

TMF Declarations – What to Declare in Each Form

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

	Environment Impairment	<ul style="list-style-type: none"> Your Agency's exposure to Environmental risks: When your Agency is involved in site monitoring (i.e. ground water, soil, air emission, waste generation etc) Storage of use of Perfluorinated Compounds/Chemicals (PFC), per- and poly-fluoroalkyl substances (PFAS), Perfluorooctanoic Acid (PFOA) or Perfluorooctane Sulfonate (PFOS) When your Agency has ownership or maintain above or below ground storage tanks installed prior to 2008
Cyber	Cyber Liability	<ul style="list-style-type: none"> Agency's current process in dealing with: <ul style="list-style-type: none"> Network access Awareness training to all employees System security patches Backup network Key controls to mitigate and prevent Cyber incidents Cyber security in Risk Management framework NSW Government Cyber Security Policy Cyber Security Capability Maturity Model
	Cyber Enterprise Risk	<ul style="list-style-type: none"> Your Agency's current protocol with: <ul style="list-style-type: none"> Information security Information systems protection Network security and operations Physical security of computing room Outsourcing Personal information protection policy Personal information protection controls
	Cyber – Personal Records	<ul style="list-style-type: none"> Estimate number of personal records held by your Agency (i.e. medical history, insurance information, credit card details etc)
Miscellaneous	Miscellaneous	<ul style="list-style-type: none"> Number of persons Full Time or Part Time Board Members not covered by Workers Comp Number of Volunteer Workers Number of Worker Experience Students Number of people engaged in Community Service Orders Number of domestic and international travellers and travel days when conducting business on behalf of your Agency.
	Cancellation of Events	<ul style="list-style-type: none"> Expected Events held by your Agency – including the number of events, cost and expected income
Workers' Compensation	Workers and Apprentices	<ul style="list-style-type: none"> FTE & Wages of your Agency Apprentice numbers and wages Asbestos numbers and wages Reason on variance on FTE and/or Wage changes
	Splits & Mergers	<ul style="list-style-type: none"> To be declared when your Agency has a change in: <ul style="list-style-type: none"> Splitting into a new Agency Merging with another existing Agency Existence i.e. no longer exists Details of transferred staff
Health Global Liability	Operations and Facilities	<ul style="list-style-type: none"> Employees by Clinical Practice Type Employees in Teaching Facilities Production or manufacturing Pharmaceuticals Operating in Nursing Homes (i.e. details patient beds) Operating in Hospitals (i.e. details patient beds) Number of baby deliveries within your LHD/Facilities Number of surgeries operated within your LHD/Facilities

All Forms	Agency Structure Form	<ul style="list-style-type: none">• Where you can advise us of:<ul style="list-style-type: none">○ Agency name change○ Cluster change○ Policy name change○ Merging with another Agency○ Existing policy to be lapsed○ Any other structural Agency changes and movement.
Bespoke Declaration Form	Due to an Agency's unique operations, some Agencies have designated Declaration Forms to be completed. Please reach out to your icare Client Engagement Manager on how to complete the relevant bespoke Declaration assigned to your Agency.	
