* + 1. **TEMPLATE: *Members’ claims data* questions which the applicant association is required to complete**

The questions below are designed to help the Professional Standards Councils consider the nature and level of claims made against members of the occupational association in relation to the occupational association’s proposed limit of occupational liability. To assist you, see Guidance5.0.2 *Members’ claims data.*

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| 1. **OVERVIEW**
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| The information you will be required to provide covers the following data periods:* For first time applications: Data is sought in respect of all claims reported within the 7 years preceding the application.
* For Scheme re-make applications: Data is sought in respect of all claims reported within the 5 years preceding the application.
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| 1. **QUESTIONS: *CLAIM SIZE THRESHOLD***
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| **Evidence / information required** | **Association’s response (including examples)**  |
| Provide claims data in respect of all claims with an actual or estimated total claim of or exceeding $500,000. |  |
| Provide a report of all claims below $500,000. For further details, please discuss with the Authority. |  |
| 1. **QUESTIONS: *FORMAT OF DATA TO BE PROVIDED***
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| 1. For claims at or above $500,000,

*Either* provide an electronic claims database showing relevant details for each claim above the claim size threshold which falls within the data period *Or* provide permission for the Councils’ actuarial advisors to contact your insurer or broker directly to access claims data. Under this option, the Councils’ actuarial advisors will issue a request to your insurer or broker to provide an electronic claims database showing relevant details for each claim above the claim size threshold which falls within the data period*Or* in instances where an electronic claims database is not available, then claims data may be provided through alternative means including (but not limited to) member surveys, industry databases (e.g. APRA NCPD), court and legal research and internet and media research. Where data is provided by alternative means, your association should also provide an actuary report which summarises key findings with respect to the nature and level of claims made against members of the occupational association in relation to the occupational association’s proposed limit of occupational liability.  |  |
| 1. **QUESTIONS: *CLAIMS MONITORING COMMITTEE***
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| 1. Indicate whether your association has a claims monitoring committee, or a committee that includes claims monitoring in its Terms of Reference and provide details, including:
	1. the by-law or policy under which the committee is constituted
	2. terms of reference or composition of the committee and how often the committee has met within the past 12 months.
2. If a claim's monitoring committee does not exist, indicate whether the association would be prepared to establish such a committee for the purposes of operating a Scheme.
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