



Coal Mines Insurance

Workers Compensation Annual Wages Declaration - 2023-24 Actual 2024-25 Estimate

Policy Number

Please return your completed form no
later than **31 August 2024** to
employerservices@coalservices.com.au

This form is to be used by employers to declare the actual wages paid during the 2023-24 insurance period and to declare the estimated wages projected to be paid for the 2024-25 insurance period. If further space is required, please attach a separate page.

1. Employer Details

Legal name of employer

(Your legal name may be different from your trading name. Give Company name, Sole Trader or Partners' full names. If a trust give the name of the trustee)

Trading name

ABN

ACN

Are you registered for GST?

☐

Yes

☐

No

ITC entitlement

%

(Input Tax Credit – if the employer is registered for GST, the employer can claim 100% of the GST from the Australian Taxation Office (ATO). If the employer cannot claim 100% of the GST from the ATO, please specify the reduced input Tax Credit Entitlement)

Situational Address in NSW

Postal Address

Contact Person

Position

Phone

Mobile

Email

2. NSW Coal Industry Business Activity

2.1 On a Coal Mining Site

Please provide a clear description of your day-to-day business activity whilst **ON** a NSW coal mine site.

What equipment do you use? For example, laptop, tools, instruments, machinery

In what trades, if any, are your employees classified?

Please specify where the activities are performed. For example, underground, in the pit of an open cut mine, office, workshop, coal preparation plant etc.

Name and location of all mine sites at which you work (must provide)

2.2 Not on a Coal Mining Site

Please provide a clear description of your day-to-day business activity whilst **OFF** a NSW coal mine site.

What type of facilities or premises are offsite activities performed at? E.g. office, home, workshop, coal preparation plant etc.

Location of facilities or premises

2.3 Breakdown of NSW coal industry activities

(Please provide a breakdown of your coal industry wages as per the applicable categories below. Percentage allocation **MUST add up to 100%**)

Open Cut Mine (all activities undertaken on an open cut mine site not classified elsewhere) <input type="text"/> %	Underground Mine (all activities undertaken on an underground mine site not classified elsewhere) <input type="text"/> %
Operational Mining Service Onsite (e.g. workshop, coal preparation plants on mine site) <input type="text"/> %	Operational Mining Service Offsite (e.g. workshop, coal preparation plants off mine site) <input type="text"/> %
Administration Onsite (e.g. Office on mine site) <input type="text"/> %	Administration Offsite (e.g. Office off mine site) <input type="text"/> %

Visit our website for more information on these categories.

3. Actual and Estimated Wages

Please refer to the Coal Mines Insurance Definition of Wages Manual prior to completing this document which must be carried out in accordance with this definition. The manual can be downloaded [from our website](#).

3.1 Details of employees and wages

1 July 2023 to 30 June 2024 Insurance period			1 July 2024 to 30 June 2025 Insurance period		
Total Employee Numbers <small>(Full time equivalent employees including apprentices if applicable)</small>			Total Employee Numbers <small>(Full time equivalent employees including apprentices if applicable)</small>		
Actual Wages			Estimated Wages		
Gross wages <small>(Including apprentice wages if applicable)</small>		A	Gross wages <small>(Including apprentice wages if applicable)</small>		A
Superannuation Guarantee Levy Amount		B	Superannuation Guarantee Levy Amount		B
Total Gross Wages (A+B)		C	Total Gross Wages (A+B)		C
Deductions <small>Please note: All deductions must be itemised. If deductions are not itemised, they will not be allowed.</small>			Deductions <small>Please note: All deductions must be itemised. If deductions are not itemised, they will not be allowed.</small>		
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
Total Deductions		D	Total Deductions		D
Total Assessable Wages (C-D)			Total Assessable Wages (C-D)		

3.2 Apprentice details

(Apprentices must be in a registered trade and the Apprentice and Employer bound by a formal training agreement registered with the appropriate State and Territory Training Authority.)

Do you have any apprentices? ☐ Yes (please complete below) ☐ No (Go to Section 4)

Insurance Period	Type of Trade	National Course Code	Total number of apprentices	Total gross apprentice wages including super
2023-24 Actual				
2024-25 Estimate				

4. Non-NSW coal industry work

Business activities performed in NSW not relevant to the coal industry

Do you have employees working in non-coal industry business activities?

☐ Yes ☐ No

If yes, please provide a clear description of your non-coal industry business activity below:

Please provide details of your workers compensation policy that covers non-coal industry activity.

Name of Insurer

Policy Number

5. Interstate work

Do you have employees working outside of NSW?

☐ Yes ☐ No

If yes, is the work related to the NSW coal industry?

☐ Yes ☐ No

How long are the employees likely to be outside of NSW?

Please provide details of your interstate insurer for work outside of the NSW coal industry.

Name of Insurer

Policy Number

6. Extended Accident Pay Cover Selection

If you wish to Opt In for Extended Accident Pay Cover for 2024-25 please check the opt in box. For more information about Extended Accident Pay Cover, please go to our website to read the relevant Policy provisions and, if you would then like to apply for this cover, please return the completed election form.

☐ Opt in

7. Declaration by Employer or their authorised representative

I,

PRINT NAME

COMPANY NAME

- hereby declare and warrant that the above is a true and correct statement of gross wages and assessable wages as per the CMI Definition of Wages Manual, paid to workers, deemed employees and relevant independent contractors;
- declare that no information has been suppressed or omitted from this declaration;
- am an employee and authorised by the employer to complete this form and sign this declaration; as required by the conditions of the Coal Mines Insurance Workers Compensation Insurance Policy.

SIGNATURE

DATE

POSITION

ABN 70 000 011 727

PO Box Q1895

Queen Victoria Building NSW 1230

T: 02 8270 3257

E: employerservices@coalservices.com.au

www.coalservices.com.au

Privacy Statement in relation to Policy Information

Coal Mines Insurance Pty Limited (CMI) provides workers compensation insurance to the coal industry in New South Wales. We need to collect personal information from Employers so we can:

- Set up and administer the insurance policy for the Employer
- Perform our functions and exercise our powers under the *Coal Industry Act 2001, the Workers Compensation Act 1987 and the Workplace Injury Management and Workers Compensation Act 1998* (known hereinafter as the NSW Workers Compensation Legislation)
- Assess a claim made under this policy
- Assess Employers and their needs
- Improve our services

Protecting privacy is a key part of our normal operations.

We do not disclose personal information to any outside third party organisation, unless it is contracted to CMI to provide administrative services or activities on our behalf or it is necessary to disclose that information for the purposes of undertaking CMI's functions under the NSW Workers Compensation Legislation. In this case, we make sure that the third party is bound by the same privacy rules we follow.

You are entitled to access your own personal information being held. This information is generally provided upon request. We will take reasonable steps to ensure that any information being held is relevant, accurate, complete, up-to-date and not misleading. However, it is your responsibility to notify us when your details change.

☐ Please do not send product related material on CMI's range of products and services.

An Employer may change their mind at any time about receiving product-related material by contacting Employer Services.

You can access further information on our Privacy Statement at
<https://www.coalservices.com.au/mining/privacy-policy/>

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