

A Guide to Agency Structure (incl. Mergers & Splits)



Agency Structure Section (including Mergers and Splits)

The Agency Structure Section (including Mergers and Splits) applies to the Workers Compensation, Property, Liability, Motor, and Miscellaneous forms.

Policy structure refers to how an agency organises its policies. In some cases, a single policy may cover multiple agencies or parts of multiple agencies, such as when shared services or similar functions from different agencies are centralised.

We are seeking clarification on policy structure to:

1. obtain an accurate understanding of how policies are structured across the different lines of insurance,
2. assist agencies in proper declaration by ensuring they are including all their risk exposures,
3. ensure optimal management of contributions by icare.

This section is required across a number of forms due to the different exposures that may or may not change within an Agency. For example, in the case of a Machinery of Government change, assets (Property or Motor Vehicles) may have been transferred, while the functions and/or staff remain unchanged (Liability, Workers Compensation). The information will need to be completed on each form so that we can accurately capture the changes for each line of business.

You will be required to:

1. Declare whether there are or will be multiple entities / agencies covered under this policy.
2. Declare whether your agency has had any structural changes resulting in a transfer of staff, assets and/or functions to or from another agency or policy. For example, due to Machinery of Government changes.

Multiple Agencies / Entities

Select “Yes” or “No” to, “For the renewal period, are there or will there be multiple entities / agencies covered under this policy?”

- Depending on your Agency structure, you may have multiple entities that you are declaring for under your policy. If so, please provide details.

Agency Structural Changes

Select “Yes” or “No” to, “Has there been, or will there be any agency structural change to your policy since the previous declaration?”

- Since the last declaration, if your agency has not had any changes, select “No” and you can complete the section or provide additional comments in the free text field.
- If your agency has or is due to have structural changes, please answer “Yes”. This will prompt the remainder of the questions, where you still be required to select from the following types of changes:
 - Born from a Split
 - Split
 - Split and Abolished
 - Merge
 - Split and Merge
 - Abolished
 - Merged and Abolished

Any selection will provide a free text field to provide details of the Mergers or Splits (e.g. due to Machinery of Government, our agency has now merged with X agency), including the effective date.

For Workers Compensation, you will be required to complete further details about the staff movement (if you require further assistance, please access the *Useful Tips - Your Workers Compensation Declaration Form*):

- 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.

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

Please note: the information declared in the main declaration sections, should also reflect any mergers and splits, if known (e.g. specific assets belonging to Agency X, should be declared under Agency Y for this declaration cycle due to MoG).

If you require further assistance with this, please contact your icare Client Engagement Manager or email declarations@icare.nsw.gov.au.