

TMF Declarations FY24/25

Online Declaration Improvements



Contents

1. Property Declaration Form Changes	3
2. Motor Declaration Form Changes	4
3. Miscellaneous Declaration Form Changes	4
4. Workers Compensation Form Changes	5
5. Cyber Form Changes	5
6. Liability Form Changes	7
7. Health Global Liability Form Changes	8
8. All Users – System updates.....	10

1. Property Declaration Form Changes

Type of change	Section	Changes	What this means for you
New Online Validations	ASSET REGISTRATION SECTION	<p>New Variance Fields for:</p> <ul style="list-style-type: none"> • Buildings • Contents • Consequential Loss and • Contents - Cultural Art & Artefacts <p>The system will automatically calculate the variance of the current total asset register value in comparison to last year's total. Where the Variance is +/- 15%, the user is to provide details for the variation.</p>	Please provide as much details as possible about the variance to assist our understanding of the key reasons for exposure movements.
	1. ASSET REGISTER 2. WATERCRAFT 3. AVIATION	Before a user can "COMPLETE SECTION", user must tick an acknowledgement box that they have reviewed the Inactive asset, watercraft or aircraft.	Please ensure that all Inactive asset values have been manually updated to zero* values for all applicable fields. <i>Any Inactive asset where the values have not been updated to zero, will automatically calculate towards the Agency's Total Asset Value</i>
Status Name Updated	1. ASSET REGISTER 2. WATERCRAFT 3. AVIATION	The previous status, 'New' has now been updated to 'Forecast' . This status is to be used by the user for property assets that are currently under construction/ renovation which are due to come into the Agency's ownership within the declared Financial Year	For any assets where the 'New' status was used in the previous year, it will now have been updated to 'Active'. Please review the Valuation Date which may have the default date. Only use 'Forecast' for the assets that are currently under construction/ renovation which are due to come into your Agency's ownership within the declared Financial Year

Type of change	Section	Changes	What this means for you
Field Name Updated	AVIATION	Aircraft Registry Grid column renamed “ Forecast Flying Hours ”	Please declare the flying hours that the aircraft is intended to be used.
Question Amended	FINE ARTS	First question changed to: "Does your Agency own any Fine Art works/collections over \$10m per site/location? "	Only use this section of the form to declare Artworks / collections owned by your Agency worth <u>over \$10m at any 1 one site.</u>

2. Motor Declaration Form Changes

Type of change	Section	Changes	What this means for you
New Online Validation	MOTOR VEHICLE BY CATEGORY	New Variance Field for: Special Vehicles – The system will automatically calculate the variance of the current total Other/Special category value (total number of vehicles and total replacement value) in comparison to last year’s totals. Where the Variance is +/- 15%, the user is to provide details for the variation.	Please provide as much details as possible about the variance to assist our understanding of the key reasons for exposure movements.

3. Miscellaneous Declaration Form Changes

icare has worked with International SOS to better align the terminology which has resulted in the terminology change to 'Domestic'.

Type of change	Section	Changes	What this means for you
Question Amended	MISCELLANEOUS	Travel Field: Domestic* and International travel to be declared separately. * Domestic travel refers to work-related travel which involves overnight travel accommodation away from the persons Place of Residence within Australia".	Please provide a value for each category separately.

4. Workers Compensation Form Changes

Type of change	Section	Changes	What this means for you
New Question	Workers and Apprentices	<p>Asbestos Wages:</p> <p>If an Agency has any workers in the course of their employment exposed to or handle any asbestos containing products, they will now be required to provide the FTE and wages for these.</p>	It is important that agencies indicate whether any of their workers in the course of their employment are exposed to or handle any asbestos containing products. A specific Dust Diseases Levy rate will be applied whose business activities involve exposure to asbestos.

5. Cyber Form Changes

To have a better understanding of the Agency's cyber process and maturity, icare has made a few changes to the Cyber form to obtain a better understanding of an Agency's cyber exposure.

Type of change	Section	Changes	What this means for you
Question Amended	CYBER LIABILITY	<p>Question amended:</p> <p><i>Does your agency implement cyber security awareness training across all staff and contractors at least annually, including those authorised to access or process personal data?</i></p>	Greater clarity of what is being asked.
		<p>Additional skip logic questions for:</p> <p><i>Does your agency backup and check network information regularly?</i></p> <p>If "Yes", please provide details:</p> <ul style="list-style-type: none"> Please provide details of testing of back-ups, how often are these undertaken and Please confirm if back-ups are stored at off-site locations? <p>Are backups containing personal data encrypted?</p> <p>If "No", please provide details of any other measures to protect personal data. (Encrypt Personal Data)</p>	These questions will provide icare with additional information with the intention of understanding the Agency's back-up system, what this looks like and whether or not stored off-site to mitigate the impact of a cyber event.

Type of change	Section	Changes	What this means for you
New Questions	CYBER LIABILITY	<p>Contracting with vendors, suppliers and partners.</p> <p>If a 'Yes' answer is provided, four additional questions follow -</p> <ol style="list-style-type: none"> 1. Vendor security system and system management 2. Vendor staff cyber training 3. Vendor cyber security policy and details 4. Vendor cyber insurance 	Please answer these to the best of your knowledge and provide as much supporting information as possible where required.
		<p>Australian Cyber Security Strategy Essential 8.</p> <p>Agency to confirm whether they have adopted the key controls for strategies to mitigate and prevent cyber incidents, as per the Australian Cyber Security Strategy Essential 8.</p> <p>if "Yes", user required to select level of maturity between 0 and 4.</p>	Please confirm whether your Agency has adopted the Australian Cyber Security Strategy Essential 8 and confirm your Agency's most recent Cyber Maturity score.
Question Amended	CYBER ENTERPRISE RISK MANAGEMENT	<p>Question amended:</p> <p><i>You have not waived your rights of recourse against the products / service provider in the outsourcing contract</i></p>	Greater clarity of what is being asked.
Questions moved to another Section	CYBER ENTERPRISE RM SECTION to CYBER LIABILITY	<ol style="list-style-type: none"> 1. <i>Personal data is encrypted when transmitted over the network</i> 2. <i>Mobile devices and laptop hard disks are encrypted</i> 	Better alignment of the question, i.e. encryption related questions are grouped together.
Questions Abolished	CYBER LIABILITY & CYBER ENTERPRISE RISK MANAGEMENT	<ol style="list-style-type: none"> 1. <i>Does your Agency adhere to and comply with the NSW Government Cyber Security Policy?</i> 2. <i>Has your Agency adopted the Cyber Security Capability Maturity Model?</i> 3. <i>A Data Breach Response plan is implemented and roles are clearly communicated to the functional team members</i> 	N/A

6. Liability Form Changes

Type of change	Section	Changes	What this means for you
New Function & Online Validation	AGENCY ACTIVITIES	<p>Annual Income Table with all the income fields displaying. It will also display the Agency's previous year's Annual Income.</p> <p>The system will calculate the variance between the two years and if a variance of $\pm 15\%$ is detected for your Agency, a commentary field will populate where you are required to provide details of changes to the values.</p>	<p>Allows users to see the values declared for their Agency in the previous year.</p> <p>Include ALL income in Dollars, including government funding (whether it is Federal, State or Local).</p> <p>Please provide as much detail as possible about the variance to assist our understanding of the key reasons for exposure movements.</p>
New Questions	AGENCY ACTIVITIES Operations	<p>Dangerous Chemicals</p> <p>Confirm whether your Agency uses Dangerous Chemicals. If 'Yes':</p> <p>Additional skip logic questions for:</p> <ol style="list-style-type: none"> 1. Use of chemicals or solvents <ol style="list-style-type: none"> 1a. Types of chemicals or solvents 1b. Safety precaution measures 1c. Storage 1d. Extent of how products are used 	<p>Provide information regarding the Agency's use and storage of dangerous materials which can be dangerous if not properly managed and may pose both health and physical hazards.</p>
	PUBLIC LIABILITY Tenders/Contracts	<p>Additional skip logic questions for:</p> <p><i>Does your Agency engage sub-contractors/contractors for a service?</i></p> <ol style="list-style-type: none"> 1. Subcontractor / contractor engagement <ol style="list-style-type: none"> 1a. Types of services 1b. Acceptance of hold harmless clauses/additional liability assumed 	<p>Confirm whether hold harmless agreements (additional liability assumed) are accepted by the Agency in the Public Liability space, for any type of service, not only professional services.</p>
	PUBLIC LIABILITY Tenders/Contracts	<p>New Question: <i>Does your Agency have quality controls in place to manage contract scope, wording and risk mitigation?</i></p> <p>If Yes, please describe the contract review process.</p>	<p>Confirm whether you have a contract review process.</p> <p>A copy of your policy/procedure can also be emailed to declarations@icare.nsw.gov.au.</p>

7. Health Global Liability Form Changes

Type of change	Section	Changes	What this means for you
New Sections	MULTIPLE	<p>Form split into 5 Sections instead of the existing single section.</p> <ol style="list-style-type: none"> 1. EMPLOYEE CLASSIFICATIONS AND OTHER MEDICAL PRACTITIONERS <ol style="list-style-type: none"> a. Employees in Teaching Facilities b. Employee Classifications c. Medical practitioners with a 'Contract of Liability Coverage with a Public Health Organisation' Classifications 2. RISK MANAGEMENT <ol style="list-style-type: none"> a. Employees who are health practitioners and are required to hold Ahpra registration in order to practise b. 'Contracts of Liability Coverage with a Public Health Organisation' agreements with medical practitioners 3. PHARMACEUTICALS 4. FACILITIES <ol style="list-style-type: none"> a. Nursing Homes b. Hospitals 5. OPERATIONS <ol style="list-style-type: none"> a. Baby deliveries b. b. Surgeries 	Allows you to Delegate the specific section to different people within your organisation.
New Help icons	MULTIPLE	The 'I' icons have been added to assist in completing the relevant question (includes definition for Nursing Homes and Hospitals, etc)	You can now hover on the 'I' icons for guidance on how to complete that question.
New Classifications	EMPLOYEE CLASSIFICATIONS	Update to existing Employee Classifications and new classifications have been added	Allows user to accurately align the employee classification

Type of change	Section	Changes	What this means for you
New Questions	OTHER MEDICAL PRACTITIONERS SECTION	New VMO classification table with different types of Medical Practitioners and request for remuneration info.	Allows the Agency to advise the potential risk and exposure relating to VMO categories of Medical Practitioners that are engaged by Health pursuant to a 'Contract of Liability' agreement (i.e. non-employees).
	RISK MANAGEMENT	Two new questions, If Agency selects, Yes, then 1 additional question appears for each main question as well as an additional comments field. 1. Ahpra registration <ol style="list-style-type: none"> a. Is there a process to confirm the registration b. Additional comments if required 2. Contracts of Liability Coverage with a Public Health Organisation agreements with medical practitioners <ol style="list-style-type: none"> a. Is there a process to confirm the Apha registration b. Additional comments if required. 	
	PHARMACEUTICALS	New question regarding types of pharmaceuticals which are anticipated will be produced or manufactured.	
Questions Amended	OPERATIONS Baby Deliveries	Information requested for actual deliveries for the most recent financial year only.	Less year on year duplication
	OPERATIONS Surgeries	Agency is now required to provide breakdown of surgeries between: Surgeries - Adult Surgeries - Paediatric	Please provide the breakdown between Adult and Paediatric surgeries.

8. All Users – System updates

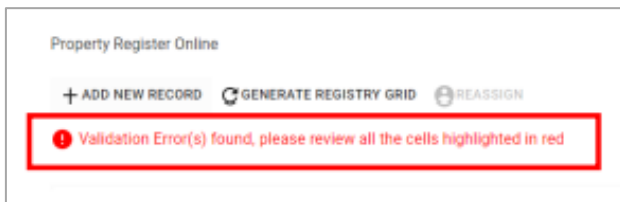
8.1 New messaging for Validation Error(s) on Registry Grids

A new enhancement has been added to the Form for *Registry Grids*. Registry grids may contain many rows of data and when there is an error in a cell it can be easily missed.

A new error message will now appear above the *Registry Grid*, this is in addition to the cell being highlighted in red.

See the example below, where the *Registry Grid* has triggered validation errors across multiple rows.

The new message (**Validation Error(s) found, please review all the cells highlighted in red**) at the top of the Registry Grid is displayed along with the cells being highlighted in red to make it easier for the user to identify errors.



#	Assigned To	ID	Property Name	Address	Post Code	Country/State	Building Value Prior	Building Value
<input type="checkbox"/>		24699579	Luna Park	Milsons Point	2061	AU - New South Wal...	700,000,000	9999999999999999
<input type="checkbox"/>		24719045	Nomads Brewery	150 Smith St	2400	AU - New South Wal...	550,000	550,000
<input type="checkbox"/>		24598336	test	Bernelong Point	2000	AU - New South Wal...	60,000,000	60,000,000
<input type="checkbox"/>		10928253		Capitol Theatre, Hay...	2000	AU - New South Wal...	12,500,000	12,500,000
<input type="checkbox"/>		24598337		Pittwater Road	2100	AU - New South Wal...	60,000,000	60,000,000

As shown below, once the validation error(s) are resolved the message will clear and you will be able to submit the form.

#	Assigned To	ID	Property Name	Address	Post Code	Country/State	Building value Prior
<input type="checkbox"/>		10928253	Capitol Theatre	Capitol Theatre, Hay...	2000	AU - New South Wal...	12,500,000
<input type="checkbox"/>		24699579	Luna Park	Milsons Point	2061	AU - New South Wal...	700,000,000
<input type="checkbox"/>		24719045	Nomads Brewery	150 Smith St	2400	AU - New South Wal...	550,000
<input type="checkbox"/>		24598337	Petrol Station	Pittwater Road	2100	AU - New South Wal...	60,000,000
<input type="checkbox"/>		24598336	test	Bennelong Point	2000	AU - New South Wal...	60,000,000

8.2 Display Preview while Form is Loading

The platform (Digital) will now display a “skeleton” (a greyed-out preview of the page’s content) while forms are loading.

The following illustration shows an example of the preview that appears while the form is loading.

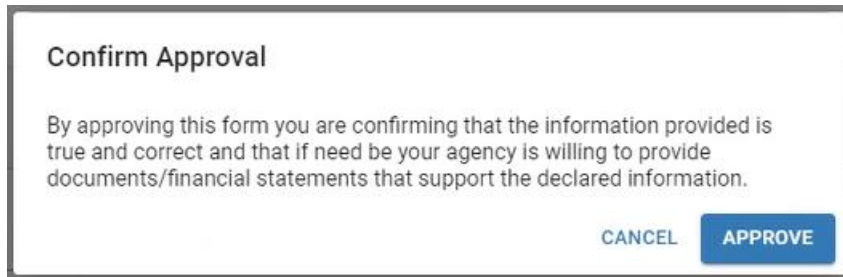


The following illustration shows the form after it has finished loading:

8.3 Approval button Message

The Approval button message has now been changed to “By approving this form you are confirming that the information provided is true and correct and that if need be your agency is willing to provide documents/financial statements that support the declared information.”

This is a reminder of the importance of the Approver role and providing us with accurate and updated data with considered estimates for the upcoming financial year.



Confirm Approval

By approving this form you are confirming that the information provided is true and correct and that if need be your agency is willing to provide documents/financial statements that support the declared information.

CANCEL APPROVE

8.4 Timing Out

Digital sessions will no longer time out while using the application. This will avoid users being timed out when end user is in a form. The application will only time out if system detects no activity from the end user.