

Parish of

PLEASE NOTE: One form only is to be submitted in respect of each parish. Details of any persons employed by Vestries/Centres are to be collated and shown on this form.

WORKERS' COMPENSATION INSURANCE Statement of Actual Wages and Salaries paid for the current year and Estimates of Wages and Salaries to be paid for the coming year.

If no person has been employed in the parish during the current year and if no person is likely to be employed in the coming year, a NIL RETURN is required.

To submit a NIL RETURN, please simply tick the box. NIL RETURN

WAGES AND CONTRACTORS

Changes to the law effective from 30 June 2003 have changed the definition of wages for workers compensation purposes. Please note the attached Guidelines on wages and on contractors. Our period of insurance begins on 31 December 2003 and the right hand side of the schedule applies.

In most cases the changes will not affect parishes but it may do where parishes employ assistants/ ministry assistants. Amounts paid for superannuation on behalf of the workers are to be declared as are termination/ long service leave payments.

SCHEDULE 1

2003 Wages Paid

Class of Worker	No of Workers	Gross Wages	Superannuation	Termination/ LSL Payments	TOTAL
TOTALS					

2004 Estimated Wages

Class of Worker	No of Workers	Gross Wages	Superannuation	Termination/ LSL Payments	TOTAL
TOTALS					

Did you let by contract any maintenance work in respect of parish buildings/grounds in 2003?

Do you expect to let by contract any maintenance work in respect of parish buildings/grounds in 2004? If so please complete the following:

Schedule 2 – Refer next page.

SCHEDULE 2

2003 Contractors *(The figures here should not be included under Direct Workers above)*

Description of work performed by the Contractor	Type of Contract (1,2,3 or 4)*	Type of Contractor (A,B,C, or D)*	Average No. of Workers	Actual Total Value of Contract

2004 Contractors *(The figures here should not be included under Direct Workers above)*

Description of work performed by the Contractor	Type of Contract (1,2,3 or 4)*	Type of Contractor (A,B,C, or D)*	Est No. of Workers	Estimated Total Value of Contract

* **CONTRACTORS:** Refer to the attached Guideline on Contractors. You should supply the required details for each separate contractor engaged.

Key to type of Contract:

1. Labour only
2. Labour & Hand Tools
3. Labour & Plant
4. Labour, Plant & Materials

Key to type of Contractor:

- A. Contractors who are in fact workers
- B. Contractors who are deemed to be workers
- C. Rural Contracts (fencing, tree felling etc.)
- D. Outworkers (persons working on articles/materials for the employer on premises not controlled by the employer).

Parish Secretary