

# Useful Tips - Your Miscellaneous Declaration Form



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From our thorough review of the queries we're received during Declaration, we've developed this useful tip sheet to assist you in completing your Miscellaneous Declaration Form.

### What to Declare in your Miscellaneous Section

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

- We expect the number of **Board, Commission or Trust members** who **are not covered under the NSW Workers Compensation legislation** and who are not defined as a "worker" under the Legislation. This may include any Members of Parliament.
- **Voluntary workers** are generally unpaid, so they're not covered under NSW Workers Compensation. They normally perform duties at the direction of your staff and connected to the operation of your Agency.
- **Worker Experience Program** refers to short-term unpaid placement program for students to gain industry experience by working for an Employer. Ensure to declare the number of Students who are administering their Work Experience Program through **Department of Education or TAFE NSW** and engaged by your Agency.
- People engaged in **community service orders** are normally administered by Corrective Services or Youth Justice. Ensure to declare the estimate of these persons engaged by your Agency on an annual basis.
- **Travel** – For the FY2024-25 Declaration, Underwriting has worked with International SOS to better align the terminology which has resulted in the change to 'Domestic' (from Interstate).  
Ensure to declare the **number of people** who will be travelling on behalf of your Agency for **Domestic and/or International**.
  - Domestic trips must comprise of overnight accommodation, this can include travel within NSW.  
*Example* – Agency A has a worker travelling from Sydney to Broken Hill and then to Forbes in the same day but will be staying overnight in Forbes and not returning to Sydney until the next day. This trip should be declared.
  - 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, or you will see a warning message.

### 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:

- Declare **all** events where your Agency will be or expect to be holding or hosting during the upcoming Renewal Year.
- **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).
- **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 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.
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 on-screen 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 [declarations@icare.nsw.gov.au](mailto:declarations@icare.nsw.gov.au).