General introduction

The Workers compensation insurer data reporting information requirements (Requirements) describes the rules and the process workers compensation insurers must follow to submit their workers compensation insurance data.

Purpose of the Requirements

The Requirements support delivery of the *Workplace Injury Management and Workers Compensation Act 1998* (the 1998 Act) and the *Workers Compensation Regulation 2016* by establishing clear processes and procedures around the submission of policy data to SIRA.

The accurate and timely collection of policy data is essential to assist in the service delivery to people with a work-related injury, affordability, and the effective management and sustainability of the system.

The data collected is used by SIRA in achieving its function as the regulator, for example: ensure stakeholders comply with legislation and guidelines and to monitor their performance, identify areas of high risk and the publication of reports.

Publication notes

These Requirements are published by the State Insurance Regulatory Authority (SIRA) and replace the following documents:


Part of the NSW Department of Finance, Services and Innovation, the Authority is constituted under the *State Insurance and Care Governance Act 2015* and is responsible for regulating workers compensation insurance, motor accidents compulsory third party (CTP) insurance and home building compensation insurance in NSW.

Replacement and transition

The following publication is repealed:

- the Policy technical manual V 3.11

and is replaced by these Requirements.

These Requirements apply to all policy data submitted by Workers Compensation insurers.

Legislative framework

The data described in this requirement is collected under:

- the conditions of the insurer’s licence and/or in accordance with s23(1)(m) and Section 40C of the 1998 Act and
- Section 40B of the 1998 Act
Requirement making power

These Requirements are made under Section 40C of the 1998 Act.

Interpretation of the Requirements

These Requirements should be interpreted in a manner that supports the achievement of the objectives and general functions of SIRA under the workers compensation legislation as described in section 22 of the 1998 Act.

At this point in time, the data items detailed in this manual will only apply for the Nominal Insurer.

Commencement of the Requirements

The Workers compensation policy technical manual (WCIDRR08) is published by SIRA on 1 August 2019.

The Workers compensation policy data item guidance specification (WCIDRR09) is published by SIRA on 1 August 2019.

These Requirements are effective from the publication date until SIRA amends, revokes or replaces them in whole or in part. These Requirements supersede the previous requirements which were in place until 1 August 2019.

Parts of the Requirements

The Requirements are divided into the following parts:

Claims

Part 1: Claims technical manual: details the technical requirements for submitting workers compensation data

Part 2: Claims data item guidance specification: helps to explain how the data needs to be reported to SIRA.

Part 3: Claims technical manual claims state and events reference: details which data items are mandatory to report, which data items are optional to report, and when the data item must be reported.

Part 4: Claims technical manual validations reference: provides a validation matrix which lists all validations, their severity and the data items impacted.

Part 5: Claims technical manual code set reference: details all codes and code sets applicable to specific data items and provides a detailed description of each code and its use.

Part 6: Claims technical manual payment classification reference: provides a simplified list of payment classifications that can be reported by insurers.
Part 7: Claims technical manual payment classification and estimates reference, details:

- all payment classifications that can be reported by insurers
- the revised list of Medical services and fees published by the Australian Medical Association (AMA) payable to medical practitioners, providing medical or related treatment under the *Workers Compensation Act 1987*, and
- a list of all estimate types and their descriptions.

Policy

Part 8: Workers compensation policy technical manual: details the technical requirements for submitting workers compensation data.

Part 9: Workers compensation policy data item guidance specification: helps to explain how the data needs to be reported to SIRA.

Part 10: Workers compensation policy technical manual validations reference: provides a validation matrix which lists all validations, their severity and the data items impacted.

Part 11: Workers compensation policy technical manual code set reference: details all codes and code sets applicable to specific data items and provides a detailed description of each code and its use.

Compliance with the Requirements

SIRA will monitor and review compliance with the Requirements. Compliance and enforcement will be undertaken in accordance with the Authority’s Compliance and enforcement policy (July 2017).

Penalties for not meeting reporting requirements

It is the responsibility of the insurer to ensure the accuracy, quality and timeliness of the data provided.

Failure to comply with these Requirements may result in regulatory sanctions being imposed including imposition of penalties, civil penalties or loss of licence if applicable.

Requirement identifiers

Each requirement component has been allocated a unique identifier (e.g. WCIDRR08-01) to make it traceable. This will assist when:

- searching for a requirement
- linking requirements
- advising relevant stakeholders when a requirement has been revised, and
- to assist insurers when they request advice or suggesting improvements.
Part 8 - Workers compensation policy technical manual

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Reporting requirements

**WCIDR08-01**  
In preparing a policy reporting submission to SIRA, insurers must report on that submission all new policies written during the reporting period defined on the header record, and all changes to policy data that have not been previously reported to SIRA. SIRA requires that only changed data records be reported (i.e. a policy term detail record that has not changed since last reporting period will not be reported in this reporting period, regardless of other information that may need to be reported to SIRA e.g. Premium detail).

**WCIDR08-02**  
SIRA requires claims data to be reported with a corresponding policy reported to SIRA. It may be necessary to ensure that relevant policy data has been reported to SIRA in advance of related claims data. As a minimum, the policy term detail record for the relevant policy renewal year (PRY) must be submitted and loaded into SIRA’s database to allow the claims data to load.

**WCIDR08-03**  
It is the responsibility of the insurer to ensure the accuracy, quality and timeliness of the data provided.

Identifying policies

**WCIDR08-04**  
SIRA requires and uses unique identifiers for policies, policy terms and policy term transactions. These identifiers are SIRA policyholder identifier, insurer number, period commencement date and transaction date.

**Policy**

**WCIDR08-05**  
SIRA uses the policy and insurer numbers to uniquely identify a policy. The policy number that an insurer reports to SIRA for an employer, must remain the same for all policy terms.

**Policy term**

**WCIDR08-06**  
The period commencement date (with policy and insurer numbers) uniquely identifies the policy term. SIRA’s system records data for each term of a policy (that is for each PRY that the policy is in force). Insurers cannot amend the commencement date except by “nulling” (refer to Part 8 Workers Compensation policy data item guidance specification).

**WCIDR08-07**  
Insurers must submit data separately for each transaction on a policy or policy term. If activity occurs during the same submission period on two separate terms of the policy, two separate sets of data are required, one for each policy term.

**WCIDR08-08**  
It is also possible for data on the one policy term to be reported more than once in a submission period. Hence there will be two or more sets of policy data on the submission for the policy term.
Transaction date is used to uniquely identify each transaction (with policy term and policy) and to ensure they are processed in the correct sequence.

**Policy term transaction**

**WCIDR08-09**

If the insurer has processed two or more sets of data on one policy term on the same day (that is with the same transaction date), only the latest set of data for that day is required. If more than one set of data is sent for the same policy term, with the same transaction date, that policy submission will be rejected.

**Supplying record types for special cases**

**New policies**

**WCIDR08-010**

When a policy is first created, insurers must provide full details to SIRA. Insurers are required to submit details of all policy terms to SIRA. The requirements for each new policy and policy term are:

- a policy term detail record
- a premium detail record
- the associated activity detail records.

**WCIDR08-011**

Initially however, a policy term detail record can be sent in isolation to allow the reporting of claims data where the insurer does not have sufficient information to provide a premium detail and associated activity detail records.

**Change in premium and activity details**

**WCIDR08-012**

Where a policy term has previously been submitted to SIRA and details contained only in the premium detail record or the activity detail record have changed, insurers only need to submit the following record types:

- a premium detail record
- the associated activity detail records.

**Change in policy term details**

**WCIDR08-013**

Insurers only need supply a new policy term detail record if the change in a policy is to data contained within the policy term detail record, such as a change to the employer address.

**Reporting of null policy terms**

**WCIDR08-014**

Null policy terms can arise where the policy term has been created in error (duplicated or an incorrect policyholder number used) or the policy term is effectively null and void (i.e. the insurer is not providing insurance cover for that period covered by the policy term). For further information on how to report this, please refer
to the Workers compensation policy data item guidance specification.

**Reporting of minimum premium policies**

WCIDR08-015 Where premium payable as calculated, is less than the regulated minimum premium then the minimum premium is applied.

Note: In this case the total premium payable should exactly equal the minimum premium amount. All other data items are to be specified as calculated.

**Reporting of exempt employer administration fee**

WCIDR08-016 Where an employer is deemed to hold a policy with the Nominal Insurer and the reporting of a claim has instigated the charging to the employer of an administration fee, the Insurer must report a policy record set for the period covering the date of injury and each day either side of the date of injury.

**Reporting of retro paid loss policies**

WCIDR08-017 Where an employer’s policy premium is calculated according to a retro paid loss premium method, premium information is to be reported as below:

**Premium Detail and Activity Detail Records (except Total Premium Payable and GST)**

WCIDR08-018 As calculated as per a non-retro paid loss policy.

WCIDR08-019 Claims costs (C0, C1, C2 & C3), Wages (W0, W1, W2 & W3), Experience Premium and Premium Payable are to be calculated and reported as per a non-retro paid loss policy.

**Total Premium Payable**

WCIDR08-020 As calculated according to the retro paid loss premium method.

**GST**

WCIDR08-021 Calculated based on the Total premium payable as per the Retro paid loss premium method.
Data submission

SIRA assistance

WCIDR08-022 For queries, suggested changes or enhancements about any aspect of this requirements, please contact the Data Quality and Exchange Team on phone: (02) 4321 5703 or email: data.information@sira.nsw.gov.au

Insurer types

WCIDR08-023 These are allocated by SIRA and advised to the insurers. Insurers are to provide data in accordance with their allocated insurer type.

Data submission

WCIDR08-024 In preparing a policy submission, insurers must report all new policies and all activity on a policy since its last successful report.

WCIDR08-025 SIRA may validate policy data submission prior to loading to ensure compliance with reporting requirements.

WCIDR08-026 A policy is considered to have been successfully reported when the data submitted does not trigger any abort or critical errors.

Record descriptions

WCIDR08-026.1 Header record:

Record Set 1. Must be the first record on the submission. There must only be one of these in the submission.

WCIDR08-026.2 Submission Trailer record:

Record Set 9. Must be the last record on the submission. There must only be one of these in the submission.

WCIDR08-026.3 Policy term detail record:

Record Set 2 – Record Identifier 1. Policy term detail record can be sent in isolation or, may have an associated premium detail record and an activity detail record.

WCIDR08-026.4 Premium detail record:

Record Set 2 – Record Identifier 2. Premium detail record must have associated activity detail record (either Tariff rating activity detail record or WIC rating activity detail record reported when reporting the premium detail record). May or may not have an associated policy term detail record.
WCIDR08-026.5 Tariff rating activity detail record:

Record Set 2 - Record Identifier 3. Tariff rating activity detail record where policy commencement date is less than 30 June 2001. Must have an associated premium detail record.

WCIDR08-026.6 WIC rating activity detail record:

Record Set 2 - Record Identifier 4. WIC rating activity detail records where policy commencement date is greater than or equal to 30 June 2001. Must have an associated premium detail record.

Submission record sorting

WCIDR08-027 The submission records must be sorted in ascending sequence on the first 31 ASCII characters in each record.

WCIDR08-028 The records in the submission must be sorted in the following sequence:

- record identifier within
- transaction date within
- period commencement date within
- policy number within
- record type

Submission frequency

WCIDR08-029 Insurers must provide a minimum of one submission of policy data per month. The header record will include the Submission start date (P: 1.5) and Submission end date (P: 1.6) that will define the reporting period. If there is no activity in a month a Null submission, i.e. a header and trailer record only, must be submitted.

WCIDR08-030 SIRA will negotiate lodgement schedules with individual insurers.

WCIDR08-031 Should an insurer be unable to lodge a submission according to the agreed schedule, it will be necessary to notify SIRA to make arrangements for rescheduling submission lodgement.

Submission characteristics

WCIDR08-032 The records in the submission must have the following characteristics:

- ASCII format. Refer to table below.
- All fields must be fixed length (zero or space filled as appropriate)

- All records are fixed length of 900 characters

- The submission file name must be formatted as POLnnn.WCA where nnn is the insurer number allocated by SIRA.

- The submission must be zipped prior to upload.
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Submission structure

WCIDR08-033  This section gives the size and structure for the data items contained in each record of a submission.

**WCIDR08-033.1 POLICY HEADER Record**

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<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>P: 9.1 Record set</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.2 Number of policy detail records</td>
<td>2</td>
<td>10</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.3 Number of premium detail records</td>
<td>11</td>
<td>19</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.4 Number of tariff rating activity detail records</td>
<td>20</td>
<td>28</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.5 Number of WIC rating activity detail records</td>
<td>29</td>
<td>37</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.6 NO LONGER IN USE</td>
<td>38</td>
<td>46</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.7 Financial total - Basic tariff premium</td>
<td>47</td>
<td>61</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.8 Financial total - Experience premium</td>
<td>62</td>
<td>76</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.9 Financial total - Cost of claims (C0) current period</td>
<td>77</td>
<td>91</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.10 Financial total - Cost of claims (C1) last period</td>
<td>92</td>
<td>106</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.11 Financial total - Cost of claims (C2) second last period</td>
<td>107</td>
<td>121</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.12 Financial total - Premium adjustment levy</td>
<td>122</td>
<td>136</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.13 Financial total - Policy dust diseases contribution</td>
<td>137</td>
<td>151</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.14 Financial total - Premium payable</td>
<td>152</td>
<td>166</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.15 NO LONGER IN USE</td>
<td>167</td>
<td>181</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>Data Item</td>
<td>From</td>
<td>To</td>
<td>Size</td>
<td>Type</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------</td>
<td>-----</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>P: 9.16 Financial total - Amount of wages paid</td>
<td>182</td>
<td>196</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.17 Count - Number of per capita units</td>
<td>197</td>
<td>205</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.18 Count - Number of employees</td>
<td>206</td>
<td>214</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.19 Financial total - Tariff premium (at basic rate)</td>
<td>215</td>
<td>229</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.20 Financial total - Activity dust diseases contribution</td>
<td>230</td>
<td>244</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.21 NO LONGER IN USE</td>
<td>245</td>
<td>259</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.22 NO LONGER IN USE</td>
<td>260</td>
<td>274</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.23 Financial total - Premium GST amount</td>
<td>275</td>
<td>289</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.24 Financial total - Total premium payable</td>
<td>290</td>
<td>304</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.25 NO LONGER IN USE</td>
<td>305</td>
<td>319</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.26 NO LONGER IN USE</td>
<td>320</td>
<td>334</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.27 Financial total - Input tax credit adjustment amount</td>
<td>335</td>
<td>349</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.28 Financial total - Wages for determined classes dust diseases contribution</td>
<td>350</td>
<td>364</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.29 Financial total - Determined classes dust diseases contribution</td>
<td>365</td>
<td>379</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>Data Item</td>
<td>From</td>
<td>To</td>
<td>Size</td>
<td>Type</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------</td>
<td>-----</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>P: 9.30 Financial total - Amount of wages paid (W1)</td>
<td>380</td>
<td>394</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.31 Financial total - Amount of wages paid (W2)</td>
<td>395</td>
<td>409</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.32 Count - Number of per capita units (U1)</td>
<td>410</td>
<td>418</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.33 Count - Number of per capita units (U2)</td>
<td>419</td>
<td>427</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>P: 9.34 Financial total - Activity mine safety fund premium adjustment</td>
<td>428</td>
<td>442</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.35 Financial Total - cost of claims (C3) third last period</td>
<td>443</td>
<td>457</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.36 Financial total - amount of wages paid (W3)</td>
<td>458</td>
<td>472</td>
<td>15</td>
<td>Value</td>
</tr>
<tr>
<td>P: 9.37 Count - number of per capita units (U3)</td>
<td>473</td>
<td>481</td>
<td>9</td>
<td>Number</td>
</tr>
<tr>
<td>Filler</td>
<td>482</td>
<td>900</td>
<td>419</td>
<td></td>
</tr>
</tbody>
</table>
Data quality

Data acceptance criteria

WCIDR08-034 There are 3 classes of validation rules applied across 4 data acceptance validation layers. The 3 classes of validations are:

- Abort – if triggered the entire submission will be rejected
- Critical – a policy triggering a critical error will not be loaded
- Suspect – if triggered the policy will be loaded if it did not trigger any critical errors

WCIDR08-035 SIRA may add, remove or revise validations as required to ensure the quality of data provided.

WCIDR08-036 For a list of all current validations, refer to the SIRA Workers compensation policy technical manual validations reference.

Validation Layer 1 - Abort

WCIDR08-037 This validation layer will identify if the submission is formatted correctly and acceptable for further validation criteria. If an Abort error is identified, further validation layers will not be run on the submission. The submission will be rejected and the insurer will be required to correct and re-submit.

Validation Layer 2 – Critical - Technical Errors

WCIDR08-038 This validation layer will review the content in the individual data fields and ensure the format is correct. Critical error number P6000 will identify all technical errors for a policy. If technical errors are triggered, the policy will be rejected and further validation layers will not be run for that policy. Technical errors are generated for not meeting the following format requirements:

<table>
<thead>
<tr>
<th>Data field type</th>
<th>Format of Value Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Left justified, space filled</td>
</tr>
<tr>
<td>Date</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td></td>
<td>All dates supplied must be after 1 Jan 1987 and before submission end date plus fifty years.</td>
</tr>
<tr>
<td>Value</td>
<td>Right justified, defined decimal places, leading sign, zero filled</td>
</tr>
<tr>
<td>Number</td>
<td>Right justified, zero filled</td>
</tr>
<tr>
<td>Time</td>
<td>The HH component must be in range 00 to 23</td>
</tr>
<tr>
<td></td>
<td>The MM component must be in the range 00 to 59</td>
</tr>
</tbody>
</table>
Validation Layer 3 – Critical and Suspect - Business Rules

WCIDR08-039  This validation layer will review the data that passed validation layers 1, and 2 and report on all triggered critical and suspect errors.

Reporting

WCIDR08-040  SIRA produces a number of reports resulting from the validation or load of a data submission:

- POL401: Policy Submission Validation Report – Layer 1 – Submission Abort (PDF)
- POL406: Policy Submission Validation Financial & Process Statistics (PDF)
- POL407: Policy Submission Validation Error Analysis
- POL408: Policy Submission Validation Aged Analysis

WCIDR08-041  The following file format is applied to all generated reports:

- nnn_333333_POL4##_YYYYMMDD_val.pdf where
  
  - nnn – Insurer Number
  - 333333 – Submission number
  - 4## – Report number (EG: 401 or 406)
  - YYYYMMDD – Date that the submission file was run
  - Validation reports end with ‘val’
  - Load report submission names end with ‘ld’
Policy data definitions

WCIDR08-042  This section details each data item required. The data items are documented in record and reference number order. Each data item includes most of the following metadata where applicable but some data items have unique information specific to it:

- **Reference Number**: The reference number allocated to the data item by SIRA.
- **Description**: A textual description of the data item that expresses the essential nature of the data item.
- **Record Set**: The record that the data item appears within the submission structure.
- **Start Position**: The position of the first character of the data item in the record structure.
- **End Position**: The position of the last character of the data item in the record structure.
- **Length**: The number of characters allocated to the data item in the record structure.
- **Size**: The minimum number of characters to be completed for the data item.
- **Applies To**: The insurer type/s that must provide this data in their submission. The value can be one of the following:
  - NI (Nominal Insurer)
- **Representational Layout**: The layout of characters in a data item expressed by a character string representation.
  - **Number**:
    - fill with leading zeros
  - **Text**:
    - fill with ending spaces
  - **Date**
    - YYYYMMDD
  - **Value**
    - must have a leading sign + if zero or positive or – for negative values.
    - fill with leading zeros after the sign where appropriate
    - Dollar values have an implied decimal before last two digits
- **Representational Format**: The format of presentation for the data item: Number, Text, Date, Value.

- **Statutory Legislation**: The specific piece of legislation, Act OR SIRA issued guideline that this data item relates to.

- **Notes**: Notes applicable to the data item.

**Record Set 1: WCIDR08-043 Policy Header Record**

Must be the first record on the submission. There can be only one of these on the submission. The Submission start date (P: 1.5) in this record must be one day later than the Submission end date (P: 1.6) of the last successfully loaded submission.

This record contains:
- P: 1.1 Record set
- P: 1.2 Insurer number
- P: 1.3 Submission type
- P: 1.4 Policy system release number
- P: 1.5 Submission start date
- P: 1.6 Submission end date

<table>
<thead>
<tr>
<th><strong>P: 1.1 Record Set</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Identifies the type of data in the record as either claims or policy.</td>
</tr>
<tr>
<td><strong>Record Set</strong></td>
<td>&quot;Policy Header&quot;</td>
</tr>
<tr>
<td><strong>Start Position</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>End Position</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Size</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Applies To</strong></td>
<td>NI</td>
</tr>
<tr>
<td><strong>Representational Layout</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Representational Format</strong></td>
<td>Number</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Must contain '1' for a Submission Header Record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>P: 1.2 Insurer number</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>A unique three digit number allocated by SIRA used to identify an insurer or the insurer’s data provider.</td>
</tr>
<tr>
<td><strong>Record Set</strong></td>
<td>&quot;Policy Header&quot;</td>
</tr>
<tr>
<td><strong>Start Position</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>End Position</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>3</td>
</tr>
</tbody>
</table>
P: 1.3 Submission type

Description: Identifies the type of the data in the submission as either claims or policy.

Record Set: "Policy Header"
Start Position: 5
End Position: 10
Length: 6
Size: 6
Applies To: NI
Representational Layout: Spaces
Notes: Must contain the word 'POLICY'.

P: 1.4 Policy system release number

Description: Identifies the version of the policy system under which the data are being submitted to SIRA.

Record Set: "Policy Header"
Start Position: 11
End Position: 12
Length: 2
Size: 2
Applies To: NI
Representational Layout: NN
Representational Format: Number
Notes: Policy system release number must be 03
### P: 1.5 Submission start date

<table>
<thead>
<tr>
<th>Description</th>
<th>The start date (or from date) of the submission period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Policy Header&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>13</td>
</tr>
<tr>
<td>End Position</td>
<td>20</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Size</td>
<td>8</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Date</td>
</tr>
<tr>
<td>Notes</td>
<td>Must be the day immediately following the submission end date of the previous accepted submission.</td>
</tr>
</tbody>
</table>

### P: 1.6 Submission end date

<table>
<thead>
<tr>
<th>Description</th>
<th>The end date of the submission period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Policy Header&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>21</td>
</tr>
<tr>
<td>End Position</td>
<td>28</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Size</td>
<td>8</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Date</td>
</tr>
<tr>
<td>Notes</td>
<td>The date should be the actual as at date (or close-off date) of the submission.</td>
</tr>
</tbody>
</table>
Record Set 2 - WCIDR08-044 Record Identifier 1: Policy Term Detail Record

Policy term detail record can be sent in isolation or, may have an associated premium detail record and an activity detail record.

This record contains:
- P: 2.1.1 Record set
- P: 2.1.2 Policyholder identifier
- P: 2.1.3 Period commencement date
- P: 2.1.4 Transaction date
- P: 2.1.5 Record identifier
- P: 2.1.6 Policy status code
- P: 2.1.7 Insurer branch
- P: 2.1.8 Error report target
- P: 2.1.9 NO LONGER IN USE
- P: 2.1.10 Employer name
- P: 2.1.11 Trust name
- P: 2.1.12 Employer ACN or ARBN
- P: 2.1.13 Employer address - Street information
- P: 2.1.14 Employer address - Locality name
- P: 2.1.15 Employer address – Postcode
- P: 2.1.16 Employer ABN (Australian Business Number)
- P: 2.1.17 Employer registered for GST
- P: 2.1.18 Entitlement to input tax credits
- P: 2.1.19 Employer Group Number
- P: 2.1.20 Employer Group Exemption Flag
- P: 2.1.21 Period expiry date
- P: 2.1.22 Trust ABN
- P: 2.1.23 Entity Type
P: 2.1.1  Record Set
Description  Identifies the type of data in the record as either claims or policy.
Record Set  "Policy Term Detail"
Start Position  1
End Position  1
Length  1
Size  1
Applies To  NI
Representational Layout  N
Representational Format  Number
Notes  Must contain '2' for a Policy Term Detail record.

P: 2.1.2  Policyholder identifier
Description  The identifier allocated to the policy by the insurer.
Record Set  "Policy Term Detail"
Start Position  2
End Position  20
Length  19
Size  19
Applies To  NI
Representational Format  Text
Notes  For exempt employers, report as a unique code for business (as per previous reporting or new if employer not previously reported).

P: 2.1.3  Period commencement date
Description  The period commencement date of the policy term.
Record Set  "Policy Term Detail"
Start Position  21
End Position  28
Length  8
Size  8
Applies To  NI
Representational Layout  YYYYMMDD
Representational Format  Date
Notes
For exempt employers, report as the day before the date of the injury.

P: 2.1.4 Transaction date
Description The date the insurer updated information on the policy term in the insurer’s system.
Record Set "Policy Term Detail"
Start Position 29
End Position 36
Length 8
Size 8
Applies To NI
Representational Layout YYYYMMDD
Representational Format Date
Notes

P: 2.1.5 Record identifier
Description The identifier code of the record within the data submission.
Record Set "Policy Term Detail"
Start Position 37
End Position 37
Length 1
Size 1
Applies To NI
Representational Layout N
Representational Format Number
Notes Must contain '1' for a policy term detail record. For exempt employers, report as 1.

P: 2.1.6 Policy status code
Description Describes the status of the policy term for the employer.
Record Set "Policy Term Detail"
Start Position 38
End Position 38
Length 1
Size 1
Applies To: NI
Representational Layout: N
Representational Format: Code
Notes: For exempt employers, report as '6' – 'Other'.

**P: 2.1.7 Insurer branch**

Description: Branch of the insurer responsible for handling the policy.

Record Set: "Policy Term Detail"
Start Position: 39
End Position: 58
Length: 20
Size: 20
Applies To: NI
Representational Format: Text
Notes:

**P: 2.1.8 Error report target**

Description: The insurer’s reference that allows error reports to be aggregated for a particular person or office.

Record Set: "Policy Term Detail"
Start Position: 59
End Position: 65
Length: 7
Size: 7
Applies To: NI
Representational Format: Text
Notes: If not applicable set to NA.

**P: 2.1.10 Employer name**

Description: The legal name of the employer.

Record Set: "Policy Term Detailed"
Start Position: 85
End Position: 159
Length: 75
Size: 75
Applies To: NI
Representational Format: Text
Notes: Where it’s a Trust, only report the name of the Trustee.

**P: 2.1.11 Trust name**

**Description**: The trust name of the employer as it appears on the policy where it is different from the employer name.

**Record Set**: "Policy Term Detail"

**Start Position**: 160

**End Position**: 234

**Length**: 75

**Size**: 75

**Applies To**: NI

**Representational Format**: Text

Notes: Where it’s a Trust, only report the name of the Trust name and not the name of the Trustee.

**P: 2.1.12 Employer ACN or ARBN**

**Description**: The Australian Company Number or Australian Registered Body Number of the employer.

**Record Set**: "Policy Term Detail"

**Start Position**: 235

**End Position**: 243

**Length**: 9

**Size**: 9

**Applies To**: NI

**Representational Layout**: NNNNNNNNN

**Representational Format**: Number

Notes: For employers without an ACN or ARBN set this item to '000000000'. Note this includes foreign owned companies who do not hold an ACN/ARBN or are not entitled to an ACN/ARBN.
P: 2.1.13  Employer address – Street information
Description  The street address of the principal operating location of the employer for the policy term.
Record Set  "Policy Term Detail"
Start Position  244
End Position  363
Length  120
Size  120
Applies To  NI
Representational Format  Text
Notes

P: 2.1.14  Employer address – Locality name
Description  The locality name of the principal operating location of the employer for the policy term.
Record Set  "Policy Term Detail"
Start Position  364
End Position  393
Length  30
Size  30
Applies To  NI
Representational Format  Text
Notes

P: 2.1.15  Employer address – postcode
Description  The postcode of the principal operating location of the employer for the policy term.
Record Set  "Policy Term Detail"
Start Position  394
End Position  397
Length  4
Size  4
Applies To  NI
Representational Layout  NNNN
Representational Format  Code
Notes
P: 2.1.16  Employer ABN (Australian Business Number)

Description
The Australian Business Number (ABN) issued to the employer by the Australian Business Register.

Record Set
"Policy Term Detail"

Start Position
398

End Position
408

Length
11

Size
11

Applies To
NI

Representational Layout
NNNNNNNNNN

Representational Format
Number

Notes
For employers without an ABN set this item to '00000000000'. Note this includes foreign owned companies who do not hold an ABN or are not entitled to an ABN.

P: 2.1.17  Employer registered for GST

Description
Indicates whether the employer has registered for GST with the Australian Taxation Office.

Record Set
"Policy Term Detail"

Start Position
409

End Position
409

Length
1

Size
1

Applies To
NI

Representational Format
Code

Notes
Must be specified for all policies reported after the 1st July 2000.

If no ABN is supplied, this flag must be set to 'N' or 'U'.

If the employer registered for GST is unknown, this flag must be set to 'U'.

P: 2.1.18  Entitlement to input tax credits

Description
The employer’s entitlement to GST input tax credits expressed as a percentage.

Record Set
"Policy Term Detail"
Where an employer has registered for GST (Employer registered for GST (P: 2.1.17) is equal to 'Y') but has not notified an insurer of their entitlement at inception of policy, the insurer should default this field to 100%.

**P: 2.1.19  Employer group number**

- **Description**: The unique number of the employer group
- **Record Set**: "Policy Term Detail"
- **Start Position**: 413
- **End Position**: 418
- **Length**: 6
- **Size**: 6
- **Applies To**: NI
- **Representational Layout**: NNNNNN
- **Representational Format**: Number
- **Notes**: If not applicable set this data item to zero.

**P: 2.1.20  Employer group exemption flag**

- **Description**: Indicates if a group employer’s Base Tariff Premium is excluded in calculating the group’s total experience factor.
- **Record Set**: "Policy Term Detail"
- **Start Position**: 419
- **End Position**: 419
- **Length**: 1
- **Size**: 1
- **Applies To**: NI
- **Representational Format**: Code
- **Notes**
**P: 2.1.21**  Period expiry date

Description  The expiry date of the policy term.

Record Set  "Policy Term Detail"

Start Position  420

End Position  427

Length  8

Size  8

Applies To  NI

Representational Layout  YYYYMMDD

Representational Format  Date

Notes  For exempt employers, report as the day after the date of injury.

**P: 2.1.22**  Trust ABN

Description  The Australian Business Number (ABN) as issued by the Australian Business Register for a trust.

Record Set  "Policy Term Detail"

Start Position  428

End Position  438

Length  11

Size  11

Applies To  NI

Representational Layout  NNNNNNNNNNN

Representational Format  Number

Notes  Specify the ABN for all Trusts where the information has been notified to the insurer.

**P: 2.1.23**  Entity type

Description  A code that distinguishes the legal entity type of an employer.

Record Set  "Policy Term Detail"

Start Position  439

End Position  440

Length  2

Size  2

Applies To  NI

Representational Layout  NN
Record Set 2 - WCIDR08-045 Record Identifier 2: Premium Detail Record

Premium detail record must have associated activity detail record (either Tariff rating activity detail record or WIC rating activity detail record reported when reporting the premium detail record). May or may not have an associated policy term detail record. This record contains:

- P: 2.2.1 Record Set
- P: 2.2.2 Policyholder identifier
- P 2.2.3 Period commencement date
- P: 2.2.4 Transaction date
- P: 2.2.5 Record identifier
- P: 2.2.6 Period expiry date
- P: 2.2.7 Policy renewal year
- P: 2.2.8 NO LONGER IN USE
- P: 2.2.9 Employer category code
- P: 2.2.10 Premium calculation code
- P: 2.2.11 Surcharge factor to insure for first $500 (X)
- P: 2.2.12 Basic tariff premium (BTP) - policy total
- P: 2.2.13 Experience adjustment factor (S)
- P: 2.2.14 Experience premium (E)
- P: 2.2.15 Cost of claims (C0) current period
- P: 2.2.16 Cost of claims (C1) last period
- P: 2.2.17 Cost of claims (C2) second last period
- P: 2.2.18 Premium adjustment levy (Q)
- P: 2.2.19 Policy dust diseases contribution (D)
- P: 2.2.20 Stamp duty
- P: 2.2.21 Premium payable (P)
- P: 2.2.22 GST Amount
- P: 2.2.23 Total premium payable
- P: 2.2.24 Input tax credit adjustment amount
- P: 2.2.25 NO LONGER IN USE
- P: 2.2.26 NO LONGER IN USE
- P: 2.2.27 NO LONGER IN USE
- P: 2.2.28 NO LONGER IN USE
- P: 2.2.29 NO LONGER IN USE
- P: 2.2.30 NO LONGER IN USE
- P: 2.2.31 NO LONGER IN USE
- P: 2.2.32 NO LONGER IN USE
- P: 2.2.33 Labour hire flag
- P: 2.2.34 Cumulative premium received
- P: 2.2.35 Last premium payment transaction date
- P: 2.2.36 Late payment fee charged
- P: 2.2.37 Mine safety fund premium adjustment (M)
- P: 2.2.38 Apprentice incentive scheme amount (A)
- P: 2.2.39 Premium payment code
- P: 2.2.40 Premium paid in full in advance discount (Z)
- P: 2.2.41 Cost of claims (C3) third last period
- P: 2.2.42 Employer safety incentive
- P: 2.2.43 Small employer return to work incentive
- P: 2.2.44 Performance discount (PD)
- P: 2.2.45 Employer safety reward (ESR)
- P: 2.2.46 Basic tariff premium (BTP1) last period
- P: 2.2.47 Basic tariff premium (BTP2) second last period
- P: 2.2.48 Basic tariff premium (BTP3) third last period
- P: 2.2.49 Claims performance measure (CPM)
- P: 2.2.50 Claims performance rate (CPR)
- P: 2.2.51 Claim performance adjustment (CPA)
- P: 2.2.52 Claim performance adjustment amount (CPAA)
### P: 2.2.1 Record Set

<table>
<thead>
<tr>
<th>Description</th>
<th>Identifies the type of data in the record as either claims or policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>1</td>
</tr>
<tr>
<td>End Position</td>
<td>1</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Size</td>
<td>1</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>N</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Number</td>
</tr>
<tr>
<td>Notes</td>
<td>Must contain '2' for a policy record.</td>
</tr>
</tbody>
</table>

### P: 2.2.2 Policyholder identifier

<table>
<thead>
<tr>
<th>Description</th>
<th>The identifier allocated to the policy by the insurer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>2</td>
</tr>
<tr>
<td>End Position</td>
<td>20</td>
</tr>
<tr>
<td>Length</td>
<td>19</td>
</tr>
<tr>
<td>Size</td>
<td>19</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Text</td>
</tr>
<tr>
<td>Notes</td>
<td>For exempt employers, report as a unique code for business (as per previous reporting or new if employer not previously reported).</td>
</tr>
</tbody>
</table>

### P: 2.2.3 Period commencement date

<table>
<thead>
<tr>
<th>Description</th>
<th>The period commencement date of the policy term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>21</td>
</tr>
<tr>
<td>End Position</td>
<td>28</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Size</td>
<td>8</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Date</td>
</tr>
</tbody>
</table>
Notes
For exempt employers, report as the day before the date of the injury.

**P: 2.2.4 Transaction date**

**Description**
The date the insurer updated information on the policy term in the insurer’s system.

**Record Set**
"Premium Detail"

**Start Position**
29

**End Position**
36

**Length**
8

**Size**
8

**Applies To**
NI

**Representational Layout**
YYYYMMDD

**Representational Format**
Date

Notes

**P: 2.2.5 Record identifier**

**Description**
The identifier code of the record within the data submission.

**Record Set**
"Premium Detail"

**Start Position**
37

**End Position**
37

**Length**
1

**Size**
1

**Applies To**
NI

**Representational Layout**
N

**Representational Format**
Number

Notes
Must contain '2' for a premium detail record.

**P: 2.2.6 Period expiry date**

**Description**
The expiry date of the policy term.

**Record Set**
"Premium Detail"

**Start Position**
38

**End Position**
45

**Length**
8

**Size**
8

**Applies To**
NI
Representational Layout: YYYYMMDD

Representational Format: Date

Notes: For exempt employers, report as the day after the date of injury.

**P: 2.2.7 Policy renewal year**

**Description:** Identifies the policy renewal year to which the policy relates.

**Record Set:** "Premium Detail"

**Start Position:** 46

**End Position:** 49

**Length:** 4

**Size:** 4

**Applies To:** NI

**Representational Layout:** YYYY

**Representational Format:** Number

**Notes:** For exempt employers, report as the policy renewal year relative to the date of injury of the related claim.

**P: 2.2.9 Employer category code**

**Description:** A category to indicate the size or type of the employer for determining premium.

**Record Set:** "Premium Detail"

**Start Position:** 51

**End Position:** 51

**Length:** 1

**Size:** 1

**Applies To:** NI

**Representational Layout:** N

**Representational Format:** Code

**Statutory Legislation:** Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing

**Notes:** For exempt employers, report as ‘4’ ‘Small’.
P: 2.2.10  Premium calculation code

Description  Indicates the type of premium calculation.
Record Set  "Premium Detail"
Start Position  52
End Position  52
Length  1
Size  1
Applies To  NI
Representational Layout  Text
Representational Format  Code
Notes  For exempt employers, report as ‘2’ ‘Final premium’.

P: 2.2.11  Surcharge factor to insure for first $500 (X)

Description  Contains the excess surcharge factor for the employer determined in accordance with the appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.
Record Set  "Premium Detail"
Start Position  53
End Position  58
Length  6
Size  6
Applies To  NI
Representational Layout  +/- NNNNN
Representational Format  Value
Notes  Applicable to Insurers only. Other Approved Insurer Types must set this item to zero.

Applies only to Category B employers.
If the employer has elected not to pay surcharge set this item to zero.
For exempt employers, report as zero.
P: 2.2.12  Basic tariff premium (BTP) – policy total
Description  The sum of the basic tariff premiums for the policy term.
Record Set  "Premium Detail"
Start Position  59
End Position  72
Length  14
Size  14
Applies To  NI
Representational Layout  +/-NNNNNNNNNNN
Representational Format  Value
Statutory Legislation  Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Notes  For exempt employers, report as zero.

P: 2.2.13  Experience adjustment factor (S)
Description  The value as calculated in accordance with the method applicable to the policy term for adjusting the premium based on experience.
Record Set  "Premium Detail"
Start Position  73
End Position  82
Length  10
Size  10
Applies To  NI
Representational Format  Value
Statutory Legislation  Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Notes  For exempt employers, report as zero.
P: 2.2.14  Experience premium (E)

Description  The adjustment to the premium relating to the cost of claims and calculated in accordance with the method applicable to the policy term.

Record Set  "Premium Detail"

Start Position  83
End Position  96
Length  14
Size  14
Applies To  NI

Representational Layout  +/-NNNNNNNNNNNNN
Representational Format  Value

Statutory Legislation  Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Workers Compensation Regulation 2010

Notes  If not applicable then set this item to zero. For exempt employers, report as zero.

P: 2.2.15  Cost of claims (C0) current period

Description  The total of the cost of claims for the employer for this policy term.

Record Set  "Premium Detail"

Start Position  97
End Position  110
Length  14
Size  14
Applies To  NI

Representational Layout  +/-NNNNNNNNNNNNN
Representational Format  Code

Statutory Legislation  Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Workers Compensation Regulation 2010

Notes  If not applicable then set this item to zero. For exempt employers, report as zero.
P: 2.2.16  Cost of claims (C1) last period
Description  The total of the cost of claims for the employer in respect of the last period of 12 consecutive months which occurred before this policy term.

Record Set  "Premium Detail"
Start Position  111
End Position  124
Length  14
Size  14
Applies To  NI
Representational Layout  +/-NNNNNNNNNNNNN
Representational Format  Value
Statutory Legislation  Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Workers Compensation Regulation 2010
Notes  If not applicable then set this item to zero. For exempt employers, report as zero.

P: 2.2.17  Cost of claims (C2) second last period
Description  The total of the cost of claims for the employer in respect of the second last period of 12 consecutive months which occurred before this policy term.

Record Set  "Premium Detail"
Start Position  125
End Position  138
Length  14
Size  14
Applies To  NI
Representational Layout  +/-NNNNNNNNNNNNN
Representational Format  Value
Statutory Legislation  Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Workers Compensation Regulation 2010
Notes  If not applicable then set this item to zero. For exempt employers, report as zero.
P: 2.2.18  Premium adjustment levy (Q)

Description
An amount levied or rebated to a policy holder for a particular policy renewal year.

Record Set
"Premium Detail"

Start Position
139

End Position
152

Length
14

Size
14

Applies To
NI

Representational Layout
+/--NNNNNNNNNNNN

Representational Format
Value

Statutory Legislation
Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing
Workers Compensation Regulation 2010

Notes
Must be calculated as per appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

Reserved for possible future use. Set this item to zero.

For exempt employers, report as zero.

P: 2.2.19  Policy dust diseases contribution (D)

Description
The total amount payable by the employer for the Dust Diseases contribution in accordance with the method applicable to the policy term.

Record Set
"Premium Detail"

Start Position
153

End Position
166

Length
14

Size
14

Applies To
NI

Representational Layout
+/--NNNNNNNNNNNN

Representational Format
Value

Statutory Legislation
Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing

Notes
If not applicable then set this item to zero. For exempt employers, report as zero.
### P: 2.2.20 Stamp duty

**Description**: The amount of stamp duty payable on the policy.

**Record Set**: "Premium Detail"

**Start Position**: 167

**End Position**: 180

**Length**: 14

**Size**: 14

**Applies To**: NI

**Representational Layout**: +/-NNNNNNNNNNNNN

**Representational Format**: Value

**Statutory Legislation**: Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing

**Notes**: If not applicable then set this item to zero. For exempt employers, report as zero.

### P: 2.2.21 Premium payable (P)

**Description**: The premium payable by the employer for this policy term.

**Record Set**: "Premium Detail"

**Start Position**: 181

**End Position**: 194

**Length**: 14

**Size**: 14

**Applies To**: NI

**Representational Layout**: +/-NNNNNNNNNNNNN

**Representational Format**: Value

**Statutory Legislation**: Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing

**Notes**: For exempt employers, report as zero.
P: 2.2.22  GST amount

Description  The GST amount applicable to the Total Premium Payable.

Record Set  "Premium Detail"

Start Position  195

End Position  208

Length  14

Size  14

Applies To  NI

Representational Layout  +/- NNNNNNNNNNNNN

Representational Format  Value


Notes  Must be specified for policy terms with a commencement date later than or equal to the commencement date of the GST.

For exempt employers, report $15.91 for one claim in the policy renewal year, $31.82 for two claims on the same day in the policy renewal year, $47.73 for three claims on the same day in the policy renewal year etc.

P: 2.2.23  Total premium payable

Description  The total premium payable by the employer for this policy term.

Record Set  "Premium Detail"

Start Position  209

End Position  222

Length  14

Size  14

Applies To  NI

Representational Layout  +/-NNNNNNNNNNNN

Representational Format  Value

Statutory Legislation  Insurance Premiums Order or Market Practice and Premiums Guidelines

Notes  For exempt employers, report the administration fee applicable $175.00 for one claim, $350.00 for two claims etc.
**P: 2.2.24 Input tax credit adjustment amount**

<table>
<thead>
<tr>
<th>Description</th>
<th>The amount of the adjustment to the premium payable by the employer to compensate employers who cannot claim all GST paid on premium as input tax credits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>223</td>
</tr>
<tr>
<td>End Position</td>
<td>236</td>
</tr>
<tr>
<td>Length</td>
<td>14</td>
</tr>
<tr>
<td>Size</td>
<td>14</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>+/-NNNNNNNNNNNNN</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Value</td>
</tr>
<tr>
<td>Notes</td>
<td>For policy periods commencing on or after 30/06/2015 this item must be set to zero. For exempt employers, report as zero.</td>
</tr>
</tbody>
</table>

**P: 2.2.33 Labour hire flag**

<table>
<thead>
<tr>
<th>Description</th>
<th>Indicates if the employer is a provider of labour hire workers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>271</td>
</tr>
<tr>
<td>End Position</td>
<td>271</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Size</td>
<td>1</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>N</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Code</td>
</tr>
<tr>
<td>Notes</td>
<td>For exempt employers, report as “2” Not a Labour Hire Firm OR in the case of a genuine labour hire employer must be reported as “1” Labour hire firm.</td>
</tr>
</tbody>
</table>
### P: 2.2.34 Cumulative premium received

**Description**
Cumulative total of premium received from the employer for this policy period.

**Record Set**
"Premium Detail"

**Start Position**
272

**End Position**
285

**Length**
14

**Size**
14

**Applies To**
NI

**Representational Layout**
+/-NNNNNNNNNNNNN

**Representational Format**
Value

**Notes**
Must be specified where premium has been received.
If not applicable set to zero.
For exempt employers, report the value of administrative fee collected.

### P: 2.2.35 Last premium payment transaction date

**Description**
Date the last premium payment was made for the policy term.

**Record Set**
"Premium Detail"

**Start Position**
286

**End Position**
293

**Length**
8

**Size**
8

**Applies To**
NI

**Representational Layout**
YYYYMMDD

**Representational Format**
Date

**Notes**
Must be specified where premium has been received.
If not applicable set to zeros.
<table>
<thead>
<tr>
<th>P: 2.2.36</th>
<th>Last payment fee charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The late payment fee amount for the policy term.</td>
</tr>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>294</td>
</tr>
<tr>
<td>End Position</td>
<td>307</td>
</tr>
<tr>
<td>Length</td>
<td>14</td>
</tr>
<tr>
<td>Size</td>
<td>14</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>+/-NNNNNNNNNNNNN</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Value</td>
</tr>
<tr>
<td>Notes</td>
<td>Only report if a late payment has occurred. If not applicable set to zero.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P: 2.2.37</th>
<th>Mine safety fund premium adjustment (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The amount payable by the employer to the Mine Safety fund.</td>
</tr>
<tr>
<td>Record Set</td>
<td>&quot;Premium Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>308</td>
</tr>
<tr>
<td>End Position</td>
<td>321</td>
</tr>
<tr>
<td>Length</td>
<td>14</td>
</tr>
<tr>
<td>Size</td>
<td>14</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>+/-NNNNNNNNNNNNN</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Value</td>
</tr>
<tr>
<td>Notes</td>
<td>If not applicable then set this item to zero. For exempt employers, report as zero.</td>
</tr>
</tbody>
</table>
P: 2.2.38  Apprentice Mine safety fund premium adjustment (M)

Description  The amount of discount applicable to the premium payable based on the total amount of Apprentice Wages payable for the policy term.

Record Set  "Premium Detail"

Start Position  322
End Position  335
Length  14
Size  14
Applies To  NI


Notes  If not applicable then set this item to zero. For exempt employers, report as zero.

P: 2.2.39  Premium payment code

Description  Indicates the schedule of payment for the premium.

Record Set  "Premium Detail"

Start Position  336
End Position  337
Length  2
Size  2
Applies To  NI

Notes  If not applicable then set this item to zero. For exempt employers, report as zero or one.
P: 2.2.40   Premium paid in full in advance discount (Z)
Description  The discount amount when the premium is paid in full in advance.
Record Set   "Premium Detail"
Start Position 338
End Position 351
Length 14
Size 14
Applies To NI
Representational Layout +/-NNNNNNNNNNNNN
Representational Format Value
Notes For exempt employers, report as zero.

P: 2.2.41   Cost of claims (C3) third last period
Description  The total of the cost of claims for the employer in respect of the third last period of 12 consecutive months which occurred before this policy term.
Record Set   "Premium Detail"
Start Position 352
End Position 365
Length 14
Size 14
Applies To NI
Representational Layout +/-NNNNNNNNNNNNN
Representational Format Value
Workers Compensation Regulation 2010
Notes If not applicable then set this item to zero.
P: 2.2.42  Employer safety incentive

Description: The discount amount applicable to the premium payable based upon the employer safety incentive.

Record Set: "Premium Detail"

Start Position: 366
End Position: 379
Length: 14
Size: 14
Applies To: NI
Representational Layout: +/-NNNNNNNNNNNN
Representational Format: Value
Statutory Legislation: Appropriate Insurance Premiums Order or Insurer’s Premium Filing.

Notes: If not applicable then set to zero.

P: 2.2.43  Small employer return to work incentive

Description: The discount amount applicable to the premium payable based upon the employer safety incentive.

Record Set: "Premium Detail"

Start Position: 380
End Position: 393
Length: 14
Size: 14
Applies To: NI
Representational Layout: +/-NNNNNNNNNNNN
Representational Format: Value
Notes: If not applicable then set to zero.
**P: 2.2.44** Performance discount (PD)

**Description**  The discount applied to the premium based on the performance of the scheme.

**Record Set**  "Premium Detail"

**Start Position**  394

**End Position**  407

**Length**  14

**Size**  14

**Applies To**  NI

**Representational Layout**  +/-NNNNNNNNNNNNN

**Representational Format**  Value

**Statutory Legislation**  Insurer’s Premium Filing

**Notes**  If not applicable then set this item to zero.

**P: 2.2.45** Employer safety reward (ESR)

**Description**  The discount amount applicable to the premium payable based on the employer safety reward percentage.

**Record Set**  "Premium Detail"

**Start Position**  408

**End Position**  421

**Length**  14

**Size**  14

**Applies To**  NI

**Representational Layout**  +/-NNNNNNNNNNNNN

**Representational Format**  Value

**Statutory Legislation**  Insurer’s Premium Filing

**Notes**  If not applicable set this item to zero.
P: 2.2.46 Basic tariff premium (BTP1) last period

Description
The amount of the basic tariff premium in respect of the last period of 12 consecutive months which occurred before this policy term.

Record Set
"Premium Detail"

Start Position
422

End Position
435

Length
14

Size
14

Applies To
NI

Representational Layout
+/-NNNNNNNNNNNNN

Representational Format
Value

Notes

P: 2.2.47 Basic tariff premium (BTP2) second last period

Description
The amount of the basic tariff premium in respect of the second last period of 12 consecutive months which occurred before this policy term.

Record Set
"Premium Detail"

Start Position
436

End Position
449

Length
14

Size
14

Applies To
NI

Representational Layout
+/-NNNNNNNNNNNNN

Representational Format
Value

Notes

P: 2.2.48 Basic tariff premium (BTP3) third last period

Description
The amount of the basic tariff premium in respect of the third last period of 12 consecutive months which occurred before this policy term.

Record Set
"Premium Detail"

Start Position
450

End Position
463

Length
14

Size
14
P: 2.2.49  Claim performance measure (CPM)
Description: The employer’s Claims Performance Measure calculated in accordance with the relevant Insurer’s Premium Filing for the relevant policy year.
Record Set: "Premium Detail"
Start Position: 464
End Position: 473
Length: 10
Size: 10
Notes: If the policy term is not experience adjusted then set this item to zero.

P: 2.2.50  Claim performance rate (CPR)
Description: The employer’s Claims Performance Rate calculated in accordance with the relevant Insurer’s Premium Filing for the relevant policy year.
Record Set: "Premium Detail"
Start Position: 474
End Position: 483
Length: 10
Size: 10
Notes: If the policy term is not experience adjusted then set this item to zero.
**P: 2.2.51 Claim performance measure (CPA)**

**Description**
The employer’s Claim Performance Adjustment figure specified in accordance with the appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing, for the relevant policy year.

**Record Set**
"Premium Detail"

**Start Position**
484

**End Position**
493

**Length**
10

**Size**
10

**Applies To**
NI

**Representational Layout**
+/-NNNNNNNNNN

**Representational Format**
Value

**Statutory Legislation**
Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

**Notes**

**P: 2.2.52 Claim performance adjustment amount (CPAA)**

**Description**
The actual amount the premium is adjusted by once the Claims Performance Adjustment is applied to the Basic Tariff Premium.

**Record Set**
"Premium Detail"

**Start Position**
494

**End Position**
507

**Length**
14

**Size**
14

**Applies To**
NI

**Representational Layout**
+/-NNNNNNNNNNNNNN

**Representational Format**
Value

**Statutory Legislation**
Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

**Notes**
Record Set 2: WCIDR08-046 Record Identifier 3: Tariff Rating Activity Detail Record

Tariff rating activity detail record where policy commencement date is less than 30 June 2001. Must have an associated premium detail record.

This record contains:

- P: 2.3.1 Record Set
- P: 2.3.2 Policyholder identifier
- P: 2.3.3 Period commencement date
- P: 2.3.4 Transaction date
- P: 2.3.5 Record identifier
- P: 2.3.6 Tariff rate number
- P: 2.3.7 Industry code – ASIC
- P: 2.3.8 Industry code – ANZSIC
- P: 2.3.9 Amount of wages paid
- P: 2.3.10 Number of per capita units / shifts
- P: 2.3.11 Number of employees
- P: 2.3.12 Tariff premium (as basic rate)
- P: 2.3.13 Tariff activity dust diseases contribution

**P: 2.3.1 Record set**

<table>
<thead>
<tr>
<th>Description</th>
<th>Identifies the type of the data in the record as either claims or policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;Tariff Rating Activity Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>1</td>
</tr>
<tr>
<td>End Position</td>
<td>1</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Size</td>
<td>1</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>N</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Number</td>
</tr>
<tr>
<td>Notes</td>
<td>Must contain '2' for a policy record.</td>
</tr>
</tbody>
</table>
P: 2.3.2 Policyholder identifier

Description: The identifier allocated to the policy by the insurer.
Record Set: "Tariff Rating Activity Detail"
Start Position: 2
End Position: 20
Length: 19
Size: 19
Applies To: NI
Representational Format: Text

Notes

P: 2.3.3 Period commencement date

Description: The date upon which the period of insurance cover referred to in this policy commences.
Record Set: "Tariff Rating Activity Detail"
Start Position: 21
End Position: 28
Length: 8
Size: 8
Applies To: NI
Representational Layout: YYYYMMDD
Representational Format: Date

Notes

P: 2.3.4 Transaction date

Description: The date the insurer updated information on the policy term in the insurer’s system.
Record Set: "Tariff Rating Activity Detail"
Start Position: 29
End Position: 36
Length: 8
Size: 8
Applies To: NI
Representational Layout: YYYYMMDD
Representational Format: Date

Notes
P: 2.3.5  Record identifier
Description: A code that distinguishes the record as an activity detail record.
Record Set: "Tariff Rating Activity Detail"
Start Position: 37
End Position: 37
Length: 1
Size: 1
Applies To: NI
Representational Layout: N
Representational Format: Number
Notes: Must contain '3' for a tariff activity detail record.

P: 2.3.6  Tariff rate number
Description: Identifies the relevant tariff rate number as per the Insurance Premiums Order or Market Practice and Premiums Guidelines.
Record Set: "Tariff Rating Activity Detail"
Start Position: 38
End Position: 40
Length: 3
Size: 3
Applies To: NI
Representational Layout: NNN
Representational Format: Code
Statutory Legislation: Insurance Premiums Order or Market Practice and Premiums Guidelines
Notes
P: 2.3.7  Industry code - ASIC

Description  Identifies the industry being conducted by the employer. Coded according to ASIC.

Record Set  "Tariff Rating Activity Detail"

Start Position  41
End Position  44
Length  4
Size  4
Applies To  NI

Representational Layout  NNNN
Representational Format  Code
Statutory Legislation  Insurance Premiums Order or Market Practice and Premiums Guidelines

Notes

P: 2.3.8  Industry code - ANZSIC

Description  Identifies the industry being conducted by the employer. Coded according to ANZSIC (Australian and New Zealand Standard Industrial Classification).

Record Set  "Tariff Rating Activity Detail"

Start Position  45
End Position  48
Length  4
Size  4
Applies To  NI

Representational Layout  NNNN
Representational Format  Code

Notes
P: 2.3.9  Amount of wages paid
Description  The amount of wages paid in respect of the non-per capita activity in this activity detail record.
Record Set  "Tariff Rating Activity Detail"
Start Position  49
End Position  62
Length  14
Size  14
Applies To  NI
Representational Layout  NNNNNNNNNNNNN
Representational Format  Value
Notes  If not applicable set this data item to zero.

P: 2.3.10  Number of per capita units/shifts
Description  The number of per capita units/shifts, logged against the tariff in this tariff rating activity detail record for the period covered by the policy term for the tariff.
Record Set  "Tariff Rating Activity Detail"
Start Position  63
End Position  69
Length  7
Size  7
Applies To  NI
Representational Layout  NNNNNN
Representational Format  Number

Notes

P: 2.3.11  Number of employees
Description  The number of persons employed within the activity for this activity detail record.
Record Set  "Tariff Rating Activity Detail"
Start Position  70
End Position  76
Length  7
P: 2.3.12  **Tariff premium (at basic rate)**

**Description**
The amount of the premium as calculated against the relevant rate classification as per the appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

**Record Set**
"Tariff Rating Activity Detail"

**Start Position** 77

**End Position** 90

**Length** 14

**Size** 14

**Applies To** NI

**Representational Layout** NNNNNNNNNNNNN

**Representational Format** Value

**Statutory Legislation** Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

P: 2.3.13  **Tariff activity dust diseases contribution**

**Description**
The amount payable by the employer in respect of the amount due to the Dust Diseases Fund and the Dust Diseases Outstanding Liability Reserve Fund. Include any amounts arising from determined classes of employees.

**Record Set**
"Tariff Rating Activity Detail"

**Start Position** 91

**End Position** 104

**Length** 14

**Size** 14

**Applies To** NI

**Representational Layout** NNNNNNNNNNNNN

**Representational Format** Value
Record Set 2: WCIDR08-047 Record Identifier 4: WIC Rating Activity Detail Record

WIC rating activity detail records where policy commencement date is greater than or equal to 30/06/2001. Must have an associated premium detail record.

This record contains:

- P: 2.4.1 Record Set
- P: 2.4.2 Policyholder identifier
- P: 2.4.3 Period commencement date
- P: 2.4.4 Transaction date
- P: 2.4.5 Record identifier
- P: 2.4.6 Workers Compensation Industry Classification (WIC) number
- P: 2.4.7 No Longer In Use
- P: 2.4.8 Amount of wages paid
- P: 2.4.9 Number of per capita units
- P: 2.4.10 Number of employees
- P: 2.4.11 Tariff premium (at basic rate)
- P: 2.4.12 Activity dust diseases contribution
- P: 2.4.13 WIC premium adjustment flag
- P: 2.4.14 Wages for determined classes dust disease contribution
- P: 2.4.15 Determined classes dust diseases contribution
- P: 2.4.16 Amount of wages paid (W1) last period
- P: 2.4.17 Amount of wages paid (W2) second last period
- P: 2.4.18 Number of per capita units (U1) last period
- P: 2.4.19 Number of per capita units (U2) second last period
- P: 2.4.20 Activity mine safety fund premium adjustment
- P: 2.4.21 Amount of apprentice wages paid
- P: 2.4.22 Activity apprentice incentive scheme amount
- P: 2.4.23 Amount of wages paid (W3) third last period
- P: 2.4.24 Number of per capita units (U3) third last period
- P: 2.4.25 Workers compensation primary activity classification number

P: 2.4.1 Record set

Description: Identifies the type of the data in the record as either claims or policy.

Record Set: "WIC Rating Activity Detail"

Start Position: 1

End Position: 1

Length: 1

Size: 1

Applies To: NI

Representational Layout: N

Representational Format: Number
Notes Must contain '2' for a claim record.

P: 2.4.2 Policyholder identifier
Description The identifier allocated to the policy by the insurer.
Record Set "WIC Rating Activity Detail"
Start Position 2
End Position 20
Length 19
Size 19
Applies To NI
Representational Format Text
Notes For exempt employers, report as a unique code for business (as per previous reporting or new if employer not previously reported).

P: 2.4.3 Period commencement date
Description The period commencement date of the policy term.
Record Set "WIC Rating Activity Detail"
Start Position 21
End Position 28
Length 8
Size 8
Applies To NI
Representational Layout YYYYMMDD
Representational Format Date
Notes For exempt employers, report as the day before the date of the injury.

P: 2.4.4 Transaction date
Description The date the insurer updated information on the policy term in the insurer’s system.
Record Set "WIC Rating Activity Detail"
Start Position 29
End Position 36
Length 8
Size 8
Applies To NI
Representational Layout YYYYMMDD
**P: 2.4.5 Record identifier**

<table>
<thead>
<tr>
<th>Description</th>
<th>The identifier code of the record within the data submission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;WIC Rating Activity Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>37</td>
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<tr>
<td>End Position</td>
<td>37</td>
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<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Size</td>
<td>1</td>
</tr>
<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>N</td>
</tr>
<tr>
<td>Representational Format</td>
<td>Number</td>
</tr>
<tr>
<td>Notes</td>
<td>Must contain ‘4’ for a WIC rating activity detail record.</td>
</tr>
</tbody>
</table>

**P: 2.4.6 Workers Compensation Industry Classification (WIC) number**

<table>
<thead>
<tr>
<th>Description</th>
<th>Identifies the relevant Workers Compensation Industry Classification (WIC) number as per the appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing for the appropriate policy renewal year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Set</td>
<td>&quot;WIC Rating Activity Detail&quot;</td>
</tr>
<tr>
<td>Start Position</td>
<td>38</td>
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<tr>
<td>End Position</td>
<td>43</td>
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<tr>
<td>Length</td>
<td>6</td>
</tr>
<tr>
<td>Size</td>
<td>6</td>
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<tr>
<td>Applies To</td>
<td>NI</td>
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<td>Representational Layout</td>
<td>NNNNNN</td>
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<tr>
<td>Representational Format</td>
<td>Code</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>

Notes
**P: 2.4.8  Amount of wages paid**

Description: The amount of wages paid in relation to the WIC.

Record Set: "WIC Rating Activity Detail"

Start Position: 49

End Position: 62

Length: 14

Size: 14

Applies To: NI

Representational Layout: +/-NNNNNNNNNNNNNN

Representational Format: Value

Notes: If not applicable set this data item to zero. For exempt employers, report as zero.

---

**P: 2.4.9  Number of per capita units**

Description: The number of per capita units applicable to the WIC.

Record Set: "WIC Rating Activity Detail"

Start Position: 63

End Position: 69

Length: 7

Size: 7

Applies To: NI

Representational Layout: NNNNNNN

Representational Format: Number


Notes: If not applicable set this data item to zero. For exempt employers, report as zero.
**P: 2.4.10 Number of employees**

Description: The number of employees applicable to the WIC.

Record Set: "WIC Rating Activity Detail"

Start Position: 70

End Position: 76

Length: 7

Size: 7

Applies To: NI

Representational Layout: NNNNNNN

Representational Format: Number

Notes: For exempt employers, report the number of injured workers.

**P: 2.4.11 Tariff premium (at basic rate)**

Description: The amount of the basic premium as calculated against the relevant WIC for the policy term.

Record Set: "WIC Rating Activity Detail"

Start Position: 77

End Position: 90

Length: 14

Size: 14

Applies To: NI

Representational Layout: +/-NNNNNNNNNNNNN

Representational Format: Value


Notes: For exempt employers, report as zero.
P: 2.4.12 Activity dust diseases contribution

Description: The amount payable by the employer for the Dust Diseases contribution.

Record Set: "WIC Rating Activity Detail"

Start Position: 91
End Position: 104
Length: 14
Size: 14
Applies To: NI

Representational Layout: +/-NNNNNNNNNNNNNN

Representational Format: Value


Notes: For exempt employers, report as zero.

P: 2.4.13 WIC premium adjustment flag

Description: A flag to indicate if the Basic Tariff Premium has been adjusted.

Record Set: "WIC Rating Activity Detail"

Start Position: 105
End Position: 105
Length: 1
Size: 1
Applies To: NI

Representational Layout: N

Representational Format: Code


Notes: For exempt employers, report as zero.
P: 2.4.14 Wages for determined classes dust disease contribution

Description
This amount of wages used to calculate the Determined classes dust diseases contribution.

Record Set
"WIC Rating Activity Detail"

Start Position
106

End Position
119

Length
14

Size
14

Applies To
NI

Representational Layout
+-NNNNNNNNNNN

Representational Format
Value

Notes
If not applicable set to zero. For exempt employers, report as zero.

P: 2.4.15 Determined classes dust disease contribution

Description
The amount payable by an employer for the Determined classes dust diseases contribution.

Record Set
"WIC Rating Activity Detail"

Start Position
120

End Position
133

Length
14

Size
14

Applies To
NI

Representational Layout
+-NNNNNNNNNNN

Representational Format
Value

Notes
If not applicable set to zero. For exempt employers, report as zero.
### P: 2.4.16
**Amount of wages paid (W1) last period**

**Description**
The amount of wages paid for this WIC in respect to the last period of 12 consecutive months which occurred before this policy term.

**Record Set**
"WIC Rating Activity Detail"

<table>
<thead>
<tr>
<th>Start Position</th>
<th>End Position</th>
<th>Length</th>
<th>Size</th>
<th>Applies To</th>
<th>Representational Layout</th>
<th>Representational Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>134</td>
<td>147</td>
<td>14</td>
<td>14</td>
<td>NI</td>
<td>+/--NNNNNNNNNNNNN</td>
<td>Value</td>
<td>If not applicable set to zero. For exempt employers, report as zero.</td>
</tr>
</tbody>
</table>

### P: 2.4.17
**Amount of wages paid (W2) second last period**

**Description**
The amount of wages paid for this WIC in respect to the second last period of 12 consecutive months which occurred before this policy term.

**Record Set**
"WIC Rating Activity Detail"

<table>
<thead>
<tr>
<th>Start Position</th>
<th>End Position</th>
<th>Length</th>
<th>Size</th>
<th>Applies To</th>
<th>Representational Layout</th>
<th>Representational Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>148</td>
<td>161</td>
<td>14</td>
<td>14</td>
<td>NI</td>
<td>+/--NNNNNNNNNNNNN</td>
<td>Value</td>
<td>If not applicable set to zero. For exempt employers, report as zero.</td>
</tr>
</tbody>
</table>
**P: 2.4.18**  Number of per capita units (U1) last period

**Description**
The number of per capita units paid for this WIC in respect to the last period of 12 consecutive months which occurred before this policy term.

**Record Set**
"WIC Rating Activity Detail"

**Start Position**
162

**End Position**
168

**Length**
7

**Size**
7

**Applies To**
NI

**Representational Layout**
NNNNNNN

**Representational Format**
Number

**Notes**
If not applicable set to zero. For exempt employers, report as zero.

---

**P: 2.4.19**  Number of per capita units (U2) second last period

**Description**
The number of per capita units paid for this WIC in respect to the second last period of 12 consecutive months which occurred before this policy term.

**Record Set**
"WIC Rating Activity Detail"

**Start Position**
169

**End Position**
175

**Length**
7

**Size**
7

**Applies To**
NI

**Representational Layout**
NNNNNNN

**Representational Format**
Number

**Notes**
If not applicable set to zero. For exempt employers, report as zero.
P: 2.4.20  Activity mine safety fund premium adjustment
Description  The amount payable by the employer for this WIC to the Mine safety fund.
Record Set  "WIC Rating Activity Detail"
Start Position  176
End Position  189
Length  14
Size  14
Applies To  NI
Representational Layout  +/-NNNNNNNNNNNNN
Representational Format  Value
Statutory Legislation  Insurer’s Premium Filing
Notes  If not applicable set to zero. For exempt employers, report as zero.

P: 2.4.21  Amount of apprentice wages paid
Description  The amount of wages paid by the employer to apprentices for this WIC
Record Set  "WIC Rating Activity Detail"
Start Position  190
End Position  203
Length  14
Size  14
Applies To  NI
Representational Layout  +/-NNNNNNNNNNNNN
Representational Format  Value
Notes  For exempt employers, report as zero.
P: 2.4.22  Activity apprentice incentive scheme amount

Description  The incentive amount calculated for apprentice wages for this WIC as per the appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

Record Set  "WIC Rating Activity Detail"

Start Position  204
End Position  217
Length  14
Size  14
Applies To  NI
Representational Layout  NNNNNNNNNNNNN
Representational Format  Value
Notes  For exempt employers, report as zero.

P: 2.4.23  Amount of wages paid (W3) third last period

Description  The amount of wages paid for this WIC in respect to the third last period of 12 consecutive months which occurred before this policy term.

Record Set  "WIC Rating Activity Detail"

Start Position  218
End Position  231
Length  14
Size  14
Applies To  NI
Representational Layout  +/-NNNNNNNNNNNN
Representational Format  Value
Notes  If not applicable set this data item to zero.
P: 2.4.24  Number of per capita units (U3) third last period

Description
The number of per capita units paid for this WIC in respect to the third last period of 12 consecutive months which occurred before this policy term.

Record Set
"WIC Rating Activity Detail"

Start Position
232

End Position
238

Length
7

Size
7

Applies To
NI

Representational Layout
NNNNNNN

Representational Format
Number

Notes
If not applicable or policy period commences on or after 30/6/2015, set this data item to zero.

P: 2.4.25  Workers compensation primary activity classification number

Description
The Workers Compensation Primary Activity Classification number as per the appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing for the appropriate policy renewal year.

Record Set
"WIC Rating Activity Detail"

Start Position
239

End Position
247

Length
9

Size
9

Applies To
NI

Representational Layout
NNNNNNNNN

Representational Format
Code

Statutory Legislation
Appropriate Insurance Premiums Order, Market Practice and Premiums Guidelines or Insurer’s Premium Filing.

Notes
Record Set 2: WCIDR08-048 Policy Submission Trailer

Submission Trailer record. Must be the last record on the submission.

This record contains:

- P: 9.1 Record Set
- P: 9.2 Number of policy detail records
- P: 9.3 Number of premium detail records
- P: 9.4 Number of tariff rating activity detail records
- P: 9.5 Number of WIC rating activity detail records
- P: 9.6 NO LONGER IN USE
- P: 9.7 Financial total - Basic tariff premium
- P: 9.8 Financial total - Experience premium
- P: 9.9 Financial total - Cost of claims C0
- P: 9.10 Financial total - Cost of claims C1
- P: 9.11 Financial total - Cost of claims C2
- P: 9.12 Financial total - Premium adjustment levy
- P: 9.13 Financial total - Policy dust diseases contribution
- P: 9.14 Financial total - Premium payable
- P: 9.15 NO LONGER IN USE
- P: 9.16 Financial total - Amount of wages paid
- P: 9.17 Count - Number of per capita units
- P: 9.18 Count - Number of employees
- P: 9.19 Financial total - Tariff premium (at basic rate)
- P: 9.20 Financial total - Activity dust diseases contribution
- P: 9.21 NO LONGER IN USE
- P: 9.22 NO LONGER IN USE
- P: 9.23 Financial total - Premium GST amount
- P: 9.24 Financial total - Total premium payable
- P: 9.27 Financial total - Input tax credit adjustment amount
- P: 9.28 Financial total - Wages for determined classes dust diseases contribution
- P: 9.29 Financial total - Determined classes dust diseases contribution
- P: 9.30 Financial total - Amount of wages paid (W1)
- P: 9.31 Financial total - Amount of wages paid (W2)
- P: 9.32 Count - Number of per capita units (U1)
- P: 9.33 Count - Number of per capita units (U2)
- P: 9.34 Financial total - Activity mine safety fund premium adjustment
- P: 9.35 Financial Total - cost of claims C3
- P: 9.36 Financial total - amount of wages paid (W3)
- P: 9.37 Count - number of per capita units (U3)
P: 9.1 Record set
Description: Identifies the type of the data in the record as either claims or policy.
Record Set: "Policy Submission Trailer"
Start Position: 1
End Position: 1
Length: 1
Size: 1
Applies To: NI
Representational Layout: N
Representational Format: Number
Notes: Must contain '9' for a Submission Trailer Record.

P: 9.2 Number of policy detail records
Description: A count of the number of Policy Detail Records in the submission.
Record Set: "Policy Submission Trailer"
Start Position: 2
End Position: 10
Length: 9
Size: 9
Applies To: NI
Representational Layout: NNNNNNNNN
Representational Format: Number
Notes

P: 9.3 Number of premium detail records
Description: A count of the number of Premium Detail Records in the submission.
Record Set: "Policy Submission Trailer"
Start Position: 11
End Position: 19
Length: 9
Size: 9
Applies To: NI
Representational Layout: NNNNNNNNN
**P: 9.4 Number of tariff activity detail records**

**Description**
A count of the number of Tariff Rating Activity Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
20

**End Position**
28

**Length**
9

**Size**
9

**Applies To**
NI

**Representational Layout**
NNNNNNNNNN

**Representational Format**
Number

**Notes**

---

**P: 9.5 Number of WIC rating activity detail records**

**Description**
A count of the number of WIC Rating Activity Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
29

**End Position**
37

**Length**
9

**Size**
9

**Applies To**
NI

**Representational Layout**
NNNNNNNNNN

**Representational Format**
Number

**Notes**

---

**P: 9.7 Financial total - basic tariff premium**

**Description**
The sum of all of the basic tariff premiums on all of the Premium Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
47

**End Position**
61

**Length**
15

**Size**
15
Applies To: NI

P: 9.8  Financial total - experience premium
Description: The sum of all of the experience premiums on all of the Premium Detail Records in the submission.
Record Set: "Policy Submission Trailer"
Start Position: 62
End Position: 76
Length: 15
Size: 15

P: 9.9  Financial total - cost of claims (C0) current period
Description: The sum of all of the cost of claims C0 on all of the Premium Detail Records in the submission.
Record Set: "Policy Submission Trailer"
Start Position: 77
End Position: 91
Length: 15
Size: 15

P: 9.10  Financial total - cost of claims (C1) last period
Description: The sum of all of the cost of claims C1 on all of the Premium Detail Records in the submission.
Record Set: "Policy Submission Trailer"
Start Position: 92
End Position: 106
**P: 9.11  Financial total - cost of claims (C2) second last period**

Description: The sum of all of the cost of claims C2 on all of the Premium Detail Records in the submission.

Record Set: "Policy Submission Trailer"

Start Position: 107

End Position: 121

Length: 15

Size: 15

Applies To: NI

Represenational Layout: +/-NNNNNNNNNNNNNN

Representational Format: Value

Notes

**P: 9.12  Financial total - premium adjustment levy**

Description: The sum of all of the premium adjustment levies on all of the Premium Detail Records in the submission.

Record Set: "Policy Submission Trailer"

Start Position: 122

End Position: 136

Length: 15

Size: 15

Applies To: NI

Represenational Layout: +/-NNNNNNNNNNNNNN

Representational Format: Value

Notes
**P: 9.13 Financial total - policy dust diseases contribution**

**Description**
The sum of all of the policy dust diseases contributions on all of the Premium Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
137

**End Position**
151

**Length**
15

**Size**
15

**Applies To**
NI

**Representational Layout**
+/-NNNNNNNNNNNNNN

**Representational Format**
Value

**Notes**

---

**P: 9.14 Financial total - premium payable**

**Description**
The sum of all of the premiums payable on all of the Premium Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
152

**End Position**
166

**Length**
15

**Size**
15

**Applies To**
NI

**Representational Layout**
+/-NNNNNNNNNNNNNN

**Representational Format**
Value

**Notes**

---

**P: 9.16 Financial total - amount of wages paid**

**Description**
The sum of all of the amounts of wages paid on all of the Activity Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
182

**End Position**
196

**Length**
15

**Size**
15

**Applies To**
NI

**Representational Layout**
+/-NNNNNNNNNNNNNN
### Count – number of per capita units

**Description**
The sum of all of the numbers of per capita units on all of the Activity Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

<table>
<thead>
<tr>
<th>Start Position</th>
<th>End Position</th>
<th>Length</th>
<th>Size</th>
<th>Applies To</th>
<th>Representative Layout</th>
<th>Representative Format</th>
</tr>
</thead>
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<tr>
<td>197</td>
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<td>9</td>
<td>9</td>
<td>NI</td>
<td>NNNNNNNNNN</td>
<td>Number</td>
</tr>
</tbody>
</table>

### Count – number of employees

**Description**
The sum of all of the numbers of employees on all of the Activity Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

<table>
<thead>
<tr>
<th>Start Position</th>
<th>End Position</th>
<th>Length</th>
<th>Size</th>
<th>Applies To</th>
<th>Representative Layout</th>
<th>Representative Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td>214</td>
<td>9</td>
<td>9</td>
<td>NI</td>
<td>NNNNNNNNNN</td>
<td>Number</td>
</tr>
</tbody>
</table>

### Financial total – tariff premium (at basic rate)

**Description**
The sum of all of the tariff premiums at basic rate on all of the Activity Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

<table>
<thead>
<tr>
<th>Start Position</th>
<th>End Position</th>
<th>Length</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>215</td>
<td>229</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>
P: 9.20  **Financial total – activity dust diseases contribution**

**Description**  The sum of all of the activity dust diseases contribution on all of the Activity Detail Records in the submission.

**Record Set**  "Policy Submission Trailer"

**Start Position**  230

**End Position**  244

**Length**  15

**Size**  15

**Applies To**  NI

Representational Layout  +/-(NNNNNNNNNNNNNN

Representational Format  Value

Notes

P: 9.23  **Financial total – premium GST amount**

**Description**  The sum of all of the GST amounts on all of the Premium Detail Records in the submission.

**Record Set**  "Policy Submission Trailer"

**Start Position**  275

**End Position**  289

**Length**  15

**Size**  15

**Applies To**  NI

Representational Layout  +/-(NNNNNNNNNNNNNN

Representational Format  value

Notes

P: 9.24  **Financial total – total premium payable**

**Description**  The sum of all of the total premium payables on all of the Premium Detail Records in the submission.

**Record Set**  "Policy Submission Trailer"

**Start Position**  290

**End Position**  304
**P: 9.27 Financial total – input tax credit adjustment amount**

**Description**
The sum of all of the Input Tax Credits Adjustment amounts on all of the Premium Detail Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
335

**End Position**
349

**Length**
15

**Size**
15

**Applies To**
NI

**Representational Layout**
+/\-NNNNNNNNNNNNNN

**Representational Format**
Value

**Notes**

**P: 9.28 Financial total – wages for determined classes dust diseases contribution**

**Description**
The sum of all the wages amounts used to calculate the determined classes dust diseases contribution amounts on all of the WIC Activity Records in the submission.

**Record Set**
"Policy Submission Trailer"

**Start Position**
350

**End Position**
364

**Length**
15

**Size**
15

**Applies To**
NI

**Representational Layout**
+/\-NNNNNNNNNNNNNN

**Representational Format**
Value

**Notes**
P: 9.29  Financial total –determined dust diseases contribution

Description  The sum of all the determined classes dust diseases contribution amounts on all of the WIC Activity Records in the submission.

Record Set  "Policy Submission Trailer"

Start Position  365
End Position  379
Length  15
Size  15
Applies To  NI

Representational Layout  +/-NNNNNNNNNNNNNN

Representational Format  Value

Notes

P: 9.30  Financial total –amount of wages paid (W1)

Description  The sum of all of the amounts of wages paid W1 on all of the Activity Detail Records in the submission.

Record Set  "Policy Submission Trailer"

Start Position  380
End Position  394
Length  15
Size  15
Applies To  NI

Representational Layout  +/-NNNNNNNNNNNNNN

Representational Format  Value

Notes

P: 9.31  Financial total –amount of wages paid (W2)

Description  The sum of all of the amounts of wages paid W2 on all of the Activity Detail Records in the submission.

Record Set  "Policy Submission Trailer"

Start Position  395
End Position  409
Length  15
Size  15
Applies To  NI
| Notes | | | | |
| --- | --- | --- | --- | |
| **P: 9.32** | **Count – Number of per capita units (U1)** | | | |
| **Description** | The sum of all of the numbers of per capita units U1 on all of the Activity Detail Records in the submission. | | | |
| **Record Set** | "Policy Submission Trailer" | | | |
| **Start Position** | 410 | | | |
| **End Position** | 418 | | | |
| **Length** | 9 | | | |
| **Size** | 9 | | | |
| **Applies To** | NI | | | |
| **Representational Layout** | NNNNNNNNNNNNNNN | | | |
| **Representational Format** | Number | | | |
| **Notes** | | | | |

| Notes | | | | |
| --- | --- | --- | --- | |
| **P: 9.33** | **Count – number of per capita units (U2)** | | | |
| **Description** | The sum of all of the numbers of per capita units U2 on all of the Activity Detail Records in the submission. | | | |
| **Record Set** | "Policy Submission Trailer" | | | |
| **Start Position** | 419 | | | |
| **End Position** | 427 | | | |
| **Length** | 9 | | | |
| **Size** | 9 | | | |
| **Applies To** | NI | | | |
| **Representational Layout** | NNNNNNNNNNNNNNN | | | |
| **Representational Format** | Number | | | |
| **Notes** | | | | |

| Notes | | | | |
| --- | --- | --- | --- | |
| **P: 9.34** | **Financial total – Activity mine safety fund premium adjustment** | | | |
| **Description** | The sum of all of the amounts of activity mine safety fund premium adjustment on all of the Activity Detail Records in the submission. | | | |
| **Record Set** | "Policy Submission Trailer" | | | |
| **Start Position** | 428 | | | |
| **End Position** | 442 | | | |
**P: 9.35**  Financial total – cost of claims (C3) third last period  
Description: The sum of all of the cost of claims C3 on all of the Premium Detail Records in the submission.  
Record Set: "Policy Submission Trailer"  
Start Position: 443  
End Position: 457  
Notes

**P: 9.36**  Financial total – amount of wages paid (W3)  
Description: The sum of all of the amounts of wages paid W3 on all of the Activity Detail Records in the submission.  
Record Set: "Policy Submission Trailer"  
Start Position: 458  
End Position: 472  
Notes

**P: 9.37**  Count – number of per capita units (U3)  
Description: The sum of all of the numbers of per capita units U3 on all of the Activity Detail Records in the submission.  
Record Set: "Policy Submission Trailer"
<table>
<thead>
<tr>
<th>Start Position</th>
<th>473</th>
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</thead>
<tbody>
<tr>
<td>End Position</td>
<td>481</td>
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<tr>
<td>Length</td>
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</tr>
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<tr>
<td>Applies To</td>
<td>NI</td>
</tr>
<tr>
<td>Representational Layout</td>
<td>NNNNNNNNNNNNNN</td>
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<tr>
<td>Representational Format</td>
<td>Number</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>
Reference data

WCIDR08-049  SIRA relies on externally and internally sourced reference data to verify the information submitted by insurers and stored in the SIRA Corporate Data Repository. Insurers and SIRA will be required to collaboratively utilise the same reference data to ensure consistent data quality and content in related systems.

WCIDR08-050  Reference data can be regarded as tables that provide a valid source of information that can be used to validate information gathered and maintained within the system. Some form of reference data will be available to Insurers for population into their own claims and policy system. SIRA will verify data reported by Insurers with these reference tables.

WCIDR08-051  The application of reference data can be found within the reporting requirements section of this document.

WCIDR08-052  The following table is an example of the reference data; the rationale and responsibilities involved for successful implementation and ongoing management.

<table>
<thead>
<tr>
<th>Item</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Data source</td>
<td>Australia Post</td>
</tr>
<tr>
<td>Type of data</td>
<td>The formal Australian register of addresses</td>
</tr>
<tr>
<td>Data elements and descriptions</td>
<td>Street address, suburbs and postcodes</td>
</tr>
<tr>
<td>Rationale for use</td>
<td>Address details provided by insurers are consistent with those held on the Australian Post Code register. To be used to verify the postcode against locality for Employer Address, Injured worker’s Address, Workplace Address and Accident Location.</td>
</tr>
<tr>
<td>Expected frequency</td>
<td>As required</td>
</tr>
<tr>
<td>Responsibility</td>
<td>SIRA will be responsible for coordinating the timeliness of loading new versions however insurers will be required to source the information directly from Australia Post and load into their database.</td>
</tr>
</tbody>
</table>
Disclaimer

This publication may contain information that relates to the regulation of workers compensation insurance, motor accident third party (CTP) insurance and home building compensation in NSW. It may include details of some of your obligations under the various schemes that the State Insurance Regulatory Authority (SIRA) administers.

However, to ensure you comply with your legal obligations you must refer to the appropriate legislation as currently in force. Up to date legislation can be found at the NSW Legislation website legislation.nsw.gov.au

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Website www.sira.nsw.gov.au

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