Determination made by WorkCover pursuant to section 114 of the *Workers Rehabilitation and Compensation Act 1988* (Tas)

Determination No.: 1 of 2013
Determination made by WorkCover Tasmania Board pursuant to section 114 of the *Workers Rehabilitation and Compensation Act 1988* (Tas)

1 **Definitions**

In this determination:

**Act** means the *Workers Rehabilitation and Compensation Act 1988* (Tas).

**Agency** means an Agency for the purposes of the *State Service Act 2000* (Tas).

**Specifications** means the National Insurer Data Specifications (NIDS), consisting of:

(a) NIDS V8.0.doc

(b) NIDS 8.0 Rules and Validations.xsl

(c) NIDS 8.0 Submission.xsd

a copy of which is attached to this determination and marked as Attachment 1.

**WorkCover** means the WorkCover Tasmania Board established by section 8 of the Act.

**WorkCover Information Management System** means the online electronic system established by WorkCover for the collection and storage of data and information from licensed insurers and self-insurers.

Expressions defined in the Act have the same meaning when used in this determination.

2 **Determination**

This determination is made by WorkCover pursuant to section 114 of the Act.

3 **Specifications**

The Specifications form part of this determination.

4 **Licensed insurers**

(a) Each licensed insurer must, in respect of its business of insuring employers against the employers' liability to their workers under the Act, provide returns to WorkCover in accordance with the requirements set out in the following table:
<table>
<thead>
<tr>
<th>Return type</th>
<th>Information and data to be included in the return and return format</th>
<th>Frequency of lodgement of return</th>
<th>Period allowed for lodgement of completed return</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy return:</strong></td>
<td>The information and data to be included in the return, and the format of the return, is as set out in clause 1 of the Specifications</td>
<td>A return must be lodged with WorkCover in respect of each named month</td>
<td>Completed return must be lodged with WorkCover within 7 days of the end of the named month</td>
</tr>
<tr>
<td><strong>Claim details return:</strong></td>
<td>The information and data to be included in the return, and the format of the return, is as set out in clause 2 of the Specifications</td>
<td>A return must be lodged with WorkCover in respect of each named month</td>
<td>Completed return must be lodged with WorkCover within 7 days of the end of the named month</td>
</tr>
<tr>
<td><strong>End of year reconciliation return:</strong></td>
<td>The information and data to be included in the return is that necessary to complete an end of year reconciliation return in the format required by the WorkCover Information Management System</td>
<td>A return must be lodged with WorkCover in respect of each financial year ended 30 June</td>
<td>Completed return must be lodged with WorkCover within 21 days of the end of financial year</td>
</tr>
<tr>
<td><strong>Premium rate filings return for purposes of section 102A of the Act:</strong></td>
<td>The information and data to be included in the return is that necessary to complete a premium rate filings return in the format required by the WorkCover Information Management System</td>
<td>A return must be lodged with WorkCover annually</td>
<td>Completed return must be lodged with WorkCover not later than 15 May</td>
</tr>
</tbody>
</table>

(b) For the purposes of the table in paragraph 4(a), a licensed insurer must lodge each return, required by paragraph 4(a), with WorkCover using the WorkCover Information Management System.

c) For the purposes of paragraph 4(b), a return is not lodged with WorkCover unless the data required by the return is validated and accepted by the WorkCover Information Management System.

d) For the purposes of paragraph 4(c), where:

(i) a policy return and a claim details return is lodged with WorkCover and is not validated or accepted by the WorkCover Information Management System, the rejected return must be rectified, re-submitted, validated and accepted by the WorkCover Information Management System no later than 7 days following the next subsequent named month referred to in Column 4 of the table in clause 4(a); and

(ii) an end of year reconciliation return is lodged with WorkCover and is not validated or accepted by the WorkCover Information Management System, the rejected return must be rectified, re-submitted, validated and accepted by the WorkCover Information Management System no later than 14 days following the end of the period referred to in Column 4 of the table in clause 4(a) for that return.
5 Self-insurers

(a) This paragraph 5 does not apply to the Crown in Right of Tasmania.

(b) Each self insurer must provide returns to WorkCover in accordance with the requirements set out in the following table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return type</td>
<td>Information and data to be included in the return</td>
<td>Frequency of lodgement of return</td>
<td>Period allowed for lodgement of completed return</td>
</tr>
<tr>
<td>Claim details return:</td>
<td>The information and data to be included in the return, and the format of the return, is as set out in clause 2 of the Specifications</td>
<td>A return must be lodged with WorkCover in respect of each named month</td>
<td>Completed return must be lodged with WorkCover within 7 days of the end of the named month</td>
</tr>
<tr>
<td>Financial indicators return:</td>
<td>The information and data to be included in the return is that necessary to complete a financial return in the format required by the WorkCover Information Management System</td>
<td>A return must be lodged with WorkCover in respect of each financial year</td>
<td>Completed return must be lodged with WorkCover within 21 days of the end of financial year</td>
</tr>
<tr>
<td>End of year reconciliation return:</td>
<td>The information and data to be included in the return is that necessary to complete an end of year reconciliation return in the format required by the WorkCover Information Management System</td>
<td>A return must be lodged with WorkCover in respect of each financial year ended 30 June</td>
<td>Completed return must be lodged with WorkCover within 21 days of the end of financial year</td>
</tr>
<tr>
<td>Workers and wages return:</td>
<td>The information and data to be included in the return, and the format of the return, is as set out in clause 2 of the Specifications</td>
<td>A return must be lodged with WorkCover in respect of each financial year ended 30 June</td>
<td>Completed return must be lodged with WorkCover within 21 days of the end of financial year</td>
</tr>
</tbody>
</table>

(c) For the purposes of the table in paragraph 5(b), a self-insurer must lodge each claim details return, each financial indicators return, and each end of year reconciliation return, required by paragraph 5(b), with WorkCover using the WorkCover Information Management System.

(d) For the purposes of paragraph 5(c), a return is not lodged with WorkCover unless the data required by the return is validated and accepted by the WorkCover Information Management System.

(e) For the purposes of paragraph 5(d), where:

(i) a claim details return is lodged with WorkCover and is not validated or accepted by the WorkCover Information Management System, the rejected return must be rectified, re-submitted, validated and accepted by the WorkCover Information Management System no later than 7 days.
following the next subsequent named month referred to in Column 4 of the table in clause 5(b); and

(ii) a financial indicators return and an end of year reconciliation return is lodged with WorkCover and is not validated or accepted by the WorkCover Information Management System, the rejected return must be rectified, re-submitted, validated and accepted by the WorkCover Information Management System no later than 14 days following the end of the period referred to in Column 4 of the table in clause 5(b) for that return.

6 Crown in Right of Tasmania

(a) The Crown in Right of Tasmania, in respect of each Agency, must provide returns to WorkCover in accordance with the requirements set out in the following table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return type</td>
<td>Information and data to be included in the return</td>
<td>Frequency of lodgement of return</td>
<td>Period allowed for lodgement of completed return</td>
</tr>
<tr>
<td>Policy return</td>
<td>The information and data to be included in the return, and the format of the return, is as set out in clause 1 of the Specifications</td>
<td>A return must be lodged with WorkCover in respect of each named month</td>
<td>Completed return must be lodged with WorkCover within 7 days of the end of the named month</td>
</tr>
<tr>
<td>Claim details return</td>
<td>The information and data to be included in the return, and the format of the return, is as set out in clause 2 of the Specifications</td>
<td>A return must be lodged with WorkCover in respect of each named month</td>
<td>Completed return must be lodged with WorkCover within 7 days of the end of the named month</td>
</tr>
<tr>
<td>Workers and wages report</td>
<td>The information and data to be included in the return is that necessary to complete a report in the format included in Attachment 2</td>
<td>A return must be lodged with WorkCover in respect of each financial year ended 30 June</td>
<td>Completed return must be lodged with WorkCover within 21 days of the end of financial year</td>
</tr>
<tr>
<td>End of year reconciliation return</td>
<td>The information and data to be included in the return is that necessary to complete an end of year reconciliation return in the format required by the WorkCover Information Management System</td>
<td>A return must be lodged with WorkCover in respect of each financial year ended 30 June</td>
<td>Completed return must be lodged with WorkCover within 21 days of the end of financial year</td>
</tr>
</tbody>
</table>

(b) For the purposes of the table in paragraph 6(a), the Crown in Right of Tasmania must lodge each policy return, claim details return, and end of year reconciliation return, required by paragraph 6(a), with WorkCover using the WorkCover Information Management System.

(c) For the purposes of paragraph 6(b), a return is not lodged with WorkCover unless the data required by the return is validated and accepted by the WorkCover Information Management System.
(d) For the purposes of paragraph 6(c), where:

(i) a policy return and a claim details return is lodged with WorkCover and is not validated or accepted by the WorkCover Information Management System, the rejected return must be rectified, re-submitted, validated and accepted by the WorkCover Information Management System no later than 7 days following the next subsequent named month referred to in Column 4 of the table in clause 6(a); and

(ii) a end of year reconciliation return is lodged with WorkCover and is not validated or accepted by the WorkCover Information Management System, the rejected return must be rectified, re-submitted, validated and accepted by the WorkCover Information Management System no later than 14 days following the end of the period referred to in Column 4 of the table in clause 6(a) for that return.

7 Date

This determination takes effect from midnight on 31 August 2013.
Dated:

Executed for and behalf of WorkCover Tasmania Board by Bradley Weston Parker being the Assistant Director - Rehabilitation and Compensation Position Number 355895 (acting pursuant to an instrument of delegation dated [##]) in the presence of:

__________________________________________________________________________
Signature

__________________________________________________________________________
Signature of witness

__________________________________________________________________________
Name of witness (print)

__________________________________________________________________________
Address of witness

__________________________________________________________________________
Occupation
Attachment 1: Specifications
Attachment 2: Workers and Wages report in accordance with clause 6