

## TMF Declarations – What to Declare in Each Form

Form	Sections	Declaration Expectation
<b>Property</b>	Asset Register	<ul style="list-style-type: none"> <li>• Building owned by your Agency</li> <li>• Building under the Care, Custody and Control of your Agency including those from a joint venture or lease agreement.</li> <li>• Contents (including furniture, fixture, fittings, stock, laptops, and anything owned by your Agency)</li> <li>• Artworks</li> <li>• Consequential Loss and/or Loss of Revenue</li> <li>• Reasons for Variances +/- 15% of total building, total contents, total consequential loss and total contents – artwork values.</li> </ul>
	Watercraft	<ul style="list-style-type: none"> <li>• Watercraft owned by your Agency</li> <li>• Watercraft under the Care, Custody and Control of your Agency</li> </ul>
	Aircraft	<ul style="list-style-type: none"> <li>• Aircraft owned by your Agency (including drones and helicopters)</li> <li>• Aircraft under the Care, Custody and Control of your Agency</li> <li>• Airfields owned or managed by your Agency</li> <li>• Employed Pilots of your Agency</li> </ul>
	Fine Arts	<ul style="list-style-type: none"> <li>• Artwork/collections owned by your Agency when over \$10M at any 1 site</li> <li>• Incoming Exhibits when artwork/collections are over \$10M or more</li> </ul>
	Property Summary	<ul style="list-style-type: none"> <li>• Reason for variances to your assets – property, aircraft, and watercraft</li> </ul>
<b>Motor Vehicle</b>	Motor Vehicles by Category	<ul style="list-style-type: none"> <li>• Number of vehicles owned by your Agency</li> <li>• Number of vehicles leased by your Agency</li> <li>• Total replacement values of these vehicles</li> <li>• Details of Special Vehicles and Vehicles \$200K+</li> <li>• Facilities that house &gt;100 vehicles</li> </ul>
	Motor Vehicles Indemnity	<ul style="list-style-type: none"> <li>• Details of vehicles when used for: <ul style="list-style-type: none"> <li>◦ Racing, pacing making, reliability trials</li> <li>◦ Conveyance of passengers for hire, fare or reward</li> <li>◦ Commercial bulk transportation of liquid fuel, gas, toxic chemicals, etc</li> <li>◦ Carriage of any dangerous goods</li> </ul> </li> </ul>
<b>Liability</b>	Agency Activities	<ul style="list-style-type: none"> <li>• Business activity of your Agency</li> <li>• Expected annual income - Reasons for Variances +/- 15%</li> <li>• Use of Round up and chemicals or solvents</li> <li>• Exposure to Professional Service or advice</li> <li>• When your Agency is responsible for Construction work over \$100m</li> <li>• Details of contractual obligations</li> </ul>
	Products Liability	<ul style="list-style-type: none"> <li>• When your Agency distributes Products to non-Agency Third Parties</li> <li>• When your Agency distributes Products outside Australia and New Zealand</li> </ul>
	Public Liability Exposure	<ul style="list-style-type: none"> <li>• When your Agency has dealings in USA or Canada</li> <li>• Expected visitor numbers - Reasons for Variances +/- 15%</li> </ul>

		<ul style="list-style-type: none"> <li>• Details of your Agency's tenders / contracts</li> </ul>
	Incidents	<ul style="list-style-type: none"> <li>• When your Agency is aware of any incidents or potential claims</li> </ul>
	Environment Impairment	<ul style="list-style-type: none"> <li>• Your Agency's exposure to Environmental risks:</li> <li>• When your Agency is involved in site monitoring (i.e. ground water, soil, air emission, waste generation etc)</li> <li>• Storage of use of Perfluorinated Compounds/Chemicals (PFC), per- and poly-fluoroalkyl substances (PFAS), Perfluorooctanoic Acid (PFOA) or Perfluorooctane Sulfonate (PFOS)</li> <li>• When your Agency has ownership or maintain above or below ground storage tanks installed prior to 2008</li> </ul>
<b>Cyber</b>	Cyber Liability	<ul style="list-style-type: none"> <li>• Agency's current process in dealing with:               <ul style="list-style-type: none"> <li>◦ Identity and Access Management</li> <li>◦ Network Segmentation</li> <li>◦ Encryption</li> <li>◦ Firewall</li> <li>◦ Software and Hardware Inventory</li> <li>◦ Cyber Security in the Enterprise Risk Management Framework</li> <li>◦ NSW Government Cyber Security Policy</li> <li>◦ Australian Signal Directorate (ASD) Essential Eight (E8) Cyber Security Capability Maturity Model</li> </ul> </li> </ul>
	Cyber Enterprise Risk	<ul style="list-style-type: none"> <li>• Your Agency's current protocol with:               <ul style="list-style-type: none"> <li>◦ Security Organisation – Roles and Responsibilities</li> <li>◦ Incident Containment and Mitigation Activities</li> <li>◦ Privacy Officer</li> <li>◦ Security Awareness Program</li> <li>◦ Information Security Policies</li> <li>◦ Information systems protection</li> <li>◦ Independent Audits and/or Assessments</li> <li>◦ Physical Security Program</li> <li>◦ Third Party Risk Management Oversight</li> <li>◦ Privacy Policy</li> <li>◦ Personal information protection controls</li> </ul> </li> </ul>
	Cyber – Personal Records	<ul style="list-style-type: none"> <li>• Estimate number of personal records held by your Agency (i.e. medical history, insurance information, credit card details etc):               <ul style="list-style-type: none"> <li>◦ Number of Personal Information (PII)</li> <li>◦ Number of Personal Health Records (PHR)</li> <li>◦ Number of Personal Credit Card Information (PCI)</li> </ul> </li> </ul>
<b>Miscellaneous</b>	Miscellaneous	<ul style="list-style-type: none"> <li>• Number of persons Full Time or Part Time Board Members not covered by Workers Comp</li> <li>• Number of Volunteer Workers</li> <li>• Number of Worker Experience Students</li> <li>• Number of people engaged in Community Service Orders</li> <li>• Number of domestic and international travellers and travel days when conducting business on behalf of your Agency.</li> </ul>
	Cancellation of Events	<ul style="list-style-type: none"> <li>• Expected Events held by your Agency – including the number of events, cost and expected income</li> </ul>
<b>Workers' Compensation</b>	Workers and Apprentices	<ul style="list-style-type: none"> <li>• FTE &amp; Wages of your Agency</li> <li>• Apprentice numbers and wages</li> <li>• Asbestos numbers and wages</li> <li>• Reason on variance on FTE and/or Wage changes</li> </ul>

Agency Structure  
(incl. Splits & Mergers)

- To be declared when your Agency has:
  - The number of entities/ agencies covered under the declared policy
  - Agency structural changes. Examples below -
    - Splitting into a new Agency
    - Merging with another existing Agency
    - Existence i.e. abolished.
    - Details of transferred staff

**Health Global Liability**

Operations and Facilities

- Employees by Clinical Practice Type
- Employees in Teaching Facilities
- Production or manufacturing Pharmaceuticals
- Operating in Nursing Homes (i.e. details patient beds)
- Operating in Hospitals (i.e. details patient beds)
- Number of baby deliveries within your LHD/Facilities
- Number of surgeries operated within your LHD/Facilities

**All Forms**

Agency Structure Section  
(incl. Mergers & Splits)

- To be declared when your Agency has:
  - The number of entities/ agencies covered under the declared policy.
  - Agency structural changes. Examples below -
    - Splitting into a new Agency
    - Merging with another existing Agency
    - Existence i.e. abolished.

**Bespoke Declaration Form**

Due to an Agency's unique operations, some Agencies have designated Declaration Forms to be completed. Please reach out to your icare Client Engagement Manager on how to complete the relevant bespoke Declaration assigned to your Agency.