

FY2025-26 Declaration - Online Improvements



Contents

1.	Agency Structure Sections (incl. Mergers & Splits)	3
2.	Property Declaration Form Changes	3
3.	Liability Form Changes	4
4.	Motor Declaration Form Changes	5
5.	Miscellaneous Declaration Form Changes	5
6.	Cyber Form Changes	6
7.	Health Global Liability Form Changes	6
8.	Workers Compensation Form Changes	7
9.	Application Improvement	8

1. Agency Structure Sections (incl. Mergers & Splits)

Type of change	Form	Changes	What this means for you
New Questions	Property Liability Motor Miscellaneous	<p>The prior format has been abolished. The new questions are:</p> <ul style="list-style-type: none"> For the renewal period, are there or will there be multiple entities / agencies covered under this policy? Has there been, or will there be any agency structural change to your policy since the previous declaration? Users will be able to select from: Born from a Split; Split; Split and Abolished; Merge; Split and Merge; Abolished; Merged and Abolished. 	<p>We are seeking clarification on policy structure to:</p> <ol style="list-style-type: none"> obtain an accurate understanding of how policies are structured across the different lines of insurance, assist agencies in proper declaration by ensuring they are including all their risk exposures, ensure optimal management of contributions by icare.
	Workers Compensation	<p>The existing questions relating to the structural changes will remain. There will be an additional question:</p> <ul style="list-style-type: none"> For the renewal period, are there or will there be multiple entities / agencies covered under this policy? 	

2. Property Declaration Form Changes

Type of change	Section	Changes	What this means for you
Question Abolished	ASSET REGISTER	<p>Asset Register Table:</p> <p>Two Questions (or columns) have been removed in relation to FTEs.</p> <ul style="list-style-type: none"> Total Salary (\$) Working hours at site, e.g. office hours 8 hrs per day <p>Note: These questions are only mandatory when the system recognises specific postcodes.</p>	<p>You will still be required to provide if the system is triggered by specific postcodes:</p> <ul style="list-style-type: none"> Number of full-time employees at site Number of employees on any one shift

3. Liability Form Changes

Type of change	Section	Changes	What this means for you
Online Validation	AGENCY ACTIVITIES	<p>New Variance Fields:</p> <p>Annual Income Table – The system will automatically calculate the variance in comparison to last year’s income for each category. Where the Variance is +/- 15%, the user is to provide details for the variation for each category.</p>	<p>Include all income in whole dollars, including government funding (whether it is Federal, State or Local).</p> <p>Please provide as much detail as possible about the variance to assist our understanding of the key reasons for exposure movements.</p>
	PUBLIC LIABILITY SECTION	<p>New Variance Field:</p> <p>Visitors – The declared value for the prior year will now be displayed.</p> <p>The system will automatically calculate the variance in comparison to last year’s visitor numbers. Where the Variance is +/- 15%, the user is to provide details for the variation for each category.</p>	<p>Please provide as much detail as possible about the variance to assist our understanding of the key reasons for exposure movements</p>
Amended & Additional Questions	AGENCY ACTIVITIES – Flammable and Dangerous Goods	<ol style="list-style-type: none"> <p>Simplified existing: Does your Agency use / store chemicals or solvents including Explosives, Flammable Gases, Liquids, Solids, Oxidising, Toxic/Infectious, Radioactive, Corrosives, or other (asbestos, genetically modified organisms, micro-organisms)?</p> <p>Updated to: <i>Does your Agency store bulk (>=1000L.) flammable and dangerous goods on site?</i></p> <p>Additional Question: <i>If Yes, what is the aggregate quantity?</i></p> <p>Simplified existing: Are these chemicals or solvents stored as per manufacturers recommendation or guidelines or as required by relevant legislation on storage of dangerous goods?</p> <p>Updated to: Are these flammable and dangerous goods stored and handled according to their classification?</p> <p>Inclusion of help icon, “?”.</p> 	<p>Only answer ‘Yes’ if these flammable and dangerous goods are stored in bulk (>=1000L.) on site.</p> <p>Help icon refers to: AS1940 - The storage and handling of flammable and combustible liquids and AS/NZS IEC 60079 - Explosive atmospheres.</p>

Additional Option for Users to email through documentation	AGENCY ACTIVITIES	<p>Construction sub-heading –</p> <p>If the agency has an extensive list of construction projects and the estimated value of each project, users have the option to email this to the Declaration Inbox.</p>	Users can email through the Excel to declarations@icare.nsw.gov.au
	PUBLIC LIABILITY SECTION	<p>Tenders / Contracts sub-heading –</p> <p>If the agency has an extensive list of contract services, users have the option to email this to the Declaration Inbox.</p>	

4. Motor Declaration Form Changes

Type of change	Section	Changes	What this means for you
Question Abolished	MOTOR VEHICLE BY CATEGORY	<p>Removal of:</p> <ul style="list-style-type: none"> Percentage use for metropolitan journeys 	N/A.

5. Miscellaneous Declaration Form Changes

Type of change	Section	Changes	What this means for you
Online Validations	MISCELLANEOUS	<p>New Variance Field:</p> <p>Domestic and International travel data from the prior year will now be displayed.</p> <p>The system will automatically calculate the variance in comparison to last year's total Domestic and total International travel numbers. Where the Variance is +/- 15%, the user is to provide details for the variation for each category.</p>	Please provide as much details as possible about the variance to assist our understanding of the key reasons for exposure movements.

6. Cyber Form Changes

We have extensively updated the Cyber Declaration Form to gain a clearer insight into an agency’s cyber exposure for contribution assessment and to identify any gaps in mitigation strategies, allowing the TMF through icare to assist agencies in enhancing their cyber security, governance, compliance, and controls.

To gain reinsurance market support, it is crucial to have a clear understanding of the agency's cyber risk exposures. We can utilize this risk information to secure reinsurance backing and negotiate cost savings by showcasing excellent cyber risk management practices.

By capturing the agency's cyber risk profile, icare Cyber Risk Specialist can provide free cyber risk management services that can assist your agency in understanding the effectiveness of your current approach to cyber risks and provide guidance for your agency with improvement opportunities.

Some of icare’s fully supported cyber advisory services include:

- Credible Cyber Scenario Analysis and Loss Quantification
- Cyber Risk Profiling and Controls Review
- Cyber Maturity Gap Assessment – cyber resilience uplift programs.

For assistance with the Cyber Declaration Form, please refer to the Help Guide - **Useful Tips - Your Cyber Declaration Form**.

7. Health Global Liability Form Changes

Type of change	Section	Changes	What this means for you
New Help icons	MULTIPLE	The 'I' icons have been added to assist in completing the relevant question (includes definition for Nursing Homes and Hospitals, etc)	You can now hover on the 'I' icons for guidance on how to complete that question.
New / Amended Classifications	EMPLOYEE CLASSIFICATIONS	Clarification that the Emergency Medicine and Occupational Medicine categories in the Employee classifications section are directed to only medical practitioners in those categories. 'Registered Medical Officers' has been amended to 'Resident Medical Officers/Interns'. 'Other-clinical' includes 'Paramedicine'.	Allows user to accurately align the employee classification

New / Amended Classifications	EMPLOYEE CLASSIFICATIONS	Update to existing VMO classifications table and new classifications have been added	Allows user to accurately align the VMO employee classification
Questions Amended	RISK MANAGEMENT	Questions have been amended to align with the 2024 TMF Statement of Cover, effective 1 July 2024. Additional clarification on 'health practitioners' and 'practice'	Consistency with 2024 TMF Statement of Cover. Further clarification on the practitioners this section applies to.
	PHARMACEUTICALS	Question has been amended to align with the Pharmaceuticals Section addendum made available in August 2023	Consistency with previous guidance regarding this section.
	OPERATIONS Surgeries	Information is requested for actual numbers of Adult and Paediatric surgeries for the most recent financial year only.	Less year-on-year duplication.

8. Workers Compensation Form Changes

Type of change	Section	Changes	What this means for you
Worker Categories Removed	Workers and Apprentices	Wages & FTE Table: Reduced to 1-2 categories.	You will only need to provide the aggregate number of FTEs and Wages for 1-2 categories
New Worker Categories		Wages & FTE Table: <ul style="list-style-type: none"> • Police Officers • Fire Fighters • Paramedics 	These will automatically populate for particular Agencies that these categories will apply to.
Changes to Layout		Wages & FTE Table: Rearrangement of columns	Simplification of the process of entering information
Removal of online validation		Wages & FTE Table: Variance commentary no longer required within Wages and FTE Grid	Ease of completion, removal of duplication.

Variance Commentary		Commentary required for each variance that is greater than 10%	Capturing only essential information and Improving declaration validation process
Online validation	Workers and Apprentices	Apprentices: Skip logic question introduced	No longer required to enter apprentice wages and FTE if agencies do not employ apprentices

9. Application Improvement

Additional On-screen Grid Function (Property Form)

A new enhancement has been added to the On-screen for Registry Grids. Registry grids may contain many rows of data and editing a record can be difficult.

To edit a record, click on the **clipboard icon** on the left side of the record to open the record as form view.

Update the required fields, then click on **Close** (located at the bottom right of the form view).

