

## Tasmanian Risk Management Fund Procedure for Reporting of Liability Claims

### 1. Introduction

The Tasmanian Risk Management Fund provides a whole-of-government approach to the treatment of major risks to which Fund participants are exposed, including ensuring that adequate financial provision is made for the cost of those risks.

Timely and accurate reporting of potential liability (including medical liability) claims improves the management of the Fund. If claims are not reported in a timely manner this creates an increased level of uncertainty in estimating the Fund's liabilities. Developing good practices around claims reporting is therefore imperative to the efficient functioning of the Fund.

The purpose of this document is to set out when potential liability claims are to be reported by Fund participants to the Fund Administration Agent.

### 2. Claim/Incident Reporting

In the event of:

- property damage to a third party; and/or
- personal injury to a third party,

a Fund participant must complete a Claim/Incident Report Form and email it to the Fund Administration Agent, Jardine Lloyd Thompson Pty Ltd (JLT) at [tasclaims@jlta.com.au](mailto:tasclaims@jlta.com.au), as soon as possible after becoming aware of the incident/claim.

Claim/Incident Report Forms are accessible at: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au) > Tasmanian Risk Management Fund > Resources > Forms.

Upon receipt of the Form, the FAA will allocate a unique number to the claim/incident and register it on its claims administration database. This number should be referenced in all contact with the FAA and the Office of the Solicitor-General.

### 3. Writs or other legal demands

If a Writ or legal demand of any kind is received by a Fund participant, it must be forwarded to the Office of the Solicitor-General, with a copy sent to the FAA, as soon as possible to allow the Office of the Solicitor-General to provide advice to the Fund participant and to lodge a Defence where necessary. The FAA will allocate a claim number and provide it to the Office of the Solicitor-General.

The Office of the Solicitor-General and the FAA must also be advised of details of any impending inquests or official enquiries.