
www.icare.nsw.gov.au/declaration-training



What do you need to do to get declaration ready?

Identify your Coordinators & Approvers and provide their contact details to your CEM

Review the declaration form/s assigned to you to understand what information is required

Identify where the information is located and who is best placed to complete the declaration form / section.
Set up your Delegates directly in the system as required.

Access the TMF Declaration Fundamentals digital training and watch the videos relevant to your tasks. Download relevant task cheat sheets.

At any time, reach out to your CEM for support!

