

Declaration of Remuneration - Important Information

This document is an important guide to assist employers to provide an accurate statement of remuneration for the Workers Compensation and Injury Management Act 2023 from 01 July 2024. WorkCover WA has published detailed [WorkCover WA Remuneration Guidelines](#).

The WorkCover WA website also provides important information on the meaning of 'worker' that will help you understand the types of workers and working arrangements for the statement of remuneration. This includes fact sheets on the meaning of 'worker' and a contractor guide.

The meaning of 'remuneration'

The [WorkCover WA Remuneration Guidelines](#) provide for a clear meaning of 'remuneration' to assist employers to complete each declaration of remuneration form.

Your insurer provides the estimate and actual declaration of remuneration forms. You provide the total amount of remuneration paid or payable to workers for each period of insurance.

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, and seasonal workers, including apprentices, among others. Some contractors and subcontractors may also be classified as workers under a contract of service.

Please refer to the [WorkCover WA](#) for a more comprehensive meaning of 'worker' within Resources and Information Sheets.

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

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

The [WorkCover WA Industry Classification Order](#) can guide you in identifying the correct PRC code and class description. Your insurer will also assist.

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.

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 are to be covered, they must be named and their individual remuneration declared in the form.

The [WorkCover WA Remuneration Guidelines](#) set out what is the meaning of 'remuneration' to assist employers with respect to working directors and the significance of the declaration on the amount of income compensation payable if there is a compensation claim.

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 declaration of remuneration in section 3.3 of the declaration form.

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:

- You are a principal contractor with a contract for work that is directly a part of your trade or business; and
- 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 is accurate in the declaration of remuneration and does not contain any false, misleading or incomplete information.

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

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 contractor guide for further information.