

# Important Information

## Declaration of Remuneration

This document is an important guide to assist employers to provide an accurate statement of remuneration under the *Workers Compensation and Injury Management Act 2023* (the Act) from 1 July 2024.

The resources referenced throughout are available on the <https://www.workcover.wa.gov.au/> website.

### 1. Defining remuneration

The WorkCover WA Remuneration Guidelines provide for a clear definition of 'remuneration' to assist employers to provide a remuneration declaration.

When completing section 3 of the declaration form, you are required to specify the total amount of remuneration paid or payable to your workers over the policy period.

### 2. General workers/employees (Section 3.1)

In this section you are required to declare remuneration for general workers or employees covered under a contract of service, including full-time, part-time, casual, seasonal workers, and apprentices, among others. Some contractors and subcontractors may also be classified as workers under a contract of service.

For a more comprehensive definition of a 'worker', please refer to the <https://www.workcover.wa.gov.au/> information sheet definition of 'worker'.

### 3. Premium rating codes (PRC) for employer's business activities (Section 3.1)

This section also requires you to provide the premium rating code (PRC) and premium rating class description for your business activities.

The WorkCover WA Industry Classification Order can guide you in identifying the correct PRC code and class description.

#### Premium rating codes (PRC) for labour hire

For labour hire employers, the WorkCover WA Industry Classification Order clarifies the correct PRC code and class description for the following labour hire arrangements :

- labour hire employers supplying predominantly non-clerical staff to host employers
- labour hire employers supplying predominantly clerical staff to host employers
- workers engaged by a labour hire company to provide administrative services that support the operation of the labour hire company but are not supplied to a host employer, and
- companies whose predominant activity is recruitment and job placement services.

If a labour hire employer is supplying staff to a host employer, the host employer's PRC code and class description must be identified in Section 3.1.

### 4. Working directors (Section 3.2)

This section requires you to provide details of each working director covered under the policy and their remuneration.

It is important to note a working director is not covered under the policy if they are not named in this section along with the statement of remuneration for each working director.

From 1 July 2024 public company directors are no longer excluded. If they require cover under the policy, they must be named on the policy along with the remuneration declaration for the public company director.

The WorkCover WA Remuneration Guidelines set out what constitutes 'remuneration' to assist employers to provide a remuneration declaration with respect to working directors and the significance of the declaration on the amount of income

compensation payable if there is a compensation claim.

## 5. Contractors/ subcontractors (Section 3.3)

This section requires you to declare the remuneration for contractors/subcontractors that are, or are deemed to be, your workers.

The information below includes important information on the circumstances in which you will be taken to be an employer of contractors or subcontractors and therefore required to make a remuneration declaration in section 3.3 of the declaration form.

Refer to the WorkCover WA publications: Definition of Worker & Employer - Explanatory Guide and Definition of a Worker resources for more information.

### Remuneration declaration for individual contractor

You are required to declare remuneration for an individual contractor if you engage an individual to do work for your business, and the work performed by the individual is not in the course of or incidental to a trade or business regularly carried out by the individual in their own name or under a business or firm name.

### Remuneration declaration for contractor's workers

If you're a principal employer with a contractual arrangement with a contractor for work that is directly a part of your trade or business, then both you and the contractor are considered the employers of any workers the contractor may employ.

You are required to declare remuneration for a contractor's workers if:

1. You are a principal contractor with a contract for work that is directly a part of your trade or business, and
2. You cannot provide records the contractor who employs the worker holds a workers compensation policy that indemnifies you.

### Records

Employers must keep records for not less than 7 years after the record was made, including supporting information to declarations of remuneration for each period of insurance.

### Offences for non-compliance

It is important the information you provide in the remuneration declaration is accurate and does not contain any false, misleading or incomplete information.

An employer who fails to provide the remuneration declaration or provides information in the declaration that the employer knows to be false or misleading in a material particular commits an offence. A fine of up to \$10,000 in respect of each of the employer's workers to whom the offence relates may apply.

Also be aware it is an offence to contract out of an employer's liabilities under the Act or to engage in workers compensation avoidance arrangements (also known as sham contracting). Refer to WorkCover WA's technical note on contractors for further information.

The information provided in this guide should not be regarded as a substitute for obtaining professional advice on your workers compensation or other insurance requirements. It is important to note that workers compensation legislation is frequently amended.

### General information

Workers compensation insurance is compulsory throughout Australia where you have Workers. GIO offers workers compensation cover in Western Australia, Australian Capital Territory, Tasmania, and Northern Territory.

### Glossary

#### Australian Business Number (ABN)

An ABN is issued by the Australian Taxation Office. You must have an ABN to register for GST purposes; however, the issue of an ABN does not automatically mean you are registered to claim GST Input Tax Credits.

#### Australian Company Number (ACN)

An ACN is issued to any company registered with the Australian Securities and Investments Commission.

#### Australian Registered Business Number (ARBN)

An ARBN is issued to any business other than companies registered with the Australian Securities and Investment Commission.

#### GST

If you are a registered business or non-profit organisation you must inform GIO of the extent to which you are entitled to Input Tax Credits on your insurance premium. This advice is required prior to the commencement of each period of insurance or when you have a claim. However, if you do not provide this information, it will be assumed that you are registered and that you are entitled to claim 100% of the GST paid on your premium as an Input Tax Credit.

#### Withholding Payer Number (WPN)

A WPN is a unique identifier issued by the Australian Taxation Office to businesses and entities that need to withhold amounts from payments to employees, contractors, and other payees but do not have an ABN. It enables these entities to meet their Pay As You Go (PAYG) withholding obligations

## WorkCover Number (WCN)

In Western Australia every Employer must register with WorkCover for a unique WorkCover number.

## Injury management system

As an Employer you are responsible for establishing and implementing an injury management system. This is a process setting out the steps to be followed when there is an injury from employment.

The details of this requirement will be provided in regulations made pursuant to section 159 of the Act. The injury management system must comply with any such regulations and is to be recorded in a document made available to workers. WorkCover WA have developed an Injury Management System template which is available on their website.

## Return to work program

As an Employer you are responsible for establishing and implementing a return to work program to assist injured workers to return to work in a timely, safe and durable way. The return to work program for an injured worker is to be established for the worker as soon as practicable following injury in accordance with the requirements detailed in section 160 of the Act.

## Other covers

Other cover may be included for extra premium.

## Terms and conditions

Any cover under the policy, including other cover, is subject to the terms, conditions and exclusions of the policy and the provisions of applicable State, Territory and Commonwealth law.

## Additional Information required

Please complete the following sections to ensure that we accurately manage your policy and return by email to [giopolicy@gio.com.au](mailto:giopolicy@gio.com.au) referencing your policy number as the email subject.

Policy number:  Period of insurance:  From  /  /  to  /  /

### Trust details

Trust name

Trust ABN (if applicable)  ITC Status:

Withholding Payer Number (WPN) (if applicable)

## Trade Specific Questions

Does your business currently undertake, or is it involved in, any of the following activities as part of its operations?

| Activity type                         | Yes                      | Activity type                                              | Yes                      |
|---------------------------------------|--------------------------|------------------------------------------------------------|--------------------------|
| Labour hire                           | <input type="checkbox"/> | Asbestos handling                                          | <input type="checkbox"/> |
| Quad/Motorised Bike                   | <input type="checkbox"/> | Crystalline Silica handling                                | <input type="checkbox"/> |
| Deliveries                            | <input type="checkbox"/> | Working below the surface*                                 | <input type="checkbox"/> |
| Offshore                              | <input type="checkbox"/> | Aerial / Aviation Exposure (excluding Commercial Aircraft) | <input type="checkbox"/> |
| Working from heights (above 2 metres) | <input type="checkbox"/> | Security Services                                          | <input type="checkbox"/> |
| Diving/Underwater Activities          | <input type="checkbox"/> | Overseas                                                   | <input type="checkbox"/> |

\* Refers to physically being underground or working in an environment that requires managing risks associated with working below ground level. This can include tasks in mines, tunnels, or construction sites where excavation is taking place.

Based on the information you provide, we may send you a questionnaire to better understand your business.

## Policy renewal

Are you renewing this policy?

- ☐ Yes Please complete estimated remuneration and return completed form
- ☐ No If '**No**' please provide

Date of cancellation

Reason for cancellation:

- ☐ Insured elsewhere
- ☐ Ceased employing
- ☐ Business sold
- ☐ Ceased trading
- ☐ Policy replaced by another GIO policy
- ☐ Other (provide details)

If you are not renewing this policy, you still need to complete this section and return with the actual remuneration declaration. You do not need to provide estimated remuneration.

### How to return this form

- Email: [giopolicy@gio.com.au](mailto:giopolicy@gio.com.au)
- Post: GPO Box B50 Perth WA 6838

### How to contact us

- Phone: **13 10 10**
- Web: **[gio.com.au](http://gio.com.au)**