



Insurance for NSW TMF Declaration Instructions

August 2023

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Agency Structure Section (Property, Liability, Motor & Miscellaneous)

The Agency Structure Section applies to Property, Liability, Motor, and Miscellaneous forms. The information will need to be completed on each form so that we can accurately capture the changes for each line of business.

Select one of the following options if your agency had or will have any changes in name, affiliation, and structure since your last Declaration.

With each change that has occurred, you will be required to provide either or all, the New Cluster, Agency and/or Policy Name, and the Date the change occurred or will occur.

- Agency Name Change
- Cluster Change
- Policy Name Change
- Merging into an existing TMF Agency or Policy
- Policy to be lapsed
- New Policy to be created
- Additional Comments

The agency may be contacted by the Underwriter and/or Client Engagement Manager to obtain further clarification, if required.

Types of Agency and Policy Changes

Structural Change	Example
Agency Name Change*	<p>Agency X has undergone a name change due to Machinery of Government (MoG);</p> <p>OR</p> <p>Agency X is renamed/ rebranded but can remain substantially structurally intact.</p> <p>*Agency X will need to determine if a Policy Name Change will also be required.</p>
Cluster Change	<p>Agency X has moved from Cluster Y to Cluster Z* (can be due to MoG – creation of new Cluster or through a realignment).</p> <p>*New Cluster Name to be advised</p>
Policy Name Change	<p>Agency X has undergone a name change and as the policy name is usually aligned with Agency name, the policy name will also require a name change;</p> <p>OR</p> <p>Policy X requires a name change due to business requirements (with no Agency name or structural changes).</p>

Structural Change	Example
Merging into an existing TMF policy	Agency X moved to Agency Y*, and Agency X will no longer exist. *Agency to provide the Policy Name and Policy Number it is moving to
Existing Policy to be lapsed	Agency X was dissolved; AND / OR Policy is no longer required due to business requirements (but can remain substantially structurally intact).

Property Declaration Form

Section 1 – Asset Register Section

To declare any property or assets owned by your agency or where your agency has responsibility to insure assets in your care, custody and control. (i.e. buildings including but not limited to offices, hospitals, retail buildings/outlets, industrial sheds, infrastructure, houses, utilities, ports, etc or contents including not but limited to office fixtures, office equipment, products/stock, artwork, etc).

For any property assets owned by your agency, if any of these assets contains cladding which does not comply with the National Construction Code at the time when the building was completed, select “Yes” and a separate questionnaire will be sent out for completion.

Cladding information

Cladding is often used to cover the external walls of a building.

A growing number of modern buildings utilise cladding made up of composite panels, such as aluminium composite panels. These panels are generally comprised of two thin sheets of aluminium separated by a core material. The core can be made up of polyethylene (pe), polystyrene (ps), mineral fibre or a combination of both, and can contribute to how easily the cladding burns and its potential to spread fire. For more information visit <https://www.fairtrading.nsw.gov.au> and refer to Fire Safety and External Wall Cladding under the heading of Housing & Property for updated National Construction Code requirements for cladding.

Completing the Asset Register

Options are available for on-screen completion which is suitable for agencies who have 100 rows or less of assets to declare, or alternatively download an Excel for agencies who have more than 100 rows of assets to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you’ve made will be erased.

If you choose to complete in Excel, ensure to “validate” Excel and wait for the pop-up ‘validation successful’ prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Asset Register Definitions

Building

Sites	<p>Each line of the Asset Register refers to a single site.</p> <p>A site can be generally defined within the declaration as:</p> <ul style="list-style-type: none"> • A building or group of buildings that occupy a designated street address; or • A campus of buildings spread across an extended address, for example, a group of office towers, a Hospital campus, a school campus or TAFE campus; or • A single location with a common fenced boundary, for example a gaol or sporting complex/stadium; or • An area of land containing buildings and infrastructure that is recognised as having a designated boundary, for example, a National Park or other parklands or lands under management. <p>You should group your agency’s declarations accordingly and provide a single line item of declaration for their sites aligning with the above examples.</p> <p>This must include any sites currently under construction which are due to come into your ownership within the declared Financial Year.</p>
Replacement value	<p>The replacement value is the full cost to replace an asset (e.g. all contents, buildings, removal of debris, other expenses), i.e. new for old, if the asset is stolen, lost or destroyed. This value should include any betterment, fit-out and modifications as it currently exists.</p>
Buildings	<p>Cover for the loss and damage to property is for full replacement or reinstatement costs.</p> <p>The total replacement and reinstatement costs for a building include:</p> <ul style="list-style-type: none"> • Full replacement of the building, plus allowances of any improvements, add-ons, refurbishments as currently existing 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. • Cost escalation due to compliance with the National Construction Code (old Building Code of Australia). • Fees associated with rebuilding an asset, such as additional architect or engineer fees, unexpected delays, council lodgement costs, cost over runs, etc.
Leased buildings	<p>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’.</p>
PPP	<p>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.</p> <p>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.</p> <p><u>Assets in PPP need to be declared when the agency is responsible for insuring those assets.</u></p>

All Sydney CBD sites	<p>For all Sydney CBD sites declared, Reinsurers require the following information to be declared:</p> <ul style="list-style-type: none"> • Number of full-time employees at the 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.
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Contents

The agency must declare assets owned or in their care, custody or control.

- Any contract, in respect of the leased asset, that states your agency is responsible for the insurance of the asset, then it should be declared.
- Contents include fixtures and fittings plus modifications, improvements as currently exists in leased premises.
- Do **NOT** list individual items of contents. The combined value of contents should be declared at an individual site.

Contents, Artwork or Cultural Artefacts (exclude above contents)

Any artworks or cultural artefacts as collections owned by your agency per site.

Loss of Revenue and Consequential Loss

This is a guide to assist in assessing your agency's potential loss of revenue and consequential loss exposure for each of your declared assets.

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 and revenue stream
- 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 or reduction in revenue
- Increased cost of working
- Continuing expenses.

Loss of or reduction in revenue	<p>Depending upon your agency business model, a site may or may not generate revenue.</p> <p>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?</p> <p>There may be a limited, or no loss depending on the effectiveness of an Agency's Business Continuity Plan. For example, there is an alternate site or the activity can be readily transacted online as an alternative.</p>
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Increased cost of working	<p>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 operations or revenue stream.</p> <p>Some examples of these expenses are:</p> <ul style="list-style-type: none"> • Alternative Premises – The cost of renting other premises while repairs take place. • Equipment – The cost of hiring labour while awaiting replacement equipment. • The cost of hiring additional equipment during the interruption, excludes any equipment that is purchased and becomes an ongoing asset. • Overtime Wages – For employees to complete additional work to allow the agency to function plus additional travel expenses for commuting to/from temporary sites/facilities properly. • Replacing Records – The cost of reinstating, repairing or replacing records.
Continuing expenses	<p>Here are some examples of continuing expenses:</p> <ul style="list-style-type: none"> • 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 to limit brand damage and perceived public image of the agency. • Irrevocable purchases of equipment and/or supplies not yet received. • Contracts – Cleaning, catering, training and other contracts if unable to transfer.
Wages	<p>Include the cost of your agency's legal obligation is to:</p> <ul style="list-style-type: none"> • Contract workers (including executive staff) • Award workers • Casual and temporary workers • Volunteer benefits expenses • Others

If you require further assistance, please visit <https://www.icare.nsw.gov.au/declaration-training> and navigate to the Property page to find A Guide to Declare Consequential Loss - Property Declaration Form.

Variations

In the Asset Register Section, the system will automatically calculate the total of all your:

- Buildings
- Contents
- Consequential Loss
- Contents - Artwork or Cultural Artefacts.

The system will compare these total values against the previous year's data for each of these columns.

Commentary is required to explain movement that is -/+15% in comparison to last year.

For example, additional fit out of 2 office buildings which resulted in increase in contents.

Asset Register Fields Definition

Guideline to assist with completing the Asset Register Fields

▼ - Compulsory cells are marked with a red triangle (▼) in the "Field Name" below. You will receive a Validation Error if these fields are not completed.

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: <ul style="list-style-type: none"> • Active • Inactive • Forecast (This must include any sites currently under construction/renovation which are due to come into your agency's ownership for the declared Financial Year). • All prior year's "Forecast" assets will be automatically updated to "Active" the next FY. A default valuation date of 01/01/1900 will be used for these assets which will be required to be reviewed and updated accordingly. <p>When changing the status from Active to Inactive, you must also change the value of the following fields zero (0):</p> <ul style="list-style-type: none"> • 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 suburb here. 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.

Field Name	Field Guidelines
Occupancy ▼	<p>Select from the drop-down list of allowed values for Occupancy. Selections are detailed below.</p> <p>Please avoid using 'Unknown' where possible.</p>
Construction ▼	<p>Select from the list of allowed values for Construction, selecting the most prominent material used on the site.</p> <p>Select "other" if a suitable selection is not available.</p> <p><u>Choose only the most prominent material if the building has more than one construction type.</u></p>
Protection ▼	<p>Describe any protection such as sprinklers, fire and smoke alarms, etc. Enter N/A if there is no protection in place.</p>
Date of most recent property valuation ▼	<p>Property valuations should be current and be specifically for 'insurance' rather than for 'market' or 'accounting' purposes.</p> <ul style="list-style-type: none"> 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. <p>If the date of valuation is not known, enter 01/01/1900.</p>
Building height (Number of storeys) ▼	<p>Enter the height of the building as a numeric value representing the number of storeys.</p> <ul style="list-style-type: none"> If the site is occupied by a group of buildings, provide the height of the tallest building. Enter 0 (zero) if the asset cannot be measured in terms of number of storeys.
Number of Buildings per Site ▼	<p>A site is defined within the declaration as "a building or group of buildings that occupy an address or campus".</p> <ul style="list-style-type: none"> Enter the number of buildings in the site. Enter 1 (one) if the asset is a single building. Enter 0 (zero) if the asset cannot be measured in terms of number of buildings in the site. Maximum numeric value is 999.
Year Built ▼	<p>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.</p> <p>Enter 1900 if unknown.</p>
Buildings \$ ▼	<p>Enter the replacement value of buildings including fit-out, refurbishment and other permanent fixtures.</p> <p>Enter 0 (zero) if there is no building cover.</p> <p>Maximum value of 1,000,000,000,000.</p>
Contents \$ ▼	<p>Enter the replacement value of contents.</p> <p>Enter 0 (zero) if there is no contents cover.</p>

Field Name	Field Guidelines
Contents \$ - Artwork or Cultural Artefacts ▼	Enter the replacement value of any artworks or cultural artefacts. These amounts must be excluded from values declared under Contents \$. Enter 0 (zero) if cover for Artwork or Cultural Artefacts is not required.
Buildings & Contents	This is automatically calculated by the system as the sum of: <ul style="list-style-type: none"> • Buildings \$ • Contents \$ • Contents \$ - Artwork or Cultural Artefacts
Consequential Loss ▼	Enter the consequential loss amount. Enter 0 (zero) if there is no consequential loss cover.
Total Asset Value	This is automatically calculated by the system as the sum of: <ul style="list-style-type: none"> • Buildings & Contents • Consequential Loss
<p>CBD Sites: Only complete the following fields if the site is situated in the following locations (postcodes):</p> <ul style="list-style-type: none"> • 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 (zero) and 999,999.
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 maximum number of employees on any one shift.

Occupancy

Select from this list of allowed values:

<ul style="list-style-type: none"> • Administrative office • Agriculture • Air • Bike lockers • Bridges less than \$5m and more than \$5m • Building • Cameras • Casinos • Central and community schools • Chemicals Processing • Child-care Centre • 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 	<ul style="list-style-type: none"> • Group Institutional Housing • Health Care Service • Heavy Fabrication and Assembly • Heavy vehicle inspection site • High Technology • Highway • IICATs • Laboratory • 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 	<ul style="list-style-type: none"> • Ports & Harbours • Primary School • Professional, Technical and Business Services • Railroad • Red Light/Speed Camera • Religion and Non-profit • Research • 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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Construction

Select from this list of allowed values:

<ul style="list-style-type: none">• Bridge < 150m spans• Bridge > 150m spans• Dams• Highways• Light Metal Frame• Brick Veneer• Manufactured Home• Masonry• Other	<ul style="list-style-type: none">• Pipelines• Reinforced Concrete• Reinforced Masonry• Steel• Tunnels• Unknown• Unreinforced Masonry• Unreinforced Solid Brick Masonry• Wood / Timber
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Completing the Section

Before you are able to Complete the Section, you must acknowledge all Inactive assets have been reviewed and that values for Buildings, Contents and Consequential Loss have been updated with ZERO(\$) values.

(Noting that any Inactive assets with values, will calculate towards your Agency's Total Asset Value in the Property Summary Section)

Section 2 – Watercraft Section

To declare any watercraft which your agency owns or has an interest in. If not applicable, select "No" and proceed to next section.

Completing Watercraft Register - options are available for on-screen completion which is suitable for agencies who have 100 rows or less of vessels to declare, or alternatively download an Excel for agencies who have more than 100 rows of vessels to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you've made will be erased.

If you choose to complete in Excel, ensure to "validate" Excel and wait for the pop-up 'validation successful' prior to uploading, otherwise your submission will be rejected.

Please use "How to declare using On-screen Grid" or "How to declare using Excel" guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Watercraft Register Fields Definition

Guideline to assist with completing Watercraft Fields.

▼ - Compulsory cells are marked with a red triangle (▼) in the “Field Name” below. You will receive a Validation Error if these fields are not completed.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status ▼	<p>Select from this value list:</p> <ul style="list-style-type: none"> Active Inactive <p>When changing the status from Active to Inactive, you must also change the value of the following fields to zero (0):</p> <ul style="list-style-type: none"> 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 (0) 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.
Consequential Loss ▼	Enter the consequential loss amount. Enter 0 (zero) if no consequential loss cover. Maximum value of 1,000,000,000,000.
Is the vessel a Ferry? ▼	<p>Select from this value list:</p> <ul style="list-style-type: none"> Yes No
<p>Only complete the following fields if:</p> <ul style="list-style-type: none"> The vessel is a ferry The replacement value is \$1M or over 	
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.

Field Name	Field Guidelines
Location Address	<p>Enter the location where the vessel is predominantly located during the declared period.</p> <p>Do not enter the suburb or town.</p> <p>E.g. King Street Wharf, Shelley St</p>
Suburb	Enter the suburb or town name only.
Postcode	<p>Enter a valid postcode that correlates to where the vessel is predominantly located.</p> <p>E.g. 2000</p>

Completing the Watercraft Section

Before you are able to Complete the Watercraft Section, you must acknowledge all Inactive watercraft assets have been reviewed and that values have been updated with ZERO(\$) values.

(Noting that any Inactive assets with values, will calculate towards your Agency's Total Asset Value in the Property Summary Section)

Section 3 – Aviation Section

To declare any aircraft which your agency owns or has an interest in. If not applicable, select “No” and proceed to next Question.

Aircraft means a vessel, craft or thing made or intended to fly or move in or through the atmosphere or space including helicopters and Remotely Piloted Aircraft (RPA).

Completing Aircraft Register – options are available for on-screen completion which is suitable for agencies who have 100 rows or less of aircraft to declare, or alternatively download an Excel for agencies who have more than 100 rows of aircraft to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you've made will be erased.

If you choose to complete in Excel, ensure to “validate” Excel and wait for the pop-up ‘validation successful’ prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide to for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Aircraft Register Fields Definition

Guideline to assist with completing Aircraft Fields

▼ - Compulsory cells are marked with a red triangle (▼) in the “Field Name” below. You will receive a Validation Error if these fields are not completed.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status ▼	<p>Select from this value list:</p> <ul style="list-style-type: none"> Active Inactive <p>When changing the status from Active to Inactive, you must also change the value of the following fields to zero (0):</p> <ul style="list-style-type: none"> Replacement Value Consequential loss
Type of Aircraft ▼	<p>Enter the type of aircraft. For example: Plane, Helicopter or Remotely Piloted Aircraft (RPA).</p>
Is this a drone?	<p>Select from this value list:</p> <ul style="list-style-type: none"> Yes No
Capacity (Seats) ▼	<p>Enter the number of seats available in the aircraft. Maximum number of 9,999.</p>
Year of Manufacture ▼	<p>Enter the year of manufacture as a number between 1900 and up to 2 years after the current year.</p>
Registration Number ▼	<p>Enter the registration number of the aircraft. You can use this to filter the aircrafts to avoid adding duplicates.</p>
Replacement Value \$ ▼	<p>Enter the replacement value of the aircraft. Change the value to zero (0) after changing status from Active to Inactive. Maximum value of 100,000,000,000</p>
Consequential Loss ▼	<p>Enter the consequential loss amount. Enter 0 (zero) if there is no consequential loss cover. Maximum value of 100,000,000,000</p>
Forecast Flying Hours ▼	<p>Enter the number of forecasted flying hours for the aircraft, to the nearest hour. Range of 0 (zero) to 999,999</p>
Piloted by own staff ▼	<p>Select from this value list:</p> <ul style="list-style-type: none"> Yes No

Field Name	Field Guidelines
Location Address	<p>Enter the location where the aircraft is predominantly located during the declared period.</p> <p>Do not enter the suburb or town.</p> <p>E.g. King Street Wharf, Shelley St</p>
Suburb	Enter the suburb or town name only.
Postcode	<p>Enter a valid postcode that correlates to where the aircraft is predominantly located.</p> <p>E.g. 2000</p>

Airfield Declaration

Declare any airfields, airstrips or aircraft landing areas which your agency owns or is responsible for.

If not applicable, select “No” and proceed to next Question.

If “Yes” is selected, please enter your responses to the 2 free-text Questions displayed and provide clear and detailed responses.

3rd Party Aircrafts

Declare any 3rd Party Aircraft which is in your agency’s care, custody and control.

Third-Party Aircraft Register - On-screen option only

1. When you select “Yes”, the system will automatically generate last year’s information. If this doesn’t occur, please click “Generate Registry Grid” to manually retrieve last year’s information. Please note, if your agency did not declare in the prior year, this table will be blank.
2. Review and update any changes for each individual aircraft (i.e. status, category, etc. if different from year before).
3. To add new record, click “Add New Record” and complete all fields.
4. If your agency no longer has an aircraft asset in their care, custody or control, change the status to “**Inactive**” and ensure all values are updated to **zero (0)**.
5. If your agency did not declare any aircrafts last year, and have new aircrafts to declare, click “Add New Record” to add a new aircraft and enter details for the individual aircraft. Note: 1 new record is equivalent to 1 new aircraft.

Third Party Aircraft Register Fields Definition

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: <ul style="list-style-type: none">• Active• Inactive
Aircraft category	Enter the category of aircraft and short description.
Maximum value of any one aircraft	Enter a value greater than 0 (zero) 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 (zero) and no greater than 1,000,000,000,000

Employed Pilots Declaration Schedule

Declare any pilots whom your agency employs as a member of staff

The operator of a Remotely Piloted Aircraft (RPA) 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/drones>

Completing Employed Pilots Register – options are available for on-screen completion which is suitable for agencies who have 100 pilots or less to declare, or alternatively download an Excel for agencies who have 100 or more pilots to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you've made will be erased.

If you choose to complete in Excel, ensure to “validate” Excel and wait for the pop-up ‘validation successful’ prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Employed Pilots Register Fields Definition

▼ - Compulsory cells are marked with a red triangle (▼) in the “Field Name” below. You will receive a Validation Error if these fields are not completed. Guideline below will assist with fields which you are unable to complete.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status ▼	Select from this value list: <ul style="list-style-type: none">• Active• Inactive
Name ▼	Enter the given name and surname of the pilot.
Flying Hours ▼	Enter a value greater than 0 (zero) and no greater than 999,999.
Type of Aircraft Flown ▼	Enter the category of aircraft.
Any Hiring charters ▼	Select from this value list: <ul style="list-style-type: none">• Yes• No
Purpose of Charter	If response to “Any Hiring Charters” is “Yes”, describe the purpose of the charter. Otherwise, leave this field blank.

Completing the Aviation Section

Before you are able to Complete the Aviation Section, you must acknowledge all Inactive aircraft assets have been reviewed and that values have been updated with ZERO(\$) values.

(Noting that any Inactive assets with values, will calculate towards your Agency’s Total Asset Value in the Property Summary Section)

Section 4 – Fine Arts Section

Fine Art Works and/or Collections

Select “Yes” if your agency owns any Fine Art works or collections **over \$10m per site/location**.

Please upload a list of your top 50 Artworks (including individual items and set items) per site in **Excel format only**.

Incoming Exhibitions

Select “Yes” and complete the Fine Arts Registry Grid only if your agency is expecting an incoming exhibition with artworks with a value of \$10M or more per Exhibition.

Fine Arts Register

To add new record, click “Add New Record” and complete all fields.

Note: 1 new record is equivalent to 1 Exhibition Event.

Section 5 – Property Summary - Asset Values Section

Total Asset Values

The system will automatically calculate the total of all your assets declared in Section 1 – 4 and compare against the previous year's data. Commentary is required to explain any movement in comparison to last year. For example, additional fit out of 2 office buildings which resulted in increase in asset value.

Commentary is also expected when there is no movement, as inflation is expected, and/or labour and material increases year on year.

Asset Register (Property)

The system will automatically calculate the total of all your assets declared in Section 1 and compare this against the previous year's data. A Reason is required for any movement to your total asset values.

Watercraft

The system will automatically calculate the total of all your watercrafts declared in Section 2 and compare this against the previous year's data. A Reason is required for any movement to your total asset values.

Aircraft

The system will automatically calculate the total of all your aircrafts declared in Section 3 and compare against previous year's data. A Reason is required for any movement to your total asset values.

Liability Declaration Form

Section 1 – Agency Activities Section

Agency Operations

Answer two questions relevant to your agency’s operation/activity.

Annual Income, also referred to as Revenue, includes but is not limited to sales of goods or products, fees for provision of services, fees earned from any contractual arrangements, Government Funding (whether it is Federal, State and/or Local), Government Grants, Investment Revenue and Donations.

A breakdown is required in the following Categories, to the nearest dollar (similar to an Annual Report). If not applicable, please declare zero (0).

The system will automatically calculate the total Annual Income and compare against the previous year’s data. A Reason is required for any movement -/+15% to your total annual income.

	Annual Income in \$ Dollars (Prior)	Annual Income in Dollars
Sales of Goods		
Fees for Provision of Services		
Government Funding (all levels including Federal, State and Local Council)		
Government Grants		
Investment Revenue		
Donations		
Other Income		

Roundup or Glyphosate

Roundup is the brand-name of a herbicide produced by Monsanto. Its active ingredient glyphosate was patented in the 1970s. Monsanto is now owned by Bayer.

Glyphosate is a broad-spectrum systemic herbicide and crop desiccant. It is an organophosphorus compound, specifically a phosphonate, which acts by inhibiting the plant enzyme 5-enolpyruvylshikimate-3-phosphate synthase. It is used to kill weeds, especially annual broadleaf weeds and grasses that compete with crops.

If “Yes”, provide details of:

- The purpose and extent of use.
- Detail any safety precaution or protection when used. E.g. face mask, rubber gloves, long sleeve shirt, long pants, safety glasses, safety goggles, closed toe shoes, etc.
- Advise if your agency has ceased using Roundup. If “Yes” please provide the date when this ceased.

Chemicals or Solvents

Chemicals or solvents can include Explosives, Flammable Gases, Liquids, Solids, Oxidising, Toxic/Infectious, Radioactive, Corrosives, or other (asbestos, genetically modified organisms, micro-organisms).

If “Yes”, please:

a) select the Dangerous Goods class for all products that apply:

Class 1 - Explosives

Class 2 - Flammable Gases

Class 3 - Flammable Liquids

Class 4 - Flammable Solids

Class 5 - Oxidising

Class 6 - Toxic / Infectious

Class 7 - Radioactive

Class 8 - Corrosives

Class 9 - Miscellaneous - Glyphosate and other items which are dangerous, but not listed (Asbestos, Genetically modified organisms, micro-organisms) etc.

b) Details of safety precaution protection currently in place at the time of usage / storage, including use of personal protective equipment (PPE) and precautions on safe handling and other safety conditions provided on the (MSDS) label.

c) The storage of these dangerous goods.

d) The purpose and extent of use.

Professional Services

Declare if your agency provides any Professional Services or Advice for a fee to a third-party, including when your agency engages a contractor/sub-contractor to perform this on your behalf.

Complete the Grid table

	Fee Income Derived by the Agency in Dollars	% of Fee Income paid to contractors/subcontractors
A. Architects/Drafting		
B. Engineering		
C. Professional advice (including financial and legal advice)		
D. Property Management/Development		
E. Surveyors		
F. Information Technology		
G. Other Professional (provide details)		

Details are required when Professional Services or Advice is provided to Third Parties when no fee is collected.

Professional Services Fields Definition (On-screen only)

Field Name	Field Guidelines
Professional Services or Advices	<p>Knowledge-based or advice-based services. (enter line break and have examples below).</p> <p>E.g. legal advice, accounting, architectural, property management, engineering, surveying, financial adviser, consultancy etc. Professions listed in the table are for guidance and are not exhaustive.</p>
Fee income derived	<p>Please enter the fee received to the nearest dollar for the advice provided by your agency in the relevant categories. If your agency provides professional activities where you do not receive a fee, please enter 0 (zero).</p>
% of Fee income paid to Contractors/ Subcontractors	<p>If your agency engages a contractor/subcontract in the service/advice provided, please declare the % of fee paid to them.</p> <p>If not applicable, please enter 0 (zero).</p> <p>E.g. your agency received \$500,000 for legal advice provided to a third-party, and engaged a contractor/subcontractor to perform a portion for this and they received \$250,000 then you'll declare 50%.</p>

**If you declared any fees received under “other professional”, please provide details.

Construction

Declare “Yes” if your agency acts as a Principal or is responsible for the delivery of any construction or capital works projects with a value over \$100 million (i.e. when your agency is acting as a Principal for an Infrastructure Construction Project, where the Construction Value is over \$100 million).

Section 2 – Product Liability Section

Declare details of any products supplied by your agency to a third-party. This includes any products your agency manufactures, imports or distributes.

It is important to note that a person who imports goods into Australia (who is not the manufacturer) will be deemed to be the manufacturer of goods if at the time of importation the actual manufacturer of the goods does not have a place of business in Australia.

A Product is a physical item that can be anything which is deemed to have been:

- Manufactured
- Extracted
- Processed
- Erected
- Assembled
- Repaired
- Treated
- Grown
- Produced
- Constructed
- Installed
- Altered
- Serviced
- Supplied
- Sold

It includes any packaging or container thereof.

Completing Products Register – options are available for on-screen completion which is suitable for agencies who have 20 products or less to declare, or alternatively download an Excel for agencies who have 20 or more products to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you've made will be erased.

If you choose to complete in Excel, ensure to “validate” Excel and wait for the pop-up ‘validation successful’ prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Product Registration Fields Definition (On-screen and Excel)

Compulsory fields are marked with a red triangle ▼. You will receive a Validation Error if these fields are not completed. Guideline below will assist with fields which you are unable to complete.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status ▼	Select from this value list: <ul style="list-style-type: none"> • Active • Inactive Note: when changing the status from Active to Inactive , you must also change the value of the following fields to zero (0) : <ul style="list-style-type: none"> • 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 (zero) and less than 1,000,000,000,000.
Annual Revenue ▼	Enter an estimate of the annual revenue (income) from the products as a dollar value 0 (zero) and less than of 1,000,000,000,000.

Overseas Products

Declare if any of the products your agency supplies are outside Australia and New Zealand.

Overseas Products Register - On-screen option only

When you select “Yes”, the system will automatically generate last year’s information. If your agency did not declare in the prior year, this table will be blank.

- Review and update any changes.
- To add new record, click “Add New Record” and complete all fields.
- If your agency did not previously declare any overseas Products, and have new overseas Products to declare, click “Add New Record” to add a new product and complete all fields.

Note: 1 new record is equivalent to 1 new Product.

Overseas Product Registration Fields Definition (On-screen only)

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: <ul style="list-style-type: none"> Active Inactive
Product Description	Provide details about the product.
Annual Volume/Number	Enter an estimate of annual number/volume of items as a number greater than 0 (zero) 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 (zero) 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.

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
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.

Section 3 – Public Liability Section

USA or Canada Exposure

Declare if your agency has any offices, agents, assets, operations or employees in the USA or Canada.

USA/Canada Exposure Register – On-screen option only

1. When you select “Yes”, the system will automatically generate last year’s information. If your agency did not declare in the prior year, this table will be blank.
2. Review and update any changes.
3. To add new record, click “Add New Record” and complete all fields.

USA/Canada Exposure Register Fields Definition

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status	Select from this value list: <ul style="list-style-type: none">• 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 (zero) and less than 1,000,000,000,000.

Foot Traffic or Visitors

Declare the amount of foot traffic your agency expects in the next Financial Year.

For the purposes of this question:

- Only count people that are visiting your premises.
- Do not include employees.
- General estimates of the number of visitors per annum are readily acceptable for this declaration.
- Following the change to the pricing model, those in the visitor rated category need to carefully estimate this figure. We recommend a methodological approach, breaking down visitors from general entry, events etc. would also be valuable should we have any further questions relating to your declared total figure.

Contractual Arrangements

There are 4 questions in this section, please provide a detailed response to each.

Completing Tender/Contracts Register – options are available for on-screen completion which is suitable for agencies who have 100 rows or less of tender/contracts to declare, or alternatively download an Excel for agencies who have more than 100 rows of tender/contracts to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you’ve made will be erased.

If you choose to complete in Excel, ensure to “validate” Excel and wait for the pop-up ‘validation successful’ prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Tender/Contracts Register Fields Definition

Field Name	Field Guidelines
Short Description	Describe the nature of the tender or contract. Confirm if your agency has agreed to or accepted any contractual hold harmless clauses.
Value	Enter the estimated exposure as a dollar value not less than 20 million. If the value is unlimited, enter 0 (zero) 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.

Section 4 – Incidents Section

There are 4 questions in this section. If your agency is aware of any incidents or known potential claims in the following, please complete the on-screen grid:

- Professional Indemnity incidents
- Product Liability incidents
- Pollution incidents
- Directors & Officers’ incidents

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 (0).

Section 5 – Environmental Impairment Section

There are 5 questions in this section, please provide a detailed response to each.

Environmental Impairment Definitions

<p>Per- and polyfluoroalkyl substances (PFAS) are a group of man-made chemicals that includes PFOA, PFOS, GenX, and many other chemicals</p>	<p>PFAS chemicals are very persistent in the environment and in the human body – meaning they don't break down and they can accumulate over time. There is evidence that exposure to PFAS can lead to adverse human health effects.</p> <p>More information about PFAS can be found on the NSW Environment Protection Authority website: https://www.epa.nsw.gov.au/</p> <p>Cases and circumstances involving the existence of these chemicals have occurred in Australia.</p> <p>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.</p> <p>The crux of the issue is that firefighting chemicals used at the Army Aviation Centre from 1970-2005 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.</p> <p>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</p>
<p>Pre-2008 Storage Tanks</p>	<p>Tanks installed prior to 2008 had significantly less compliance and standard requirements, which poses a significantly higher risk of leakage.</p> <p>The existence of these older installations affects our reinsurers' view of risk and the terms of the insurance they provide to TMF.</p> <p>Tanks greater than 30 years of age are very high risk due to issues, in general, around construction, maintenance and integrity.</p>
<p>Asbestos Containing Material (ACM)</p>	<p>From a loss perspective, asbestos containing material (ACM) continues to affect reinsurer's claims development, particularly regarding previously unknown ACM leading to soil clean up.</p>

If you require any assistance on the above, contact your Client Engagement Manager at icare.

Cyber Declaration Form

The TMF Statement of Cover provides support to TMF Agencies for their insurable risks arising from Cyber exposures.

Government agencies are vulnerable to cyber-attacks, this has been heightened with the change in working practices. Cyber incidents have risen in the last two years and our reinsurers are keen to get a better understanding of the exposure, and importantly, the risk management practices. 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 (reinsurance) from professional global insurers who are interested in understanding the extent of agency prevention and security measures for digital and internet-based systems. There are additional questions which have been designed to provide the additional information to assist with this evolving exposure.

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. The form has been split into three sections; Cyber Liability, Cyber Enterprise Risk Management and Personal Records.

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.

Some words and explanations used in the Cyber Declaration

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.

Network Protection Basics	<p>Patch management is one on the ASD's (Australian Signal Directorates) recommended mitigating strategies against cyber events.</p> <p>Find more information: https://www.asd.gov.au/infosec/mitigationstrategies.htm https://www.asd.gov.au/infosec/top-mitigations/mitigations-2017-table.htm</p> <p>Application White listing - A whitelist only allows selected software applications to run on computers. Why? All other software applications are stopped, including malware.</p> <p>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.</p> <p>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.</p> <p>Patch Application - A patch fixes security vulnerabilities in software applications. Why? Adversaries will use known security vulnerabilities to target computers.</p>
System Backup	<p>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.</p> <p>Describe how often your agency backs up your information systems.</p>
Network Traffic	<p>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.</p> <p>Describe how and how often your agency monitors network traffic.</p>
Intrusion Detection	<p>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.</p> <p>Explain if your agency has this type of software installed to safeguard your network.</p>
Outsourcing IT	<p>If your agency outsources any of its IT services, identify the areas of operation.</p>
Encryption	<p>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.</p> <p>Describe how your agency encrypts personal or back-up data.</p>
Industrial Control Systems & SCADA	<p>Control systems apply to the systems that control, monitor and manage large production systems.</p>

Personal Records

Personal record means any item, collection, or grouping of information about an individual that is maintained by an agency. It includes, but is not limited to, the individual's education, financial, medical, or employment history, or items that contain or make reference to the individual's name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

The intent of this question is to understand the nature and volume of personal records held by the agency.

Most agencies handle large numbers of personal and/or confidential information.

Select the types of personal records held. For each type of record held, you must enter the number of records held:

- PII - Personal Information (Emails, DOB, names and addresses, usernames and passwords)
- PCI - Personal records containing credit card info (credit/debit cards, banking and other financial info)
- PHR - Personal medical and health records (the collection of an individual's medical documentation)

Provide the best estimate of the number of records held over the 12-month declaring period in each category. Add zero (0) if no personal records are held for the relevant category.

If you require further assistance in completing the Cyber form, please visit www.icare.nsw.gov.au/declaration-training/liability where you can refer to the Quick Reference Guide, 'Useful Tips - Your Cyber Declaration Form'.

Motor Vehicle Declaration Form

Section 1 – Motor Vehicle by Category Section (on-screen grid)

Complete the grid table with vehicles your agency **owns, leases, or have an insurable interest (e.g. trailers under Agency's care custody and control) or expects to in the declared Financial Year.** Complete for each relevant vehicle category including:

- Total Vehicle Numbers
- Total Vehicle Replacement Values
- Percentage (%) use for metropolitan journeys

The system will automatically load last year's declared data with prior declared values for all vehicles owned or leased per declared vehicle category and total replacement value per vehicle category.

The system will automatically calculate the variance between last year and this year's total number of Other/Special vehicles and your Agency's total number of vehicles.

The system will automatically calculate the variance between last year and this year's Other/Special vehicles' total replacement value and your Agency's total replacement value of vehicles.

Provide reasons for change in:

- Vehicle Numbers (E.g. additional vehicles purchased due to increase in demand in business operations)
- Total Vehicle Replacement Value (E.g. due to new agency operation, change of vehicle mix from mainly small vehicles to medium/heavy vehicles due to an increased requirement of transportation)

Do not include any privately-owned vehicles that are frequently used for your agency's business or novated lease vehicles where the insurance is covered within the owner's lease arrangements.

▼ If any vehicles are declared under the "Other/Special" or "Vehicles \$200k and Over" categories, a separate Motor Vehicle – Additional Information Registry Grid will populate (on-screen or Excel) which will need to be completed (instructions are provided below).

Vehicle Categories Definition

Leased Vehicle (insurance included through leased arrangement)	Leased Vehicle (insurance excluded from lease arrangement)
Do NOT declare these vehicles	Declare these vehicles

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	A van is a type of box-like vehicle mostly used for transporting goods or cargo.
	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.
	Light Commercial PU/CC 4x2 or 4x4	Dual cabs, single cab, extra cab type vehicles with tray or ute body.
	Greater than 2 Tonne Trucks	Vehicles in this category must weigh 2 tonnes or greater. Comprising of vehicles with a chassis cab and any tool of trade body, van, flat bed, etc.
	Buses	Buses are people moving vehicles capable of seating more than 12 adults. People moving vehicles with less than 12 adults seating capacity belong in the People Mover category.
	Ambulances and Patient Transport Vehicles	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 ▼	<p>Other/Special Vehicles include all vehicles which have not already been defined in the categories above. Examples of these include:</p> <ul style="list-style-type: none"> • Ride - on lawn mowers • Tractors • Road sweepers • Forklifts • Bobcats • Cherry pickers • Skidoos • Mobile therapy units • Any Vehicles which have been considerably modified (include modifications over \$50,000) such that the replacement value is significantly changed but less than \$200,000.

Vehicles \$200k and Over	<p>All vehicles where the replacement value is \$200,000 or greater. Examples of these include (but not limited to):</p> <ul style="list-style-type: none"> • Mobile therapy units • Dental vans • Breast clinic vans • Tractors • Ambulances • Excavators • Graders • Bulldozers • Trucks <p>Do not declare them in any other category. As part of the next part of the form, you will still be required to select the type of vehicle category that this type of vehicle falls under. E.g. Vans, >2T Trucks, etc..</p>			
Vehicle Types	<p>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 for the purpose of data collection and management. Please click here for the Motor Vehicle Category spreadsheet for help in identifying the group your vehicle belongs to.</p>			
Total Replacement Value	<p>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 including telematic devices.</p> <p>Do not include the depreciated or written off value of the vehicles. We require the value of replacing the current vehicle with a new vehicle of similar type and size.</p> <p>Enter dollar value greater than 0 (zero) and less than 2,000,000,000.</p>			
Metropolitan Area	<p>The Metropolitan Area is defined as the Greater Sydney area, including Wollongong and Newcastle.</p>			
	Metropolitan	<p>From 1001 To 2082 From 2084 To 2234 From 2555 to 2259 From 2561 to 2567 2751 From 2759 To 2770</p>	Outer Metropolitan	<p>From 2568 To 2574 2752 From 2754 To 2755 From 2757 To 2758 From 2773 To 2786</p>
Newcastle	<p>From 2250 To 2309 From 2314 To 2327</p>	Wollongong	<p>From 2500 To 2526 2530</p>	

Other/Special Vehicles or Vehicles \$200k and Over

The purpose is to provide additional details to vehicles that have **already been included** in the On-screen Grid table above under “Other/Special” and/or “Vehicles \$200k and Over” Vehicle Categories in the populated Motor Vehicle – Additional Information Registry Grid.

For “Other/Special Vehicles” and/or “Vehicles \$200k and Over”, please ensure that the numbers and total replacement value declared in the primary on-screen grid corresponds exactly to the number and replacement value declared in the **Motor Vehicle – Additional Information Registry Grid**.

Options are available for on-screen completion which is suitable for agencies who have 20 vehicles or less to declare, or alternatively download an Excel for agencies who have 20 or more vehicles to declared.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you’ve made will be erased.

If you choose to complete in Excel, ensure to “validate” Excel and wait for the pop-up ‘validation successful’ prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Facilities that house greater than 100 Vehicles

The purpose is to understand the Agency’s exposure if there are any facilities where more than 100 vehicles are stored/parked.

If “Yes” is selected, complete all the fields in the Vehicle Facilities Information Grid.

Motor Vehicle Register Fields Definition (Additional Grid)

▼ - Compulsory cells are marked with a red triangle (▼) in the “Field Name” below. You will receive a Validation Error if these fields are not completed. Guideline below will assist with fields which you are unable to complete.

Field Name	Field Guidelines
Record ID	This is a system-generated unique record identifier.
Status ▼	Select from this value list: <ul style="list-style-type: none">• Active• Inactive• When changing the status from Active to inactive, you must also change the replacement value fields to zero (0).

Field Name	Field Guidelines
Vehicle Category ▼	<p>Select from this value list:</p> <ul style="list-style-type: none"> • Small Sedan • Medium Sedan • Large Sedan • Light Sedan • Micro Hatch • Small Hatch • Medium Hatch • Light Hatch • Small Wagon • Medium Wagon • Large Wagon • Small SUV • Medium SUV • Large SUV • Upper Large SUV • Light Commercial PU/CC 4x2 • Light Commercial PU/CC 4x4 • 4WD • Van • Standard Utility • Utilities / <2T Trucks • >2 T Trucks • People Mover • Bus (8-16) • Buses (>16) • Trailers • Caravans • Motor Cycles • Ambulance • Other / Special
Vehicle Type Including Fixed Equipment ▼	Describe the type of vehicle and any fixed equipment. This includes telematics devices.
Number of Vehicles ▼	Enter the number of vehicles for this vehicle category as a whole number greater than 0 (zero) and less than 100,000,000.
Replacement Cost \$ Per Vehicle ▼	Enter the replacement cost per vehicle as a dollar value greater than 0 (zero) and less than 1,000,000,000.
Total Replacement Cost	<p>This is computed by the system as the product of:</p> <ul style="list-style-type: none"> • Number of Vehicles • Replacement Cost \$ Per Vehicle

Free text field is available for any additional information not previously captured.

Section 2 – Motor Vehicle Indemnity Section

Questions in relation to:

- Vehicle testing
- Conveyance
- Bulk Transport
- Dangerous Goods
- All questions must be answered.

Answer each question with either Yes or No. If you answer “Yes”, provide the relevant details.

Miscellaneous Declaration Form

Section 1 – Miscellaneous Section

There are 6 questions to be completed for this section, please refer to the below Definitions.

- Members of boards (full-time)
- Members of boards (part-time)
- Voluntary workers
- Student engaged in Educational Work Experience Programs administered by the Department of Education, TAFE NSW and TMF Agencies acting as Registered Training Organisations
- People engaged in Community Service Orders
- Persons travelling Domestic and International

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.
Students	Provide the total number of students who are engaged with your agency's Work Experience Programs. A Work Experience Program is a short-term placement program with no reward for students to work for an employer and gain industry insights that assist with their educational studies.
Corrective Community Service	People while engaged in Corrective Community Service and Intensive Community Service Orders E.g. Persons administered by Corrective Services or Youth Justice.
Persons travelling Domestic* and International	This question is aimed at establishing an agency's exposure with respect to domestic or international travel. Please provide the best estimate of how many agency employees, board members or volunteers and number of days they are expected to travel during the next Financial Year for seminars, short term study and/or other agency business; and the duration of their journeys. *Domestic travel involves in overnight accommodation (this includes travel within NSW).

Section 2 – Cancellation of Events Section

Provide details of any Events which your agency expects to hold in the declared Financial Year.

If "No", you have successfully completed this Section.

If "Yes", complete the Event Registry Grid - options are available for on-screen completion which is suitable for Agencies who have 100 rows of Events or less, or alternatively download an Excel for Agencies who have more than 100 rows of Events to declare.

It is recommended to stick to one option only. If you have selected on-screen option, and decide to switch to Excel halfway, all amendments you've made will be erased.

If you choose to complete in Excel, ensure to "validate" Excel and wait for the pop-up 'validation successful' prior to uploading, otherwise your submission will be rejected.

Please use “How to declare using On-screen Grid” or “How to declare using Excel” guide for more tips to complete this. Please visit <https://www.icare.nsw.gov.au/declaration-training>.

Event Registry Grid Definitions

▼ - Compulsory cells are marked with a red triangle (▼) in the “Field Name” below. You will receive Validation Error if these fields are not completed. Guideline below will assist with fields which you are unable to complete.

Field Name	Field Guidelines
Event Name/Type▼	<p>Enter what the event or series of events is called or describe the type of events. (E.g. concert, festival, exhibitions, etc.)</p> <p>Please note that the Agency is to declare events for the next Financial Year. E.g For the 2023/24 Declaration, the Agency is to declare events for this period only.</p> <p>An ‘Event’ is classified as 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, fundraising, performance, spectacle, play, drama, match, game, meet, exhibition and curtain raiser.</p>
Event Period/ Dates▼	<p>Enter the expected period of the event(s)</p> <p>Range accepts free texts, for example:</p> <ul style="list-style-type: none"> • Exact event date (30/08/2023); or • The event period (i.e. 02/07/2023–06/07/2024); or • The entire period of the events (e.g. 3 months)
Number of Events▼	<p>If you’ve declared 1 record for a series of events, please indicate the total number of events (E.g. for Vivid Sydney, there are 35 events).</p> <p>Enter 0 (zero) if not applicable</p>
Indoor/Outdoor▼	<p>Select from this list:</p> <ul style="list-style-type: none"> • Indoor • Outdoor • Both
Estimated Gross Revenue – income▼	<p>Enter how much income your agency expects to receive from the event. Range of 0 (zero) to 1,000,000,000.</p>
Estimated Expenses – costs▼	<p>Enter how much your agency expects to spend to have the event. Range of 0 (zero) to 1,000,000,000.</p>
Expected profit	<p>This is computed by the system as the difference between:</p> <ul style="list-style-type: none"> • Estimated Gross Revenue – income • Estimated Expenses – costs
Comments	<p>(Optional) Provide more information about the event.</p> <p>For example, is the event in a crowd controlled venue, managing entry, egress, security control; or free public access? If free public access, a) is there security at the event to manage crowd behavior if required. b) are there any controls to limit crowd numbers to mitigate the spread of Covid-19?</p>

Workers Compensation Declaration

Section 1 – Workers and Apprentice Section

Complete grid table with relevant FTE numbers and wages for your agency.

System will automatically generate last year's information.

Actual	The actual FTE and amount paid in wages for the period 01 Jul 2022 to 30 Jun 2023 (Closed FY).
Revised Estimate	The estimated FTE and wages for the period 01 Jul 2023 to 30 June 2024 (Current FY).
Forecast	An estimate of FTE and wages for the period 01 Jul 2024 to 30 Jun 2025 (Next FY).

▼ - Compulsory cells are marked with a red triangle (▼). These fields are in the table below.

▼ - The system will automatically pre-populate and calculate the variance comparing last year's data (if declared) for the fields in the below table.

Workers Compensation Registry Grid Definitions

Field Name	Field Guidelines
Employee Type	<p>There is one row for each of the following employee types:</p> <ul style="list-style-type: none"> 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 <p>Enter FTE and wages data only for the employee types that apply to your agency.</p> <p>If you declared under Other or Professional, details are required in the free text field below the Grid.</p>

Field Name	Field Guidelines
FTE Definition	<p>FTE or Full-Time Equivalent measures how many full-time employees within an agency.</p> <p>It is not intended to be a headcount of workers at a given time or the total number of employment contracts issued throughout the year.</p> <p>FTE should reflect the full-time hours worked within an agency over the relevant 12-month period.</p> <p>For example, a full-time employee (working 40 hours per week) is equal to one FTE; a part-time employee (working 20 hours per week) is equal to 0.5 FTE. However, a full-time employee (working 40 hours per week) who joins an agency mid-year and only works for 6 months of the year is equal to 0.5 FTE.</p>
Last Year's Revised FTE ▼	<p>This shows the Revised FTE entered last year.</p> <p>It is for reference only.</p>
Last Year's Forecast FTE ▼	<p>This shows the Forecast FTE entered last year.</p> <p>It is for reference only.</p>
Last Year's Revised Estimate Wages ('\$000) ▼	<p>This shows the Revised Estimate Wages (in thousands) entered last year.</p> <p>It is for reference only.</p>
Last Year's Forecast Wages ('\$000) ▼	<p>This shows the Forecast Wages (in thousands) entered last year.</p> <p>It is for reference only.</p>
Actual FTE Closed FY ▼	<p>Initially, this shows the Actual FTE entered last year.</p> <p>Update the Actual FTE for Closed FY 2022/23. The maximum value is 100,000.</p>
Revised Estimate FTE Current FY ▼	<p>Initially, this shows the Revised Estimate FTE entered last year.</p> <p>Update the Revised Estimate FTE for Current FY 2023/24. The maximum value is 100,000.</p>
Forecast FTE Next FY ▼	<p>Initially, this shows the Forecast FTE entered last year.</p> <p>Update the Forecast FTE for Next FY 2024/25. The maximum value is 100,000.</p>
Actual Wages ('\$000) Closed FY ▼	<p>Initially, this shows the Actual Wages (in thousands) entered last year.</p> <p>Update the Actual Wages for Closed FY 2022/23. The maximum value is 100,000,000.</p>
Revised Estimate Wages ('\$000) Current FY ▼	<p>Initially, this shows the Revised Estimate Wages (in thousands) entered last year.</p> <p>Update the Revised Estimate Wages for Current FY 2023/24. The maximum value is 100,000,000.</p>

Field Name	Field Guidelines
Forecast Wages ('\$000) Next FY ▼	Initially, this shows the Forecast Wages (in thousands) entered last year. Update the Forecast Wages for Next FY 2024/25. 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Last Year's Forecast Wages ('\$000) Revised Estimate Wages ('\$000) Current FY
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.
% Difference Between Actual and Revised Estimate FTE ▼	This is computed by the system using data in the following fields: <ul style="list-style-type: none"> Actual FTE Closed FY Revised FTE Current FY
% Difference between Revised Estimate and Forecast FTE ▼	This is computed by the system using data in the following fields: <ul style="list-style-type: none"> Revised Estimate Wages ('\$000) Current FY Forecast Wages ('\$000) Next FY
Reasons for FTE Variance ▼	Explain any large variations (+/- 10%) in the FTE entered for this employee type. This will assist in your contribution being fair and accurate.

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	Payroll Tax	N
Company car	Y	Penalty rates	Y
Company house	Y	Redundancy / retrenchment payments (accrued entitlement portion)	Y
Construction allowances	Y	Redundancy / retrenchment payments (non-accrued entitlement portion)	N
Directors' fees for non-working directors	N	Salary	Y
Directors' fees for working directors	Y	Shift allowance	Y
Directors' payment to working directors	Y	Sick leave	Y
Dirt money	Y	Site allowance	Y
Distant work money	Y	Superannuation contributions (employer)	Y
Early retirement benefits	Y	Third party remuneration (school fees, health care costs etc)	Y
Entertainment expenses	*	Tips and gratuities	Y
Travelling time	Y	Tool allowance	*
Fringe benefits	Y	Travelling allowance	*
Height money	Y	Trust distributions for non-working beneficiaries	N
Laundry allowance	*	Trust distributions for working beneficiaries	Y
Living-away-from-home allowance	Y	Termination payments (accrued entitlements)	Y
Long-service leave	Y	Workers' compensation payments	N
Workers who have a 'state of connection' outside of NSW	N		

*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.

Refer to [Wages Definition Manual](#) for full details.

FTE and Wages Variation Summary

This summary shows the % difference in total FTE and wages across all employee types (**Grand Total**)

- A. (FTE) Actual for Closed FY 22/23 and Revised Estimate for Current FY 23/24
- B. (Wages) Actual for Closed FY 22/23 and Revised Estimate for Current FY 23/24
- C. (FTE) Revised Estimate for Current FY 23/24 and Forecast for Next FY 24/25
- D. (Wages) Revised Estimate for Current FY 23/24 and Forecast for Next FY 24/25
- E. (FTE) Last Year's Revised Estimate for FY 22/23 and This Year's Actual for FY 22/23
- F. (Wages) Last Year's Revised Estimate for FY 22/23 and This Year's Actual for FY 22/23
- G. (FTE) Last Year's Forecast for FY 23/24 and This Year's Revised Estimate for FY 23/24
- H. (Wages) Last Year's Forecast for FY 23/24 and This Year's Revised Estimate for FY 23/24

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

Apprentices

If an agency employs apprentices, they are entitled to a discounted SIRA Levy. For the reduction to apply an agency is required to declare the forecast number of apprentices and amount of wages to be paid to apprentices for the FY 2024/25 fund year.

Please note, the wages declared in the main wages grid of the declaration must still include apprentice wages.

The SIRA levy discount applies to agencies who have entered into a NSW Department of Education and Communities (NSW DEC) approved 'Training Contract' with an apprentice in a designated trade vocation. The apprentice must be identified in the training contract.

Wages of Training Services NSW recognised traineeships are not entitled to the SIRA Levy discount, so they are not required to be declared in the apprentice section of the declaration.

Apprentices courses can be verified using the Training Services NSW Apprenticeship and Traineeship Search tool.

Data entered for Next FY 2024/25 will by nature be an estimate and actual training contracts may not be known with certainty for the FY 2024/25 period. In this situation, a best estimate for FY 2024/25 should be entered.

Data entered for the current FY 2023/24 and closed FY 2022/23 will not be utilised in your contribution, but icare are still required to collect this information to meet regulatory requirements.

Asbestos Wages

Declare whether any of your workers in the course of their employment are exposed to or handle any asbestos or asbestos containing products.

If your answer is “No”, you have successfully completed this section.

If your answer is “Yes”, you are required to declare the number of FTE and wages paid to workers or deemed workers who are exposed to asbestos.

If your agency keeps records of the specific period during which workers are exposed to asbestos, you may declare only the wages corresponding to that time frame.

Please note, the wages declared in the main declaration section must still include any asbestos wages.

Additional Information Regarding Asbestos

Asbestos refers to a variety of fibrous silicate minerals, including chrysotile (white asbestos), amosite (brown asbestos), crocidolite (blue asbestos), tremolite, actinolite, and anthophyllite. The manufacture and use of products containing asbestos has been prohibited in many countries, including Australia. Chrysotile asbestos was banned nationally in 2003, and all other forms of asbestos were banned in the mid-1980s. Currently, the use of asbestos is only allowed for specific purposes such as sampling, analysis, maintenance, removal, disposal, encapsulation, or enclosure.

It is important to manage any structure, equipment or plant containing asbestos materials to ensure that the risk of exposure to airborne asbestos fibres is eliminated or controlled.

Agencies are required to indicate if their workers come into contact with or handle asbestos or asbestos-containing products. The controller of premises is legally obligated to identify and record all asbestos-containing materials in a workplace through an asbestos register.

A specific Dust Diseases Levy rate is applied to agencies whose business activities involve exposure to asbestos. This levy helps cover the costs associated with providing compensation to individuals who have developed asbestos-related diseases such as mesothelioma, asbestosis, or lung cancer due to their exposure to asbestos.

According to the determination of the Workers' Compensation (Dust Diseases) Board, published in Gazette No. 64 of 11 May 1979, the Dust Disease Rate for wages paid to workers engaged in the class of employment described in paragraph D (12)¹ is set at 4 percent. This class of employment includes any process in or incidental to:

- The loading, unloading, sorting, storing, handling, testing or analysis of asbestos or asbestos minerals;
- The mixing, blowing, teasing or blending of asbestos minerals or asbestos or any substance containing asbestos;
- The finishing, cutting, drilling, planning, sewing, sawing, grinding or weaving of asbestos, asbestos materials or asbestos products;
- The cleaning of any bags, chambers or appliances for the collection of asbestos dust;
- Any lagging, insulating, demolishing or spraying operation in which asbestos or any substance containing asbestos is used, handled or dismantled;
- The use of asbestos covered or asbestos coated welding rods;
- The collection and cleaning of overalls contaminated by asbestos;
- The wearing and use of any product made from woven asbestos.

Section 2 – Merge and Splits Section

Declare whether or not your agency has had any structural changes resulting in a transfer of staff to or from another agency. For example, due to Machinery of Government changes.

Since the last declaration, if your agency has or is due to have a transfer in or out of staff during the FY 2024/25 fund year, please answer “Yes” to the question “Has there been an intra-TMF structural change to your policy since the previous wage declaration?” This will prompt the remainder of the questions which are all required to be completed.

If “No”, you have successfully completed this section.

Note, within the TMF there are some unique policy structures whereby a single agency may have multiple active policies. If this applies to your agency and there has been an intra agency transfer of staff (i.e. from one policy to another within your agency) please complete the merges and splits section also.

Provide details of the change (e.g. due to Machinery of Government, our agency has now merged with X agency).

Declare if any staff have transferred out of your agency/policy to another TMF agency/policy.

Declare if any staff have transferred from another agency/policy to your agency/policy.

Please provide this information to the best of your knowledge. If you do not have access to accurate wages information because staff were not employed by your agency for any of the periods requested, then this is acceptable.

Declare the name of your Executive who signed off on this information.

Declare any comments from your Executive.

Please note, the wages declared in the main declaration section should also reflect any merges and splits.

Types of Mergers and Splits

Structural Change	Description	Example
Born from a Split	The agency is new to the TMF for the declared FY and has been formed entirely or in part from staff from one or more agencies/policies in the TMF.	Agency Y is new. Part or all of agency/policy X's staff moved to agency Y. Agency Y is considered to have undergone a 'Born from Split'. If the new agency Y also absorbed some staff from agency/policy Z, agency Y is still considered to have undergone 'Born from Split'.
Split	Staff have transferred out to one or more agencies/policies in the TMF and the agency/policy is still alive.	Part of agency/policy X's staff moved to agency/policy Y, and agency/policy X is still alive. Agency/policy X is considered to have undergone 'Split'. If another part of agency/policy X's staff moved to agency/policy Z, and agency/policy X is still alive, agency/policy X is still considered to have undergone 'Split'.

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

Staff Transferring Out to Other TMF Agencies/Policies

Provide details of staff transferring out to other agencies/policies in the TMF since your last declaration.

Field Name	Field Guidelines
Name of agency/policy that staff are transferring out to	Enter the official name of the TMF agency/policy to which staff are transferring out. The form allows for up to ten agencies/policies.
Workers Compensation Policy Number	Enter the policy number of the other agency/policy where staff are transferring in from.
Number of staff (FTEs)	Enter the number of staff (FTE) as a number greater than 0 (zero) and less than 100,000.
Actual Wages ('\$000) Closed FY	Enter the actual wages (in thousands) for the Closed FY 2022/23. Maximum value of 100,000,000.
Revised Estimate Wages ('\$000) Current FY	Enter the revised estimate wages (in thousands) for the Current FY 2023/24. Maximum value of 100,000,000.
Forecast Wages ('\$000) Next FY	Enter the forecast wages (in thousands) for the Next 2024/25. Maximum value of 100,000,000.
Approximate date of transfer	Enter the date the transfer is planned to occur.

Staff Transferring In From Other TMF Agencies/Policies

Provide details of staff transferring in from other agencies/policies in the TMF since your last declaration.

Field Name	Field Guidelines
Name of agency/policy that staff are transferring in from	Enter the official name of the TMF agency/policy from which staff are transferring in. The form allows for up to ten agencies/policies.
Workers Compensation Policy Number	Enter the policy number of the other agency/policy where staff are transferring in from.
Number of staff (FTEs)	Enter the number of staff (FTE) as a number greater than 0 (zero) and less than 100,000.
Actual Wages ('\$000) Closed FY	Enter the actual wages (in thousands) for the Closed FY 2022/23. Maximum value of 100,000,000
Revised Estimate Wages ('\$000) Current FY	Enter the revised estimate wages (in thousands) for the Current FY 2023/24. Maximum value of 100,000,000
Forecast Wages ('\$000) Next FY	Enter the forecast wages (in thousands) for the Next FY 2024/25. Maximum value of 100,000,000
Approximate date of transfer	Nominate the date the transfer is planned to occur.

Appendix 7: Health Product Categories

Intervention Devices and Medical Equipment

Category 1: Patient Appliances

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

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	Birth 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
Birth Bed Mattress	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	

Category 3: Acute Surgical Intervention

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

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	Ultrasound 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

Category 4: Medical Intervention Devices and Consumables

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

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	

Category 6: Interventional Surgery and Diagnostic Imaging and Radiology Equipment

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

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
Pacemakers	Percutaneous access and drainage
Stents	Radiology equipment, consumables and services
Urostomy	Renal stents - urethral and ureteral
Biopsy Port Seals	Trauma nails, screws, plates, cement

Category 2: Pharmaceuticals

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

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

Category 5: Pathology, Chemistry and Sterilisation Services

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

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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