

# Memorandum

**Date:** 2 January 2018  
**To:** Parish Council Secretaries  
**From:** Linda Wilson, Chief Operating Officer  
**Subject:** Workers Compensation Insurance  
**Document:** 001/2018

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In order to ensure all paid employees in a Parish are covered by the Diocesan Workers Compensation Insurance Policy, it is necessary for each parish to submit a statement of wages paid and estimates of wages to be paid in respect of all regular employees whether full-time, part-time or casual, no matter how insignificant the wages may appear to be. This is an annual requirement by the Insurer under State legislation. The information sought will be in respect of:

- ACTUAL wages, superannuation, long service leave, or termination payments paid during 2017, and the
- ESTIMATED wages, superannuation, long service leave, or termination payments paid during 2018.

Please note Workers Compensation is required under legislation; wilful failure to provide the information sought or the making of a false statement as to wages paid, is punishable by law.

## **NSW Work Cover Definition of a Worker**

Anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker. However the term can also include unpaid workers such as volunteers or work experience students.

You're considered a worker if you're an:

- employee
- trainee, apprentice or work experience student
- outworker, contractor or sub contractor
- employee of a contractor or sub contractor
- employee of a labour hire company

Please Note: Tradespeople you engage to do work at your parish should not be included if they are either self employed or employed by a business.

Please complete the attached form, titled Workers' Compensation Insurance. This should be completed fully and accurately and returned to the Diocesan Office no later than 26 January 2018.

If the parish has not employed any person during 2017 or does not intend to employ anyone in 2018, a NIL RETURN should be submitted. In this case the NIL RETURN box should be ticked on the form.

In respect of the two Schedules to be completed, please describe the work undertaken (e.g. organist, cleaner, lawn mower, administration etc.) and the total number of persons employed in each description category. Please use a separate line for each description of work. Please also state the total dollar amount of wages or salaries paid in each description category of work which must be stated and must also indicate superannuation payments and termination or long service leave payments in respect of all employees.

The completed form/s (including a Nil Return) should be signed by the Parish Council Secretary or the Parish Council Treasurer.

Please do not hesitate to contact Parish Services concerning any issues with completing and returning this Form.

Yours sincerely,

A handwritten signature in black ink that reads 'Linda Wilson'.

**Linda Wilson**  
Chief Operating Officer

**Attachments:**

Return – Workers Compensation 2017/2018  
Premium Definitions  
Statement of Product  
Terms and Conditions  
Workers Compensation Certificate of Currency 2018