

# TMF Declaration Process & User Roles



## Introduction

The TMF Declaration process provides icare with the details of the assets and exposures that the Treasury Managed Fund (TMF) will be protecting in any given financial year. To enable this, it is essential that icare is able account for every possible exposure, so that it can ensure the Fund's financial capacity to provide sufficient protection. As part of this, NSW Government Agencies (under the TMF) need to participate in an annual declaration and contribution renewal process.

We use the TMF Declaration system to facilitate this process. To help you navigate the system and complete your online declarations, we've made available printable PDF user guides to explain and guide you through the online declaration process. Resources are available here:

- [www.icare.nsw.gov.au/declaration-training](http://www.icare.nsw.gov.au/declaration-training)

## Overview of the online Declaration process

1. User Provisioning – Your icare Client Engagement Manager (CEM) will work with you to confirm the Agency users for this year's declarations.
2. **New Users:** Coordinators and Approvers will receive their login details in an email.  
**Existing Users:** Coordinators and Approvers should already have access to the IfNSW Portal and can use their known credentials.
3. Declaration forms are assigned as Tasks to the nominated Coordinators.
4. Assigned tasks (i.e. declaration forms) are completed (by the Coordinators or their nominated Delegates).
5. Completed declaration forms are submitted by the Coordinator for approval.
6. The Approver will review and Reject the completed tasks / declaration forms for amendment, amend any errors themselves, or Approve the form.
7. Once the declaration form is approved, the data will be sent to the declaration system database for validation.
8. This completes your renewal declaration process.

## User roles

### Coordinators

- Each Agency is required to nominate one Coordinator for each of their declaration forms. Coordinators are accountable for ensuring that the forms assigned to them are completed, submitted, and approved in a timely manner.
- Coordinators can complete the forms themselves OR opt to delegate specific sections within each form to a Delegate for completion. Once all sections of their assigned form have been completed, the Coordinator is responsible for reviewing and submitting the form for approval.
- If a submitted form has been rejected by the Approver, the Coordinator is responsible for reviewing the rejected form, the reason for the rejection and then amending it (or delegating the relevant sections for amendment). The form must be resubmitted for approval.
- Depending on your Agency's structure, the Coordinator may also act as the Approver for their assigned forms.

### Delegates

- Delegates are responsible for completing individual form sections delegated to them by the Coordinator.
- Once the Delegate completes their section, it again, becomes the responsibility of the Coordinator. The Delegate may also be asked to review and update a previously completed section if it is rejected by the Approver.
- Not all agencies will have Delegates (i.e. the Coordinator is not required to assign the form to another individual and can complete all the sections of their assigned declaration form).

### Approvers

- The Agency will need to nominate one Approver for each of their declaration forms.
- Approvers are required to review the forms submitted to them by the Coordinator and either, Approve or Reject them if amendment is required (including providing a reason for the rejection).
- Once a form is approved, the data is automatically sent to the declaration system database for validation.
- Any back-end database validation errors will be notified to the Coordinator.
- If a form is rejected, it will be returned to the Coordinator with the Approver's comments detailing the reason(s) for the rejection. The Coordinator will then need to decide whether to update the relevant form section(s) themselves or delegate to the Delegate again, and resubmit for approval.