



Please return to:
CGU Workers Compensation
GPO Box 2978
CANBERRA ACT 2601 or
Fax (02) 6230 1605

DECLARATION OF WAGES – ACT

Please complete (both sides) and return to CGU within 30 days of the expiry date

Print in block letters in the spaces provided and mark with a tick where appropriate

1. Business details

Insured name

	Policy number:
	Expiry date:

Business Address

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Business ABN

Telephone no.

Email

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Description of activities

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2. Estimated Wages Statement

Classification of employees (full & part time)	Estimated wages Renewal Period		Approximate amount of time each paid and unpaid worker will work	
	From ___/___/___ to ___/___/___		Indicate full-time, part-time or casual (if part-time or casual please indicate average weekly hours for each employee)	
	Employee nos.	Wages (\$)	Employee nos.	Hours to be worked
A. Direct Employees				
B. Family members (provide name and occupation): _____				
C. Working Directors (provide name and occupation): _____				
D. Contractors/sub-contractors				
TOTALS				

3. Actual Wages Statement

Classification of employees (full & part time)	Actual wages Expiring Period		Approximate amount of time each paid and unpaid worker has worked	
	From ___/___/___ to ___/___/___		Indicate full-time, part-time or casual (if part-time or casual please indicate average weekly hours for each employee)	
	Employee nos.	Wages (\$)	Employee nos.	Hours worked
A. Direct Employees				
B. Family members (provide name and occupation): _____				
C. Working Directors (provide name and occupation): _____				
D. Contractors/sub-contractors				
TOTALS				



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4. Other details

Work performed outside the ACT

Do any of your employees perform work outside the ACT? NO YES

i) What proportion of time is spent outside the ACT?

ii) Where is the work carried out (within Australia and/or overseas)?

Contractors/Sub-contractors

Are contractors/sub-contractors used to enable you to carry out your business? NO YES If yes, please provide details

i) Do you undertake to obtain a current workers' compensation Certificate of Currency to ensure the contractor is insured against their full liability under the relevant Act, and at Common Law? NO YES

ii) Alternatively, do you require indemnity under the relevant Act against your liability to contractors and their employees? (If yes wages are to be declared in Part D of the Wages Statement and appropriate premium paid) NO YES

5. Statement by Business owner or authorised officer of Corporation

I/we, (name)

have read in full, understood and completed this form in accordance with the requirements of the ACT Workers' Compensation Act 1951, No. 2.

The wages detailed in Sections 2 and 3, setting out the determined categories of workers employed, the total amount of gross wages estimated for each category and the amount of time each paid and unpaid worker will work for the employer is a full and correct statement in accordance with the records required to be kept by me/us, pursuant to the ACT Workers' Compensation Act 1951, No. 2.

I/we make this statement subject to the penalties provided by that Act for the making of false statements, conscientiously believing the statements contained in this declaration to be true in every particular.

Signature of person making the statement

Title (e.g. Business owner, Director, Chief Executive Officer)

Name of witness

Date

Before me, (signature of witness before whom the statement is made)



GUIDE TO DECLARATION OF WAGES – ACT

Please read before completing the Declaration of Wages

Renewal of policy & premium adjustment

Estimated gross total wages paid, as defined, must be declared for the forthcoming year by 4:00pm on the date of expiry. Actual gross total wages paid, as defined, must be declared for the expiring policy year within 30 days of the date of expiry.

Number & classification of employees

Total gross wages & employee numbers must be provided for each separate category of employees.

Employer's family or relatives

Members of the employer's family living in the employers' home and employed under a contract of service, must be named separately to ensure coverage under this policy.

Working directors

The names and type of work performed by each working director must be specified whether they are remunerated or not. Should they receive no "wages", "NIL" is to be noted on the appropriate columns. Remember, that if working directors are not nominated, you may not be covered for their compensation entitlements.

Contractors/sub contractors

An individual engaged by a principal under a contract for services may be considered a worker if the work performed has been on a regular and systematic basis. Please refer to Section 11 of the ACT Workers' Compensation Act 1951, No. 2 and declare such workers requiring cover.

Unpaid workers/volunteers

An individual who is engaged to perform work for someone else, and who receives no payment for the work is taken not to be a worker unless the individual is taken to be a worker under any of the following sections of the ACT Workers' Compensation Act 1951, No. 2.:

- Section 14 trainees
- Section 17 religious workers
- Section 18 commercial voluntary workers
- Section 19 public interest voluntary workers

Please declare such workers requiring cover under the policy.

Definition of wages

"Gross wages" means (before deduction of tax) all wages, salary and including; overtime, shift and other allowances, over-award payments, bonuses, commissions, public and annual holidays (including loadings), sick leave, payments to working directors, and superannuation payment made by employers, in excess of the employers' statutory contribution.

For a detailed definition of wages, please refer to the ACT WorkCover website www.ors.act.gov.au/workcover – ACT Wages and Earnings Guide.

Note: Wages may be subject to audit by the Insurer at any time providing reasonable notice has been given.

Information for insurers after end of policy (Chapter 8 Section 157)

If an employer (other than a non-business employer) has a compulsory insurance policy, the employer must, within 30 days after the end of the policy, give the insurer:

1. a statement of the total wages paid by the employer to Territory workers in the period covered by the policy (the policy period); and
2. the statement may be signed by:-
 - an owner of the business or
 - where the owner is a corporation, an officer of the corporation authorised to sign on its behalf.

Maximum penalty: 50 penalty units (i.e. \$5,500 for individuals, \$27,500 for corporations)

Under reporting wages (Regulation 66)

1. This regulation applies if-
 - a) to obtain insurance from an approved insurer, an employer has told the insurer that the employer is paying a stated amount of wages;
 - b) the amount of wages the employer is paying is at least 10% more than the stated amount the employer told the insurer.
2. The insurer is entitled to an amount equal to double the difference between the premium that the employer paid and the premium that the employer would have paid if the employer had told the insurer the true amount of wages the employer was paying.

Maximum penalty (Note: 1 Penalty unit = \$110 for individuals, \$550 for corporations):

- a) for a 1st offence -
 - i) if the person charged is an individual - 250 penalty units (i.e. \$27,500), imprisonment for 2 years or both; or
 - ii) if the person charged is a corporation -1,000 penalty units (i.e. \$550,000); or
- b) for a 2nd or subsequent offence -
 - i) if the person charged is an individual - 1,000 penalty units (i.e. \$110,000), imprisonment for 10 years or both; or
 - ii) if the person charged is a corporation - 10,000 penalty units (i.e. \$5,500,000).