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Insurance for NSW

TMF Declaration Instructions

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1 PROPERTY DECLARATION FORM

TMF property coverage provides reinstatement/replacement protection for all assets that your agency owns or has an interest in. This protection applies to fortuitous causes of loss or damage (refer to the TMF Statement of Cover - Section 5 Property) and includes the additional cost of operating your business subsequent to the original loss or damage, known as consequential loss.

For the purposes of this declaration, agencies are required to declare their best and most current estimate of the actual cost of replacing the assets declared to the TMF.

A total loss of an asset can result from many different risks including fire, flood, windstorm, impact, earthquake, explosion, theft, burglary, computer fraud, accidental damage, etc.

Damage can occur to many different types of assets including: buildings, furniture and other contents including computers, working files and records, stock, stored materials, etc.

1.1 HOW TO ESTIMATE COSTS

1.1.1 Buildings

Sites	Each line on the Asset Register refers to one site. • A site is defined within the declaration as "a building or group of buildings that occupy an address or campus". • This must include any sites currently under construction which are due to come into your ownership within the Fund year.
Replacement value	The replacement value is the full cost to replace an asset (e.g. all contents, buildings, removal of debris, other expenses), i.e. new or old, if the asset is stolen, lost or destroyed.
Buildings	Cover for the loss and damage to property is for full replacement or reinstatement costs. The total replacement and reinstatement costs for a building include: • Full replacement of the building as per your last valuation. This factors in annual increases. • Demolition, excavation and removal of debris. • Professional fees (architects, planners, consultants, etc.). • Cost escalation over the total rebuilding time, including planning and approval stages, i.e. total time from incident to completion. • Contingency and fee allowances.
Leased buildings	Leased buildings should not be declared unless the building lease requires your agency to maintain insurance for replacement of the building. The replacement cost of your agency's fit-out and other assets within the site should be included in 'contents'.
PPP	**Public Private Partnership** is one of the options the government uses to procure infrastructure. PPP's offer opportunities to improve services and achieve better value for money in the development of service-based infrastructure. • In the circumstances where a TMF member agency enters into PPP arrangement with the private sector, the agency needs to identify who under the partnership is responsible to provide insurance. • If it is the agency's responsibility, then the agency is to declare the assets in the declarations as normal. • If the insurance is arranged by the partner, the agency is to ensure that the asset is adequately covered by this arrangement. TMF Cover cannot be provided to the PPP partner(s). • In all cases, the PPP arrangement should be the arbiter of how insurance is arranged.

CBD sites	If your declared property (owned or leased) is situated in the following postcodes; 2000, 2007, 2008, 2009, 2010, 2011, 2016, 2021, 2060, 2067 & 2150, you will also need to supply the following additional information in the Asset Register: • Number of full time employees at site • Total Salary of all employees $ • Working hours at site, e.g. office hours 8 hrs per day, 5 days per week • Number of employees on any one shift

1.1.2   Contents, Significant Artworks and Fine Arts

Contents	The agency must declare assets owned or in their care, custody or control. • If the contract states, in respect of the leased asset, that the agency is responsible for the insurance of the asset, then it should be declared. • Contents should include fixtures and fittings in leased premises. • It includes incoming fine arts exhibitions valued under $10m per exhibition and artwork owned by your agency. • Drones are considered aircrafts and should be included in the Aircraft Declaration Schedule, not as contents. Helicopters are also considered aircrafts.
Cultural collection assets valued over $10 million	Significant artworks or cultural artefacts collection valued at $10 million or more in total must be excluded from "Contents" and declared in the "Contents $ - Artwork or Cultural Artefacts" column of the Asset Register.
Incoming artwork loans for exhibitions valued over $10 million	If your agency is taking responsibility to insure against loss or damage of incoming artworks on loan, valued above $10 million for any one exhibition, the details of each exhibition must be declared within the "Fine Arts Registry Grid" after you select "Yes" for incoming exhibitions. Refer to instructions for "Cultural collection assets" above for art collections on display.

1.1.3   Loss of Revenue and Consequential Loss

Loss of revenue and/or consequential loss is covered under the property section of the Statement of Cover.

Cover applies when a fortuitous occurrence affects the ongoing function of an agency and a financial loss arises. Cover is conditional upon the circumstances of the claim. **If a loss is caused by an occurrence that is not covered by the Statement of Cover, then TMF will not provide Consequential Loss cover.**

Cover for loss of revenue/consequential loss can arise in the following circumstances:

• Loss and/or damage to an agency's asset
• Prevention of access to an agency asset resulting in the interruption of the agency's function
• Loss of utilities such as electricity, water etc. that causes interruption to the agency's function
• Customers/suppliers extension: interruption to an agency's function resulting from loss and/or damage to a customer's/supplier's premises

Where there is an interruption to your agency function due to these circumstances, there may be a number of financial implications for any period and these can be broadly categorised under:

• Loss of revenue
• Increased cost of working
• Continuing expenses

Loss of revenue	Depending upon your agency business model, a site may or may not generate revenue.
	• If it does, consider how the site generates revenue. For example, is revenue generated from rental income (owned premises leased to others) or is revenue generated from goods and or services provided?
	• There may be no loss of revenue to an agency if customers simply travel up the road to an alternative site or can readily transact on business online as an alternative.
Increased cost of working	Generally, these are expenses that your agency would otherwise not have been exposed to but are reasonably incurred to mitigate the interruption to your agency's function.
	Some examples of these expenses are:
	• Alternative Premises – The cost of renting another premise while repairs take place
	• Equipment – The cost of hiring labour while awaiting replacement equipment
	• Overtime Wages – For employees to complete work that should have been done during the interruption period
	• Replacing Records – The cost of reinstating or replacing records
Continuing expenses	Here are some examples of continuing expenses:
	• Premises owned by your agency – Annual cost of rates, licenses, easements or "rights of way"
	• Premises leased by your agency – Annual rent cost as many leases require the lessee to continue paying rent if premises are damaged or destroyed and uninhabitable
	• Leased or rented equipment – Annual cost if unable to shift the lease to replacement equipment
	• Utilities (electricity, gas, water, phones/fax) – Annual cost if unable to transfer to new premises
	• Advertising – Maintaining the agency's public image
	• Irrevocable purchases of equipment and/or supplies not yet received
	• Contracts – Cleaning, catering, training and other contracts if unable to transfer
Wages	Identify the cost of retaining key staff for continuity in start-up operations. Include the cost of and understand what your agency's legal obligation is to:
	• Contract workers (including executive staff)
	• Award workers
	• Casual workers
	• Others

1.2 ASSET DECLARATION SCHEDULE

Field Name	Field Guidelines
Do any assets have a cladding exposure?	Yes or No. if Yes, an additional questionnaire will be provided
On-screen or Excel template	Choose the preferred method of data entry. Excel is recommended if you have assets of 20 or more.
	Press the Generate Registry Grid for last year's data to be populated.
	See the Useful Tips Quick Reference Guide on-screen and excel template completion.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier. Allows tracking of the asset from year to year. This will prevent duplication, allowing for total asset value calculations to be accurate.
Status	Select from this value list: • Active • Inactive Note: when changing the status from Active to Inactive, you must also change the value of the following fields to zero: • Buildings $ • Contents $ • Contents $ - Artwork or Cultural Artefacts • Consequential Loss
Agency Asset ID	Enter the unique ID that your agency uses to identify this asset. You can use this to filter the assets to avoid adding duplicates.
Level / Floor	Enter the floor or level number if applicable. Enter N/A if the asset is not associated with a level/floor.
Street Number and Street Name	Enter street number and street name only. Do not enter commas or abbreviations. e.g. 10 Shelley Street Enter N/A if the asset is not associated with a street number or name. You can use this to filter the assets to avoid adding duplicates.
Suburb / Town	Enter the suburb or town name only. Enter N/A if the asset is not associated with a suburb or town.
Post Code	Enter a valid postcode. Enter 0000 if the asset is not associated with a postcode.
Occupancy	Select from the list of allowed values for Occupancy.
Construction	Select from the list of allowed values for Construction the most prominent material used on the site.
Protection	Describe any protection such as sprinklers, alarms etc. Enter N/A if there is no protection in place.
Date of most recent property valuation	Property valuations should be current and be specifically for 'insurance' rather than for 'market' or 'accounting' purposes. • Enter a valid date between 01/01/1900 and 31/12/yyyy of the current year. • If only the year of valuation is known, then enter 31/12/yyyy where yyyy is the year of the most recent property valuation. • If the date of valuation is not known, then enter 01/01/1900.
Building height (Number of storeys)	Enter the height of the building as a numeric value representing the number of storeys. • If the site is occupied by a group of buildings, provide the height of the tallest building. • Enter 0 if the asset cannot be measured in terms of number of storeys.

Field Name	Field Guidelines
Number of Buildings per Site	A site is defined within the declaration as "a building or group of buildings that occupy an address or campus". This must include any sites currently under construction which are due to come into your ownership within the Fund year. • Enter the number of buildings in the site. • Enter 1 if the asset is a single building. • Enter 0 if the asset cannot be measured in terms of number of buildings in the site. • Maximum numeric value is 999.
Year Built	Enter the year built of the oldest building in the site as a number between 1600 and up to 2 years after the current year.
Buildings $	Enter the replacement value of buildings. Enter 0 if there is no building cover. Maximum value of 1,000,000,000,000.
Contents $	Enter the replacement value of contents. Enter 0 if there is no contents cover. For those agencies with significant artworks or cultural artefacts valued $10 million or more in total, exclude these assets from Contents
Contents $ - Artwork or Cultural Artefacts	Enter the replacement value of any significant artworks or cultural artefacts valued $10 million or more in total. These amounts must be excluded from values declared under Contents $. Enter 0 if cover for Artwork or Cultural Artefacts is not required.
Buildings & Contents	This is computed by the system as the sum of: • Buildings $ • Contents $ • Contents $ - Artwork or Cultural Artefacts
Consequential Loss	Enter the consequential loss amount. Enter 0 if there is no consequential loss cover.
Total Asset Value	This is computed by the system as the sum of: • Buildings & Contents • Consequential Loss
CBD Sites: Only complete the following fields if the site is situated in the following locations (postcodes): • Sydney (2000) • Ultimo (2007) • Chippendale/Darlington (2008) • Pyrmont (2009) • Darlinghurst/Surry Hills (2010) • Kings Cross/Rushcutters Bay etc (2011) • Redfern (2016) • Paddington/Centennial Park (2021) • North Sydney (2060) • Chatswood (2067) • Parramatta (2150)	
Number of full time employees at site	Enter the number of full time employees at site between 0 and 999,999.

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Field Name	Field Guidelines
Total Salary $	Enter the total annual salary of employees at site. Maximum value of 999,999,999.
Working hours at site	Enter the working hours at site, e.g. office hours 8 hrs per day, 5 days per week.
Number of employees on any one shift	Enter the number of employees on any one shift.

1.2.1   Occupancy

Select from this list of allowed values:

- Administrative office
- Agriculture
- Air
- Bike lockers
- Bridges less than $5m and more than $5m
- Building
- Cameras
- Casinos
- Central and community schools
- Chemicals Processing
- Communication (Radio and TV)
- Construction
- Drainage
- Education
- Electrical
- Emergency Response Services
- Entertainment and Recreation
- Fences
- Fixed speed cam
- Flood Control
- Food and Drugs Processing
- Gasoline Service Stations
- General Commercial
- General Industrial
- General Services

- Group Institutional Housing
- Health Care Service
- Heavy Fabrication and Assembly
- Heavy vehicle inspection site
- High Technology
- Highway
- IICATs
- Light Fabrication and Assembly
- Maritime infrastructure <$5m
- Metal and Minerals Processing
- Mining
- Miscellaneous
- Natural Gas
- Office
- P2P Cams
- Parking
- Permanent Dwelling (multi-family housing)
- Permanent Dwelling (single family housing)
- Permanent multi-family Dwelling- condo association
- Permanent multi-family Dwelling- condo unit owner
- Personal and Repair Services
- Petroleum
- Portable

- Ports & Harbours
- Primary School
- Professional, Technical and Business Services
- Railroad
- Red Light/Speed Camera
- Religion and Non-profit
- Restaurants
- Retail Trade
- Safety Barriers
- Sanitary Sewer
- Sea/Water
- Secondary School
- Sewers <$5m
- TMU
- T-cam
- Telephone & Telegraph
- Temporary Lodging
- Traffic Signals
- T-way Cam
- T-way Signals
- Underground Pipes
- Unknown
- VSS
- WEA
- Water
- Weir
- Wholesale Trade

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1.2.2   Construction

Select from this list of allowed values:

- Bridge < 500ft spans
- Bridge > 500ft spans
- Dams
- Highways
- Light Metal Frame
- Light stud walls with masonry veneer
- Manufactured Home
- Masonry
- Pipelines

- Reinforced Concrete
- Reinforced Masonry
- Steel
- Tunnels
- Unknown
- Unreinforced Masonry
- Unreinforced Solid Brick Masonry
- Wood / Timber

1.3   WATERCRAFT DECLARATION SCHEDULE

Complete the Watercraft Declaration Schedule only if your Agency owns or has an interest in watercraft.

Choose between On-screen data entry (recommended for less than 20 vessels) or Excel template (recommended if you have more than 20 vessels).

Generate Registry grid to enable population of last year's data.

Refer to Useful Tips Quick Reference Guide for on-screen and Excel data entry.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive Note: When changing the status from Active to Inactive, you must also change the following fields to zero: • Replacement Value • Consequential loss
Vessel Name	(Optional) Enter the name of the vessel You can use this to filter the Vessels to avoid adding duplicates
Description of Vessel	Describe the type of vessel. You can use this to filter the Vessels to avoid adding duplicates
Year Built	Enter the year built as a number between 1700 and up to 2 years after the current year.
Territorial Usage	(Optional) Enter the territory where the vessel is used.
Replacement Value $	• Enter the replacement value of the vessel. • Change the value to zero after changing status from Active to Inactive. • Maximum value of 1,000,000,000,000.
Replacement Value $ (Prior Year)	For your reference, this shows the replacement value of the vessel as declared in the prior Fund year.

Field Name	Field Guidelines
Consequential Loss	Enter the consequential loss amount. Enter 0 if no consequential loss cover. Maximum value of 1,000,000,000,000.
Is the vessel a Ferry?	Select from this value list: • Yes • No

Only complete the following fields if:
• The vessel is a ferry
• The replacement value is $1M or over

Field Name	Field Guidelines
Length (metres)	Enter the length of the vessel in metres. Maximum value of 999.99.
Tonnage	Enter the weight of the vessel in tons. Maximum value of 999,999,999.99.
Maximum Number of Passengers	Enter the maximum number of passengers as a whole number. Maximum number of 2000.

1.4 AIRCRAFT DECLARATION SCHEDULE

Complete the Aircraft Declaration Schedule only if your agency owns or has an interest in aircraft.

Please note:

• Drones are considered aircrafts and should be included in the Aircraft declaration schedule.
• Helicopters are also considered aircrafts.

Choose between On-screen data entry (recommended for less than 20 aircraft) or Excel template (recommended if you have more than 20 aircraft).

Generate Registry grid to enable population of last year's data.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive Note: When changing the status from Active to Inactive, you must also change the following fields to zero: • Replacement Value • Consequential loss
Type of Aircraft	Enter the type of aircraft. For example: Plane, Helicopter or Drone.
Capacity (Seats)	Enter the number of seats available in the aircraft. Maximum number of 9,999.

Field Name	Field Guidelines
Year of Manufacture	Enter the year of manufacture as a number between 1900 and up to 2 years after the current year.
Registration Number	Enter the registration number of the aircraft. You can use this to filter the aircrafts to avoid adding duplicates.
Replacement Value $	• Enter the replacement value of the aircraft. • Change the value to zero after changing status from Active to Inactive. • Maximum value of 100,000,000,000
Consequential Loss	Enter the consequential loss amount. Enter 0 if there is no consequential loss cover. Maximum value of 100,000,000,000
Hours Flown	Enter the number of hours flown by the aircraft, to the nearest hour. Range of 0 to 999,999
Piloted by own staff	Select from this value list: • Yes • No

1.5 THIRD-PARTY AIRCRAFT DECLARATION SCHEDULE

Complete the Third-Party Aircraft Declaration Schedule if these are in your agency's care, custody or control.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive
Aircraft category	Enter the category of aircraft and short description.
Maximum value of any one aircraft	Enter a value greater than 0 and no greater than 1,000,000,000,000
Total value of all aircraft in one place at any one time	Enter a value greater than 0 and no greater than 1,000,000,000,000

1.6 EMPLOYED PILOTS DECLARATION SCHEDULE

Complete the Employed Pilots Declaration Schedule only if your agency employs pilots as members of staff.

Please note:

• The operator of a drone is considered a pilot.
• The flying of Remotely Piloted Aircraft (RPA) for economic gain where the RPA weighs more than 2kg is a subject of specific certification with the Australian Civil Aviation Safety Authority (CASA). All

regulations regarding the piloting of RPA provided by CASA should be followed by agencies. From a TMF perspective, we view the Liability risk of the piloting of RPA as an Aviation Liability and ask that you please include the details of any of your employee certified RPA pilots and their flight experience within this question of the declaration, just as you have always provided for your regular fixed wing and helicopter pilots.

- Follow this link to view CASA advice regarding the flying of RPA in Australia
  https://www.casa.gov.au/aircraft/landing-page/flying-drones-australia

Choose between On-screen data entry (recommended for less than 20 pilots) or Excel template (recommended if you have more than 20 pilots).

Generate Registry grid to enable population of last year's data.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive
Name	Enter the given name and surname of the pilot.
Flying Hours	Enter a value greater than 0 and no greater than 999,999.
Type of Aircraft Flown	Enter the category of aircraft.
Any Hiring charters	Select from this value list: • Yes • No
Purpose of Charter	• If response to "Any Hiring Charters" is "Yes", describe the purpose of the charter • Otherwise, leave this field blank.

1.7 FINE ARTS SECTION

Select "Yes" and complete the Fine Arts Registry Grid only if your agency requires cover for incoming exhibitions valued at $10 million and over per exhibition.

Please note:

- Incoming exhibitions valued under $10 million per exhibition must be included as a contents asset value in the Asset Declaration Schedule.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive
Exhibition Title / Description of Artwork	Enter exhibition title or description of artwork.

Field Name	Field Guidelines
Exhibition Start Date	Enter a valid date within the declaration fund year.
Exhibition End Date	Enter a valid date on or after the Exhibition Start Date. This date can be beyond the declaration fund year.
Venue	Enter the address of the venue.
Value AUD$	Enter the value of the exhibition or artwork as a whole number 10000000 or over. Maximum value of 1,000,000,000,000.
Comments	(Optional) Enter any information that may assist in the assessment of your agency's exposure for this exhibition.

1.8 PROPERTY SUMMARY – ASSET VALUES SECTION

Provide comment between last year's and this year's values:

Value	Computation
Total Asset Value	Sum of: • Asset Register Total Value • Watercraft Total Value • Aircraft Total Value
Comments	Provide explanation for variances of 15%+/- and where there are no changes from previous year, provide reasonings to support this.
Asset Register Total Value	From the Asset Declaration Schedule, sum of: • Buildings $ • Contents $ • Contents $ - Artwork or Cultural Artefacts • Consequential Loss
Comments	Provide explanation for variances of 15%+/- and where there are no changes from previous year, provide reasonings to support the same building/contents and consequential loss values. Comment on any change in the number of and/or mix of assets.
Watercraft Total Value	From the Watercraft Declaration Schedule, sum of Replacement Value $.
Comments	Provide explanation for variances of 15%+/- and where there are no changes from previous year, provide reasonings to support replacement value estimates. Comment on any change in watercraft numbers or type.
Aircraft Total Value	From the Aircraft Declaration Schedule, sum of Replacement Value $.
Comments	Provide explanation for variances of 15%+/- and where there are no changes from previous year, provide reasonings to support replacement value estimates. Comment on any change in aircraft numbers or type.

1.9   EXCESS / FRANCHISE SECTION

The TMF has a minimum claim threshold of $300.

If your agency imposes an internal excess or franchise of $300 or greater you will need to advise us of this amount and whether it is an excess or a franchise.

- Excess - The first amount payable by you in the event of a loss, and is the uninsured portion of your loss, so when you submit a claim you'll have to pay an excess.
- Franchise - States that no claim is payable unless it exceeds a stated amount. Once the claim exceeds that amount, the entire amount of the claim is payable.

2   LIABILITY DECLARATION FORM

The Liability declaration captures details of an Agency's operations to effectively assess their risks and exposures.

The Liability declaration is divided into sections for ease of completion.

- Activities your agency undertakes
- Products your agency provides
- Public liability exposure
- Incidents arising from your agency's activities
- Environmental impairment
- Excess - Franchise

2.1   AGENCY ACTIVITIES SECTION

2.1.1   Operations

Provide details around:

- Your agency's activities – i.e. the agency's purpose, mission, values, etc.
- Any significant proposed changes to the operations of your agency that may occur within the next Fund year.
- Your expected annual revenue.
- New questions requiring details of any Round Up (or other herbicides containing Glyphosate) used in the past or present and any directives or policies issued in relation to these.

Revenue is defined as the total income or receipts in respect of your agency's business operations or services rendered (excluding revenue derived from State Government sources and which will continue to be payable following physical loss or damage from a covered event).

Revenue includes but is not limited to:

- Any income generated through fee for service
- Contract fees
- Sale of products

2.1.2   Professional Activities Declaration Schedule

Provide details around the professional activities which your agency provides upon which a non-agency third party may rely.

A **Professional** is a person formally certified by a professional body or belonging to a specific profession by having completed a required course of studies and/or practice, and whose competence can usually be measured against an established set of standards.

Field Name	Field Guidelines
Profession	The professions listed in the table are to assist completion and are not exhaustive. If a profession is not provided within the table, but is within the definition provided above, then enter the requested information on the row for "Other Profession" and provide the professions included in response to the question: "Please provide details (Other Profession)". **Please complete all 4 columns: % of fee income, fee income derived, activities, significant change**
% of fee income	It is important to list ALL professional activities that you provide – even those where you do not receive a fee. • If you receive a fee for the profession, enter the percentage as a value greater than zero. • If you do not receive a fee, enter a zero. • If the profession does not apply to your agency, leave this blank. **Note: The percentages entered must add up to be exactly 100%.**

Field Name	Field Guidelines
Fee income derived	This is computed by the system as the product of: • % of fee income • Estimated professional activities fee income
Details of Activities	Provide any relevant details about the professional activities.
Significant change expected	Answer Yes or No. If your answer is Yes, provide a description of the expected changes in response to the question: "Please provide details (Significant Change in Professional Activity)".

2.1.3 Contractors

Provide details about sub-contractors or agents who are providing services of a professional nature to or for your agency.

2.1.4 Construction

Provide details about any construction or capital works that your agency is responsible for with a value over $100 million.

2.2 PRODUCT LIABILITY SECTION

A *Product* can be anything which is or is deemed to have been

- Manufactured
- Extracted
- Processed
- Erected
- Assembled
- Repaired
- Treated

- Grown
- Produced
- Constructed
- Installed
- Altered
- Serviced
- Sold

Supplied or distributed by your agency (including any packaging or container thereof) to non-agency third parties.

2.2.1 Health Product Categories (Health Agencies only)

Special arrangements have been put in place for **Health agencies** in relation to Product Categories.

The Product Description is a free-text field and as such Health Agencies should limit their answers to the Product Categories listed below.

Intervention Devices and Medical Equipment	Pharmaceutical and Pathology
• Health Category 1: Patient Appliances • Health Category 3: Acute surgical Intervention • Health Category 4: Medical Intervention Devices and Consumables • Health Category 6: Interventional Surgery and Diagnostic Imaging and Radiology Equipment	• Health Category 2: Pharmaceuticals • Health Category 5: Pathology, Chemistry and Sterilisation Services

More details about the Health Product Categories have been included in appendix 7.

2.2.2 Product Declaration Schedule

Tangible products are physical items that can be perceived by touch.

Complete the Product Declaration Schedule only if your agency provides tangible products to non-agency third parties.

Choose between On-screen data entry (recommended for less than 20 aircraft) or Excel template (recommended if you have more than 20 aircraft).

Generate Registry grid to enable population of last year's data.

Refer to Useful Tips Quick Reference Guide for completing online grids.

Field Name	Field Guidelines
Tangible products to non-agency third parties	Yes or No
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive Note: when changing the status from Active to Inactive, you must also change the value of the following fields to zero: • Annual Volume • Annual Revenue
Product Description	Provide details about the product.
Annual Volume/Number	Enter an estimate of annual number/volume of items as a number between 0 and less than 1,000,000,000,000.
Annual Revenue	Enter an estimate of the annual revenue from the products as a dollar value 0 and less than of 1,000,000,000,000.

2.2.3 Overseas Products Declaration Schedule

Complete the Overseas Product Declaration Schedule only if your agency supplies products outside Australia and New Zealand.

Field Name	Field Guidelines
Supply Products outside Australia and NZ	Yes or No
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: • Active • Inactive
Product Description	Provide details about the product.

Field Name	Field Guidelines
Annual Volume/Number	Enter an estimate of annual number/volume of items as a number greater than 0 and less than 1,000,000,000,000.
Annual Revenue	Enter an estimate of the annual revenue from the products as a dollar value greater than 0 and less than 1,000,000,000,000.
Countries to which product is supplied	List the names of the countries to which the agency's product is supplied.

2.3   PUBLIC LIABILITY SECTION

Provide details around your exposure to public liability arising from:

- Assets, operations or employees in USA/Canada
- Visitors
- Tenders/Contracts

2.3.1   USA/Canada Exposure Declaration Schedule

Complete the USA/Canada Exposure Declaration Schedule only if your agency has any assets, operations or employees in USA or Canada.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: - Active - Inactive
Location	Specify the location of the agency's exposure in USA or Canada.
Type of Work	Describe the type of work carried out at this location.
Fee Income Derived (Estimate)	Enter the estimated fee income derived from this work as a dollar value greater than 0 and less than 1,000,000,000,000.

2.3.2   Visitors

For the purposes of this question:

- Only count people that are visiting your premises.
- Do not include employees.
- Students are considered visitors.
- General estimates of the number of visitors per annum are readily acceptable for this declaration.

2.3.3   Tenders/Contracts Declaration Schedule

Complete the Tenders/Contracts Declaration Schedule only when your agency may have a risk or an exposure of $20 million or more.

For example:

- Your agency signed a contract with a third party and the contractual terms require you to hold $20 million or more in liability insurance.
- Your agency signed a contract where a breach can result in a writ of $20 million or more.
- If you have less than 20 tenders we recommend you use the online grid
- If you have more than 20 tenders we recommend you use the Excel

Field Name	Field Guidelines
Short Description	Describe the nature of the tender or contract.
Value	Enter the estimated exposure as a dollar value not less than 20 million. If the value is unlimited, enter 0 as only numeric characters are accepted.
Duration	Describe how long the contract is in effect. Include start and end dates, if known. For unknown durations, please enter "Unknown". If an estimated duration, please advise that it is an estimate only.

2.4 INCIDENTS SECTION

Provide details of any incidents or potential claims in relation to the following:

Professional Indemnity	Indemnity arising out of any acts, errors or omissions by staff in providing or failing to provide the professional services identified in "Agency Activities - Professional" question.
Product Liability	Liability arising out of the manufacture or supply of any products declared by your agency.
Pollution Liability	Liability arising out of sudden or accidental escape or release of waste or pollutants.
Directors & Officers Liability	Liability arising out of the decisions, actions or omissions of Directors or Officers of the agency.

Only claims that have not previously been notified to the TMF should be included within each Declaration Schedule.

2.4.1   Incidents Declaration Schedule

Field Name	Field Guidelines
Date of Incident	Enter the date of the incident as a valid date (dd/mm/yyyy) within two years before today's date.
Short Description	Provide a short description of the incident.
Potential Cost of Claim	Enter the potential cost of the claim as a dollar value greater than zero.

2.5 ENVIRONMENTAL IMPAIRMENT SECTION

TMF purchases a reinsurance cover which operates on a policy period basis. Reinsurers ask these questions at two stages:

- At policy inception, to ascertain whether known pollution conditions exist
- At renewal, to determine whether any subsequent pollution conditions have materialised during the policy period but have not yet resulted in a claim or notification

Provide details about your agency's exposure in relation to the following pollutants:

Perfluorinated Compounds/Chemicals (PFC) Perfluorooctanoic Acid (PFOA) Perfluorooctane Sulfonate (PFOS)	• Perfluorinated Compounds/Chemicals (PFCs), Perfluorooctanoic Acid or Perfluorooctane Sulfonate contain organic compounds which are classified as carcinogenic and highly toxic. • More information about PFC's can be found on the NSW Environment Protection Authority website: https://www.epa.nsw.gov.au/ • Cases and circumstances involving the existence of these chemicals have occurred in Australia. • A relevant example relates to a class action against the Department of Defence for exposing thousands of residents in the Queensland town of Oakey to PFC contamination. The crux of the issue is that firefighting chemicals used at the Army Aviation Centre from 1970-2005 have leaked into surrounding soil and contaminated groundwater in the local area, affecting more than 4,000 Oakey residents. This is a highly sensitive issue for all concerned, as many other areas who rely on ground water extraction for a number of purposes have been affected. Subsequently residents and businesses have been extracting contaminated material for use over a prolonged period of time. • Within NSW a class action relating to RAAF Williamtown is ongoing. The following links to a media report relative to the Williamtown matter: • http://www.abc.net.au/news/2016-11-03/hundreds-launch-class-action-over-williamtown-raaf-contamination/7991142
Pre-2008 Storage Tanks	• Tanks installed prior to 2008 had significantly less compliance and standard measures requirements, which poses a significantly higher risk of leakage. • The existence of these older installations affects our reinsurers' view of risk and the terms of the insurance they provide to TMF. • Tanks greater than 30 years of age are very high risk due to issues, in general, around construction, maintenance and integrity.
Asbestos Containing Material (ACM)	• From a loss perspective asbestos containing material (ACM) continues to lead reinsurer's claims development, particularly regarding previously unknown ACM leading to soil clean up.

2.6 EXCESS / FRANCHISE SECTION

The TMF has a minimum claim threshold of $300.

If your agency imposes an internal excess or franchise of $300 or greater you will need to advise us of this amount and whether it is an excess or a franchise.

• Excess - The first amount payable by you in the event of a loss, and is the uninsured portion of your loss, so when you submit a claim you'll have to pay an excess.
• Franchise - States that no claim is payable unless it exceeds a stated amount. Once the claim exceeds that amount, the entire amount of the claim is payable.

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3   CYBER DECLARATION FORM

In the last few years, the emerging risk known generally as Cyber has become an issue for all organisations worldwide, TMF has responded by confirming to agencies that their insurable risk arising from Cyber exposures is supported within the TMF Statement of Cover. To understand risk factors and account for resulting exposures, we need to ask questions surrounding this relatively new TMF contribution assessment factor.

TMF also purchases a Cyber risk transfer (reinsurers) from professional global insurers who are interested in understanding the extent of agency prevention and security measures for digital and internet-based systems.

The question set may reduce in future years as our partners gain a greater understanding of agency network controls.

The Cyber Declaration Form has been separated so that it can be directed to your Agency's Business Technology Leads, who will provide information around how your information is stored and protected.

Please enter detailed responses for all questions. When "Yes" is a response to a Yes/No question, please provide additional details as requested in the text response field.

Passwords	Poor password control is a key entry point for threat actors. Diligent password control should be a key network hygiene point and system protection tool for information system controllers.
Network Access	Human error and rogue employees contribute to approximately 25% of all cyber claims. One way of limiting the impact of incidents coming from these areas is to limit system access for staff to their area of role responsibility. Capture the practices applied to remove or disable access from staff once they have resigned or changed job functions.
Network Segmentation	Network segregation / segmentation helps reduce the ability of malware or intrusion spreading through a network. It is like having fire doors in a building. Basic computer hygiene should include limitation on network access to areas required for specific job function as opposed to a person title. Confirm if your agency implements network segmentation between critical and non-critical areas.
Personal Data	The intent of this question is to understand the level of agency compliance with personal information access and internal processing controls. Most agencies handle large numbers of personal or confidential information. Describe how and how often your agency trains employees to handle this type of information.
Network Protection Basics	Patch management is one on the ASD's (Australian Signal Directorates) recommended mitigating strategies against cyber events. Find more information: https://www.asd.gov.au/infosec/mitigationstrategies.htm https://www.asd.gov.au/infosec/top-mitigations/mitigations-2017-table.htm
	Application White listing - A whitelist only allows selected software applications to run on computers. Why? All other software applications are stopped, including malware.
	Disable untrusted Microsoft office macros - Microsoft Office applications can use software known as 'macros' to automate routine tasks. Why? Macros are increasingly being used to enable the download of malware. Adversaries can then access sensitive information, so macros should be secured or disabled.
	User Application Hardening - Block web browser access to Adobe Flash Player (uninstall if possible), web ads and untrusted Java code on the Internet. Why? Flash, Java and web ads have long been popular ways to deliver malware to infect computers.

	Patch Application - A patch fixes security vulnerabilities in software applications. Why? Adversaries will use known security vulnerabilities to target computers.
System Backup	With the rise of ransomware as an attack tool by threat actors, secure and regular backup of information systems and data is becoming a key component to help defeat this malicious software. There should be a control mechanism checking backups for completion and checks for any file corruption so that it supports the ability to call up files when needed. Describe how often your agency backs up your information systems.
Network Traffic	It is important to be aware of what normal network traffic looks like in order to assist in being able to spot unusual network activity. Unusual activity could be a sign of network infection that should be investigated internally. Describe how and how often your agency monitors network traffic.
Intrusion Detection	Intrusion Detection Systems act as a type of Burglar Alarm on your network that will detect an intruder or attack and issue some type of warning. Explain if your agency has this type of software installed to safeguard your network.
Outsourcing IT	If your agency outsources any if it's IT services, identify the areas of operation.
Encryption	Encryption protects data from prying eyes. Encryption is a way to enhance the security of a message or file by scrambling the contents so that it can be read only by someone who has the right encryption key to unscramble it. Describe how your agency encrypts personal or back-up data.
Industrial Control Systems & SCADA	Control systems apply to the systems that control, monitor and manage large production systems.

4 MOTOR VEHICLES DECLARATION FORM

4.1 MOTOR VEHICLES BY CATEGORY SECTION

A motor vehicle is defined as a mechanically propelled vehicle designed for use on land only, its standard tools and accessories and extends to include trailers, caravans and any vehicle used in substitution of a vehicle covered by the Statement of Cover. Cover is provided for vehicles owned or leased by the agency.

Cover is not provided for privately owned vehicles that are frequently used for agency business or novated lease vehicles where the insurance is covered within the owner's lease arrangements.

For each vehicle category, provide the:

- Number of all vehicles owned or leased by the agency
- Total replacement value
- Percentage use for metropolitan journeys

Note: Do not leave any of these fields blank.

Vehicle Categories	Sedans	All vehicles in this category must have a bonnet, boot, rear door(s) and/or hatchback (vertically or horizontally opening) that form practically the entire rear of the cabin, generally providing level access to a deck area within the cabin. Panel vans belong in the station wagon category.
	Vans	All vehicles in this category generally will not have a bonnet but have a box-like shape with side sliding door(s) and/or rear door(s). These vehicles generally have a greater seating or storage capacity than sedans or station wagons. Vans require only a Class 1A licence to drive. If a higher class of licence is required, then the vehicle is not a van.
	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.
	Greater than 2 Tonne Trucks	Vehicles in this category usually require a Class 1A licence to drive (up to 4.5 tonnes gross weight). If a higher class of licence is required, then the vehicle in exceeding 5 tonnes gross weight usually require a Class 3A licence or higher to drive.
	Buses	Buses are people moving vehicles capable of seating more than 12 adults and require a Class 1B licence or higher. People moving vehicles with less than 12 adults seating capacity only require a Class 1A licence and belong in the van category.
	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 already been defined in the categories above. Examples of these include: • Ride - on lawn mowers • Tractors • Road sweepers • Forklifts • Bobcats • Cherry pickers • Mobile therapy units • Skidoos • Dental vans • Breast clinic vans • Any vehicles which have been considerably modified such that the replacement value is significantly changed. This will include where modifications cost more than $50,000	
Vehicle Types	Some vehicles may belong to several categories. We have provided you with some guidelines to allow consistent allocation of vehicles into similar groups of similar risk. Please refer to the "Motor Vehicle Types Lookup" spreadsheet to help identify the group your vehicle belongs to. This spreadsheet can be located as one of the links provided on icare's training page.	
Total Replacement Value	The cost of replacing the vehicle, new for old, in the event of the vehicle being written off. Include the current replacement cost of all units and any fixed equipment.	

Metropolitan Area	The Metropolitan Area is defined as the greater Sydney area, including Wollongong and Newcastle.			
	Metropolitan	From 1001 To 2082 From 2084 To 2234 From 2555 to 2259 From 2561 to 2567 2751 From 2759 To 2770	Outer Metropolitan	From 2568 To 2574 2752 From 2754 To 2755 From 2757 To 2758 From 2773 To 2786
	Newcastle	From 2250 To 2309 From 2314 To 2327	Wollongong	From 2500 To 2526 2530

Field Name	Field Guidelines for Category
All vehicles owned or leased prior	Last year's data is populated, please press "Generate Registry Grid".
All vehicles owned or leased	Update with estimates for the 20/21 year.
Total replacement Value per vehicle group prior	Prior year data for replacement value populated from last year
Total replacement Value per vehicle group	All total replacement value against each vehicle category.
Percentage use for metropolitan journeys prior	Prior year data populated from last year
Percentage use for metropolitan journeys	Range of 0 to 100.
Variation % all vehicles leased or owned	This is computed by the system.
Variation % total replacement value	This is computed by the system.
+/-15% variation all vehicles leased or owned	Provide reasons for the variation.
+/-15% variation total replacement value	Provide reasons for the variation.

4.2 ADDITIONAL INFORMATION

Additional Information is required:

Where you choose Yes to the following questions:

- for ALL vehicles within any of the other categories with an individual replacement cost exceeding $200,000
- for ALL vehicles in the category Other/Special Vehicles

Include the current replacement cost of all units and any fixed equipment therein.

Choose between online grid for less than 20 vehicles or Excel option for more than 20 vehicles.

Make sure that the number of other/special vehicles listed here match the total number of Other/Special vehicles declared in the Vehicle Type section.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.

Field Name	Field Guidelines
Status	Select from this value list: • Active • Inactive • when changing the status from Active to Inactive, you must also change the replacement value to zero
Vehicle Category	Select from this value list: • Small Sedan • Light Commercial PU/CC 4x2 • Medium Sedan • Light Commercial PU/CC 4x4 • Large Sedan • 4WD • Light Sedan • Van • Micro Hatch • Standard Utility • Small Hatch • Utilities / <2T Trucks • Medium Hatch • >2 T Trucks • Light Hatch • People Mover • Small Wagon • Bus (8-16) • Medium Wagon • Buses (>16) • Large Wagon • Trailers • Small SUV • Caravans • Medium SUV • Motor Cycles • Large SUV • Ambulance • Upper Large SUV • Other / Special
Vehicle Type Including Fixed Equipment	Describe the type of vehicle and any fixed equipment.
Number of Vehicles	Enter the number of vehicles for this vehicle category as a whole number greater than 0 and less than 100,000,000.
Replacement Cost $ Per Vehicle	Enter the replacement cost per vehicle as a dollar value greater than 0 and less than 1,000,000,000.
Total Replacement Cost	This is computed by the system as the product of: • Number of Vehicles • Replacement Cost $ Per Vehicle
Percentage use for metropolitan journeys	Range of 0 to 100.

4.3 MOTOR VEHICLE INDEMNITY SECTION

The Motor Vehicle Indemnity questions relate to the coverage described in clause 6.4 of the Motor Vehicle section of the Statement of Cover. If your Agency has declared any vehicles within the Motor Declaration Form, the Vehicle Indemnity questions about:

• Vehicle testing
• Conveyance
• Bulk Transport
• Dangerous Goods

All questions must be answered.

Answer each question by either Yes or No. If you answer "Yes", provide the relevant details.

4.4   EXCESS / FRANCHISE SECTION

The TMF has a minimum claim threshold of $300.

If your agency imposes an internal excess or franchise of $300 or greater you will need to advise us of this amount and whether it is an excess or a franchise.

- Excess - The first amount payable by you in the event of a loss, and is the uninsured portion of your loss, so when you submit a claim you'll have to pay an excess.
- Franchise - States that no claim is payable unless it exceeds a stated amount. Once the claim exceeds that amount, the entire amount of the claim is payable.

5 MISCELLANEOUS DECLARATION FORM

5.1 MISCELLANEOUS COVER

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

You need to provide information about:

- Members of boards
- Voluntary workers
- Miscellaneous workers
- Employees travelling overseas
- Employees personal effects
- Cancellation of events
- Agency excess or franchise

Members of boards	The total number of members of boards, commissions, trusts, etc should be declared. These persons are not defined as workers under the NSW Workers' Compensation legislation and may be entitled to Personal Accident cover.
Voluntary workers	The total number of voluntary workers engaged by your agency must be declared as they are covered while engaged in voluntary work with your agency.
Miscellaneous workers	Provide the total number of persons engaged in the following categories by your agency: • Students while engaged in educational Work Experience Programs e.g. administered by Department of Education & Communities or TAFE NSW. • People while engaged in Corrective Community Service and Intensive Community Service Orders e.g. administered by Corrective Services or Juvenile Justice.
Employees travelling overseas	These questions are aimed at establishing an agency's exposure with respect to overseas travel. Please provide the best estimate of how many agency employees, board members or volunteers will travel during the Fund Year for seminars, short term study and/or other agency business; and the duration of their journeys.
Employees personal effects	If you answer "YES" to the question: "Does your agency provide cover for employees' personal effects?" Please provide a copy of your agency's Management Policy on employees' personal effects with your Declaration submission. Whilst the TMF Statement of Cover provides for employees' personal effects, it is not effective unless the agency has a written Management Policy in place. The Public Service Personnel Handbook guidelines does not constitute a Management Policy.

5.2 CANCELLATION OF EVENTS DECLARATION SCHEDULE

Complete the Cancellation of Events Declaration Schedule only if your agency requires Cancellation of Events cover.

The cancellation of an event can result in substantial out of pocket expenses and loss of profits. Coverage includes fortuitous causes beyond the control of an agency resulting in cancellation of an agency organised event.

Events include; but are not limited to; sporting events, tournaments and concerts.

Choose between On-screen data entry (recommended for less than 20 events) or Excel template (recommended if you have more than 20 events).

Field Name	Field Guidelines
Event Name	Enter what the event is called.
Event Date(s)	Enter the expected start and end dates for the event.
Indoor/Outdoor	Select from this list: • Indoor • Outdoor • Both
Estimated Gross Revenue – income	Enter how much income your agency expects to receive from the event. Range of 0 to 1,000,000,000.
Estimated Expenses – costs	Enter how much your agency expects to spend to have the event. Range of 0 to 1,000,000,000.
Expected profit	This is computed by the system as the difference between: • Estimated Gross Revenue – income • Estimated Expenses – costs
Comments	(Optional) Provide more information about the event.

5.3   EXCESS / FRANCHISE SECTION

The TMF has a minimum claim threshold of $300.

If your agency imposes an internal excess or franchise of $300 or greater you will need to advise us of this amount and whether it is an excess or a franchise.

- Excess - The first amount payable by you in the event of a loss, and is the uninsured portion of your loss, so when you submit a claim you'll have to pay an excess.
- Franchise - States that no claim is payable unless it exceeds a stated amount. Once the claim exceeds that amount, the entire amount of the claim is payable.

6 WORKERS COMPENSATION DECLARATION FORM

The information you provide on the Workers Compensation Declaration Form is used for the calculation of a fair and accurate workers compensation contribution. The more accurate and complete the information you can provide, the more accurate and fair your contribution is likely to be.

6.1 GUIDELINES ON WAGES

Summary of Common Remuneration Payments

Description	Remuneration?	Description	Remuneration?
Annual & public holiday	Y	Lump sum, in lieu of holiday/sick leave	Y
Board & lodging	Y	Meal allowance	❖
Bonuses	Y	Over award payments	Y
Car allowances and expenses	❖	Overtime payments	Y
Clothing allowance	❖	Payments in lieu of notice	N
Commission	Y	Penalty rates	Y
Company car	Y	Redundancy / retrenchment payments (accrued leave portion)	Y
Company house	Y	Redundancy / retrenchment payments (non-accrued leave portion)	N
Construction allowances	Y	Salary	Y
Directors' fees for non-working directors	N	Shift allowance	Y
Directors' fees for working directors	Y	Sick leave	Y
Directors' payment to working directors	Y	Site allowance	Y
Dirt money	Y	Superannuation contributions (employer)	Y
Distant work money	Y	Third party remuneration (school fees, health care costs etc)	Y
Early retirement benefits	Y	Tips and gratuities	Y
Entertainment expenses	❖	Tool allowance	❖
Travelling time	Y	Travelling allowance	❖
Fringe benefits	Y	Trust distributions for non-working beneficiaries	N
Height money	Y	Trust distributions for working beneficiaries	Y
Laundry allowance	❖	Termination payments	Y

Description	Remuneration?	Description	Remuneration?
Living-away-from-home allowance	Y	Workers' compensation payments	N
Long-service leave	Y		

❖ If the employer pays for or reimburses the worker for this expense as part of their employment, then the allowance is not counted as remuneration. In any other case, the payment is counted as remuneration.

If you are still unsure, see the icare website for the Wages Definition Manual.

6.2 EMPLOYEE FTE AND WAGES DECLARATION SCHEDULE

Provide the number of employees (Full Time Equivalent or FTE) and wages to the nearest thousand dollars ('$000) for each employee type.

- A full-time employee working 40 hours a week is an FTE of 1.0, whereas an employee working 20 hours a week is an FTE of 0.5.
- Include apprentices in employee and wage data.
- Exclude contractors who hold their own Workers Compensation Insurance policies.

The Employee FTE and Wages Declaration Schedule requires FTE and wages information over three years. For example, if the current FY is 19/20, then:

Actual	The actual FTE and amount paid in wages for the period 01 Jul 2018 to 30 Jun 2019 (Closed FY).
Revised Estimate	The estimated FTE and wages for the period 01 Jul 2019 to 30 Jun 2020 (Current FY).
Forecast	An estimate of FTE and wages for the period 01 Jul 2020 to 30 Jun 2021 (Next FY).

Field Name	Field Guidelines
Employee Type	There is one row for each of the following employee types: • Professional • General Admin/Clerical • Tradesmen • Cleaners • Park Rangers/Rural • Teachers • Equipment Operators • Labourers • Investigators • Security Officers • Prison Officers • Travellers/Drivers • Nurses • Medical / Medical Support • Hotel Services • General Maintenance • Linen Services • Ambulance Officer • Other Enter FTE and wages data only for the employee types that apply to your agency.

Field Name	Field Guidelines
Last Year's Revised Estimate Wages ('$000)	This shows the Revised Estimate Wages (in thousands) entered last year. It is for reference only.
Last Year's Forecast Wages ('$000)	This shows the Forecast Wages (in thousands) entered last year. It is for reference only.
Actual FTE Closed FY	Initially, this shows the Actual FTE entered last year. Enter the Actual FTE for Closed FY 2018/19. The maximum value is 100,000.
Revised Estimate FTE Current FY	Initially, this shows the Revised Estimate FTE entered last year. Enter the Revised Estimate FTE for Current FY 2019/20. The maximum value is 100,000.
Forecast FTE Next FY	Initially, this shows the Forecast FTE entered last year. Enter the Forecast FTE for Next FY 2020/21. The maximum value is 100,000.
Actual Wages ('$000) Closed FY	Initially, this shows the Actual Wages (in thousands) entered last year. Enter the Actual Wages for Closed FY 2018/19. The maximum value is 100,000,000.
Revised Estimate Wages ('$000) Current FY	Initially, this shows the Revised Estimate Wages (in thousands) entered last year. Enter the Revised Estimate Wages for Current FY 2019/20. The maximum value is 100,000,000.
Forecast Wages ('$000) Next FY	Initially, this shows the Forecast Wages (in thousands) entered last year. Enter the Forecast Wages for Next FY 2020/21. The maximum value is 100,000,000.
% Difference Between Actual and Revised Estimate Wages	This is computed by the system using data in the following fields: • Actual Wages ('$000) Closed FY • Revised Estimate Wages ('$000) Current FY
% Difference Between Revised Estimate and Forecast Wages	This is computed by the system using data in the following fields: • Revised Estimate Wages ('$000) Current FY • Forecast Wages ('$000) Next FY
% Difference Between Last Year's Revised Estimate and This Year's Actual Wages	This is computed by the system using data in the following fields: • Last Year's Revised Estimate Wages ('$000) • Actual Wages ('$000) Closed FY
% Difference Between Last Year's Forecast and This Year's Revised Estimate Wages	This is computed by the system using data in the following fields: • Last Year's Forecast Wages ('$000) • Revised Estimate Wages ('$000) Current FY

Field Name	Field Guidelines
Reason for Wages Variation	Explain any large variations (+/- 10%) in the wages entered for this employee type. This will assist in your contribution being fair and accurate.
Other	Where FTE and wages data has been provided for this category please provide details of the type of work these persons perform. If this category is not applicable, enter N/A.
Professional	Where FTE and wages data has been provided for this category, please provide details of the type of work these persons perform. If this category is not applicable, enter N/A.

6.3 EMPLOYEE FTE AND WAGES VARIATION SUMMARY

This summary shows the % difference in total FTE and wages across all employee types:

A.   (FTE) Actual for Closed FY and Revised Estimate for Current FY
B.   (FTE) Revised Estimate for Current FY and Forecast for Next FY
C.   (Wages) Actual for Closed FY and Revised Estimate for Current FY
D.   (Wages) Revised Estimate for Current FY and Forecast for Next FY
E.   (Wages) Last Year's Revised Estimate for FY and This Year's Actual for FY
F.   (Wages) Last Year's Forecast for FY and This Year's Revised Estimate for FY

Provide an explanation if there is more than 10% variation in any of the above.

6.4 APPRENTICES

To be eligible for the exemption on apprentice wages for calculating the SIRA levy against TMF, agencies must:

- Declare the number of apprentices and amount of wages paid to apprentices in this FY 2019/20 TMF workers compensation premium declaration.
  Note that the wages declared at other parts of this form **must** include apprentice wages.
- Have entered into a NSW Department of Education and Training (NSW DET) approved 'Apprenticeship Contract' with the apprentice in a designated trade vocation. The apprentice must be identified in the training contract.
  Note that existing and new apprenticeships are covered provided this condition is met.
- Provide certification from a senior management representative that a NSW DET approved 'Apprenticeship Contract' has been entered into with all apprentices (if employed) in a designated trade vocation, where apprentice wages have been excluded from wages for the purposes of the SIRA levy calculation.
  Note that icare Insurance for NSW takes the view that certification by TMF agencies of their FY 2020/21 declarations in accordance with their usual processes will be sufficient for this purpose.

Additionally:

- Data entered for Next FY 2020/21 will by nature be an estimate and actual training contracts may not be known with certainty for the FY 2020/21 period.
  In this situation, a best estimate for FY 2020/21 should be entered.
- The scheme does not apply to NSW DET recognised traineeships.
  Employers must apply to TAFE and receive approval for each new apprenticeship. TAFE maintain statistics on the number of new approvals each month by type of apprenticeship and industry.

6.5 MERGERS AND SPLITS SECTION

Please complete this section only if there has been a structural change to your workplace since the previous wage declaration.

- A split or merger is the transfer of staff to another agency within the TMF (split), or absorption of staff from another agency within the TMF (merge).
- The transfer of staff is decided by the agency, not the employee.
- For this to be accepted and reflected in your premium, this completed section must be signed off by an executive of the agency.

If you have undergone a merger or a split, then:

- Complete the older year wages on the wage declaration form according to your structure prior to the merger or split. i.e. absorbing staff from another agency this year does not affect your actual wages two years ago
- If you have transferred staff out to another agency, you must complete their wage information for all historical and current years
- If you have absorbed staff from another agency, you must complete the most recent wage information for the staff you have absorbed. In addition, please try your best to find out historical wage information for the staff you have absorbed
- Provide as detailed comments as you can. The more comments you provide, the more fully and accurately your merger or split can be accounted for in your contribution outcome

6.5.1   Types of Mergers and Splits

Structural Change	Description	Example
Born from a Split	The agency is new to the TMF for FY 2020/21 and has been formed entirely or in part from staff from one or more agencies in the TMF.	Agency Y is new. Part or all of agency X's staff moved to agency Y. Agency Y is considered to have undergone 'Born from Split'. If the new agency Y also absorbed some staff from agency Z, agency Y is still considered to have undergone 'Born from Split'.
Split	Staff have transferred out to one or more agencies in the TMF and the agency is still alive.	Part of agency X's staff moved to agency Y, and agency X is still alive. Agency X is considered to have undergone 'Split'. If another part of agency X's staff moved to agency Z, and agency X is still alive, agency X is still considered to have undergone 'Split'.
Split and Deceased	Staff have transferred out to two or more agencies in the TMF and the policy now ceases to exist, i.e. the policy has 'split and deceased'.	All of agency X's staff moved to agencies Y and Z, and agency X ceased to exist. Agency X is considered to have undergone 'Split and Deceased'.
Merge	The policy has absorbed staff from one or more agencies in the TMF.	Agency Y absorbed some of agency X's staff. Agency Y is considered to have undergone 'Merge'.
Split and Merge	Staff have transferred out to one or more agencies in the TMF and new staff have been absorbed from one or more agencies in the TMF.	Part of agency X's staff moved to agency Y, and part of agency Z's staff moved to agency X. Agency X is considered to have undergone a 'Split and Merge'.
Deceased	The policy now ceases to exist, and staff were not transferred to any agency in the TMF.	Agency X was dissolved, and its staff were not moved to another agency in the TMF. Agency X is considered to have undergone 'Deceased'.
Merged and Deceased	Staff have transferred out to one agency in the TMF and the agency now ceases to exist.	All of agency X's staff moved to an existing agency Y. Agency X is considered to have undergone 'Merged and Deceased'.

6.5.2   Staff Transferring Out to Other TMF Agencies

Provide details of staff transferring out to other agencies in the TMF prior to 01 Jul 2020.

Field Name	Field Guidelines
Name of agency that staff are transferring out to	Enter the official name of the TMF agency to which staff are transferring out. The form allows for up to ten agencies.
Workers Compensation Policy Number	Enter the policy number of the other agency.
Number of staff (FTEs)	Enter the number of staff (FTE) as a number greater than 0 and less than 100,000.
Actual Wages ('$000) Closed FY	Enter the actual wages (in thousands) for the Closed FY 2018/19 Maximum value of 100,000,000.
Revised Estimate Wages ('$000) Current FY	Enter the revised estimate wages (in thousands) for the Current FY 2019/20. Maximum value of 100,000,000.
Forecast Wages ('$000) Next FY	Enter the forecast wages (in thousands) for the Next FY 2020/21. Maximum value of 100,000,000.
Approximate date of transfer	Enter the date the transfer is planned to occur.

6.5.3   Staff Transferring In From Other TMF Agencies

Provide details of staff transferring in from other agencies in the TMF prior to 01 Jul 2020.

Field Name	Field Guidelines
Name of agency that staff are transferring in from	Enter the official name of the TMF Agency from which staff are transferring in. The form allows for up to ten agencies.
Workers Compensation Policy Number	Enter the policy number of the other agency.
Number of staff (FTEs)	Enter the number of staff (FTE) as a number greater than 0 and less than 100,000.
Actual Wages ('$000) Closed FY	Enter the actual wages (in thousands) for the Closed FY 2018/19 Maximum value of 100,000,000
Revised Estimate Wages ('$000) Current FY	Enter the revised estimate wages (in thousands) for the Current FY 2019/20. Maximum value of 100,000,000
Forecast Wages ('$000) Next FY	Enter the forecast wages (in thousands) for the Next FY 2020/21. Maximum value of 100,000,000
Approximate date of transfer	Nominate the date the transfer is planned to occur.

APPENDICES

7 APPENDIX 1: HEALTH PRODUCT CATEGORIES

7.1 INTERVENTION DEVICES AND MEDICAL EQUIPMENT

7.1.1 Category 1: Patient Appliances

7.1.1.1 Current Contracts

The below table details the agency order supplies codes.

217A	Beds, mattresses and accessories
217B	Hospital Furniture
250	Continence and sexual health products
1002	Artificial Limbs
963	Allied Health
980	Prosthetic limbs for Enable
961	Infant Care

7.1.1.2 Item Categories

Adaptors	APD and CAPD- drainage bags	Assistive products for Personal Mobility
Bassinets	Baby baths and change tables	Bariatric Beds purchase and rental
Bath furniture	Birthing Bed Mattress	Bedside accessories - overbed tables, lockers, foot stools, bed cradle, portable oxygen cylinder carriers, IV poles
Bed movers	Cassettes and lines	Catheter anchoring devices and straps
Birthing Beds	Catheter extension sets	Catheters double cuffed neonatal, paediatric and adult
Clamps	Catheter immobiliser	Closed urinary catheter systems
Commodes	Community/Home Use Beds	Enteral feeding pumps and administration sets
Cots	Compression Garments	Female urethral catheters and sets
Enable	Critical Care Beds	Formula and enteral feeding equipment
Enema kits	Drain line extensions	Male urethral catheters and sets
Hi Lo Beds	Enteral access devices	Night urinary drainage bottle and accessories
Litmus paper	Extension leads	Orthoses – Splints / Supports / Braces / Boots / Straps / Walking Aids (excluding externally powered devices)
Male sheaths	Faecal incontinence	Peritoneal dialysis equipment and consumables
Outlet ports	Gastrostomy tubes	Pressure Redistribution Support Surface – Foam Mattress
Patient chairs	General Ward Beds	Pressure Redistribution Support Surface - Powered (rental and purchase)
PH paper	Incontinence pads	Rehabilitation / Assessment Equipment
Sampling bags	Jejunostomy tubes	Reusable incontinence garments

Sanitary items	Mental Health Beds	Sexual Health products - plugs, condoms, lubricant, non dental dams
Transfer aids	Mental Health Mattress	Transgastric and jejunostomy tubes
Wheelchairs	Nasogastric tubes	Trolleys - dressing, emergency, examination, dirty linen, supply, and accessories
Y-sets	Nasojejunal tubes	Urethral catheters (female, male and paediatric)
Pressure cushions	Oral dispensers	Urine drainage bags and hangers
Prosthetic Limb for Enable	Patient trolleys	
Rectal catheters	Peritoneal Fluids	
Shower furniture	Thickened Beverages	
	Toileting equipment	

7.1.2   Category 3: Acute Surgical Intervention

7.1.2.1   Current Contracts

The below table details the agency order supplies codes.

914	Anaesthetics
915	Operating Theatre Consumables
3004	Endosurgical
3010	Custom Sterile Procedure Packs
259	Surgical dressings (part of)
649	Sutures
1018	Drapes & Sterile Gowns
1019	Gowns (non sterile), masks and overshoes
1017	Gloves

7.1.2.2   Item Categories

Arterial lines	Anti-embolism stockings	Skin Stapler Remover
Blades	Bandages (gauze, crepe)	Stylet, tracheal tubes
Bob balls	Bi-Level ventilation	Suction pumps and accessories
Cardiac Packs	Blood warmers and consumables	Surgical adhesive
Combine	Breathing circuit	Syringe drug labels
Connectors	Capnography and consumables	Temperature probes
Cotton balls	Caps, berets and hoods	Tracheostomy tubes
Dopplers	Closed ventilation systems	Transducers single use
Drapes	Collar and cuff	Triangular bandages

Dressing pack	Conducting agent	Ultra sound probe
Epidural kits	Diagnostic sets	Wire sutures and ties
Eye pack	Diathermy and electrodes	Wound Drainage Systems
Filters	Endoscopic fixation devices	Continuous Positive Pressure Ventilation (CPAP)
Fog prevention	Endoscopic Procedure kits	Custom sterile procedure kits (general and ophthalmic)
Gauze packing	Endoscopic trocars	Defibrillators and accessories
Gauze swabs	Endotracheal tubes	Defibrillators and accessories
Generic Packs	Foetal Heart monitors	Disposable face shields, goggles, over glasses and protective glasses
Gowns	Foetal scalp electrodes	Electrocardiograph machines and consumables
insufflation	Gas sampling line	Endoscopic instruments and accessories (ratchets, graspers, forceps retractors and dissectors
Labels	Haemostatic clips	Endoscopic stapling and clip devices and consumables
Masks	Humidifiers and accessories	Endoscopic suction/ irrigation systems
Pulse lavage	Laryngeal masks	External pacemakers and consumables
Scalpels	Laryngoscope blades	Medical and surgical aprons and gowns
Scrub Brushes	Naso pharyngeal airways	Nerve stimulators and consumables
Skin Staplers	Nebulisers and accessories	Non-endoscopic stapling and clip devices and consumables
Soda lime	Needle Containment Devices	Orthopaedic padding (cotton, synthetic, waterproof) casting
Surgical mesh	Oropharyngeal airway	Oxygen monitors and consumables
Suture packs	Overshoes and boots	Patient warmers and accessories
Swab sticks	Plaster of paris	Renal ICU - CRRT systems, Vascular access catheters, sets and kits, filters, dialysis-specific blood warmers, data cards, effluent/filtrate bags, spikes
Towel pack	Rebreathing bag	
Transducers	Reusable clip appliers	Sutures (absorbable and non-absorbable and antimicrobial)
Abdominal sponge	Shoulder immobiliser	Tubular bandages (gauze, net and elastic)
Anaesthetic face mask	Skin Marking Pens	Ventilation tubing and consumables

7.1.3   Category 4: Medical Intervention Devices and Consumables

7.1.3.1   Current Contracts

The below table details the agency order supplies codes.

218	IV Consumables
252	Dental
264	Wound care
318	Respiratory Consumables (Part A)
439	Miscellaneous Medical and surgical
689	Needles and Syringes (part of)
813	IV Pumps
955	Enteral Feeding

956	Negative Pressure Wound Therapy
956	Syringe drivers and PCA's
1001	SWISH

7.1.3.2   Item Categories

Acrylics	Teats	Urinalysis test strips
Alcohol swabs	Torches	Vital signs monitors
Amniotic hooks	Tourniquets	Automated Blood Pressure Monitors (cuffs and accessories)
Bite blocks	Tube clamps	Bladder scanners and consumables
Cannulation	Wedges	Burs diamond, stainless steel, Tungsten, surgical
Connectors	Y catheters	Containers, pumps and dispensers
Dummies	Yanker suckers	Cord clamps and related products
Emesis bags	Bed pans/ urinals and covers	Electronic Thermometers (Tympanic, Predictive, non-contact and consumables)
Endodontics	Body bags and shrouds	Gauntlets – Latex, Examination, Powder Free, Textured
Gallipots	Cardio respiratory monitors	Gloves - Cytotoxicological Handling
Hair removal	Central venous catheters	Gloves - Latex, Non-Sterile, Examination, Powder Free
Hand rub	Dental matrix mixing pads	Gloves - Latex, Sterile, Examination, Powder Free
Hand wash	Disposable curtains	Gloves - Latex, Sterile, Surgeons, Pairs
IAD	Glove Dispenser / Holders	Gloves - Non Sterile, Speciality, Laboratory, Single Ambidextrous
Infusion sets	Injection trays	Gloves - Non-Latex (including Polychloroprene and nitrile), Non-Sterile, Examination
Instruments	Measuring devices	Gloves - Non-latex (including Polychloroprene, nitrile, and natural rubber latex free), Sterile, Surgeons, Pairs
IV adaptors	Moisturiser solutions	Gloves - Sterile, Surgeons, Suitable for Ophthalmic, ENT, Plastics or Similar Microsurgery, Pairs
IV starter kit	Needles access systems	Gloves - Sterile, Surgeons, Underglove & Overglove, Powder Free, Pairs
Kidney dishes	Needles and syringes	Gloves - Sterile, Surgeons, Underglove, Powder Free, Pairs
Lancets	Non-coring access needles	Hand-held pulse oximeters (desks, trolleys and roll stands)
Nebulisers	Oral hygiene products	Infusion tubing and accessories
Oxygen masks	Patient hygiene/care	Intermittent pressure devices and accessories
PCA pumps	Personal care products	IV pumps and associated consumables
PICC lines	Personal ID bands	Manual sphygmomanometers (roll stand, desk and wall)
Pill cutters	Pregnancy test kits	Nasal anchoring tapes and devices
Restorative	Resuscitation masks	Neutral detergent wipes and brackets
Resuscitators	Salem sump drains	Paper sheeting and related products
Scales	Spirometer and accessories	Preventatives - floss, wax, re-mineralising agent, toothbrushes, floss
Spacers	Sputum sampling	Reusable instruments and mirrors
Spirometry	Surgical hand wash	SWISH - AABR Equipment, accessories, consumables, rental

Stethoscopes	Thermometers and covers	Syringe drivers and accessories
Suction tips	Tongue depressors	Urine analyser and consumables
Suction tubing	Tracheostomy masks	

7.1.4 Category 6: Interventional Surgery and Diagnostic Imaging and Radiology Equipment

7.1.4.1 Current Contracts

The below table details the agency order supplies codes.

921A	Peritoneal Dialysis Haemo-dialysis
921B	ICU Dialysis
921B	ICU Dialysis fluids
928	Orthopaedic Trauma Medical Imaging Renal
962	Urology

7.1.4.2 Item Categories

Access sheaths	Fibre stripping tool
Angiography	Guide wires stone extractors
Baskets	Internal defibrillators
Coils	Resectoscope consumables
Dilators	Urology laser fibres
Eye Prostheses	Cardiac stents (basic and drug alluding),
Hips and Knees	Interventional Neuro Radiology
Irrigation	Medical Imaging, equipment, consumables and services
Pace makers	Percutaneous access and drainage
Stents	Radiology equipment, consumables and services
Urostomy	Renal stents - urethral and ureteral
Biopsy Port Seals	Trauma nails, screws, plates, cement

7.2 PHARMACEUTICAL AND PATHOLOGY

7.2.1 Category 2: Pharmaceuticals

7.2.1.1 Current Contracts

The below table details the agency order supplies codes.

902	Pharmaceutical
904	IV Fluids and irrigating solutions

918	Radio Pharmaceuticals
919	Contrast Media
975	Storage and Distribution of Vaccines

7.2.1.2   Item Categories

Amino acids	Prefilled syringes
Fat emulsion	Radiopharmaceuticals
Glucose	Reconstitution devices
Glycine	Renal fluids ICU
Lignocaine	Sodium chloride
Mannitol	Water for injection
Ultrasound	Water for irrigation
chlorhexidine aqueous	A-Z listing of Pharmaceutical drugs
Intravascular imaging agents	Contrast Media - Ionic, non-ionic
IV Fluids - Hartmanns	Electrolyte maintenance solutions
Oral contrast media	Magnetic resonance imaging agent
Pharmacy patent drug scheme	Sodium chloride for irrigation
Plasma volume expander	Storage and Distribution of Vaccines

7.2.2   Category 5: Pathology, Chemistry and Sterilisation Services

7.2.2.1   Current Contracts

The below table details the agency order supplies codes.

646	Laboratory Consumables
905	Laboratory Instruments
908	Next generation DNA sequencers
920	Sterilization Consumables
925	Point of care testing
926	HBA-1C
930	Automated Bacteriology Specimen Processor
935	Nucleic Acid Extraction system
940	Immunochemistry Advanced Staining Devices
1004	Pathology - Chemistry, Immunoassay, systems and laboratory automation
1005	Pathology - Haematology Analyzers
1007	Automated Immunohistochemistry Instruments
1008	Automated Immunohistochemistry Instruments

1023	Mass Spectrometer
1028	MALDI-TOF Mass spectrometer

7.2.2.2   Item Categories

Allergens	Troponin	Replacement Batteries
Centrifuge	Urea	Tissue culture equipment
Cryostat	Workstations	Automated Immunohistochemistry Instruments
Ereatinine	Associated software	Blood gases (specifically pH, pCo2, pO2)
Glucose	Blood collection equipment	Blood Glucose Meters for Blood Glucose and Ketones
Haemoglobin	Electric or manual pipettes	Cost of Automated Bacteriology Specimen Processor
Lactate	Haematology supplies	Electrolytes (specifically sodium, potassium and ionised calcium)
Microscopes	Histology supplies	Immunochemistry Advanced Staining Devices
Microtome	Internal Control Solutions	Internal laboratory tubes and racks
Petri dishes	Laboratory Chemicals	Non-blood Specimen Containers, kits and Tubes
Pipettes	Mass Spectrometer	Nucleic Acid Extraction system test costings
PT/INR	Microbiology supplies	Pathology - Chemistry, Immunoassay, systems and laboratory automation
Test Strips	Microscopy supplies	Pathology - Haematology Analyzers
Thermal labels	MALDI-TOF Mass spectrometer	Specimen transport bags and containers
		Supply, installation and commissioning of next generation DNA testing

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