

# Wage Declaration

## Workers' Compensation – Australian Capital Territory

Please complete this Wage Declaration as required under Sections 155 and 156 of the ACT Workers' Compensation Act 1951 (the Act) and return it to Allianz by the dates indicated below. Failure to comply may result in significant fines as provided by Sections 155 and 156 of the Act.

Should the declaration of wages not be lodged within the prescribed timeframes below, this policy will be lapsed with effect from 4pm on the expiry date. Please check all details and amend any incorrect details.

Period of insurance:	to 4.00pm		Policy no:	
Insured name:			ACN:	
Trading name:				
GST registered:		ITC:	ABN:	
Business activity:				
Postal address:				
Situation address:				
Broker contact:			Phone no:	
Insured contact:			Phone no:	
FIC Question:				

## Wages declaration summary

Completion of estimated wages is deemed a request to renew this policy.

- Please refer to the guidance notes attached to assist with completion of this Wages Declaration form, including information regarding State of Connection.

	Actual amounts paid for Previous Policy Period Complete regardless of renewal status by within 30 days of expiry		Estimate of payments for Renewal Period Complete if renewing policy by within 30 days of expiry	
Class of occupation of workers	No. of employees	Gross payments	No. of employees	Gross payments
<b>PRIMARY WORKERS</b>				
<b>SECTION A - FAMILY MEMBERS AND / OR WORKING DIRECTORS</b>				
Total wages from Section A (ref. p.2)				
<b>SECTION B: CONTRACTORS AND SUB-CONTRACTORS</b>				
Total wages from Section B (ref. p.2)				
<b>Grand total</b>		\$		\$

## Further details: actual and estimate wages

Please provide further details on the following elements of estimate wages.

The wages and contract values declared here must be included in the wages declared on the prior page.

### Section A - Family Members and / or Working Directors

- Schedule of members of Employer's family or household, living in their house and Working Directors in relation to whom insurance is required.
- Where Working Directors are declared, include payments contained in a salary sacrifice arrangement.

Full name	Occupation	Total remuneration for previous period	Total remuneration for renewal period
		\$	\$
		\$	\$

### Section B: Contractors and sub-contractors

- To ensure compliance, you must obtain a current 'Certificate of Currency' (indemnity) from the contractors' or / sub-contractors' insurer. Failing this, you are required to complete this section.

Have you engaged contractors or sub-contractors for any part of the work for your trade or business? **YES / NO**

If yes, do you undertake to satisfy yourself on every occasion that the contractor or sub-contractor is insured against their full liability under the ACT Workers' Compensation Act 1951? **YES / NO**

Work being performed	Type of contract*	Previous period		Renewal period	
		No. of contractors	Actual contract value	No. of contractors	Estimated contract value
			\$		\$
			\$		\$

\* Please indicate in this column the appropriate code as described below:

Labour only	<b>LO</b>	Labour, plant and material	<b>LPM</b>
Labour and material	<b>LM</b>	Labour and plant	<b>LP</b>

## State of Connection

Have you declared all actual and estimated wages for those workers who have a State of Connection (please see following page for definition of state of connection) to the ACT? **YES / NO**

You should seek advice from your insurance advisor if you have any queries.

## Employer's statement

1. I have read and checked the information contained in this Declaration. I acknowledge Allianz Australia Insurance Limited is relying on this information.
2. All the information contained in this Declaration is true, accurate and not misleading and the information does not misrepresent or misstate any material fact.
3. I have fairly estimated the total expenditure for wages, salaries and all other forms of remuneration, number of employees and the appropriate time worked during the relevant period of indemnity.
4. I agree that this Declaration forms part of the Policy to be issued on the terms and conditions contained in it.

I understand providing false wage information to an insurer is a criminal offence which may result in fines for an individual and/or corporation. \*

Signature:		Date:	
Print name and title:			

\* Section 162 of the Act.

## Guidance notes

### Definitions:

'Wages' includes but is not limited to all benefits (before tax) received by your employees whether in money or money's worth and includes wages, salary, overtime, shift and other allowances (if FBT applicable), over-award payments, bonuses, commissions, director's payments, sick leave and holiday leave payments, superannuation in excess of SGL payments, trust disbursements in lieu of wages and grossed up fringe benefit payments. Wages includes payments to most contractors as outlined below.

Please refer to the *ACT Wages & Earnings Guide* to identify all categories of benefits applicable to your employees that must be declared.

'Employees' also includes contractors engaged on a regular or systematic basis or under circumstances where the contractor has a reasonable expectation of the engagement continuing on a regular or systematic basis *and* contractors who provide labour only or substantially labour only. Such contractors must be included in the numbers of employees and payments to them must be included in the wages declared in this form.

'Employees' also include most unpaid or voluntary employees. They too must be declared in this form.

### State of Connection

Part 4.2A of the Act outlines the basis upon which an employee's State of Connection should be determined. Section 36B(3) outlines the employment connection test as follows:

A worker's employment is connected with—

- (a) The Territory or State where the worker usually works in the employment; or
- (b) If no Territory or State is identified by paragraph (a)—the Territory or State where the worker is usually based for the purposes of the employment; or
- (c) If no Territory or State is identified by paragraph (a) or (b)—the Territory or State where the employer's principal place of business in Australia is located.