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Useful Tips – Your Miscellaneous Declaration Form



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We've developed this useful tip guide to assist you in completing your Miscellaneous Declaration Form.

What to Declare

Below are some points to think about when you are completing the Miscellaneous section:

- Declare the number of Board, Commission or Trust members who <u>are not covered under the NSW</u> <u>Workers Compensation legislation</u> and who are not defined as a "worker" under the Legislation. This may include any Members of Parliament, Board Members and members of a Trust.
- Voluntary workers are generally unpaid and are not covered under NSW Workers Compensation legislation. Volunteers normally perform duties at the direction of your staff and are connected to the operation of your Agency.
- Worker Experience Programs refers to short-term unpaid placement program for students of your Agency to gain industry experience by working for an Employer. Ensure to only declare the number of Students who are administering their Work Experience Program through your Agency.
- Persons engaged in **community service orders** are normally administered by DCJ's Corrective Services or Youth Justice. Please ensure to declare the estimated number of persons engaged in community service orders by your Agency on an annual basis.
- **Travel** Ensure to declare the **number of people** who will travel on behalf of your Agency where an overnight stay is included, interstate or within NSW (Domestic) and all overseas trips (International).
 - Domestic trips must comprise of overnight accommodation, this can include travel within NSW.
 Example 1 Agency X has a worker travelling from Sydney (their place of residence) to Forbes and will be saying overnight in Forbes and not returning home until the next day. This trip should be declared under Domestic travel.

Example 2 – Agency Y has a worker travelling from Sydney (their place of residence) to Wollongong and then to Queanbeyan and will be returning home that same day. This trip should *not* be declared under Domestic travel.

- ^o Do not declare a traveller who will return to their place of residence within the same day.
- Travel days do not declare more than 365 travel days per person.
 Example if you have entered 2 persons, the maximum travel days expected is 730 from these persons. A warning message will appear if this criterion is not met.

What & How to Declare in your Event Cancellation Section

Below are some key points to think about when you are completing the Events Cancellation section:

• What is an Event? – "Event" means a planned event attended by members of the general public or a particular group of the public, but not exclusively to be attended by employees of TMF Agencies, for the purpose of attraction, celebration, contest, competition, display, entertainment, fundraising, performance, spectacle, play, drama, match, game, meet, exhibition or curtain raiser.

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• All events should be declared where there is a cost involved (expenses) and therefore, possible loss to the Agency if cancellation was to occur.

<u>Example 1</u>: Agency Y holds a quarterly Town Hall on their premises. This should not be declared, as the main cost here is usually a small catering amount.

Example 2: Agency X is organising a government-wide and public cyber convention. This should be declared. Costs can include venue hire, leveraging keynote speakers, catering, etc.

- Event Name/Type free text field where you can enter the name of the Event or the Type (i.e. Vivid Sydney or Annual Strategy Conference).
- Event Period/Date(s) free text field for you to enter the exact Event Date or the length of the Event (i.e. 23/12/2022 or 2 months in March 2023).
- **Number of Events** the number of Events expected, useful where you have declared an event type, for example 6 expos a year, if a singular event declare 1.
- Indoor/Outdoor a drop down selection to advise whether this Event is mainly indoor or outdoor.
- Estimate Gross Revenue/Income expected income to be generated from hosting this Event (i.e. if this is ticketed event, the price of tickets multiplied by tickets sold, also include any sponsoring cost).
- Estimate Expenses/Cost expected expenses for running this Event (i.e. Catering, Venue Hire and etc). Please ensure that this component is declared correctly. Deposit contributions are calculated using the total estimated expenses/cost value.
- **Expected Profit** this is an automatic field which the System will calculate the difference between your Income verses Expenses.
- Comments additional information can be provided to assist Underwriters in understanding this Event/s.

Bespoke Arrangements:

For Agencies who are not holding/hosting Events but are **sponsoring or are acting as Event Organisers** and coverage may be required to cover costs expended, please speak to your Client Engagement Manager to arrange a discussion with the TMF Underwriters.

Please note, this is not automatically covered under TMF until confirmed by Underwriters.

Always Save a Copy of Your Work

- 1. It is recommended that **PDF copies** of all sections and forms **are retained by each Delegate and Coordinator prior to submitting** information for final approval.
- 2. When using the Download PDF button, Delegates will receive a PDF of the specific section of the form which they have completed.



3. 'Download PDF' will generate the contents of the entire Declaration Form, including all the Sections within it, as a PDF document.

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4. If you are attaching any file to your TMF Declaration, please keep a copy. This includes the Excel spreadsheets that have been generated from the Ventiv system.

Please note: the PDF document will only include data that was entered on-screen, noting that if you used onscreen grids to declare assets, vehicles, etc. that the PDF is limited to only printing 100 rows. If any Excel templates are used, the user should also save a separate copy as these will not be displayed within the PDF.

If you require further assistance with this, please contact your icare Client Engagement Manager or email <u>declarations@icare.nsw.gov.au</u>.