



POLICY TECHNICAL MANUAL

VERSION 3.4
January 2008

TABLE OF CONTENTS

1	INTRODUCTION.....	4
2	REPORTING REQUIREMENTS.....	6
3	DATA SUBMISSION FILES.....	10
4	DATA QUALITY.....	18
5	REPORTING.....	21
6	POLICY DATA DEFINITIONS.....	26
7	BUSINESS RULE VALIDATION.....	194
8	FILE SEQUENCE VALIDATION RULES.....	220
9	PREMIUM REFORM CALCULATIONS.....	221
10	REFERENCE DATA.....	228
11	ADDRESS FORMAT RULES.....	230
12	EMPLOYER NAME FORMAT RULES.....	234

1 INTRODUCTION

This manual describes the requirements of Scheme agents (the agent) for the submission of policy data to WorkCover under the new Scheme arrangements.

WorkCover has the responsibility for monitoring and controlling the workers compensation scheme in NSW. The accurate and timely collection of a wide range of statistical data is essential to the management of the WorkCover Scheme.

The new scheme reporting requirements (post December 2005) will see the introduction of:

- Data submitted in alignment with the life of a claim or policy (Claim States/Events).
- Validations that will reject information at claim or policy record level.
- Restructure of validation severity levels (Abort, Fatal and Suspect).
- The application of validations by layers
- Revised data set for submission (New, Amended and Removed).
- Data validation, definition and attribute enhancements.
- Amended file structure to cater for the revised data set.
- Increased frequency of data submissions
- Introduction of new reference data
- Reporting of transactional payment data

This document contains a comprehensive set of instructions, file structures, and data definitions designed to ensure the accurate, complete and timely collection of data.

The Data Interface Section of WorkCover monitors the data submitted to ascertain the level of data quality. These instructions are part of a continuing effort to assist agents to improve the level of data quality.

1.1 CLAIM AND POLICY REPORTING MANUALS

Four manuals will be available. They are;

Project management guide – the primary objective of this guide is to provide agents with the change requirements, project management guidelines operational performance indicators and document templates for WorkCover driven changes.

Data exchange services – details how to access and use the Data exchange services offered by WorkCover for claim and policy reporting.

Policy technical manual – replaces the pre-Scheme Policy Manual. Full technical details of each policy data item, the file structures and required reference data as required by WorkCover are documented in this manual.

Claim technical manual – replaces the pre-Scheme Claims Manual. Full technical details of each claim data item, the file structures and required reference data as required by WorkCover are documented in this manual.

1.2 STRUCTURE OF POLICY TECHNICAL MANUAL

This document provides information on:

- when to submit policy data, and when to resubmit data
- the structure of the submission records
- the contents of a submission
- the components of each record type, including a description and set of field edits and rules
- validation rules, including descriptions and an indication of the severity of each rule
- the formatting standards for name and address details.

1.3 AUDIENCE

This manual should be read by anyone required to understand, manage and implement the policy reporting requirements of Scheme agents under the new Scheme arrangements. This includes Scheme agent staff and WorkCover IT and Knowledge Management staff.

1.4 WORKCOVER ASSISTANCE

Please direct enquiries about any aspect of this manual to the Data Interface Section of WorkCover, (02) 4321 5089.

Email data.interface@workcover.nsw.gov.au

2 REPORTING REQUIREMENTS

In preparing a policy reporting submission to WorkCover, agents 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 WorkCover. WorkCover 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 WorkCover eg. Premium detail).

WorkCover requires claims data to be reported with a corresponding policy reported to WorkCover. It will be necessary to ensure that relevant policy data has been reported to WorkCover in advance of related claims data. Where a policy submission is provided on the same day as a claim submission, WorkCover will schedule the processing of the policy submission as priority. Where an abort error prevents the loading of all policy data on a submission, including new policies, or a fatal error means the prevention of a new policy being loaded to the WorkCover database, related claims information for the new policy/policies, on a subsequent claims submission, will not be accepted.

2.1 IDENTIFYING POLICIES

WorkCover requires and uses unique identifiers for policies, policy terms and policy term transactions. These identifiers are WorkCover policyholder identification number (policy number), agent/insurer number, period commencement date and transaction date.

2.1.1 Policy

WorkCover uses the policy and agent/insurer numbers to uniquely identify a policy. The policy number an agent/insurer reports to WorkCover for an employer *must* remain the same for all policy terms.

2.1.2 Policy term

The period commencement date (with policy and agent/insurer numbers) uniquely identifies the policy term. WorkCover's computer system records data for each term of a policy (that is for each policy renewal year that the policy is in force). Agents/insurers cannot amend the commencement data except by nulling (refer to section 2.3 - Reporting of Null Policy Terms).

Agents/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.

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.

2.1.3 Policy term transaction

Agents/insurers must only supply one transaction per day per policy term.

If the agent/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.

2.2 SUPPLYING RECORD TYPES FOR SPECIAL CASES

2.2.1 New policies

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

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

(Please refer to the detailed descriptions of the record types in a submission listed in Section 3.2)

2.2.2 Change in premium and activity details

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

- A premium detail record
- The associated activity detail records

2.2.3 Change in policy term details

Agents/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.

2.3 REPORTING OF NULL POLICY TERMS

Null policy terms can arise where the policy term has been created in error (eg duplicated) or the policy term is effectively null and void (i.e. the agent is not providing insurance cover for that period covered by the policy term). Incorrect reporting of period commencement date will require the submission of a NULL policy term, with the same period commencement date, to correct the error.

Period commencement date is used by WorkCover to build a history of data for each policy term. As described earlier, it is a unique identifier. Whenever an agent reports policy data to WorkCover, that data will form part of the history for the policy term that starts with the specified period commencement date.

Where an agent reports policy data to WorkCover with an incorrect period commencement date, or wishes to NULL a policy term for any other reason, the agent must submit another set of data with the same period commencement date, and with the premium calculation code (located in the premium detail record) set to '6' - Null policy period. The policy data must have the following fields set to zeros:

Premium Detail Record

- (P: 2.2.12) Basic Tariff Premium
- (P: 2.2.13) Experience Adjustment Factor
- (P: 2.2.14) Experience Premium
- (P: 2.2.15) Cost of Claims C0
- (P: 2.2.16) Cost of Claims C1
- (P: 2.2.17) Cost of Claims C2
- (P: 2.2.18) Premium Adjustment levy
- (P: 2.2.19) Policy Dust Disease Levy (D)

Tariff Activity Record

- (P: 2.3.9) Amount of Wages Paid
- (P: 2.3.10) No of Per Capita Units
- (P: 2.3.11) Number of Employees
- (P: 2.3.12) Tariff Premium at Basic Rate
- (P: 2.3.13) Activity Dust Diseases Levy

WIC Activity Record

- (P: 2.4.8) Amount of Wages Paid
- (P: 2.4.9) No of per capita units

(P: 2.2.20) Stamp Duty	(P: 2.4.10) Number of employees
(P: 2.2.21) Premium Payable (P))	(P: 2.4.11) Tariff premium at Basic Rate
(P: 2.2.22) GST Amount	(P: 2.4.12) Activity Dust Diseases Levy
(P: 2.2.23) Total Premium Payable	(P: 2.4.14) Wages for determined classes Dust Diseases Levy
(P: 2.2.24) Input Tax Credit Adjustment Amount	(P: 2.4.15) Determined Classes Dust Diseases Levy
(P: 2.2.31) Premium Discount Rate	(P: 2.4.16) amount of wages paid W1 (last period)
(P: 2.2.32) Premium Discount Amount	(P: 2.4.17) Amount of wages paid W2 (second last period)
(P: 2.2.34) Cumulative premium received	(P: 2.4.18) Number of per capita units U1
(P: 2.2.37) Mine safety fund premium adjustment (M)	(P: 2.4.19) Number of per capita units U2
P: 2.2.38) Apprentice incentive scheme amount (A)	(P: 2.4.21) Amount of wages apprentice wages paid
P: 2.4.20) Premium paid in full in advance discount (Z)	P: 2.4.22) Activity apprentice incentive scheme amount

2.4 REPORTING OF MINIMUM PREMIUM POLICIES

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 defined in the relevant *Insurance Premiums Order*.

In such cases the following details are required.

Premium detail record

Surcharge rate for first \$500	00.050 (current rate applicable prior to 31/12/2005)
Basic tariff premium	As calculated
Dust diseases levy	As calculated
Premium payable	As charged for pre GST policies or as calculated for policies commencing on or after 30 June 2000
Total premium payable	Minimum premium as charged

Activity Detail Record

Wages	As declared
Tariff premium	As calculated
Dust diseases levy	As calculated

For these records the total of the activity detail premiums is still to agree with the Basic tariff premium reported in the Premium detail record. However, the normal premium calculation check would calculate a figure less than the minimum premium. The edit calculations take into account the minimum premium.

As a surcharge component is included in the minimum premium, the employer's liability for the first \$500

of each claim is automatically removed. Although a surcharge may not actually have been calculated WorkCover still requires the current rate to be shown in the record.

2.5 REPORTING OF DOMESTIC POLICIES

Domestic workers compensation policies (apart from aggregate policies reported as a separate record type) are identified by the value of the employer category code (P: 2.2.9). Report domestic policies with the same set of data as non-domestic policies.

2.6 REPORTING OF HOUSEHOLDER (OR AGGREGATE) DOMESTIC POLICIES

These refer to the Workers Compensation component of householders' policies underwritten by the Managed Fund agent under a special licence.

The original insurance will have been issued by a separate entity and it is most unlikely that the Fund agent will maintain individual records. Most likely the agent will take premiums of this nature into the books by way of Inwards Reinsurance.

WorkCover does not require a record for each Householder policy underwritten; however it does require a composite (or aggregate) record to be supplied each time premium from this source is taken into the Managed Fund agent's books. Only a limited set of data is required to provide a record of these policies. These aggregate data are reported separately from individual policy data (though in the same submission) by writing the details to a separate record type: *Record type 3*.

Each record supplied is to be allocated a 'policy number' and the period commencement date is to be shown as the first day of the month in which the premium was taken into the agent's books. If there is more than one source of premium (i.e. from multiple agreements) a separate record and 'policy number' is required for each. Subsequent premiums from a particular source should be submitted under the original 'policy number' for that source.

If an aggregate domestic policy has been raised in error, the agent can NULL it by sending a zero record for the same policy number and commencement date.

Managed Fund agents are responsible for administering any claims that arise under the Workers Compensation section of these householders' policies. These claims are to be included in the claims records supplied to WorkCover. The policy number assigned to these claims must be the same as on the premium data supplied to WorkCover

3 DATA SUBMISSION FILES

This section details the policy submission files including the record structure, technical structure and lodgement frequency.

3.1 CONTROL OF DATA

All policy data submitted to WorkCover is controlled to ensure that no information is lost.

Data submissions require a header record (the first record on the submission), which identifies the submission, a trailer record (the last record on the submission), which contains control totals.

3.2 RECORD DESCRIPTIONS

The submitted file contains the following record types:

Record Type 1:

Header record. Must be the first record on the file.

Record Type 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.

Record Type 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). May or may not have an associated Policy term detail record.

Record Type 2 - Record Identifier 3:

Tariff rate activity detail record. Either Tariff rating activity detail records or WIC rating activity detail records can be associated with the Premium detail record (cannot be both). Must have an associated premium detail record.

Record Type 2 - Record Identifier 4:

WIC rating activity detail record. Either Tariff rating activity detail records or WIC rating activity detail records can be associated with the Premium detail record (cannot be both). Must have an associated premium detail record.

Record Type 3:

Aggregate domestic policy record. There can be any number of these on the file.

Record Type 9:

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

3.3 RECORD DEPENDENCIES

When a policy is first issued, agents must provide full details to WorkCover. Agents are required to submit details of all policy terms to WorkCover. The requirements for each new policy and policy term are:

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

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

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

Agents 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.

3.4 SUBMISSION FILE SORTING

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.

Ensure that the sequencing is carried out on the file in ASCII format.

If any sequence errors are detected, the submission will be aborted.

3.5 SUBMISSION FREQUENCY

Agents must provide a minimum of one submission of policy data per week. 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 week a Null submission, i.e. a header and trailer record only, **must** be submitted.

WorkCover will negotiate lodgement schedules with individual agents/insurers.

Should an agent be unable to lodge a submission according to the agreed schedule, it will be necessary to notify WorkCover to make arrangements for rescheduling submission lodgement. Where both WorkCover and the agent consider re-scheduling impractical, it may be agreed to miss a weekly submission.

Refer Data Exchange User Guide for lodgement details.

3.6 SUBMISSION CHARACTERISTICS

ASCII format

All fields must be fixed length (zero or space filled as appropriate)

Where specified, amount fields must have a leading sign

Unused fields must contain zeroes or spaces according to field type

The file must **not** contain carriage return/linefeed record terminators

All records are fixed length of 450 characters

The dataset name must be POLnnn.WCA where nnn is the Agent number

3.7 SUBMISSION STRUCTURE

This section gives the size and structure for the data fields contained in each record type of a submission.

Signed fields must have a leading sign. That is, the first position in the field must be either '+' or '-'.

Numeric fields, denoted by '9' in the COBOL picture below, must be zero filled if not appropriate (including a '+' as the first character, if signed).

Alphanumeric fields, denoted by 'X' in the COBOL picture below, must be space filled if not appropriate.

POLICY HEADER Record

	From	To	Size	COBOL Picture
P: 1.1 Record type	1	1	1	9(1)
P: 1.2 Agent/Insurer number	2	4	3	9(3)
P: 1.3 Submission type	5	10	6	X(6)
P: 1.4 Policy system release number	11	12	2	9(2)
P: 1.5 Submission start date	13	20	8	9(8)
P: 1.6 Submission end date	21	28	8	9(8)
P: 1.7 No longer in use	29	36	8	9(8)
P: 1.8 No longer in use	37	42	6	9(6)
Filler	43	450	408	X(408)

POLICY TERM DETAIL Record

	From	To	Size	COBOL Picture
Policy Details				
P: 2.1.1 Record type	1	1	1	9(1)
P: 2.1.2 Policyholder identification number	2	20	19	X(19)
P: 2.1.3 Period commencement date	21	28	8	9(8)
P: 2.1.4 Transaction date	29	36	8	9(8)
P: 2.1.5 Record identifier	37	37	1	9(1)
P: 2.1.6 Policy status code	38	38	1	9(1)
P: 2.1.7 Branch of agent/insurer handling policy	39	58	20	X(20)
P: 2.1.8 Error report target	59	65	7	X(7)
P: 2.1.9 Replacement policy number	66	84	19	X(19)
P: 2.1.10 Employer legal name	85	159	75	X(75)
P: 2.1.11 Employer trading name	160	234	75	X(75)
P: 2.1.12 Employer ACN or ARBN	235	243	9	9(9)
P: 2.1.13 Employer address - Street information	244	363	120	X(120)

	From	To	Size	COBOL Picture
P: 2.1.14 Employer address - Locality name	364	393	30	X(30)
P: 2.1.15 Employer address - Postcode	394	397	4	9(4)
P: 2.1.16 Employer ABN (Australian Business Number)	398	408	11	9(11)
P: 2.1.17 Employer registered for GST	409	409	1	X(1)
P: 2.1.18 Entitlement to input tax credits	410	412	3	9(3)
P: 2.1.19 Employer Group Number	413	418	6	X(38)
P: 2.1.20 Employer Group Exemption Flag	419	419	1	X(1)
Filler	420	450	31	X(31)

PREMIUM DETAIL Record

	From	To	Size	COBOL Picture
P: 2.2.1 Record type	1	1	1	9(1)
P: 2.2.2 Policyholder identification number	2	20	19	X(19)
P: 2.2.3 Period commencement date	21	28	8	9(8)
P: 2.2.4 Transaction date	29	36	8	9(8)
P: 2.2.5 Record identifier	37	37	1	9(1)
P: 2.2.6 Period expiry date	38	45	8	9(8)
P: 2.2.7 Policy renewal year	46	49	4	9(4)
P: 2.2.8 No longer in use	50	50	1	9(1)
P: 2.2.9 Employer category code	51	51	1	9(1)
P: 2.2.10 Premium calculation code	52	52	1	X(1)
P: 2.2.11 Surcharge factor to insure for first \$500 (X)	53	58	6	+/-9(2)V999
P: 2.2.12 Basic tariff premium (T) - policy total	59	72	14	+/-9(11)V99
P: 2.2.13 Experience adjustment factor (S)	73	82	10	+/-9(2)V9(7)
P: 2.2.14 Experience premium (E)	83	96	14	+/-9(11)V99
P: 2.2.15 Cost of claims C0	97	110	14	+/-9(11)V99
P: 2.2.16 Cost of claims C1	111	124	14	+/-9(11)V99
P: 2.2.17 Cost of claims C2	125	138	14	+/-9(11)V99
P: 2.2.18 Premium adjustment levy (Q)	139	152	14	+/-9(11)V99
P: 2.2.19 Policy dust diseases levy (D)	153	166	14	+/-9(11)V99
P: 2.2.20 Stamp duty	167	180	14	+/-9(11)V99
P: 2.2.21 Premium payable (P)	181	194	14	+/-9(11)V99
P: 2.2.22 GST Amount	195	208	14	+/-9(11)V99
P: 2.2.23 Total premium payable	209	222	14	+/-9(11)V99
P: 2.2.24 Input tax credit adjustment amount	223	236	14	+/-9(11)V99
Premium Discount Scheme details				
P: 2.2.25 Premium discount adviser number/small business strategy number	237	239	3	9(3)
P: 2.2.26 No longer in use	240	240	1	9(1)

	From	To	Size	COBOL Picture
P: 2.2.27 PDS audit number	241	241	1	9(1)
P: 2.2.28 PDS discount year	242	242	1	9(1)
P: 2.2.29 Date of PDS benchmark audit	243	250	8	9(8)
P: 2.2.30 Status of PDS benchmark audit	251	251	1	9(1)
P: 2.2.31 Premium discount rate	252	256	5	9(3)V99
P: 2.2.32 Premium discount amount	257	270	14	+/-9(11)V99
Other details				
P: 2.2.33 Labour hire flag	271	271	1	9(1)
P: 2.2.34 Cumulative premium received	272	285	14	+/-9(11)V99
P: 2.2.35 Last premium transaction date	286	293	8	9(8)
P: 2.2.36 Late payment fee charged	294	307	14	+/-9(11)V99
P: 2.2.37 Mine safety fund premium adjustment (M)	308	321	14	+/-9(11)V99
Policy Details				
P: 2.2.38 Apprentice incentive scheme amount (A)	322	335	14	9(11)
P: 2.2.39 Premium payment code	336	337	2	9(2)
Policy Details				
P: 2.2.40 Premium paid in full in advance discount (Z)	338	351	14	9(11)
Filler	352	450	99	X(99)

TARIFF RATING ACTIVITY DETAIL Record

	From	To	Size	COBOL Picture
P: 2.3.1 Record type	1	1	1	9(1)
P: 2.3.2 Policyholder identification number	2	20	19	X(19)
P: 2.3.3 Period commencement date	21	28	8	9(8)
P: 2.3.4 Transaction date	29	36	8	9(8)
P: 2.3.5 Record identifier	37	37	1	9(1)
P: 2.3.6 Tariff rate number	38	40	3	9(3)
P: 2.3.7 Industry code - ASIC	41	44	4	9(4)
P: 2.3.8 Industry code - ANZSIC	45	48	4	9(4)
P: 2.3.9 Amount of wages paid	49	62	14	+/-9(11)V99
P: 2.3.10 Number of per capita units / shifts	63	69	7	9(7)
P: 2.3.11 Number of employees	70	76	7	9(7)
P: 2.3.12 Tariff premium (at basic rate)	77	90	14	+/-9(11)V99
P: 2.3.13 Tariff activity dust diseases levy	91	104	14	+/-9(11)V99
Filler	105	450	346	X(346)

WIC RATING ACTIVITY DETAIL Record

	From	To	Size	COBOL Picture
P: 2.4.1 Record type	1	1	1	9(1)
P: 2.4.2 Policyholder identification number	2	20	19	X(19)
P: 2.4.3 Period commencement date	21	28	8	9(8)
P: 2.4.4 Transaction date	29	36	8	9(8)
P: 2.4.5 Record identifier	37	37	1	9(1)
P: 2.4.6 WorkCover Industry Classification (WIC) rate number	38	43	6	9(6)
P: 2.4.7 Filler	44	48	5	X(5)
P: 2.4.8 Amount of wages paid	49	62	14	+/-9(11)V99
P: 2.4.9 Number of per capita units	63	69	7	9(7)
P: 2.4.10 Number of employees	70	76	7	9(7)
P: 2.4.11 Tariff premium (at basic rate)	77	90	14	+/-9(11)V99
P: 2.4.12 Activity dust diseases levy	91	104	14	+/-9(11)V99
P: 2.4.13 WIC premium adjustment flag	105	105	1	9(1)
P: 2.4.14 Wages for determined classes dust disease levy	106	119	14	+/-9(11)V99
P: 2.4.15 Determined classes dust diseases levy	120	133	14	+/-9(11)V99
P: 2.4.16 Amount of wages paid W1 (last period)	134	147	14	+/-9(11)V99
P: 2.4.17 Amount of wages paid W2 (second last period)	148	161	14	+/-9(11)V99
P: 2.4.18 Number of per capita unit U1	162	168	7	9(7)
P: 2.4.19 Number of per capita unit U2	169	175	7	9(7)
P: 2.4.20 Activity mine safety fund premium adjustment	176	189	14	+/-9(11)V99
Policy Details				
P: 2.4.21 Amount of apprentice wages paid	190	230	14	9(11)
P: 2.4.22 Activity apprentice incentive scheme amount	204	217	14	9(11)
Filler	218	450	233	X(233)

AGGREGATE DOMESTIC POLICY Record

	From	To	Size	COBOL Picture
P: 3.1 Record type	1	1	1	9(1)
P: 3.2 Aggregate domestic policy number	2	20	19	X(19)
P: 3.3 Period commencement date	21	28	8	9(8)
P: 3.4 Transaction date	29	36	8	9(8)
P: 3.5 Period expiry date	37	44	8	9(8)
P: 3.6 Policy renewal year	45	48	4	9(4)
P: 3.7 Tariff rate number	49	51	3	9(3)
P: 3.8 Error report target	52	58	7	X(7)
P: 3.9 Basic tariff premium - aggregate domestic policy	59	72	14	+/-9(11)V99

	From	To	Size	COBOL Picture
P: 3.10 Premium payable - aggregate domestic policy	73	86	14	+/-9(11)V99
P: 3.11 Aggregate domestic GST amount	87	100	14	+/-9(11)V99
P: 3.12 Total premium payable (including GST)	101	114	14	+/-9(11)V99
P: 3.13 WorkCover Industry Classification (WIC) rate number	115	120	6	9(6)
Filler	121	450	330	X(330)

POLICY SUBMISSION TRAILER Record

	From	To	Size	COBOL Picture
P: 9.1 Record type	1	1	1	9(1)
P: 9.2 Number of policy detail records	2	10	9	9(9)
P: 9.3 Number of premium detail records	11	19	9	9(9)
P: 9.4 Number of tariff rating activity detail records	20	28	9	9(9)
P: 9.5 Number of WIC rating activity detail records	29	37	9	9(9)
P: 9.6 Number of aggregate domestic policy records	38	46	9	9(9)
P: 9.7 Financial total - Basic tariff premium	47	61	15	+/-9(12)V99
P: 9.8 Financial total - Experience premium	62	76	15	+/-9(12)V99
P: 9.9 Financial total - Cost of claims C0	77	91	15	+/-9(12)V99
P: 9.10 Financial total - Cost of claims C1	92	106	15	+/-9(12)V99
P: 9.11 Financial total - Cost of claims C2	107	121	15	+/-9(12)V99
P: 9.12 Financial total - Premium adjustment levy	122	136	15	+/-9(12)V99
P: 9.13 Financial total - Policy dust diseases levy	137	151	15	+/-9(12)V99
P: 9.14 Financial total - Premium payable	152	166	15	+/-9(12)V99
P: 9.15 Financial total - Premium discount amount	167	181	15	+/-9(12)V99
P: 9.16 Financial total - Amount of wages paid	182	196	15	+/-9(12)V99
P: 9.17 Count - Number of per capita units	197	205	9	9(9)
P: 9.18 Count - Number of employees	206	214	9	9(9)
P: 9.19 Financial total - Tariff premium (at basic rate)	215	229	15	+/-9(12)V99
P: 9.20 Financial total - Activity dust diseases levy	230	244	15	+/-9(12)V99
P: 9.21 Financial total - Aggregate domestic basic tariff premium	245	259	15	+/-9(12)V99
P: 9.22 Financial total - Aggregate domestic premium payable	260	274	15	+/-9(12)V99
P: 9.23 Financial total - Premium GST amount	275	289	15	+/-9(12)V99
P: 9.24 Financial total - Total premium payable	290	304	15	+/-9(12)V99
P: 9.25 Financial total - Aggregate domestic GST amount	305	319	15	+/-9(12)V99
P: 9.26 Financial total - Aggregate domestic premium payable (including GST)	320	334	15	+/-9(12)V99

	From	To	Size	COBOL Picture
P: 9.27 Financial total – Input tax credit adjustment amount	335	349	15	+/-9(12)V99
P: 9.28 Financial total - Wages for determined classes dust diseases levy	350	364	15	+/-9(12)V99
P: 9.29 Financial total - Determined classes dust diseases levy	365	379	15	+/-9(12)V99
P: 9.30 Financial total - Amount of wages paid (W1)	380	394	15	+/-9(12)V99
P: 9.31 Financial total - Amount of wages paid (W2)	395	409	15	+/-9(12)V99
P: 9.32 Count - Number of per capita units (U1)	410	418	9	9(9)
P: 9.33 Count - Number of per capita units (U2)	419	427	9	9(9)
P: 9.34 Financial total – Activity mine safety fund premium adjustment	428	442	15	+/-9(12)V99
Filler	443	450	8	X(8)

4 DATA QUALITY

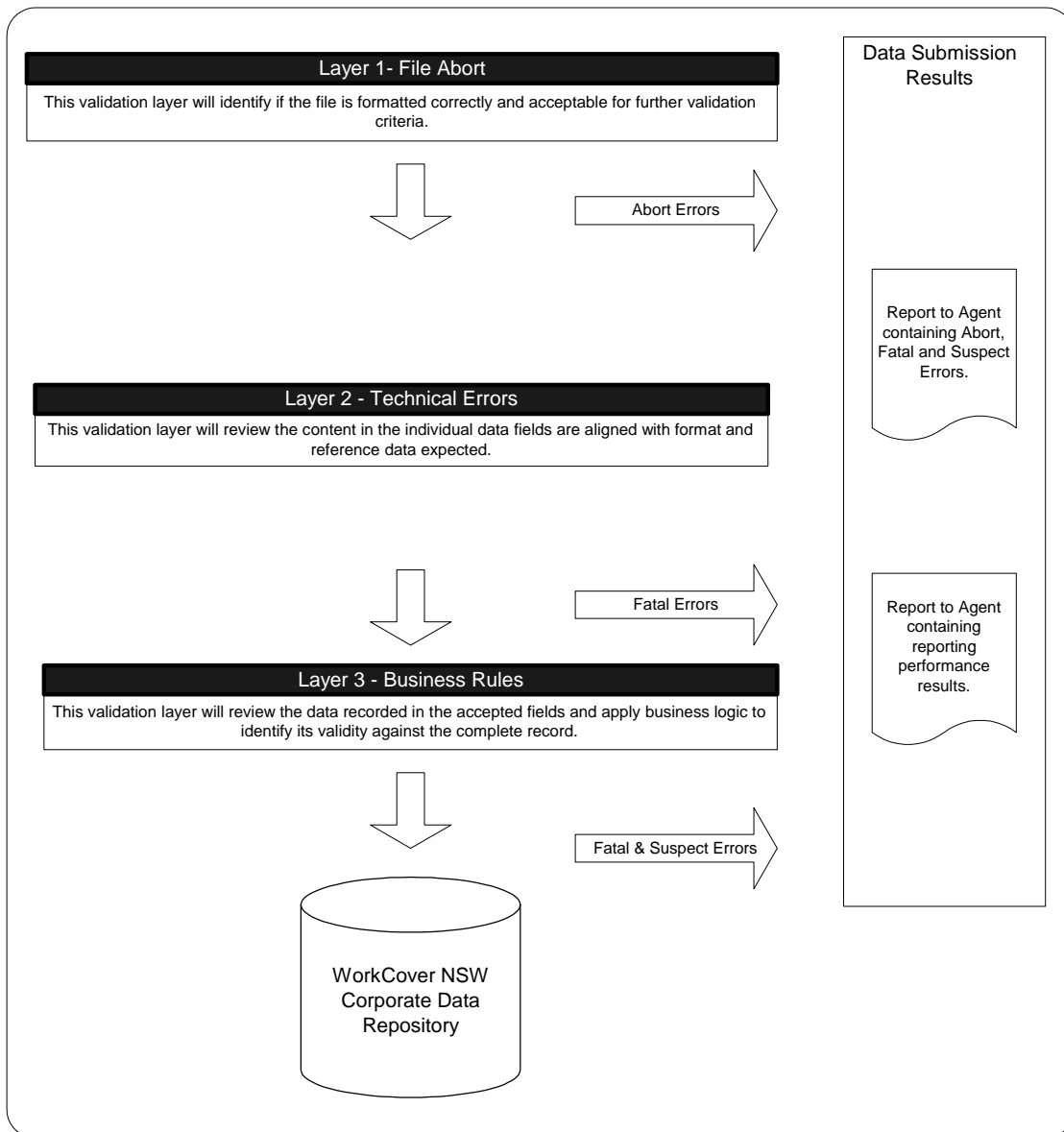
4.1 DATA ACCEPTANCE CRITERIA

Policy submission files operating on Policy Submission Release Number (P: 1.4) '03' or greater, where Period Commencement Date (P: 2.1.3) for the policy is equal to or greater than the 31st December 2005, will be validated against the new validation rules for policy data.

There are three classes of validation rules applied across the 3 data acceptance validation layers. The three classes of validations for the new scheme are:

- Abort errors
- Fatal errors
- Suspect errors

The 3 data acceptance validation layers are depicted below:



The following pages will explain the classes of validations and the validation layers to be applied.

4.2 ABORT ERROR PROCESSING AND REPORTING

Abort errors are critical errors, such as a missing record or a record out of sequence. Processing stops at the point the abort error is identified. No data from the submission is written to the database.

Reports of the errors will be emailed to the Insurers data exchange email address after each submission has been validated. Agents must correct errors identified for a policy in their computer system and resubmit the amended policy to WorkCover on the next data submission.

There is one report produced from the abort error process POL401:Policy Submission Validation Report – Layer 1 – File Abort.

4.3 FATAL AND SUSPECT ERROR PROCESSING AND REPORTING

This process is only run if the submission has passed the abort error checking.

It checks for data errors that the agent must correct in subsequent submissions. The submission is processed to WorkCover's database irrespective of the number of errors generated from the process.

WorkCover reserves the right to reject submissions which pass the abort error check, but generate a large number of fatal or suspect errors, or contain other problems. The agent will be required to correct and resubmit such submissions.

Validation rules are divided into categories based on the severity of the error. The validation rule categories are Fatal and Suspect.

Fatal Error Processing

Fatal errors are major data errors, such as incorrect format in an expected field. Individual policy terms in the submission file will be rejected where any Fatal Errors are detected. The process checks the whole file for errors, up to a specified limit. If this limit is exceeded, the process will terminate. Under these circumstances, no policy data from the submission is written to the database, although header information is recorded.

Suspect Error Processing

Suspect errors (formerly known as non-fatal errors) identify suspect or potentially incorrect data. These errors are less severe than fatal errors. The agent must correct these errors if found to be incorrect in subsequent submissions.

4.4 VALIDATION LAYER 1 - FILE ABORT

This validation layer will identify if the file is formatted correctly and acceptable for further validation criteria. Any file abnormalities will be identified during this layer of validations with the result being the return of the file to the Agent for correction. This validation layer targets the accuracy of the file structure format. If Abort errors are identified further validation layers will not be run on the file.

4.5 VALIDATION LAYER 2 - TECHNICAL ERRORS (FATAL)

This validation layer will review the content in the individual data fields and ensure the format is correct. This validation will be targeting the accuracy of the data supplied and will scan the entire policy and report on all technical errors found. Error number P6000 will identify all technical errors for a policy. If technical errors are identified further validation layers will not be run for the targeted policy. The technical errors include:

Data Field type	Format of Value Required
-----------------	--------------------------

Text	Left justified, space filled
Date	YYYYMMDD In addition, a reasonableness check will be applied. All dates supplied must be after 1/1/1987 and before submission end date plus one year.
Value	Right justified, defined decimal places, leading sign, zero filled
Numeric	Right justified, zero filled
Time	The HH component must be in range 00 to 23 The MM component must be in the range 00 to 59

4.6 VALIDATION LAYER 3 – BUSINESS RULES

This validation layer will review the data recorded in the accepted fields and apply business logic to identify its logical validity against the complete record. This layer will be targeting the accuracy of the complete data set for a policy held by WorkCover including the data produced in the file. It will scan the entire policy and report on all business rule errors found. These are the validation rules depicted per data item within the body of the policy manual.

5 REPORTING

WorkCover produces a number of reports resulting from the validation of agents' data submissions:

- POL401: Policy Submission Validation Report – Layer 1 – File Abort
- POL402: Policy Submission Validation Report – Layer 2 – Technical Errors
- POL403: Policy Submission Validation Report – Layer 3 – Business Errors
- POL404: Policy Submission Validation Summary – All Fatal & Suspect Errors
- POL405: Policy Submission Validation Financial & Process Statistics
- POL406: Policy Submission Validation Error Analysis
- POL407: Policy Submission Validation Aged Analysis

These reports, except for POL401, will also be supplied as data files.

POL401: Policy Submission Validation Report – Layer 1 – File Abort

This report gives a detailed listing of the abort errors that occur in an agent's submission file.

The file will stop processing when abort errors are detected.

The report prints the following:

- Record description – the record type description, and record identifier description where applicable, is shown
- Error number
- Details of the field names and field values in error, if applicable

POL402: Policy Submission Validation Report – Layer 2 – Technical Errors

This report gives a detailed list of fatal & suspect errors that occur during the technical validation of a policy submission. It provides the validation rule number and the data items that contributed to the error.

The report will be cumulative for all policies on WorkCover's system (i.e. up to the latest submission).

Report sorting sequence

Error Report Target
Policy number
Period commencement date
Transaction date
Record type
Error number

The report prints the following:

- Record identifier
- Transaction date
- Error number
- Date First Occurred

The date of the first occurrence of the error on the system, as derived from the submission end date.

- Age of error

The measure of the number of whole weeks (rounded down and based on a business week) from the date first occurred to the submission end date for the current submission.

Errors appearing for the first time on a submission will have an age of 'zero' weeks.

POL403: Policy Submission Validation Report – Layer 3 – Business Errors

This report gives a detailed list of fatal & suspect errors that occur during the business validation of a policy submission. It provides the validation rule number and the data items that contributed to the error.

The report will be cumulative for all policies on WorkCover's system (i.e. up to the latest submission).

Report sorting sequence

Error Report Target
Policy number
Period commencement date
Transaction date
Record type
Error number

The report prints the same information for business errors as POL402 does for technical errors, except it also includes severity level (Fatal and Suspect).

POL404: Policy Submission Validation Summary – All Fatal & Suspect Errors

This report gives a count of fatal and suspect errors by validation number that occur in a submission file. This summary includes errors from Layer 2 and 3 validation.

The report will be cumulative for all policies on WorkCover's system (i.e. up to the latest submission).

Report sorting sequence

Severity Level (fatal/suspect)
Error Number
Count of Errors (descending order)

The report prints the following details:

- Severity level of error
- Error number
- Error count - a count of the fatal and suspect errors by error number.

POL405: Policy Submission Validation Financial & Process Statistics

This report provides an analysis of the key financial and numeric fields on the policy submission, summarized by three different methods. The first summarization is as reported in the trailer record of the submission, the second is for all policies that are accepted by the validation process and the third is for all policies that are rejected by the validation process. There is a subsection giving statistics on the number of each type of policy records reported, accepted and rejected

This report has a static format and is not sorted. The report consists of two sub-sections, Table 1 and Table 2.

The report prints the following details

Table 1: Heading "Financials". The following labels are shown with the appropriate amount or count under three column headings "Submission Trailer", "Accepted" and "Rejected"

<p>Premium Detail Record Totals:</p> <ul style="list-style-type: none"> Basic tariff premium Experience Premium Cost of claims C0 Cost of claims C1 Cost of claims C2 Premium adjustment levy Policy dust diseases levy Stamp duty Premium payable Premium discount amount Premium GST amount Total premium payable Input tax credit adjustment amount 	<p>Activity Detail Record Totals</p> <ul style="list-style-type: none"> Amount of wages paid Number of per capita units Number of employees Tariff premium (at basic rate) Activity dust diseases levy <hr/> <p>Aggregate Domestic Policy Record Totals</p> <ul style="list-style-type: none"> Aggregate domestic basic tariff premium Aggregate domestic premium payable Aggregate domestic GST amount Aggregate domestic premium payable
--	---

POL406 Policy Submission Validation Error Analysis

This report provides an analysis of the errors added and errors recurring on the system by error number and severity level.

Report sorting sequence

<p>Severity level</p> <p>Record Type</p> <p>Error number</p>
--

For each severity level and record type and error number the report prints the following columns:

Brought forward:

The count of errors that are carried forward from the last successful submission

Corrected this run:

The count of the errors, which have been corrected in this submission

Added this run:

The count of errors, which have been created in the current submission

Carried forward:

Calculated as errors: 'brought forward' – 'corrected this run' + 'added this run', that is the updated number of errors on WorkCover's system after the processing of the current submission

Percent Corrected:

The percentage of 'corrected this run' to 'brought forward'

Percent New

The percentage of 'added this run' to 'carried forward'

POL407: Policy Submission Validation Aged Analysis

This report provides an aged analysis of the number of errors for policies on WorkCover's system. It is only produced for the last submission within a calendar month.

Report sorting sequence

Severity level
Date First Occurred

For each "Date First Occurred", which relates to the submission end date on which the error first occurred, within severity level the report prints the following data:

Total Count

This is the number of errors, for the date first occurred, for policies regardless of which Policy Renewal Year (PRY) the policy term applies to

PRY Current Year (given in YYYY format)

This is the number of errors, for the date first occurred, for policies where the policy term is in the current PRY

PRY Current – 1 (given in YYYY format)

This is the number of errors, for the date first occurred, for policies where the policy term is in the PRY immediately prior to the current PRY.

PRY Current – 2 (given in YYYY format)

This is the number of errors, for the date first occurred, for policies where the policy term is in the PRY two years prior to the current PRY.

PRY Current – 3 (given in YYYY format)

This is the number of errors, for the date first occurred, for policies where the policy term is in the PRY three years prior to the current PRY.

All Previous PRY's

This is the number of errors, for the date first occurred, for policies where the policy term is in any PRY prior to those specified separately above.

This report also contains a total for the Agent by each column, that is, summed across all severities and date first occurred.

Note: If an error that is corrected in a submission re-appears on a subsequent submission, it will be deemed to have first occurred from the subsequent submission.

5.1 RECONCILIATION WITH ACCOUNTING DATA

WorkCover requires that all financial data provided via policy data submissions balance with the financial accounts of the agent, as reported on licensing returns.

WorkCover will be reconciling this data and if any discrepancy occurs, agents will be asked to resolve, correct and, if appropriate, resubmit data.

6 POLICY DATA DEFINITIONS

This section details each data item required in the weekly policy submission. The data items are documented in record and reference number order. Each data item includes where applicable;

Reference Number	The reference number allocated to the data element by WorkCover
Description	A textual description of the data element that expresses the essential nature of the data element
Record Type	The record that the data element appears in the file structure
Item Name	The name assigned to the item by WorkCover
Start Position	The position of the first character of the data element in the record structure
End Position	The position of the last character of the data element in the record structure
Length	The number of characters allocated to the data item in the record structure
Min Size	The minimum number of characters to be completed for the data item
Max Size	The maximum number of characters to be completed for the data item
Representational Layout	The layout of characters in a data element expressed by a character string representation. Examples include 'YYYYMMDD' for a calendar date When the field is less than the allocated character length, left justifying and space filling is required for alphanumeric fields. When the field is less than the allocated character length, right justifying and zero filling is required for numeric fields.
Representational Form	The form of representation for the data element. Examples include NUMBER, CODE, DATE, TIME.
Code Value Set	The code values and applicable descriptions for the data element
Accuracy Level %	Percentage accuracy level needed on this data element for data owner / interested parties to be able to make correct decisions or provide correct reports etc.
Statutory Legislation	Any legislation that requires this data element to be reported or any legislations that helps describe what the data element is about or governs the capture / storage of data.
Examples	Examples of how to complete the data element based on different scenarios.
Notes	Notes applicable to the data item
Clarifying Questions	Questions designed to assist in understand how to complete the data element
Validation Rules	

Reference number of the validation rule	A detailed description of the validation rule	The severity of the validation rule
---	---	-------------------------------------

History

Old Reference Number	The previous reference number allocated by WorkCover – system release 2
Old Item Name	The name assigned to the item by WorkCover – system release 2

Old Reference Number	The previous reference number allocated by WorkCover – system release 2
Old Description	A textual description of the data item that expresses the essential nature of the data element – system release 3

RECORD TYPE 1: POLICY HEADER RECORD

Header record. Must be the first record on the file.

This record contains:

- P: 1.1 Record type
- P: 1.2 Agent/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
- P: 1.7 No longer in use
- P: 1.8 No longer in use

P: 1.1 RECORD TYPE

Description	A code that identifies the record as a Submission Header Record. A one digit code, '1' indicates the Submission Header Record
Record Type	"Policy Header"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100
History	
Old Reference Number	P: 1.1
Old Item Name	Record type
Old Description	A code that identifies the record as a Submission Header Record. A one digit code, '1' indicates the Submission Header Record

P: 1.2 AGENT/INSURER NUMBER

Description	A unique three digit number allocated to the agent/insurer by WorkCover which is used to identify the agent/insurer
Record Type	"Policy Header"
Start Position	2
End Position	4
Length	3
Min Size	3
Max Size	3
Representational Layout	NNN
Representational Format	Number
Accuracy Level %	100

Notes

The number is allocated to the agent/insurer by WorkCover.

Validation Rules

P0051	Agent/Insurer number specified (P: 1.2) is not a contracted agent/insurer	Abort
-------	---	-------

History

Old Reference Number	P: 1.2
Old Item Name	Insurer number
Old Description	A unique three digit number allocated to the insurer by WorkCover which is used to identify the insurer
Start Date	1/07/1987

P: 1.3 SUBMISSION TYPE

Description	Identifies the type of data contained in the submission.
Record Type	"Policy Header"
Start Position	5
End Position	10
Length	6
Min Size	6
Max Size	6
Representational Format	Text
Accuracy Level %	100

Notes

Must contain the word 'POLICY'.

Validation Rules

P0055	Submission type (P: 1.3) must specify 'POLICY'	Abort
-------	--	-------

History

Old Reference Number	P: 1.3
Old Item Name	Submission type
Old Description	Identifies the type of data contained in the submission. Must contain the word 'POLICY'

P: 1.4 POLICY SYSTEM RELEASE NUMBER

Description	Identifies the release number of the policy system under which the data are being submitted to WorkCover.
Record Type	"Policy Header"
Start Position	11
End Position	12
Length	2
Min Size	2
Max Size	2
Representational Layout	NN
Representational Format	Number
Accuracy Level %	100

Notes

Must be '01' where the Submission Start Date (P:1.5) is less than 30 June 2001. Must be '02' where the Submission Start Date (P:1.5) is greater than or equal 30 June 2001 and less than Agent Start Date.

Must be '03' where the Submission Start Date is greater than or equal to Agent Start Date.

Validation Rules

P0060	Policy system release number (P: 1.4) must be valid	Abort
-------	---	-------

History

Old Reference Number	P: 1.4
Old Item Name	Policy system release number
Old Description	Identifies the release number of the policy system under which the data are being submitted to WorkCover. Before the Premium Discount Scheme commencement date is '01'. On or after the Premium Discount Scheme commencement date is '02'.

P: 1.5 SUBMISSION START DATE

Description	The start date (or from date) of the submission period
Record Type	"Policy Header"
Start Position	13
End Position	20
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Notes

Must be the day immediately following the submission end date of the previous accepted submission.

Validation Rules

P0071	Submission start date (P: 1.5) must be greater than 01/10/95 for a submission with a policy release number (P: 1.4) of '01'	Abort
P0072	Submission start date (P: 1.5) must be one day greater than the submission end date (P: 1.6) of the last successful submission	Abort

History

Old Reference Number	P: 1.5
Old Item Name	Submission start date
Old Description	The start date (or from date) of the submission period

P: 1.6 SUBMISSION END DATE

Description	The end date of the submission period.
Record Type	"Policy Header"
Start Position	21
End Position	28
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Notes

The date should be the actual as at date (or close-off date) of the submission

Validation Rules

P0076	Submission start date (P: 1.5) must be less than or equal to the submission end date (P: 1.6).	Abort
P0077	Submission end date (P: 1.6) must be less than or equal to the date of processing (the date the submission is loaded to WorkCover's database).	Abort

History

Old Reference Number	P: 1.6
Old Item Name	Submission end date
Old Description	The end date of the submission period. The date should be the actual as at date (or close-off date) of the submission

P: 1.7 NO LONGER IN USE

Description	No longer in use
Record Type	"Policy Header"
Start Position	29
End Position	36
Length	8
Representational Format	Filler

History

Old Reference Number P: 1.7

Old Item Name End of financial period date

Old Description A date to specify the accounting period cut-off date. It allows WorkCover to report on data in a manner consistent with that supplied on accounting returns to WorkCover. Insurers do not have to use this date as the cut-off date for reporting claims or policy data to WorkCover, the submission end date is independent of the accounting period cut off. The end of financial period date is only to be specified where a submission period as defined by the submission start and end dates includes an end of financial period date. Where it does not, set the date to zero.

End Date 1/01/2006

P: 1.8 NO LONGER IN USE

Description	No longer in use
Record Type	"Policy Header"
Start Position	37
End Position	42
Length	6
Representational Format	Filler

History

Old Reference Number P: 1.8

Old Item Name Accounting month

Old Description The month that the end of financial period date relates to. Problems occur where insurers end the period for say March in early April. The system needs to know that the April date defines the March accounting period

End Date 01/01/2006

RECORD TYPE 2 - 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 type
- P: 2.1.2 Policyholder identification number
- 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 Branch of agent/insurer handling policy
- P: 2.1.8 Error report target
- P: 2.1.9 Replacement policy number
- P: 2.1.10 Employer legal name
- P: 2.1.11 Employer trading 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: 2.1.1 RECORD TYPE

Description	A code that identifies the record as a policy record.
Record Type	"Policy Term Detail"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

A code that identifies the record as a policy record. Note that a different data item, Record identifier (P: 2.1.5), distinguishes the four types of policy records, the policy term detail record, premium detail record, tariff activity detail record and the WIC activity detail record.

Must contain '2' for a policy record

Validation Rules

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

History

Old Reference Number	P: 2.1.1
Old Item Name	Record type
Old Description	A code that identifies the record as a policy record. Note that a different data item, Record identifier (P: 2.1.5), distinguishes the three types of policy records, the policy term detail record, premium detail record and activity detail record

P: 2.1.2 POLICYHOLDER IDENTIFICATION NUMBER

Description	A unique ID for each policyholder (employer) in NSW.
Record Type	"Policy Term Detail"
Start Position	2
End Position	20
Length	19
Min Size	5
Max Size	19
Representational Format	Text
Accuracy Level %	100

Examples

The last 3 digits of the WCA Policy holder identification number must be the unique agent/insurer number

A123546033

033 being the unique number for an agent/insurer

Other examples include:

123456016

016 being the agent/insurer number

1ABC0123456122

122 being the agent/insurer number

Notes

The ID does not change when an employer changes agent/insurer. The number will be the agent/insurer allocated policy number at the time of conversion plus the agent/insurer number.

For new policyholders the number will be agent allocated policy number including the agent/insurer number.

Validation Rules

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal
P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal

History

Old Reference Number	P: 2.1.2
Old Item Name	Policy Number
Old Description	The number allocated to the policy by the insurer

P: 2.1.3 PERIOD COMMENCEMENT DATE

Description	The date upon which the period of insurance cover referred to in this policy commences
Record Type	"Policy Term Detail"
Start Position	21
End Position	28
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Employer completed a proposal with a commencement date of 22 October 2003 until 30 June 2004. Commencement date = 22 October 2003.

Notes

Policies issued for 12 months commence and expire on the same day, the relevant time being 4:00pm on the date for new policies to commence and to expire.

No policy period can be more than 12 months which will be checked against the date expiry as reported under P 2.2.6

Validation Rules

P0111	Period commencement date must not be less than 30/06/87	Fatal
P0112	Policy renewal year on the policy term detail record, as derived from the period commencement date, must be a valid year	Fatal
P0113	Period commencement date cannot come after the agent/insurer licence expiry date	Fatal

History

Old Reference Number	P: 2.1.3
Old Item Name	Period commencement date
Old Description	The date upon which the period of insurance cover referred to in this policy commences, ie the insurance cover commenced at 4.00pm on that day. For a normal 12 month policy the period commencement date and the period expiry date is the same day of the year, eg 30 June 1993 to 30 June 1994.

P: 2.1.4 TRANSACTION DATE

Description	The date upon which this transaction is processed in the agent/insurer's computer system
Record Type	"Policy Term Detail"
Start Position	29
End Position	36
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Agent/insurer changes policy detail record

Notes

Self generating whenever processing policy detail record adjustments

Validation Rules

P0116	Policy term transaction date (P: 2.1.4) must not be greater than the submission end date (P: 1.6)	Fatal
P0117	Policy term transaction date (P: 2.1.4) is earlier than the submission start date (P: 1.5)	Suspect
P0602	A set of data with the same Transaction Date (P: 2.1.4) as the incoming set already exists on WorkCover database	Fatal

History

Old Reference Number	P: 2.1.4
Old Item Name	Policy Term Transaction date
Old Description	The date upon which this policy term transaction is processed in the insurer's computer system

P: 2.1.5 RECORD IDENTIFIER

Description	A code that distinguishes the record as a policy term detail record.
Record Type	"Policy Term Detail"
Start Position	37
End Position	37
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

Must contain '1' for a policy term detail record

A one digit code, '1' indicates the policy term detail record.

Validation Rules

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

History

Old Reference Number	P: 2.1.5
Old Item Name	Record identifier
Old Description	A code that distinguishes the record as a policy term detail record. A one digit code, '1' indicates the policy term detail record

P: 2.1.6 POLICY STATUS CODE

Description	Describes whether the policy is new, a renewal or final for this employer for the agent/insurer
Record Type	"Policy Term Detail"
Start Position	38
End Position	38
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Code
Code Value Set	'1' = New policy - This indicates this is the first policy for an employer with this agent/insurer '2' = Renewed policy '3' = Final policy period - the employer has changed agent/insurer '4' = Final policy period - employer ceased business '5' = Final policy period - employer has ceased employing '6' = Other '7' = Final policy period - employer transferred '0' = Not applicable - policy terms before 1 October 1995
Accuracy Level %	100

Notes

Required for policy terms with a period commencement date on or after 1 October 1995.

Validation Rules

P0120	Policy status code (P: 2.1.6) for a policy term commencing on or after 01/10/95 must be a valid value	Fatal
-------	---	-------

History

Old Reference Number	P: 2.1.6
Old Item Name	Policy status code
Old Description	Describes whether the policy is new, a renewal or final for this employer for the insurer

P: 2.1.7 BRANCH OF AGENT/INSURER HANDLING POLICY

Description	A standard identifier of the branch of the agent/insurer responsible for handling the policy.
Record Type	"Policy Term Detail"
Start Position	39
End Position	58
Length	20
Max Size	20
Representational Format	Text
Accuracy Level %	100

Examples

SYDNEY01, PARRAMATTA, NEWCASTLE

Notes

Agents/Insurers must notify WorkCover when new Branches are created. Required for policy terms with a period commencement date on or after 1 October 1995. If not applicable then set this item to spaces

Validation Rules

P0125	Specified Branch of agent/insurer handling policy (P: 2.1.7) is not known to WorkCover database	Suspect
P0126	Agent/insurer branch (P: 2.1.7) details not supplied and Period commencement date (P: 2.1.3) is greater than or equal to 01/10/95	Suspect

History

Old Reference Number	P: 2.1.7
Old Item Name	Branch of insurer handling policy
Old Description	A standard identifier of the branch of the insurer responsible for handling the policy. The precise nature of the identifier will be developed in conjunction with insurers so that it allows matching to the insurer branch recorded in WorkCover's computer system

P: 2.1.8 ERROR REPORT TARGET

Description	An agent/insurer controlled field that allows error reports to be aggregated for a particular person or office
Record Type	"Policy Term Detail"
Start Position	59
End Position	65
Length	7
Max Size	7
Representational Format	Text

Examples

Error Report Target	Reason
Rural	As they look after all rural policies
J Smith	Dedicated Policy Case Manager for the employer

Notes

This item is the responsibility of the agent/insurer. It is used by WorkCover to provide control breaks on error reports. If not applicable then set this item to spaces.

History

Old Reference Number	P: 2.1.8
Old Item Name	Error report target
Old Description	Data allocated by the insurer to identify a target (location or person) to which an error report on a policy should be directed

P: 2.1.9 REPLACEMENT POLICY NUMBER

Description	If the agent/insurer allocates replacement numbers to policies that have previously been reported to WorkCover this item records that replacement policy number
Record Type	"Policy Term Detail"
Start Position	66
End Position	84
Length	19
Min Size	5
Max Size	19
Representational Format	Text
Accuracy Level %	100

Notes

Where an agent/insurer allocates a replacement policy number to a policy that has previously been sent to WorkCover that policy must continue to be reported with the original policy number in the policy number field.

If not applicable then set this item to spaces

History

Old Reference Number	P: 2.1.9
Old Item Name	Replacement policy number
Old Description	If the insurer allocates replacement numbers to policies that have previously been reported to WorkCover this item records that replacement policy number

P: 2.1.10**EMPLOYER LEGAL NAME**

Description	The correct legal name of the employer as it appears on the policy
Record Type	"Policy Term Detail"
Start Position	85
End Position	159
Length	75
Max Size	75
Representational Format	Text
Accuracy Level %	100

Notes

The correct legal name of the employer must be specified. DO NOT enter the trading names in this field. A separate trading name field exists for this.

Validation Rules

P0136	Employer legal name (P: 2.1.10) is not completely specified	Suspect
P4001	Employer legal name reported (P: 2.1.10) is not consistent with the employer legal name specified on the ABR (Australian Business Register) for the Employer ABN (P: 2.1.16) that has been reported.	Suspect

History

Old Reference Number	P: 2.1.10
Old Item Name	Employer legal name
Old Description	The correct legal name of the employer as it appears on the policy

P: 2.1.11**EMPLOYER TRADING NAME**

Description The trading name of the employer as it appears on the policy where it is different from the employer legal name

Record Type "Policy Term Detail"

Start Position 160

End Position 234

Length 75

Max Size 75

Representational Format Text

Accuracy Level % 100

Examples

See section 11 for Employer Trading Name format rules

Notes

If not applicable set this item to spaces.

Validation Rules

P0138	Employer trading name (P: 2.1.11) is not completely specified	Suspect
-------	---	---------

History

Old Reference Number P: 2.1.11

Old Item Name Employer trading name

Old Description The trading name of the employer as it appears on the policy

P: 2.1.12**EMPLOYER ACN OR ARBN**

Description	The Australian Company Number or Australian Registered Body Number of the employer as issued by the Australian Securities & Investments Commission.
Record Type	"Policy Term Detail"
Start Position	235
End Position	243
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Examples

ACN/ARBN Check Digit Calculation

The last digit of the number is a check digit. The first eight digits of the ACN or ARBN are used to calculate the check digit. The algorithm to calculate the check digit is shown below. The provision of a number that is inconsistent with its check digit will cause an error.

Check digit calculation

1. Multiply First digit by 8
Second digit by 7
Third digit by 6
Fourth digit by 5
Fifth digit by 4
Sixth digit by 3
Seventh digit by 2
Eighth digit by 1
2. Sum the result and divide by 10
If the result is a whole number the check digit is '0'
If the result is XX.reminder (eg 23.4) the check digit is 10-remainder (eg for 23.4 the check digit is 10-4, ie '6')

Example: ACN is 055 506 968

Check digit calculates as: $0 \times 8 + 5 \times 7 + 5 \times 6 + 5 \times 5 + 0 \times 4 + 6 \times 3 + 9 \times 2 + 6 \times 1 = 132$

$132/10 = 13.2$

Check digit is $10 - 2 = 8$

Notes

Ensure the ACN or ARBN specified is that of the employer identified in the employer legal name field.

Required for policies written for employers who have an ACN or ARBN.

For employers without an ACN or ARBN set this item to '00000000'

The last digit of the number is a check digit. The first eight digits of the ACN or ARBN are used to calculate the check digit. The algorithm to calculate the check digit is shown in examples. The provision of a number that is inconsistent with its check digit will cause an error.

Validation Rules

P0141	Where reported (not equal to zero), Employer ACN (P: 2.1.12) does not compute with the check digit	Fatal
P4008	Employer ACN (Australian Company Number) or ARBN (Australian Registered Body Number) (P: 2.1.12) must be a valid value according to the ABR (Australian Business Register) or equal to zero	Suspect

History

Old Reference Number P: 2.1.12

Old Item Name Employer ACN or ARBN

Old Description The Australian Company Number or Australian Registered Body Number of the employer. Note that both numbers are issued by the Australian Securities Commission. On their advice, an ARBN applies only to foreign companies and Australian entities other than companies, incorporated under other laws (eg credit unions, building societies). Both ACNs and ARBNs are nine digit numbers, from the same series (ie there are no duplicated numbers)

P: 2.1.13**EMPLOYER ADDRESS - STREET INFORMATION**

Description The principal operating location of the employer, with all address components specified here, apart from locality name and postcode, both of which are to be reported in separate fields.

Record Type "Policy Term Detail"

Start Position 244

End Position 363

Length 120

Max Size 120

Representational Format Text

Accuracy Level % 100

Examples

See section 10 for Address format rules

Notes

Must be specified

The address information must be supplied for the principal operating location of the employer. It must be a physical address, not a mailing address or post office number.

Must be the address applicable for the policy period

Validation Rules

P4075	Employer address - Street information (P: 2.1.13) if reported, must be specified correctly.	Suspect
-------	---	---------

History

Old Reference Number P: 2.1.13

Old Item Name Employer address - street information

Old Description The address of the employer, with all address components specified here, apart from locality name and postcode, both of which are to be reported in separate fields

P: 2.1.14**EMPLOYER ADDRESS - LOCALITY NAME**

Description The locality or suburb of the address of the employer
Record Type "Policy Term Detail"
Start Position 364
End Position 393
Length 30
Max Size 30
Representational Format Text
Accuracy Level % 100

Examples

See section 10 for Address format rules

Notes

Must be specified
 Must be the address applicable for the policy period

Validation Rules

P0146	Employer address - locality name (P: 2.1.14) must be specified for a policy term with a Period Commencement Date (P: 2.1.3) on or after 01/10/1995	Suspect
-------	--	---------

History

Old Reference Number P: 2.1.14
Old Item Name Employer address - locality name
Old Description The locality or suburb of the address of the employer

P: 2.1.15**EMPLOYER ADDRESS - POSTCODE**

Description	The postcode of the locality or suburb of the address of the employer
Record Type	"Policy Term Detail"
Start Position	394
End Position	397
Length	4
Min Size	4
Max Size	4
Representational Layout	NNNN
Representational Format	Code
Code Value Set	See Australia Post address standards
Accuracy Level %	100

Notes

Mandatory
Must be the address applicable for the policy period

Validation Rules

P0149	Employer address - Postcode (P: 2.1.15) is inconsistent with the specified Employer address - Locality name (P: 2.1.14)	Suspect
P4006	Employer address - Postcode (P: 2.1.15) must be a valid value as specified by Australia Post	Suspect

History

Old Reference Number	P: 2.1.15
Old Item Name	Employer address - postcode
Old Description	The postcode of the locality or suburb of the address of the employer

P: 2.1.16**EMPLOYER ABN (AUSTRALIAN BUSINESS NUMBER)**

Description	The Australian Business Number (ABN) as issued by the Australian Taxation Office for the employer.
Record Type	"Policy Term Detail"
Start Position	398
End Position	408
Length	11
Min Size	11
Max Size	11
Representational Layout	NNNNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

Specify the ABN for all employers where the information has been notified to the agent/insurer.

Ensure the ABN specified is that of the employer identified in the employer legal name field.

For employers without an ABN set this item to '00000000000'

The two prefix check digits must be valid. The algorithm is located in examples.

Check digit calculation for ABN

The ABN is a unique 11 digit number formed from a 9 digit unique identifier and two prefix check digits.

The two leading digits will be derived from the subsequent 9 digits using a modulus 89 check digit calculation (see below)

1. Subtract 1 from the first (leftmost) digit to give a new digit
2. Multiply First (new) digit by 10
Second digit by 1
Third digit by 3
Fourth digit by 5
Fifth digit by 7
Sixth digit by 9
Seventh digit by 11
Eighth digit by 13
Ninth digit by 15
Tenth digit by 17
Eleventh digit by 19
3. Sum the result and divide by 89
4. If the remainder is zero, the number is valid

Example: ABN is 53 004 085 616

Check digit calculates as: 1. $(5-1) = 4$

2. $(10 \times 4) + (1 \times 3) + (3 \times 0) + (5 \times 0) + (7 \times 4) + (9 \times 0) + (11 \times 8) + (13 \times 5) + (15 \times 6) + (17 \times 1) + (19 \times 6) = 445$

3. $445/89 = 5$ remainder 0

4. The remainder is zero, so the number is valid

Validation Rules

P0161	Where reported (not equal to zero), Employer ABN (P: 2.1.16) has an invalid check digit (Modulus 89 check digit algorithm)	Fatal
P0163	Employer ABN (P: 2.1.16) must be a valid, non-zero, number if Employer registered for GST (P: 2.1.17) is equal to Y	Suspect
P4000	Employer ABN (Australian Business Number) (P: 2.1.16) must be a valid value according to the ABR (Australian Business Register) or equal to zero	Suspect

History

Old Reference Number P: 2.1.16

Old Item Name Employer ABN (Australian Business Number)

Old Description

The Australian Business Number (ABN) as issued by the Australian Taxation Office for the employer.

P: 2.1.17**EMPLOYER REGISTERED FOR GST**

Description	Indicates whether the employer has registered for GST with the Australian Taxation Office. This is as notified by the employer to the agent/insurer at the inception of the policy.
Record Type	"Policy Term Detail"
Start Position	409
End Position	409
Length	1
Min Size	1
Max Size	1
Representational Format	Code
Code Value Set	'Y' = Yes 'N' = No 'U' = Unknown
Accuracy Level %	100

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'.

Note an employer may have an ABN but not be registered for GST

Validation Rules

P0170	Employer registered for GST (P: 2.1.17) must be Y (yes) or N (no) or U (unknown)	Fatal
P0171	Employer registered for GST (P: 2.1.17) must be N where the Period expiry date (P: 2.2.6) is prior to the commencement date of the GST (01/07/2000)	Fatal
P0177	Entitlement to input tax credits (P: 2.1.18) must be equal to 000 if Employer registered for GST (P: 2.1.17) is equal to N and Policy renewal year (P: 2.2.7) is greater than or equal to 2000	Fatal
P4050	Entitlement to input tax credits (P:2.1.18) must be equal to 100 if Employer registered for GST (P:2.1.17) is equal to U (unknown) if Policy renewal year (P:2.2.7) is equal to or greater than 2000	Fatal

History

Old Reference Number	P: 2.1.17
Old Item Name	Employer registered for GST
Old Description	Indicates whether the employer has registered for GST with the Australian Taxation Office. This is as notified by the employer to the agent/insurer at the inception of the policy.

P: 2.1.18**ENTITLEMENT TO INPUT TAX CREDITS**

Description	The employer's entitlement to GST input tax credits expressed as a percentage. This is as determined by the employer and notified to the agent/insurer at the period commencement date.
Record Type	"Policy Term Detail"
Start Position	410
End Position	412
Length	3
Min Size	3
Max Size	3
Representational Layout	NNN
Representational Format	Number
Accuracy Level %	100

Examples

N = 000 (No ITC entitlement)

Y = 100 (default value if employer registered but ITC not advised)

Y = 100 (notified by employer)

Y = 50 (notified by employer)

U = 100 (default value as ITC unknown)

Notes

Where an employer has registered for GST (Employer registered for GST (P:2.1.17) is equal to 'Y') but has not notified an agent/insurer of their entitlement at inception of policy, the agent/insurer should default this field to the appropriate value as per WorkCover notification under Workers Compensation Act 1987 - Section 239B issued on 30th June 2000.

Must equal previously reported value for policy term, where the previous record was not an auto-renewal.

Validation Rules

P0176	Entitlement to input tax credits (P: 2.1.18) must be in the range of zero to 100	Fatal
P0178	Entitlement to input tax credits (P: 2.1.18) has changed from the previous submission figure and the previous submission Premium calculation code (P: 2.2.10) was not equal to 3 (automatic renewal)	Suspect

History

Old Reference Number	P: 2.1.18
Old Item Name	Entitlement to Input Tax Credits
Old Description	The employer's entitlement to GST input tax credits expressed as a percentage. This is as determined by the employer and notified to the agent/insurer at the period commencement date.

P: 2.1.19

EMPLOYER GROUP NUMBER

Description	A unique number to identify employer groups
Record Type	"Policy Term Detail"
Start Position	413
End Position	418
Length	6
Max Size	6
Representational Layout	NNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

A unique number allocated by WorkCover to identify to the Employer Group, which the employer belongs to.

Each policyholder who is part of the group will have the same unique Employer Group Number

If not applicable set this data item to zero

If a domestic policy then must be zero

History

Start Date	1/01/2006
-------------------	-----------

P: 2.1.20**EMPLOYER GROUP EXEMPTION FLAG**

Description Indicates that employer belongs to a group, but Base Tariff Premium is not included in the groups total experience factor

Record Type "Policy Term Detail"

Start Position 419

End Position 419

Length 1

Min Size 1

Max Size 1

Representational Format Code

Code Value Set Y = Employer BTP is NOT included in the calculation of the S factor
N = Employer BTP is included in the calculation of the S factor

Accuracy Level % 100

Notes

Must only be used where Employer Group Number (P:2.1.19) is not zero

Validation Rules

P4800	Employer Group Exemption Flag (P:2.1.20) must be blank where Employer Group Number (P:2.1.19) is not reported.	Fatal
P4801	Employer Group Exemption Flag (P:2.1.20) must be either 'Y' or 'N' where Employer Group Number (P:2.1.19) is reported.	Fatal

History

Start Date 1/01/2006

RECORD TYPE 2 - 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). May or may not have an associated Policy term detail record.

This record contains:

- P: 2.2.1 Record type
- P: 2.2.2 Policyholder identification number
- 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 (T) - 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
- P: 2.2.16 Cost of claims C1
- P: 2.2.17 Cost of claims C2
- P: 2.2.18 Premium adjustment levy (Q)
- P: 2.2.19 Policy dust diseases levy (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 Premium discount adviser number/small business strategy number
- P: 2.2.26 No longer in use
- P: 2.2.27 PDS audit number
- P: 2.2.28 PDS discount year
- P: 2.2.29 Date of PDS benchmark audit
- P: 2.2.30 Status of PDS benchmark audit
- P: 2.2.31 Premium discount rate
- P: 2.2.32 Premium discount amount
- P: 2.2.33 Labour hire flag
- P: 2.2.34 Cumulative premium received
- P: 2.2.35 Last premium 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: 2.2.1 RECORD TYPE

Description	A code that identifies the record as a policy record.
Record Type	"Premium Detail"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

Must contain '2' for a policy record

Note that a different data item, Record identifier (P: 2.2.5), distinguishes the four types of policy records, the policy term detail record, premium detail record, tariff activity detail record and WIC activity detail record.

Validation Rules

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

History

Old Reference Number	P: 2.2.1
Old Item Name	Record type
Old Description	A code that identifies the record as a policy record. Note that a different data item, Record identifier (P: 2.2.5), distinguishes the three types of policy records, the policy term detail record, premium detail record and activity detail record. A one digit code, '2' indicates the policy record

P: 2.2.2 POLICYHOLDER IDENTIFICATION NUMBER

Description	A unique ID for each policyholder (employer) in NSW.
Record Type	"Premium Detail"
Start Position	2
End Position	20
Length	19
Min Size	5
Max Size	19
Representational Format	Text
Accuracy Level %	100

Examples

The last 3 digits of the WCA Policy holder identification number must be the unique agent/insurer number.

A123546033

033 being the unique number for an agent/insurer.

Other examples include:

123456016

016 being the agent/insurer number

1ABC0123456122

122 being the agent/insurer number

Notes

The ID does not change when an employer changes agent/insurer. The number will be the agent/insurer allocated policy number at the time of conversion (30/06/2005) plus the agent/insurer number.

For new policyholders the number will be agent allocated policy number including the agent number.

Validation Rules

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal
P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal

History

Old Reference Number	P: 2.2.2
Old Item Name	Policy Number
Old Description	The number allocated to the policy by the insurer

P: 2.2.3 PERIOD COMMENCEMENT DATE

Description	The date upon which the period of insurance cover referred to in this policy commences
Record Type	"Premium Detail"
Start Position	21
End Position	28
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Employer completed a proposal with a commencement date of 22 October 2003 until 30 June 2004. Commencement date = 22 October 2003.

Notes

Policies issued for 12 months commence and expire on the same day, the relevant time being 4:00pm on the date for new policies to commence and to expire.

Validation Rules

P0111	Period commencement date must not be less than 30/06/87	Fatal
P0112	Policy renewal year on the policy term detail record, as derived from the period commencement date, must be a valid year	Fatal
P0113	Period commencement date cannot come after the agent/insurer licence expiry date	Fatal

History

Old Reference Number	P: 2.2.3
Old Item Name	Period commencement date
Old Description	The date upon which the period of cover referred to in this policy commences

P: 2.2.4 TRANSACTION DATE

Description	The date upon which this transaction is processed in the agent/insurer's computer system
Record Type	"Premium Detail"
Start Position	29
End Position	36
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Notes

Specify the actual date when the activity occurred in the agent/insurer's office. Do not specify the submission start or end date or a similar arbitrary date

If more than one transaction is processed for a policy term on the same day only the latest set of data for that day should be reported to WorkCover

Validation Rules

P0211	Transaction date (P: 2.2.4) on the premium detail record must be equal to or less than the Submission end date (P: 1.6)	Fatal
P0212	Premium detail Transaction date (P: 2.2.4) is earlier than the Submission start date (P: 1.5)	Suspect
P0605	A premium detail record with the same Transaction date (P:2.2.4) as the incoming set of data already exists on WorkCover database	Fatal

History

Old Reference Number	P: 2.2.4
Old Item Name	Transaction date
Old Description	The date upon which this transaction is processed in the agent/insurer's computer system

P: 2.2.5 RECORD IDENTIFIER

Description	A code that distinguishes the record as a premium detail record.
Record Type	"Premium Detail"
Start Position	37
End Position	37
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

A one digit code, '2' indicates the premium detail record

Must contain '2' for a premium detail record

Validation Rules

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

History

Old Reference Number	P: 2.2.5
Old Item Name	Record identifier
Old Description	A code that distinguishes the record as a premium detail record. A one digit code, '2' indicates the premium detail record

P: 2.2.6 PERIOD EXPIRY DATE

Description	The date upon which the period of insurance cover referred to in this policy expires.
Record Type	"Premium Detail"
Start Position	38
End Position	45
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Determined expiry date of policy from proposal or wage declaration policy commences at 4:00pm 30 June 2002 and expires at 4:00pm 30 June 2003

Validation Rules

P0217	Policy expiry date (P: 2.2.6) is less than the Period commencement date (P: 2.2.3)	Fatal
P0218	Policy term is greater than 12 months for a policy commencing on or after 30/6/97	Fatal

History

Old Reference Number	P: 2.2.6
Old Item Name	Period expiry date
Old Description	Determining the expiry date of polices

P: 2.2.7 POLICY RENEWAL YEAR

Description	Identifies the policy renewal year to which the policy relates
Record Type	"Premium Detail"
Start Position	46
End Position	49
Length	4
Min Size	4
Max Size	4
Representational Layout	YYYY
Representational Format	Number
Accuracy Level %	100
Tolerance criteria	0
Statutory Legislation	Insurance Premiums Order

Examples

The year commencing at 4 pm on 30 June 2003 is referred to as the 2003 policy renewal year.

Notes

The year to be specified is the start year of the period.

The policy renewal year is the period 30 June to 30 June - for example PRY2002 = 30/06/2002 to 30/06/2003.

Validation Rules

P0220	The specified Policy renewal year (P: 2.2.7) is inconsistent with the Period commencement date (P: 2.2.3)	Suspect
-------	---	---------

History

Old Reference Number	P: 2.2.7
Old Item Name	Policy renewal year
Old Description	Identifies the policy renewal year to which the policy relates The policy renewal year is the period 30 June to 30 June – for example PRY2002 = 30.6.02 to 30.6.03.

P: 2.2.8 NO LONGER IN USE

Description	No longer in use
Record Type	"Premium Detail"
Start Position	50
End Position	50
Length	1
Representational Format	Filler

History

Old Reference Number	P: 2.2.8
Old Item Name	Domestic Policy Code
Old Description	Domestic Policy Code
End Date	1/07/2005

P: 2.2.9 EMPLOYER CATEGORY CODE

Description	Identifies the employer as Category A or B or Domestic
Record Type	"Premium Detail"
Start Position	51
End Position	51
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Code
Code Value Set	'0' = Domestic policies '1' = Category A '2' = Category B '3' = Other approved agent/insurer types '4' = Small '5' = Medium '6' = Large
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Examples

Code '0' is valid for all policy renewal years

Codes '1' and '2' are only valid for policy renewal year 2005 (where Period commencement date (P: 2.2.3) is prior to 31/12/2005) and earlier.

Code '3' is only valid for Other Insurer type & is reserved for future use. This code is not applicable for Scheme Agents.

Codes '4', '5' and '6' are only applicable to policy renewal year 2005 (where Period commencement date (P: 2.2.3) is on or after 31/12/2005) and later.

Notes

Category A employers are those employers whose basic tariff premium exceeds the limit specified in Insurance Premiums Order for the relevant policy renewal year.

Category B employers are those employers whose basic tariff premium is below the limit specified in Insurance Premiums Order for the relevant policy renewal year.

From 31/12/2005

Small employers are employers whose basic tariff premium is less than the lower limit and wages are below the limit, as specified in the Insurance Premium Order, for the applicable period.

Medium employers are employers whose basic tariff premium is between the upper limit & lower limit, and wages exceed the limit, as specified in the Insurance Premium Order, for the applicable period.

Large employers are employers whose base tariff premium exceeds the upper limit as specified in the Insurance Premium Order, for the applicable period

For employers with a least one per capita WIC, only the basic tariff premium for the policy determines whether an employer is small, medium or large

Validation Rules

P0239	Employer category code (P: 2.2.9) has changed from the previous record, for a final, wage audit or nil adjusted premium calculation	Suspect
-------	---	---------

P0296	For a Category B employer, small employer or Domestic policy (P: 2.2.9), all of the cost of claims fields (P: 2.2.15, P: 2.2.16, P: 2.2.17) must be zero	Fatal
P4802	Employer Category Code (P:2.2.9) must be either '0', '1' or '2' where Period Commencement Date (P:2.2.3) < 31/12/2005.	Fatal
P4803	Employer Category Code (P:2.2.9) must be either '0', '4', '5' or '6' where Period Commencement Date (P:2.2.3) >= 31/12/2005.	Fatal
P4820	Employer Category Code (P:2.2.9) must not be '4' where Employer Group Number > 0.	Suspect

History

Old Reference Number P: 2.2.9

Old Item Name Employer category code

Old Description Identifies the employer as Category A or B

P: 2.2.10**PREMIUM CALCULATION CODE**

Description	Indicates the type of premium calculation
Record Type	"Premium Detail"
Start Position	52
End Position	52
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Code
Code Value Set	'0' = Domestic policies '1' = Estimated premium '2' = Final premium '3' = Automatic renewal '4' = Wage audit premium '5' = Nil adjusted policy '6' = Null policy period '7' = Fraudulent Claim - Initial '8' = Fraudulent Claim - Hindsight '9' = Premium reform cap adjustment, initial premium 'A' = Premium reform cap adjustment, hindsight premium
Accuracy Level %	100

Examples

Definitions of the coding classification

'0' Domestic premium - Policy has been identified as a domestic policy (P: 2.2.9 = '0')

'1' Estimated premium - This set of premium information is based upon wages estimated by the employer.

'2' Final premium - This set of premium information is based upon declared wages.

'3' Automatic renewal - This set of premium information is based upon an automatic renewal of the previous year's policy term information.

'4' Wage audit premium - This set of premium information is based upon a revision of key information resulting from a wage audit, eg revised wages figures or a revised tariff number classification.

'5' Nil adjusted policy - This set of premium data is being submitted as nil adjusted. Where procedures to obtain a wage declaration, the policy may be 'nil' adjusted only where actual wages have not been obtained and reasonable steps have been taken to obtain the wage declaration and it has been established that the employer no longer exists. It is expected that the data will be the same as that originally provided to WorkCover, except for the value of the premium calculation code.

'6' Null policy period - This set of premium data is being submitted to null a previously submitted set of data for the same policy term. Null policy terms can arise where the policy term has been created in error (eg duplicated) or the policy term is effectively null and void (ie the agent/insurer is not providing insurance cover for that period covered by the policy term). Note: Premium detail record financial fields and corresponding activity detail record value fields must be set to zero where for Premium Calculation Code 6

'7' Fraudulent Claim, initial premium - An adjustment to the previously calculated initial (estimated) premium, owing to WorkCover confirmation of a fraudulent claim in one of the previous policy terms (C1-C2).

'8' Fraudulent Claim, hindsight premium - An adjustment to a previously reported hindsight (final) premium owing to WorkCover confirmation of a fraudulent claim in one of the last three related policy terms (C0-C2). If the fraudulent claim affects claims experience over a number of years, each affected PRY should be reported with the code and revised premium.

'9' Premium Reform Adjustment, initial premium - A WorkCover approved adjustment to initial (estimated) premium, where premium has been adjusted to prevent an increase of greater than 25% due to premium reform impacts (ICCR's and Grouping).

'A' Premium Reform Adjustment, hindsight premium - A WorkCover approved adjustment to hindsight (final) premium, where premium has been adjusted to prevent an increase of greater than 25% due to premium reform impacts (ICCR's and Grouping).

Validation Rules

P0235	The specified Premium calculation code (P: 2.2.10) is not a valid value	Fatal
P0236	If Premium calculation code (P: 2.2.10) '0' Domestic policies has been specified then the Employer category code (P: 2.2.9) must equal '0' Domestic policies	Fatal
P0237	Premium calculation code (P: 2.2.10) indicates a null policy - '6', but all required fields are not set to zero	Fatal

History

Old Reference Number P: 2.2.10

Old Item Name Premium calculation code

Old Description Indicates the status of the premium data supplied

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
Record Type	"Premium Detail"
Start Position	53
End Position	58
Length	6
Min Size	6
Max Size	6
Representational Layout	+/-NNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance premiums Order

Examples

For 5% specify as five digits with three decimal places and a leading sign, that is +00050 (the decimal point is assumed)

Notes

The surcharge factor is not applicable for policies with a Policy Period commencement date on or after 31 December 2005.

Applicable to Scheme Agents only. Other Approved Agent/Insurer Types must set this item to zero.

Applies only to Category B employers

For 5% specify as five digits with three decimal places and a leading sign, that is +00050 (the decimal point is assumed)

If Employer has elected not to pay surcharge set this item to zero.

History

Old Reference Number	P: 2.2.11
Old Item Name	Surcharge factor to insure for first 500 (X)
Old Description	Contains the excess surcharge factor for the employer determined in accordance with the appropriate Insurance Premiums Order

P: 2.2.12**BASIC TARIFF PREMIUM (T) - POLICY TOTAL**

Description	The basic tariff premium for the policy calculated in accordance with the formula specified in the Insurance Premiums Order for the appropriate policy renewal year
Record Type	"Premium Detail"
Start Position	59
End Position	72
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Notes

Must equal the sum of the basic tariff premium amounts from the activity detail records which are included in this set of policy data

Validation Rules

P4805	For a small employer (P:2.2.9) with no per capita WIC, Basic Tariff Premium (P:2.2.12) is greater than the limit specified in the Insurance Premiums Order and Amount of Wages Paid (P:2.4.8) is greater than the limit specified in the Insurance Premiums Order.	Suspect
P4806	For a medium employer (P:2.2.9) with no per capita WIC, Basic Tariff Premium (P:2.2.12) is greater than the maximum limit or less than the minimum limit specified in the Insurance Premiums Order or Amount of Wages Paid (P:2.4.8) is less than the minimum specified in the Insurance Premiums Order.	Suspect
P4807	For a large Employer (P:2.2.9) Basic Tariff Premium is less than or equal to the limit specified in the Insurance Premiums Order.	Suspect
P4823	For a small employer (P:2.2.9) with at least one per capita WIC, Basic Tariff Premium (P:2.2.12) is greater than the limit specified in the Insurance Premiums Order.	Suspect
P0600	The sum of Tariff premium at basic rate (P: 2.3.12) in all activity records is not equal to the Basic tariff premium (P: 2.2.12) reported in the premium detail record	Fatal

History

Old Reference Number	P: 2.2.12
Old Item Name	Basic tariff premium (T)
Old Description	The basic tariff premium for the policy calculated in accordance with the rate specified in the Insurance Premiums Order for the appropriate policy renewal year

P: 2.2.13**EXPERIENCE ADJUSTMENT FACTOR (S)**

Description	A factor calculated in accordance with the formula in the Insurance Premiums Order for the appropriate policy renewal year.
Record Type	"Premium Detail"
Start Position	73
End Position	82
Length	10
Min Size	10
Max Size	10
Representational Layout	+/-NNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	0001
Statutory Legislation	Insurance Premiums Order

Notes

This item must be supplied where the policy term is experience adjusted.

Must be calculated to four decimal places and rounded up

If the policy term is not experience adjusted then set this item to zero.

Validation Rules

P0263	Experience adjustment factor (P: 2.2.13) must be zero for domestic policy, category B and small employers (P: 2.2.9)	Fatal
P0264	If category A employer (P: 2.2.9), the specified Experience adjustment factor (P: 2.2.13) must equal (within tolerance) the factor calculated using the formula specified in the insurance premiums order for the appropriate Policy renewal year (P: 2.2.7)	Suspect
P4808	For policies commencing on or after 31/12/2005, for medium or large employers (P: 2.2.9), should the Employer group number (P: 2.1.19) be zero or the Group exemption flag (P: 2.1.20) be = 'Y' or blank, the specified Experience adjustment factor (P: 2.2.13) must equal (within tolerance) the factor calculated using the formula specified in the Insurance Premiums Order for the appropriate Policy renewal year (P: 2.2.7).	Suspect

History

Old Reference Number	P: 2.2.13
Old Item Name	Experience adjustment factor (S)
Old Description	A factor calculated in accordance with the formula in the Insurance Premiums Order for the appropriate policy renewal year.

P: 2.2.14**EXPERIENCE PREMIUM (E)**

Description	The experience premium as calculated according to the formulae specified in the Insurance Premiums Order for the appropriate policy renewal year
Record Type	"Premium Detail"
Start Position	83
End Position	96
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance premium order Workers Comp. Regulation 2003

Notes

If not applicable then set this item to zero.

For domestic policies, Category B and small employers set this item to zero.

Validation Rules

P0272	Experience premium (P: 2.2.14) must be equal to zero for a domestic policy (P: 2.2.9)	Fatal
P0273	Experience premium (P: 2.2.14) must be zero for a category B employer or a small employer (P: 2.2.9)	Fatal
P0295	For a Category A, large or medium employer (P: 2.2.9), if the Experience premium (P: 2.2.14) is positive at least one of the Cost of claims fields (P: 2.2.15, P: 2.2.16, P: 2.2.17) must be positive	Fatal

History

Old Reference Number	P: 2.2.14
Old Item Name	Experience premium (E)
Old Description	The experience premium as calculated according to the formulae specified in the Insurance Premiums Order for the appropriate policy renewal year

P: 2.2.15

COST OF CLAIMS C0

Description	The total of the cost of claims for the employer in respect of the period of insurance (not including the cost of claims under Section 10 of the Act - journey claims or claims under section 11 of the Act – recess claims).
Record Type	"Premium Detail"
Start Position	97
End Position	110
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance premium order Workers Comp. Regulation 2003

Notes

That this item must be zero for an estimated premium or automatic renewal transaction
 Required for policy terms with a period commencement date on or after 1 October 1995
 Must be the figure used for C0 in the calculation of the experience premium.
 For final premiums it must reflect the cost of claims as at the period expiry date of this policy term
 If not applicable then set this item to zero
 Cost of claims calculations to exclude payment for section 53 expenses and payments for interpreter services.
 eg; any payments reported with any of the following Payment Classification Numbers
 INT001, VWT001, VWT002, VRE001, VRE002, VRE003, VRE004, VEQ001 VJC001
 and should also exclude Estimate Type 64
 The incurred cost of any claim where the Duty Status Code C: 2.1.32 is equal to 4 (recess) or 5 (journey) are not be included in calculations.
 Costs associated with a claim that has been confirmed as fraudulent by WorkCover

Validation Rules

P0282	Cost of claims C0 (P: 2.2.15) must be zero for an estimated premium or an automatic renewal premium (Premium Calculation Code (P: 2.2.10))	Fatal
P0283	Cost of claim C0 (P: 2.2.15) has been specified but Experience premium (P: 2.2.14) is zero	Fatal

History

Old Reference Number	P: 2.2.15
Old Item Name	Cost of claims C0
Old Description	The total of the cost of claims for the employer in respect of the period of insurance (not including the cost of claims under Section 10 of the Act - journey claims or claims under section 11 of the Act – recess claims).

P: 2.2.16**COST OF CLAIMS C1**

Description	The total of the cost of claims for the employer in respect of the last period of 12 consecutive months which occurred before the period of insurance (not including the cost of any claims under Section 10 of the Act - journey claims or claims under Section 11 of the Act – recess claims).
Record Type	"Premium Detail"
Start Position	111
End Position	124
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance premium order Workers Comp. Regulation 2003

Notes

Required for policy terms with a period commencement date on or after 1 October 1995

Must be the figure used for C1 in the calculation of the experience premium. For estimated premiums it must reflect the cost of claims as at the period commencement date of this policy term

For final premiums it must reflect the cost of claims as at the period expiry date of this policy term

If not applicable then set this item to zero

Cost of claims calculations to exclude payment for section 53 expenses, payments for interpreter services.

eg, any payments reported with any of the following Payment Classification Numbers
INT001, VWT001, VWT002, VRE001, VRE002, VRE003, VRE004, VEQ001 VJC001
and should also exclude Estimate Type 64

The incurred cost of any claim where the Duty Status Code C: 2.1.32 is equal to 4 (recess) or 5 (journey) are not be included in calculations.

Costs associated with a claim that has been confirmed as fraudulent by WorkCover

Validation Rules

P0287	Cost of claims C1 (P: 2.2.16) has been specified but Experience premium (P: 2.2.14) is zero	Fatal
-------	---	-------

History

Old Reference Number	P: 2.2.16
Old Item Name	Cost of claims C1
Old Description	The total of the cost of claims for the employer in respect of the last period of 12 consecutive months which occurred before the period of insurance (not including the cost of any claims under Section 10 of the Act - journey claims).

P: 2.2.17

COST OF CLAIMS C2

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 the period of insurance (not including the cost of any claims under Section 10 of the Act - journey claims or claims under Section 11 of the Act – recess claims).
Record Type	"Premium Detail"
Start Position	125
End Position	138
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance premium order Workers Comp. Regulation 2003

Notes

Required for policy terms with a period commencement date on or after 1 October 1995
 Must be the figure used for C2 in the calculation of the experience premium
 For estimated premiums it must reflect the cost of claims as at the period commencement date of this policy term
 For final premiums it must reflect the cost of claims as at the period expiry date of this policy term
 If not applicable then set this item to zero
 Cost of claims calculations to exclude payment for section 53 expenses, payments for interpreter services.
 Eg; any payments reported with any of the following Payment Classification Numbers
 INT001, VWT001, VWT002, VRE001, VRE002, VRE003, VRE004, VEQ001 VJC001
 and should also exclude Estimate Type 64
 The incurred cost of any claim where the Duty Status Code C: 2.1.32 is equal to 4 (recess) or 5 (journey) are not be included in calculations.
 Costs associated with a claim that has been confirmed as fraudulent by WorkCover

Validation Rules

P0292	Cost of claims C2 (P: 2.2.17) has been specified but experience premium (P: 2.2.14) is zero	Fatal
-------	---	-------

History

Old Reference Number	P: 2.2.17
Old Item Name	Cost of claims C2
Old 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 the period of insurance (not including the cost of any claims under Section 10 of the Act - journey claims).

P: 2.2.18

PREMIUM ADJUSTMENT LEVY (Q)

Description	An amount levied or rebated to a policy holder for a particular policy renewal year in accordance with the Insurance Premiums Order
Record Type	"Premium Detail"
Start Position	139
End Position	152
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance premium order Workers Comp. Regulation 2003

Notes

Must be calculated as per Insurance Premium Order.
Reserved for possible future use. Set this item to zero

History

Old Reference Number	P: 2.2.18
Old Item Name	Premium adjustment levy (Q)
Old Description	An amount levied or rebated to a policy holder for a particular policy renewal year in accordance with the Insurance Premiums Order

P: 2.2.19

POLICY DUST DISEASES LEVY (D)

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 Type "Premium Detail"

Start Position 153

End Position 166

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Statutory Legislation Insurance Premiums Order

Notes

Must equate to the sum of the dust diseases levies as reported on the activity records for this policy, for policy terms commencing on or after 1 October 1995

If not applicable then set this item to zero

Validation Rules

P0302	Policy dust diseases levy (P: 2.2.19) must be zero for a domestic policy	Fatal
P4060	Policy Dust Disease Levy (P: 2.2.19), must equal the sum of Dust Disease Levy in the Tariff Activity records (P: 2.3.13), Dust Disease Levy in the WIC Activity records (P: 2.4.12) and the Determined Classes Dust Disease Levy amounts (P: 2.4.15)	Fatal

History

Old Reference Number P: 2.2.19

Old Item Name Policy dust diseases levy (D)

Old 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

P: 2.2.20

STAMP DUTY

Description	The amount of stamp duty payable on the policy
Record Type	"Premium Detail"
Start Position	167
End Position	180
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order, Stamp Duties Act 1920

Notes

If not applicable, set this item to zero

History

Old Reference Number	P: 2.2.20
Old Item Name	Stamp duty
Old Description	The amount of stamp duty payable on the policy

P: 2.2.21**PREMIUM PAYABLE (P)**

Description	The premium payable by the employer for the period of insurance to which the policy relates, calculated in accordance with the Insurance Premiums Order for the appropriate policy renewal year.
Record Type	"Premium Detail"
Start Position	181
End Position	194
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or – 20c
Statutory Legislation	Insurance Premiums Order

Notes

Refer to Insurance Premium Order for a detailed explanation of Formula

For policies prior to the introduction of GST (Period Commencement Date before 30th June 2000)

If the set of policy data is for a Category B employer and the basic tariff premium is less than the minimum specified for the policy renewal year, the premium payable must equal the minimum premium, as specified in the *Insurance Premiums Order*

If the set of policy data is for a domestic policy and the basic tariff premium is less than the minimum specified for the policy renewal year, the premium payable must equal the minimum domestic premium, as specified in the *Insurance Premiums Order*

For policies after the introduction of GST (Period Commencement Date on or after 30th June 2000 until 29th June 2001)

After the commencement of GST, the Premium Payable, as specified in the Insurance Premiums Order, includes a component for GST in the calculation of the Premium Payable. This Premium Payable includes the Dust Disease Levy, is before the adjustment for the employer's ITC entitlement and before applying the minimum premium.

For policies after the introduction of Premium Discount Scheme (Period Commencement Date on or after 30th June 2001 until 30 December 2005)

The Premium Payable will include the GST, is adjusted for the Premium Discount Amount, includes the Dust Diseases Levy, is before the Input Tax Credit Adjustment Amount, and before the minimum premium.

Category A employer $PP = ((T \times (1 - S)) + (E \times S) + Q - Y + D$

Category B employer $PP = (T + (X \times T) + Q - Y + D$

For policies after the introduction of Premium Reform (i.e. Period Commence Date on or after 31 December 2005)

The Premium Payable will be before the Premium Discount Amount (P: 2.2.32), before the Input Tax Credit Adjustment Amount (P:2.2.24) and before the Dust Disease Levies (P:2.2.19) and before the minimum premium.

For Small Employers $PP = T + Q$

For medium and large employers $PP = ((T \times (1 - S)) + (E \times S) + Q$

Validation Rules

P0312	For a category A employer (P: 2.2.9), the reported Premium payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P0313	For a category B employer (P: 2.2.9), the reported Premium payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula specified in the insurance premiums order for the specified policy renewal year (P: 2.2.7)	Suspect
P0314	For a domestic policy (P: 2.2.9), the reported Premium Payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P4809	For policies commencing on or after 31/12/2005, for a small, medium or large employer (P: 2.2.9), the reported Premium payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula specified in the Insurance Premiums Order for the specified Policy renewal year (P: 2.2.7)	Suspect

History

Old Reference Number	P: 2.2.21
Old Item Name	Premium payable (P)
Old Description	The premium payable by the employer for the period of insurance to which the policy relates, calculated in accordance with the Insurance Premiums Order for the appropriate policy renewal year. This figure includes the GST and the Premium Discount Amount and is before adjustment for the employer's ITC entitlement.

P: 2.2.22**GST AMOUNT**

Description The GST amount applicable to the Total Premium Payable. This should be one-eleventh of the Total Premium Payable by the employer.

Record Type "Premium Detail"

Start Position 195

End Position 208

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Statutory Legislation Insurance Premiums Order
A New Tax System (Goods And Services Tax) Act 1999 NO. 55, 1999

Notes

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

GST amount must be less than the Total Premium Payable (P: 2.2.23).

Validation Rules

P0321	GST amount (P: 2.2.22) must be equal to zero if Policy expiry date (P: 2.2.6) is less than the commencement date of the GST (1/7/2000)	Fatal
P0323	GST amount (P: 2.2.22) must be less than Total premium payable (P: 2.2.23) except for null policy	Fatal
P0324	GST amount (P: 2.2.22) must be equal to zero if Premium calculation code (P: 2.2.10) equals 6 (null policy)	Fatal
P0326	GST amount (P: 2.2.22) is inconsistent with the amount derived from the Total premium payable (P: 2.2.23) and the GST rate as at the Period commencement date (P: 2.2.3)	Suspect

History

Old Reference Number P: 2.2.22

Old Item Name GST Amount

Old Description The GST amount applicable to the Total Premium Payable. This should be one-eleventh of the Total Premium Payable by the employer.

P: 2.2.23

TOTAL PREMIUM PAYABLE

Description	The total premium payable by the employer for the policy including GST and adjusted for both input tax credit entitlement and Premium Discount and including Dust Disease Levy. It is also subject to Mine Safety Levy, Apprentice Incentive Scheme Discount and Premium Paid in Full in Advance Discount where applicable
Record Type	"Premium Detail"
Start Position	209
End Position	222
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or – 20c
Statutory Legislation	Insurance Premiums Order

Notes

For policies prior to the introduction of GST (Period Commencement Date before 30th June 2000)

Where policies have a commencement date before the commencement date of GST, then the Total Premium Payable will be equal to the Premium Payable (P: 2.2.21)

For policies after the introduction of GST (Period Commencement Date on or after 30th June 2000 until 29th June 2001)

Where policies have a commencement date on or after the commencement date of GST, then the Total Premium Payable will be equal to the Premium Payable (P: 2.2.21) less the Input Tax Credit Adjustment Amount (P: 2.2.24).

If applicable the minimum premium payable by the employer as per Insurance Premiums Order, must be recorded here.

For policies after the introduction of PDS (Period Commencement Date on or after 30th June 2001 until 30 December 2005)

For policies after the introduction of the Premium Discount Scheme, the Total Premium Payable will be equal to the Premium Payable less the Input Tax Credit Adjustment Amount (P: 2.2.24). Must be adjusted for minimum premium, if applicable.

Category A employers $TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I$

Category B employers $TPP = (T + (X \times T) + Q - Y + D - I$

For policies after the introduction of Premium Reform (i.e. Period Commence Date on or after 31 December 2005)

For policies after the introduction of Premium Reform (i.e. Period Commence Date on or after 31 December 2005) the Total Premium Payable will be equal to the Premium Payable less Premium Discount Amount (P:2.2.32), less the Input Tax Credit Adjustment Amount (P:2.2.24) and include the Dust Disease Levies (P:2.2.19). Must be adjusted for minimum premium, if applicable.

For small employers $TPP = T + Q - Y + D - I$

For medium & large employers $TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I$

From 30th June 2006 the Mine safety premium adjustment (P: 2.2.37) was introduced and where applicable should apply as follows

For small employers $TPP = T + Q - Y + D - I + M$

For medium & large employers $TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I + M$

For policies after the introduction of Apprentice Incentive Scheme (Commence date on or after 31 December 2006)

The following formulas apply

For small employers $TPP = T + Q - Y + D - I + M - A$

For medium and larger employers $TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I + M - A$

For policies after the introduction of Premium Paid in Full in Advance (Commence date on or after 30 June 2007)

The following formulas apply

For small employers $TPP = T + Q - Y + D - I + M - A - Z$

For medium and larger employers $TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I + M - A - Z$

Must be equal to zero if Premium Calculation Code equals 6 (null policy)

Validation Rules

P0327	Total premium payable (P: 2.2.23) must be equal to zero if Premium calculation code (P 2.2.10) equals 6 (null policy)	Fatal
P0328	Total premium payable (P: 2.2.23) must be equal to Premium payable (P: 2.2.21) less the Input tax credit adjustment amount (P: 2.2.24) where Period Commencement Date (P:2.2.3) <31/12/2005.	Suspect

History

Old Reference Number P: 2.2.23
Old Item Name Total Premium Payable
Old Description The total premium payable by the employer for the policy including GST and adjusted for both input tax credit entitlement and Premium Discount.

P: 2.2.24**INPUT TAX CREDIT ADJUSTMENT AMOUNT**

Description	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. Note that the adjustment does not apply to the dust disease levy.
Record Type	"Premium Detail"
Start Position	223
End Position	236
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order, A New Tax System (Goods And Services Tax) Act 1999 NO. 55, 1999

Notes

Other approved agent/insurer types must set this item to zero.

Validation Rules

P0332	For policies with a commence date before 31/12/2005, Input Tax Credit Adjustment Amount (P: 2.2.24) must be equal to the calculated Premium Payable (P: 2.2.21), less the Dust Diseases Levy (P: 2.2.19), multiplied by the ITC Adjustment Rate for the relevant Policy Renewal Year if the policy Expiry Date is on or after the commencement date of the GST.	Suspect
P0333	Input tax credit adjustment amount (P: 2.2.24) must be equal to zero if the Policy expiry date (P: 2.2.6) is prior to the commencement date of the GST (1/07/2000)	Fatal
P4009	Input tax credit adjustment amount (P: 2.2.24) must be zero if Entitlement to input tax credits (P: 2.1.18) = 100%	Fatal
P4825	For policies with a commencement date on or after 31/12/2005 , Input Tax Credit Adjustment (P: 2.2.24) must be equal to the calculated Premium Payable (P: 2.2.21), less the Premium discount amount (P: 2.2.32) , multiplied by the ITC Adjustment Rate for the relevant Policy Renewal Year	Suspect

History

Old Reference Number	P: 2.2.24
Old Item Name	Input Tax Credit Adjustment Amount
Old Description	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. Note that the adjustment does not apply to the dust disease levy.

P: 2.2.25 PREMIUM DISCOUNT ADVISER NUMBER/SMALL BUSINESS STRATEGY NUMBER

Description	A unique three digit number allocated to the Premium Discount Adviser or the Small Business Strategy Sponsor by WorkCover.
Record Type	"Premium Detail"
Start Position	237
End Position	239
Length	3
Min Size	3
Max Size	3
Representational Layout	NNN
Representational Format	Text
Accuracy Level %	100

Examples

110 MHS Safety

305 NSCA

800 Compass Training Australia

Notes

Premium Discount Adviser Number Range = 100 to 799

Small Business Strategy Sponsor Range = 800 to 999.

Must be zero for employers not participating in the Premium Discount Scheme

History

Old Reference Number	P: 2.2.25
Old Item Name	Premium Discount Adviser Number
Old Description	A unique three digit number allocated to the Premium Discount Adviser or the Employer Group Sponsor by WorkCover

P: 2.2.26**NO LONGER IN USE**

Record Type	"Premium Detail"
Start Position	240
End Position	240
Length	1
Representational Format	Filler
History	
Old Reference Number	P: 2.2.26
Old Item Name	Employer Group Flag
Old Description	Identifies whether the employer is a member of a sponsored group for the purposes of the Premium Discount Scheme
End Date	31/12/2005

P: 2.2.27**PDS AUDIT NUMBER**

Description	Identifies the benchmark audit conducted for the Premium Discount Scheme. There are 4 audits as part of the scheme.
Record Type	"Premium Detail"
Start Position	241
End Position	241
Length	1
Min Size	1
Max Size	1
Representational Layout	1
Representational Format	Code
Code Value Set	'1' = employer attempted audit 1 '2' = employer attempted audit 2 '3' = employer attempted audit 3 '4' = employer attempted audit 4
Accuracy Level %	100

Notes

This data item captures each audit conducted regardless of the result i.e. Achieved, Not Achieved

History

Old Reference Number	P: 2.2.27
Old Item Name	PDS Audit Number
Old Description	Identifies the benchmark audit conducted for the Premium Discount Scheme. There are 4 audits as part of the scheme.

P: 2.2.28**PDS DISCOUNT YEAR**

Description	Identifies which discount year of the Premium Discount Scheme that the employer is undertaking.
Record Type	"Premium Detail"
Start Position	242
End Position	242
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Code
Code Value Set	'1' = first discount year for unique policy number/employer '2' = second discount year for unique policy number/employer '3' = third discount year for unique policy number/employer
Accuracy Level %	100
History	
Old Reference Number	P: 2.2.28
Old Item Name	PDS Discount Year
Old Description	Identifies the discount year of the Premium Discount Scheme that the employer is under audit

P: 2.2.29**DATE OF PDS BENCHMARK AUDIT**

Description	The date of the benchmark audit of the Premium Discount Scheme
Record Type	"Premium Detail"
Start Position	243
End Position	250
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

The Date of PDS benchmark audit is the date on the Discount Verification Form in the field titled "Date of Audit".

Also note that employers can take up to 5 policy periods to complete the benchmark audits. For example, complete audits 1 and 2 - discount year 1 (2003/04) then defer for a year (2004/05), complete audit 3 - discount year 2 (2005/06) then defer for a year (2006/07) and complete audit 4 - discount year 3.

Must be zero if audit status fields equals 3 or 4 or employer is not participating in the Premium Discount Scheme.

Clarifying Questions

Has the confirming audit been "Achieved" for the specific discount year?

If no, treat as Not Achieved

Notes

Discount Year 1

Audit 1 date must be after or equal to the policy period commencement date but no more than six months after the commencement date.

Audit 2 date must be after audit 1 and before the expiry date of the policy period.

Discount Year 2

Audit 2 date must be after audit 1 and before the commencement date of the policy period.

Audit 3 date must be within the policy period of discount year 2.

Discount Year 3

Audit 3 date must be after audit 2 and before the commencement date of the policy period.

Audit 4 date must be within the policy period for discount year 3.

History

Old Reference Number	P: 2.2.29
Old Item Name	Date of PDS Benchmark Audit
Old Description	The date of the benchmark audit of the Premium Discount Scheme

P: 2.2.30

STATUS OF PDS BENCHMARK AUDIT

Description Indicates if the PDS audit was passed (achieved), failed (not achieved), discount verification form not received, or deferred

Record Type "Premium Detail"

Start Position 251

End Position 251

Length 1

Min Size 1

Max Size 1

Representational Layout 1

Representational Format Number

Code Value Set 0 = Not applicable
1 = Pass (achieved)
2 = Fail (not achieved)
3 = Audit result not reported
4 = Defer

Accuracy Level % 100

Examples

A. Employer passes all audits at first attempt									
AUD_DATE	AUD_NO	AUD_STAT	COMMDATE	DIS_YEAR	PDANO	PDIS_RAT	POLICYNO	PRY	PDIS_AMT
29/12/2001	1	1	30/06/2001	1	364	15		2001	75,000
29/05/2002	2	1	30/06/2001	1	364	15		2001	75,000
29/05/2002	2	1	30/06/2002	2	364	10		2002	50,000
28/06/2003	3	1	30/06/2002	2	364	10		2002	50,000
28/06/2003	3	1	30/06/2003	3	364	5		2003	25,000
15/05/2004	4	1	30/06/2003	3	364	5		2003	25,000
B. Employer defers for a year									
29/12/2001	1	1	30/06/2001	1	364	15		2001	75,000
29/05/2002	2	1	30/06/2001	1	364	15		2001	75,000
29/05/2002	2	1	30/06/2002	2	364	10		2002	50,000
	3	4	30/06/2002	2	364	0		2002	0
29/05/2002	2	1	30/06/2003	2	364	10		2003	50,000
28/06/2004	3	1	30/06/2003	2	364	10		2003	50,000
28/06/2004	3	1	30/06/2004	3	364	5		2004	25,000
28/06/2005	4	1	30/06/2004	3	364	5		2004	25,000
Examples are based on the maximum discount available									

Notes

Must be set to 1 where Premium Discount Amount is greater than zero.

History

Old Reference Number P: 2.2.30

Old Item Name Status of PDS Benchmark Audit

Old Description Indicates the status of the PDS benchmark audit

P: 2.2.31**PREMIUM DISCOUNT RATE**

Description	Percentage discount rate of Premium Discount Adviser at the date the audit # was completed by the Premium Discount Adviser as used in the calculation of the Premium Discount Amount as specified in the Insurance Premium Order for the appropriate Policy Renewal Year.
Record Type	"Premium Detail"
Start Position	252
End Position	256
Length	5
Min Size	5
Max Size	5
Representational Layout	NNNNN
Representational Format	Number
Accuracy Level %	100

Notes

If Premium Discount Adviser Number (P: 2.2.25) is less than 800,
Audits 1 and 2 must equal PDA discount rate at date of audit for discount year 1
Audits 2 and 3 must equal 2/3rds PDA discount rate at date of audit for discount year 2
Audits 3 and 4 must equal 1/3rd PDA discount rate at date of audit for discount year 3
If Premium Discount Adviser Number is equal to or greater than 800,
Audits 1 and 2 must equal 10% for discount year 1
Audits 2 and 3 must equal 10% for discount year 2
Audits 3 and 4 must equal 5% for discount year 3
Must be greater than zero where the Premium Discount Amount is greater than zero
Must be the discount rate applicable to the Premium Discount Adviser or employer group Sponsor at the date of the audit based on the discount year.

History

Old Reference Number	P: 2.2.31
Old Item Name	Premium Discount Rate
Old Description	The premium discount percentage used in the calculation of the Premium Discount Amount as specified in the Insurance Premium Order for the appropriate Policy Renewal Year

P: 2.2.32

PREMIUM DISCOUNT AMOUNT

Description	The amount of discount applicable to the Premium Payable based on the Advisers discount rate at the date of the audit and the discount year of participation for the policy
Record Type	"Premium Detail"
Start Position	257
End Position	270
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or - \$0.20.

Examples

Refer to example in P: 2.2.27

If Audit status is other than '1', entry must be zero

Discount Year 1

If Premium Discount Adviser Number (P: 2.2.25) is greater than 99 but less than 800, then up to 15% with a maximum \$75,000

If Premium Discount Adviser Number is equal to or greater than 800 then up to 10% with a maximum \$50,000

Discount Year 2

Up to 10% with a maximum \$50,000

Discount Year 3

Up to 5% with a maximum \$25,000

Notes

Must be calculated according to the formula in the relevant Insurance Premiums Order for the policy year

Must be less than or equal to the maximum Premium Discount allowed adjusted for the discount year

If Audit status is other than '1' entry must be zero

History

Old Reference Number	P: 2.2.32
Old Item Name	Premium Discount Amount
Old Description	The amount of discount applicable to the Premium Payable calculated in accordance with the Insurance Premiums Order for the appropriate policy renewal year.

P: 2.2.33**LABOUR HIRE FLAG**

Description Indicates if a labour hire employer
Record Type "Premium Detail"
Start Position 271
End Position 271
Length 1
Min Size 1
Max Size 1
Representational Layout N
Representational Format Code
Code Value Set '0' = Not applicable
'1' = Labour Hire firm
'2' = Not a Labour Hire firm
'3' = Group training apprenticeship scheme
Accuracy Level % 100
Validation Rules

P1311	Labour hire flag (P: 2.2.33) must be a valid value (i.e. 0,1,2 or 3)	Fatal
P1312	Labour hire flag (P: 2.2.33) must be 1, 2 or 3 where Period commencement date (P: 2.2.3) is greater than or equal to the WIC rating commencement date (30 June 2001)	Fatal
P1313	Labour hire flag (P: 2.2.33) must be zero where Period commencement date (P: 2.2.3) is less than the WIC rating commencement date (30 June 2001)	Fatal

History

Old Reference Number P: 2.2.33
Old Item Name Labour Hire Flag
Old Description Indicates the status of labour hire

P: 2.2.34

CUMULATIVE PREMIUM RECEIVED

Description	Cumulative total of premium received for this policy period as at the submission end date.
Record Type	"Premium Detail"
Start Position	272
End Position	285
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100

Examples

Total premium payable = \$10,251.50
 Payment made on 6/8/2005 of \$2000
 Payment made on 10/10/2005 of \$5251.50
 Cumulative total to be report is \$ 7251.50

Notes

Cumulative premium includes the total premium payable (this includes extra premium from wage audits) plus late payment fees charged (including late payment fees from wage audits).
 It does not include wage audit fees, dishonour fees or claims excesses.
 Must be specified where premium has been received.
 Not applicable for policies with a policy renewal year prior to 2005.
 If not applicable set to zero

Validation Rules

P4057	Cumulative premium received (P: 2.2.34) value must be zero where Policy renewal year (P: 2.2.7) is less than 2005	Fatal
P4095	Cumulative premium received (P: 2.2.34) must be equal to or greater than zero	Fatal

History

Start Date 31/12/2005

P: 2.2.35**LAST PREMIUM TRANSACTION DATE**

Description	Date the last (premium) payment was made (by the policyholder).
Record Type	"Premium Detail"
Start Position	286
End Position	293
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Latest date a policyholder made a premium payment, which can include an instalment payment or full premium payment for policy period.

Payment made on 8/11/04 shown. Next payment received on 9/1/04. Data will be updated to show 9/1/04.

Notes

Must be specified where premium has been received.

Not applicable for policies with a policy renewal year prior to 2005.

If not applicable set to zeros

Validation Rules

P4065	Last premium transaction date (P: 2.2.35) has changed but Cumulative premium received (P: 2.2.34) total has not	Suspect
P4090	Last premium transaction (P: 2.2.35) must be zero where Policy renewal year (P: 2.2.7) is less than 2005	Fatal

History

Start Date 31/12/2005

P: 2.2.36

LATE PAYMENT FEE CHARGED

Description	Late Payment Fee Amount Incurred per policy, per period
Record Type	"Premium Detail"
Start Position	294
End Position	307
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100

Examples

Late payment fees are in accordance with the legislation. This means late payment fees of 1.2% per month compounded monthly either as a result of non-payment of premium or charged after a wage audit.

Notes

Only report if a late payment has occurred.

Not applicable for policies with a policy renewal year prior to 2005

If not applicable set to zeros

Validation Rules

P4070	Late payment fee (P: 2.2.36) cannot be in first month of policy.	Fatal
P4091	Late payment fee charged (P: 2.2.36) must be zero where Policy renewal year (P: 2.2.7) is less than 2005	Fatal

History

Start Date	31/12/2005
-------------------	------------

P: 2.2.37

MINE SAFETY FUND PREMIUM ADJUSTMENT (M)

Description The amount payable by the employer in respect of the amount due to the Policy Mine Safety fund.

Record Type "Premium Detail"

Start Position 308

End Position 321

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Statutory Legislation Insurance Premiums Order

Notes

Must equate to the sum of the mine safety adjustments as reported on the activity records for this policy, for policy terms commencing on or after 30th June 2006

If not applicable then set this item to zero

Validation Rules

P4011	Must equal the sum of Activity mine safety fund premium adjustment (P: 2.4.20) in the WIC activity records	Fatal
-------	--	-------

History

Old Reference Number N/A

Old Item Name N/A

Old Description N/A

P: 2.2.38

APPRENTICE INCENTIVE SCHEME AMOUNT (A)

Description The amount of wages applicable to the premium payable based upon the total amount of Apprentice Wages payable for the policy term

Record Type "Premium Detail"

Start Position 322

End Position 335

Length 14

Min Size 14

Max Size 14

Representational Layout NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Statutory Legislation Insurance Premiums Order
Apprenticeship and Traineeship Act 2001

Notes

Applicable for policies commencing on or after 31 Dec 2006

Only wages paid to an apprentice under the apprenticeship trainee act 2001 should be include.

If not applicable then set this item to zero

Validation Rules

P4826	The sum of Activity apprentice incentive scheme amount (P: 2.4.22) in all WIC activity records is not equal to the Apprentice incentive scheme amount (P:2.2.38) reported in the premium detail record.	Fatal
-------	---	-------

History

Start Date 01/01/2008

P: 2.2.39**PREMIUM PAYMENT CODE**

Description	Indicates the method of payment for the premium.
Record Type	"Premium Detail"
Start Position	336
End Position	337
Length	2
Min Size	2
Max Size	2
Representational Layout	NN
Representational Format	Code
Accuracy Level %	100
Code Value Set	'0' – Not yet determined '1' – Payment in full (discount does not apply, due to automatic renewal etc) '2' – Quarterly instalments '3' - Monthly instalments '4' – Payment in full (Premium paid in full in advance discount applies)

Notes

If Premium Payment Code is equal to 4, the Premium Paid in Full in Advance Discount (Z) (P: 2.2.40) must be reported if Cumulative Premium received is greater than zero.

The discount does not apply to a Minimum Premium Policy, Premium paid by instalments,

Premium where Auto Renewal is applicable and where is Premium paid in full after the due date.

If not applicable then set this item to zero

Validation Rules

P4827	Premium payment code (P: 2.2.39) is greater than zero but the code is not applicable for this policy period.	Fatal
P4828	Premium payment code (P: 2.2.39) must be a valid value.	Fatal
P4829	Premium payment code (P: 2.2.39) must not be zero where Cumulative premium received (P: 2.2.34) is greater than zero.	Suspect

History

Start Date 01/01/2008

P: 2.2.40

PREMIUM PAID IN FULL IN ADVANCE DISCOUNT (Z)

Description	The premium paid in full amount calculated in accordance with the Insurance Premiums Order for the appropriate policy renewal year.
Record Type	"Premium Detail"
Start Position	338
End Position	351
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100

Notes

For policies commencing on or after 30 June 2007

It will be necessary to cater for the Premium Paid in Full in Advance Discount (Z) when calculating Total Premium Payable (P). The following formula will be utilised to derive (Z):

For small employers

$$Z = (T - Y + D - I + M - A) * \text{Premium Paid in Full in Advance \%}$$

For medium and large employers:

$$Z = [(T \times (1 - S)) + (E \times S) - Y + D - I + M - A] * \text{Premium Paid in Full in Advance \%}$$

Validation Rules

P4830	Premium paid in full in advance discount (P: 2.2.40) is greater than zero but the discount is not applicable for this policy period.	Fatal
P4831	Premium paid in full in advance discount (P: 2.2.40) must be greater than zero where Premium payment code (P: 2.2.39) is equal to four and Cumulative premium received (P: 2.2.34) is greater than zero.	Suspect

History

Start Date	28/09/2007
-------------------	------------

RECORD TYPE 2 - RECORD IDENTIFIER 3: TARIFF RATING ACTIVITY DETAIL RECORD

Tariff rate activity detail record. Either Tariff rating activity detail records or WIC rating activity detail records can be associated with the Premium detail record (cannot be both). Must have an associated premium detail record.

This record contains:

- P: 2.3.1 Record type
- P: 2.3.2 Policyholder identification number
- 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 (at basic rate)
- P: 2.3.13 Tariff activity dust diseases levy

P: 2.3.1 RECORD TYPE

Description	A code that identifies the record as a policy record.
Record Type	"Tariff Rating Activity Detail"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

Must contain '2' for a policy record

Note that a different data item, Record identifier (P: 2.2.5), distinguishes the four types of policy records, the policy term detail record, premium detail record, tariff activity detail record and WIC activity detail record.

Validation Rules

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

History

Old Reference Number	P: 2.3.1
Old Item Name	Record type
Old Description	A code that identifies the record as a policy record. Note that a different data item, Record identifier (P: 2.3.5), distinguishes the three type of policy records, the policy term detail record, premium detail record and activity detail record

P: 2.3.2 POLICYHOLDER IDENTIFICATION NUMBER

Description	A unique ID for each policyholder (employer) in NSW.
Record Type	"Tariff Rating Activity Detail"
Start Position	2
End Position	20
Length	19
Min Size	5
Max Size	19
Representational Format	Text
Accuracy Level %	100

Examples

The last 3 digits of the WCA Policy holder identification number must be the unique agent/insurer number

A123546033

033 being the unique number for an agent/insurer

Other examples include:

123456016

016 being the agent/insurer number

1ABC0123456122

122 being the agent/insurer number

Notes

The ID does not change when an employer changes agent. The number will be the insurer allocated policy number at the time of conversion (30/06/2005) plus the agent/insurer number.

For new policyholders the number will be agent allocated policy number including the agent number.

Validation Rules

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal
P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal

History

Old Reference Number	P: 2.3.2
Old Item Name	Policy number
Old Description	The number allocated to the policy by the insurer

P: 2.3.3 PERIOD COMMENCEMENT DATE

Description	The date upon which the period of insurance cover referred to in this policy commences
Record Type	"Tariff Rating Activity Detail"
Start Position	21
End Position	28
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Employer completed a proposal with a commencement date of 22 October 2003 until 30 June 2001.
Commencement date = 22 October 2000.

Notes

Policies issued for 12 months commence and expire on the same day, the relevant time being 4:00pm on the date for new policies to commence and to expire.

Validation Rules

P0406	Period commencement date (P: 2.3.3) must be less than the WIC rating commencement date (30/06/2001)	Fatal
-------	---	-------

History

Old Reference Number	P: 2.3.3
Old Item Name	Period commencement date
Old Description	The date upon which the period of cover referred to in this policy commences

P: 2.3.4 TRANSACTION DATE

Description	The date upon which this transaction is processed in the agent/insurer's computer system
Record Type	"Tariff Rating Activity Detail"
Start Position	29
End Position	36
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Notes

Specify the actual date when the activity occurred in the agent/insurer's office. Do not specify the submission start or end date or a similar arbitrary date

If more than one transaction is processed for a policy term on the same day only the latest set of data for that day should be reported to WorkCover

Validation Rules

P0411	Transaction date (P: 2.3.4) on activity detail record must be equal to or less than the Submission end date (P: 1.6)	Fatal
P0412	Transaction date (P: 2.3.4) on activity detail record is earlier than the Submission start date (P: 1.5)	Suspect
P0606	A tariff or WIC rating activity detail record with the same Transaction date as the incoming set of data already exists on WorkCover database	Fatal
P0612	The tariff or WIC rate activity detail record reported Transaction date is less than the most recent transaction on WorkCover's database	Fatal

History

Old Reference Number	P: 2.3.4
Old Item Name	Transaction date
Old Description	The date upon which this transaction is processed in the insurer's computer system

P: 2.3.5 RECORD IDENTIFIER

Description	A code that distinguishes the record as an activity detail record.
Record Type	"Tariff Rating Activity Detail"
Start Position	37
End Position	37
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

A one digit code, '3' indicates the tariff activity detail record.

Must contain '3' for a tariff activity detail record.

Validation Rules

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

History

Old Reference Number	P: 2.3.5
Old Item Name	Record identifier
Old Description	A code that distinguishes the record as an activity detail record. A one digit code, '3' indicates the activity detail record

P: 2.3.6 TARIFF RATE NUMBER

Description	Identifies the relevant tariff rate number as per the Insurance Premiums Order
Record Type	"Tariff Rating Activity Detail"
Start Position	38
End Position	40
Length	3
Min Size	3
Max Size	3
Representational Layout	NNN
Representational Format	Code
Code Value Set	As per (IPO) Insurance Premiums Order
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order
Validation Rules	

P0416	Tariff rate number (P: 2.3.6) must equal 714 for a domestic policy (Employer category code (P: 2.2.9) = 0)	Fatal
P0417	Tariff rate number (P: 2.3.6) must be a valid value, for the relevant policy renewal year (P: 2.2.7)	Fatal
P0449	The Number of employees (P: 2.3.11) must be greater than zero for a non per capita tariff (Tariff rate number (P: 2.3.6))	Suspect

History

Old Reference Number	P: 2.3.6
Old Item Name	Tariff rate number
Old Description	Identifies the relevant tariff rate number as per the Insurance Premiums Order

P: 2.3.7 INDUSTRY CODE - ASIC

Description	Identifies the industry being conducted by the employer. Coded according to ASIC
Record Type	"Tariff Rating Activity Detail"
Start Position	41
End Position	44
Length	4
Min Size	4
Max Size	4
Representational Layout	NNNN
Representational Format	Code
Code Value Set	As per ASIC
Accuracy Level %	100
Statutory Legislation	Insurance Premium Order

Notes

Must be zero if policy commencement date greater than or equal to 30 June 1997.

Must be specified for policy terms with a commencement date prior to 30 June 1997.

Coded according to the Australian Standard Industrial Classification, 1983, ABS Cat No. 1201.0

Where multi-tariff policies are created an industry code should be separately determined for each tariff, based on the nature of the activity of that part of the business covered by the particular tariff

For example if a policy is split into two tariffs (as below), two industry codes should be allocated, one reflecting the manufacturing activity, the other the agriculture activity

Tariff = 830 Poultry processing Industry = 2116 Poultry

Tariff = 831 Poultry farming Industry = 0124 Poultry for meat

Domestic policies reported must have an ASIC of 9400

This ASIC is required for any domestic policy reported on or after 1 October 1995 irrespective of the period commencement date of the policy term

Must be equal to zero if the Policy Commencement date is later than or equal to 30 June 1997.

Validation Rules

P0420	ASIC code (P: 2.3.7) must be a valid code, where period commencement date is less than 30/06/1997	Suspect
P0421	An ASIC code (P: 2.3.7) has been reported for a policy term commencing on or after 30/06/1997	Fatal

History

Old Reference Number	P: 2.3.7
Old Item Name	Industry code - ASIC
Old Description	Identifies the industry being conducted by the employer. Coded according to ASIC

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 Type	"Tariff Rating Activity Detail"
Start Position	45
End Position	48
Length	4
Min Size	4
Max Size	4
Representational Layout	NNNN
Representational Format	Code
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Notes

This national standard classification of industries replaced ASIC (Australian Standard Industrial Classification)

Must be specified for policy terms with a commencement date greater than or equal to 30 June 1997 and less than 30 June 2001.

Domestic policies must be reported as 9700.

Validation Rules

P0425	ANZSIC code (P: 2.3.8) is not a valid value for a policy term commencing on or after 30/06/1997	Fatal
P0426	An ANZSIC code (P: 2.3.8) has been reported for a policy term commencing prior to 30/06/1997	Suspect
P0427	Where Domestic policy tariff (P: 2.3.6) is reported ANZSIC must equal 9700, where period commencement date is equal to or greater than 30/06/1997	Fatal

History

Old Reference Number	P: 2.3.8
Old Item Name	Industry code - ANZSIC
Old Description	Identifies the industry being conducted by the employer. Coded according to ANZSIC (Australian and New Zealand Standard Industrial Classification). This national standard classification of industries replaced ASIC (Australian Standard Industrial Classification)

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 Type	"Tariff Rating Activity Detail"
Start Position	49
End Position	62
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100

Examples

For a multiple classification policy the employer will make separate wage declarations for each WIC.

Notes

If not applicable set this data item to zero

If a domestic policy, Tariff rate number (P: 2.3.6) is equal to 714, then must be zero

Must be zero for non-domestic policies with tariff rate number 529, 558, 723, 906, 907, 908 or 911

Validation Rules

P0433	Amount of wages paid (P: 2.3.9) has been specified, but the activity is for a per capita tariff (i.e. Tariff rate number (P: 2.3.6) is 529, 558, 714, 723, 907, 908, or 911)	Fatal
-------	--	-------

History

Old Reference Number	P: 2.3.9
Old Item Name	Amount of wages paid
Old Description	The amount of wages paid in respect of the non per capita tariff in this activity detail record

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 Type	"Tariff Rating Activity Detail"
Start Position	63
End Position	69
Length	7
Min Size	7
Max Size	7
Representational Layout	NNNNNNN
Representational Format	Number
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Notes

Required only for tariffs:

- 529 Professional football playing
- 558 Boxing and wrestling
- 714 Private Householders
- 723 Jockeys
- 906 Taxi cabs T plate
- 907 Taxi cabs
- 908 Taxi cabs TC plate
- 911 Hire cars (a) drivers

Must be the figure used in the premium calculation for these tariffs.

Validation Rules

P0443	Number of per capita units / shifts (P: 2.3.10) must be zero if the tariff number is not a per capita tariff	Fatal
P0464	For a per capita tariff, the specified Tariff premium at basic rate (P: 2.3.12) must equal (within tolerance) amount calculated from Number of per capita units / shifts (P: 2.3.10) times premium rate specified in insurance premiums order for specified Policy renewal year (P: 2.2.7)	Suspect

History

Old Reference Number	P: 2.3.10
Old Item Name	Number of per capita units / shifts
Old 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

P: 2.3.11**NUMBER OF EMPLOYEES**

Description	The number of employees employed within the activity for this activity detail record
Record Type	"Tariff Rating Activity Detail"
Start Position	70
End Position	76
Length	7
Min Size	7
Max Size	7
Representational Layout	NNNNNNN
Representational Format	Number
Accuracy Level %	100

Examples

Number of employees for non-per capita activities must be equal to or greater than zero

Number of employees for per capita activities must be zero

If a domestic policy then must be zero

Validation Rules

P0447	Number of employees (P: 2.3.11) must be zero for a domestic policy (Employer category code (P: 2.2.9) equals 0)	Fatal
P0448	Number of employees (P: 2.3.11) must be zero for a per capita tariff (ie Tariff rate number is 529, 558, 714, 723, 906, 907, 908 or 911)	Fatal
P0449	The Number of employees (P: 2.3.11) must be greater than zero for a non per capita tariff (Tariff rate number (P: 2.3.6))	Suspect

History

Old Reference Number	P: 2.3.11
Old Item Name	Number of employees
Old Description	The number of employees employed within the tariff for this activity detail record

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

Record Type "Tariff Rating Activity Detail"

Start Position 77

End Position 90

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Tolerance criteria + or – 20c

Statutory Legislation Insurance Premiums Order

Validation Rules

P0463	For a non-per capita Tariff rate number (P: 2.3.6), the specified Tariff premium at basic rate (P: 2.3.12) must equal (within tolerance) the amount calculated from Amount of wages paid (P: 2.3.9) times premium rate specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Fatal
P0464	For a per capita tariff, the specified Tariff premium at basic rate (P: 2.3.12) must equal (within tolerance) amount calculated from Number of per capita units / shifts (P: 2.3.10) times premium rate specified in insurance premiums order for specified Policy renewal year (P: 2.2.7)	Suspect

History

Old Reference Number P: 2.3.12

Old Item Name Tariff premium (at basic rate)

Old Description The amount of the premium as calculated against the relevant tariff rate classification as per the appropriate Insurance Premiums Order

P: 2.3.13**TARIFF ACTIVITY DUST DISEASES LEVY**

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 Type "Tariff Rating Activity Detail"

Start Position 91

End Position 104

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Tolerance criteria + or – 20c

Statutory Legislation Insurance Premiums Order

Validation Rules

P0472	For a non-per capita tariff, the specified Tariff activity dust diseases levy (P: 2.3.13) must be equal (within tolerance) to amount calculated from Amount of wages paid (P: 2.3.9) times Tariff activity dust diseases levy as specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P0473	Tariff activity dust diseases levy (P: 2.3.13) on the Tariff activity detail record is not specified for a Tariff rate number (P: 2.3.6) which relates to Tariff activity dust diseases levy	Suspect
P0474	For a non dust disease Tariff rate number (P: 2.3.6), the specified Tariff activity dust disease levy (P: 2.3.13) must be equal to zero	Suspect
P0475	For a non per capita Tariff rate number (P: 2.3.6), the specified Tariff activity dust diseases levy (P: 2.3.13) must be equal to zero or to (+- tolerance) the amount calculated from Amount of wages paid (P: 2.3.9) times the Tariff activity dust diseases levy for policy commencing before 1/10/1995	Suspect
P0476	For a policy with a non per capita Tariff rate number (P: 2.3.6) commencing on or after 1/10/1995 the specified Tariff activity dust diseases levy (P: 2.3.13) must be greater than or equal to (+-tolerance) to amount calculated from Amount of wages paid (P: 2.3.9) times the Tariff activity dust diseases levy	Suspect

History

Old Reference Number P: 2.3.13

Old Item Name Tariff Activity dust diseases levy

Old 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 TYPE 2 - RECORD IDENTIFIER 4: WIC RATING ACTIVITY DETAIL RECORD

WIC rating activity detail record. Either Tariff rating activity detail records or WIC rating activity detail records can be associated with the Premium detail record (cannot be both). Must have an associated premium detail record.

This record contains:

- P: 2.4.1 Record type
- P: 2.4.2 Policyholder identification number
- P: 2.4.3 Period commencement date
- P: 2.4.4 Transaction date
- P: 2.4.5 Record identifier
- P: 2.4.6 WorkCover Industry Classification (WIC) rate number
- P: 2.4.7 Filler
- 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 levy
- P: 2.4.13 WIC premium adjustment flag
- P: 2.4.14 Wages for determined classes dust disease levy
- P: 2.4.15 Determined classes dust diseases levy
- 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 unit U1
- P: 2.4.19 Number of per capita unit U2
- 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: 2.4.1 RECORD TYPE

Description	A code that identifies the record as a policy record.
Record Type	"WIC Rating Activity Detail"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	1
Representational Format	Number
Accuracy Level %	100

Notes

Must contain '2' for a policy record

Note that a different data item, Record identifier (P: 2.2.5), distinguishes the four types of policy records, the policy term detail record, premium detail record, tariff activity detail record and WIC activity detail record.

Validation Rules

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

History

Old Reference Number	P: 2.4.1
Old Item Name	Record type
Old Description	A code that identifies the record as a policy record. Note that a different data item, Record identifier (P: 2.4.5), distinguishes the four types of policy records, the policy term detail record, premium detail record tariff rating activity detail record and WIC rating activity detail record

P: 2.4.2 POLICYHOLDER IDENTIFICATION NUMBER

Description	A unique ID for each policyholder (employer) in NSW.
Record Type	"WIC Rating Activity Detail"
Start Position	2
End Position	20
Length	19
Min Size	5
Max Size	19
Representational Format	Text
Accuracy Level %	100

Examples

The last 3 digits of the WCA Policy holder identification number must be the unique agent/insurer number

A123546033

033 being the unique number for an agent/insurer

Other examples include:

123456016

016 being the agent/insurer number

1ABC0123456122

122 being the agent/insurer number

Notes

The ID does not change when an employer changes agent/insurer. The number will be the agent/insurer allocated policy number at the time of conversion (30/06/2005) plus the agent/insurer number.

For new policyholders the number will be agent allocated policy number including the agent number.

Validation Rules

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal
P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal

History

Old Reference Number	P: 2.4.2
Old Item Name	Policy number
Old Description	The number allocated to the policy by the insurer

P: 2.4.3 PERIOD COMMENCEMENT DATE

Description	The date upon which the period of insurance cover referred to in this policy commences
Record Type	"WIC Rating Activity Detail"
Start Position	21
End Position	28
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Employer completed a proposal with a commencement date of 22 October 2003 until 30 June 2004. Commencement date = 22 October 2003.

Notes

Must be greater than or equal to the WIC Rating commencement date
Policies issued for 12 months commence and expire on the same day, the relevant time being 4:00pm on the date for new policies to commence and to expire.

Validation Rules

P1406	Period commencement date (P: 2.4.3) must be greater than or equal to the WIC rating commencement date (30/06/2001)	Fatal
-------	--	-------

History

Old Reference Number	P: 2.4.3
Old Item Name	Period commencement date
Old Description	The date upon which the period of cover referred to in this policy commences

P: 2.4.4 TRANSACTION DATE

Description	The date upon which this transaction is processed in the agent/insurer's computer system
Record Type	"WIC Rating Activity Detail"
Start Position	29
End Position	36
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Notes

Specify the actual date when the activity occurred in the agent/insurer's office. Do not specify the submission start or end date or a similar arbitrary date.

If more than one transaction is processed for a policy term on the same day only the latest set of data for that day should be reported to WorkCover

Validation Rules

P0606	A tariff or WIC rating activity detail record with the same Transaction date as the incoming set of data already exists on WorkCover database	Fatal
P0612	The tariff or WIC rate activity detail record reported Transaction date is less than the most recent transaction on WorkCover's database	Fatal
P1411	Transaction date (P: 2.4.4) on WIC rating activity detail record must be equal to or less than the Submission end date (P: 1.6)	Fatal
P1412	Transaction date (P: 2.4.4) on WIC rating activity detail record is earlier than the Submission start date (P: 1.5)	Suspect

History

Old Reference Number	P: 2.4.4
Old Item Name	Transaction date
Old Description	The date upon which this transaction is processed in the insurer's computer system

P: 2.4.5 RECORD IDENTIFIER

Description	A code that distinguishes the record as an WIC rating activity detail record.
Record Type	"WIC Rating Activity Detail"
Start Position	37
End Position	37
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

A one digit code, '4' indicates the WIC rating activity detail record
Must contain '4' for an WIC rating activity detail record

Validation Rules

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

History

Old Reference Number	P: 2.4.5
Old Item Name	Record identifier
Old Description	A code that distinguishes the record as an WIC rating activity detail record. A one digit code, '4' indicates the WIC rating activity detail record

P: 2.4.6 WORKCOVER INDUSTRY CLASSIFICATION (WIC) RATE NUMBER

Description	Identifies the relevant WorkCover Industry Classification (WIC) rate number as per the Insurance Premiums Order for the appropriate policy renewal year
Record Type	"WIC Rating Activity Detail"
Start Position	38
End Position	43
Length	6
Min Size	6
Max Size	6
Representational Layout	NN
Representational Format	Code
Code Value Set	See Insurance Premiums order (IPO)
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Notes

Must be a valid code for the appropriate policy renewal year

A separate activity record must be provided for each WIC rate number allocated to the policy

Must be 970000 for a domestic policy

Validation Rules

P0614	More than one activity record exists with the same WorkCover industry classification rate number (P: 2.4.6)	Fatal
P1421	WorkCover industry classification rate number (P: 2.4.6) must equal 970000 for a domestic policy (Employer category code (P: 2.2.9) equals 0)	Fatal
P1422	WorkCover industry classification rate number (P: 2.4.6) must be a valid value (checks for valid value within the Policy renewal year (P: 2.2.7))	Fatal
P4812	WIC Rate Number (P: 2.4.6) must be a valid value for previous policy term if Wages (W1) for that previous term (P: 2.4.16) or Number of per capita units (U1) for that previous term (P: 2.4.18) is > zero.	Suspect
P4813	WIC Rate Number (P: 2.4.6) must be a valid value for policy term 2 years prior to this policy term if Wages (W2) for that period 2 years prior (P: 2.4.17) or Number of per capita units (U2) for that period 2 years prior (P: 2.4.19) is > zero.	Suspect

History

Old Reference Number	P: 2.4.6
Old Item Name	WorkCover Industry Classification rate number
Old Description	Identifies the relevant WorkCover Industry Classification (WIC) rate number as per the Insurance Premiums Order for the appropriate policy renewal year

P: 2.4.7 FILLER

Description	Filler
Record Type	"WIC Rating Activity Detail"
Start Position	44
End Position	48
Length	5
Representational Format	Filler
History	
Old Reference Number	P: 2.4.7
Old Item Name	Filler
Old Description	Reserve for future use

P: 2.4.8 AMOUNT OF WAGES PAID

Description The amount of wages paid in respect of the non per capita activity in this activity detail record

Record Type "WIC Rating Activity Detail"

Start Position 49

End Position 62

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

If not applicable set this data item to zero

If a domestic policy then must be zero

Must be equal to zero for non-domestic policies with a per capita WIC rate number

Amount of wages paid must include wages for Determined Classes Dust Disease Levy

Validation Rules

P1433	Amount of wages paid (P: 2.4.8) has been specified but the activity is for a per capita rate number	Fatal
P4072	Amount of wages paid (P: 2.4.8) divided by number of employees (P:2.4.10) is less than \$10,000 where Base tariff premium (P:2.4.11) is greater than \$1,000 and Number of shifts/per/capita (P:2.4.9) is equal to zero where Policy commencement date (P:2.4.3) is equal to or greater than 31/12/2005	Suspect

History

Old Reference Number P: 2.4.8

Old Item Name Amount of wages paid

Old Description The amount of wages paid in respect of the non per capita activity in this WIC rating activity detail record

P: 2.4.9 NUMBER OF PER CAPITA UNITS

Description	The number of per capita units logged against the activity in this WIC rating activity detail record for the period covered by the policy term. It is required for a WIC rate number, which uses per capita units as the basis for premium calculation as per the appropriate Insurance Premiums Order
Record Type	"WIC Rating Activity Detail"
Start Position	63
End Position	69
Length	7
Min Size	7
Max Size	7
Representational Layout	NNNNNNN
Representational Format	Number
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Notes

Required only for all per capita ratings in accordance with the appropriate Insurance Premium Order

Must be the value used in the premium calculation for these activities

Non per capita activities must have this field set to zero

Validation Rules

P1442	Number of per capita units (P: 2.4.9) must be zero if the WorkCover industry classification rate number (P: 2.4.6) is not per capita rate number	Fatal
P1443	Number of per capita units (P: 2.4.9) must be specified for a per capita WorkCover industry classification rate number (P: 2.4.6)	Suspect

History

Old Reference Number	P: 2.4.9
Old Item Name	Number of per capita units
Old Description	The number of per capita units logged against the activity in this WIC rating activity detail record for the period covered by the policy term. It is required for a WIC rate number, which uses per capita units as the basis for premium calculation as per the appropriate Insurance Premiums Order

P: 2.4.10**NUMBER OF EMPLOYEES**

Description	The number of employees employed within the activity for this activity detail record
Record Type	"WIC Rating Activity Detail"
Start Position	70
End Position	76
Length	7
Min Size	7
Max Size	7
Representational Layout	NNNNNNN
Representational Format	Number
Accuracy Level %	100

Examples

For a multiple classification policy the employer will make separate wage declarations for each WIC.

Clarifying Questions

How should number of employees be coded for different types of employees?

A full time employee = 1

A part time employee = 1

A permanent part time employee =1

10 full time employees = 10

10 part time employees = 10

10 permanent part time employees =10

An employee that only works 1 hour a week = 1

6 employees that work 1 hour a week each = 6

Notes

Number of employees for non-per capita activities must be equal to or greater than zero

Number of employees for per capita activities must be zero

If a domestic policy then must be zero

Validation Rules

P1452	Number of employees (P: 2.4.10) must be zero for a domestic policy	Fatal
P1453	Number of employees (P: 2.4.10) must be zero for a per capita WorkCover industry classification rate number (P: 2.4.6)	Suspect
P1454	The Number of employees (P: 2.4.10) must be greater than zero for a non per capita WorkCover industry classification rate number (P: 2.4.6)	Suspect
P1455	Number of employees (P: 2.4.10) must be less than 10,000	Fatal

History

Old Reference Number P:2.4.10

Old Item Name Number of employees

Old Description The number of employees employed within the activity for this WIC rating activity detail record

P: 2.4.11**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
Record Type	"WIC Rating Activity Detail"
Start Position	77
End Position	90
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or – 20c
Statutory Legislation	Insurance Premiums Order

Notes

Must be calculated according to the appropriate Insurance Premiums Order where the Tariff Premium Adjustment Flag (P:2.4.13) equals zero

Validation Rules

P1462	For a non-per capita rate number, the specified Tariff premium at basic rate (P: 2.4.11) must equal (within tolerance) the amount calculated from Amount of wages paid (P: 2.4.8) times premium rate specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P1463	For a per capita WorkCover industry classification rate number (P: 2.4.6), the specified Tariff premium at basic rate (P: 2.4.11) must equal (within tolerance) amount calculated from Number of per capita units (P: 2.4.9) times premium rate specified in insurance premiums order for specified Policy renewal year (P: 2.2.7)	Suspect
P1464	Premium calculation code (P: 2.2.10) indicates 'null' policy but Tariff premium at basic rate (P: 2.4.11) is not set to zero	Fatal

History

Old Reference Number	P: 2.4.11
Old Item Name	Tariff premium (at basic rate)
Old Description	The amount of the premium as calculated against the relevant WIC rate classification in accordance with the appropriate Insurance Premiums Order or as advised by WorkCover under Section ??? in the appropriate Insurance Premiums Order

P: 2.4.12**ACTIVITY DUST DISEASES LEVY**

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.
Record Type	"WIC Rating Activity Detail"
Start Position	91
End Position	104
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or - 20c
Statutory Legislation	Insurance Premiums Order, Workers Compensation (Dust Diseases) Act 1942

Notes

Not applicable to per capita WIC rate numbers.
Do not include Determined Classes Dust Diseases Levy

Validation Rules

P1472	For a non-per capita Workplace Industry Classification Rate Number (P: 2.4.6), the specified Activity Dust Diseases Levy (P: 2.4.12) must be equal to amount calculated from Amount of Wages Paid (P: 2.4.8) less Wages for Determined Classes Dust Disease Levy (P: 2.4.14) times WIC Activity Dust Diseases Levy as specified in the Insurance Premiums Order for the specified Policy Renewal Year (P: 2.2.7)	Suspect
P1474	For a non dust disease Rate number, the specified WIC activity dust disease levy (P: 2.4.12) must be equal to zero	Fatal

History

Old Reference Number	P: 2.4.12
Old Item Name	Activity dust diseases levy
Old 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

P: 2.4.13**WIC PREMIUM ADJUSTMENT FLAG**

Description	Indicates whether Tariff Premium (at basic rate) has been adjusted
Record Type	"WIC Rating Activity Detail"
Start Position	105
End Position	105
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Code
Code Value Set	'0' = No Adjustment to Tariff Premium (at basic rate) '1' = Adjustment to Tariff Premium (at basic rate)
Accuracy Level %	100
Statutory Legislation	IPO

Notes

Must be '0' or '1' where the Period Commencement Date (P:2.2.3) is greater than or equal to 30 June 2001

Must be '0' where the Period Commencement Date is less than 30 June 2001

Validation Rules

P1481	WIC premium adjustment flag (P: 2.4.13) must be 0 or 1	Fatal
P1482	WIC premium adjustment flag (P: 2.4.13) must be zero for a per capita WIC	Suspect
P1483	WIC premium adjustment flag (P: 2.4.13) must be zero for a domestic policy	Fatal

History

Old Reference Number	P: 2.4.13
Old Item Name	WIC Premium Adjustment Flag
Old Description	Indicates whether Tariff Premium (at basic rate) has been adjusted

**P: 2.4.14
LEVY**

WAGES FOR DETERMINED CLASSES DUST DISEASE

Description This field contains the amount of wages that were used to calculate the determined classes dust diseases levy

Record Type "WIC Rating Activity Detail"

Start Position 106

End Position 119

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Tolerance criteria 0.200000

Notes

Not applicable for policies with a policy renewal year prior to 2005.
If not applicable set to zero

Validation Rules

P4059	Wages for determined classes dust diseases levy (P: 2.4.14) must be zero if the number of per capita units (P: 2.4.9) is greater than zero	Fatal
P4092	Wages for determined classes dust disease levy (P: 2.4.14) must be zero if Policy renewal year (P: 2.2.7) is less than 2005	Fatal

History

Start Date 31/12/2005

P: 2.4.15

DETERMINED CLASSES DUST DISEASES LEVY

Description	This field contains the amount of determined classes dust diseases levy charged by the agent/insurer.
Record Type	"WIC Rating Activity Detail"
Start Position	120
End Position	133
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or - 20c

Notes

Not applicable for policies with a policy renewal year prior to 2005
 If not applicable set to zero

Validation Rules

P4054	Amount for determined classes dust disease levy (P:2.4.15) in the WIC activity record must be zero for a per capita WIC	Fatal
P4062	Amount for Determined classes dust diseases levy (P: 2.4.15) must equal (+ - tolerance) Wages for determined classes dust disease levy (P: 2.4.14) multiplied by the rate for determined classes dust disease levy as specified in the insurance premiums order (IPO) for the relevant Policy renewal year (P: 2.2.7)	Fatal
P4093	Determined classes dust disease levy (P: 2.4.15) must be zero when Policy Renewal Year (P: 2.2.7) is less than 2005	Fatal

History

Start Date 31/12/2005

P: 2.4.16

AMOUNT OF WAGES PAID W1 (LAST PERIOD)

Description The amount of wages paid in respect of the non per capita activity in this WIC activity detail record for the policy period previous to the current period

Record Type "WIC Rating Activity Detail"

Start Position 134

End Position 147

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

If not applicable set this data item to zero

If a domestic policy then must be zero

Must be equal to zero for non domestic policies with a per capita WIC rate number

Amount of wages must include wages for Determined Classes Dust Disease Levy

Validation Rules

P4810	Amount of wages paid W1 (P:2.4.16) has been specified but the activity is for a per capita rate number	Fatal
-------	--	-------

History

Start Date 31/12/2005

P: 2.4.17

AMOUNT OF WAGES PAID W2 (SECOND LAST PERIOD)

Description The amount of wages paid in respect of the non per capita activity in this WIC activity detail record for the policy period two years prior to the current period

Record Type "WIC Rating Activity Detail"

Start Position 148

End Position 161

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

If not applicable set this data item to zero

If a domestic policy then must be zero

Must be equal to zero for non domestic policies with a per capita WIC rate number

Amount of wages must include wages for Determined Classes Dust Disease Levy

Validation Rules

P4811	Amount of wages paid W2 (P:2.4.17) has been specified but the activity is for a per capita rate number	Fatal
-------	--	-------

History

Start Date 31/12/2005

P: 2.4.18

NUMBER OF PER CAPITA UNIT U1

Description The number of per capita units logged against the activity in this WIC rating activity detail record, for the policy period previous to the current period. It is required for a WIC rate number, which uses per capita units as the basis for premium calculation as per the appropriate Insurance Premiums Order.

Record Type "WIC Rating Activity Detail"

Start Position 162

End Position 168

Length 7

Min Size 7

Max Size 7

Representational Layout NNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Required only for all per capita ratings in accordance with the appropriate Insurance Premium Order
Must be the value used in the premium calculation for these activities
Non per capita activities must have this field set to zero

Validation Rules

P4821	Number of per capita units must be zero if WorkCover industry classification rate number (P:2.4.6) is not per capita rate number.	Fatal
-------	---	-------

History

Start Date 31/12/2005

P: 2.4.19

NUMBER OF PER CAPITA UNIT U2

Description The number of per capita units logged against the activity in this WIC rating activity detail record for the policy period two years prior to the current period. It is required for a WIC rate number, which uses per capita units as the basis for premium calculation as per the appropriate Insurance Premiums Order.

Record Type "WIC Rating Activity Detail"

Start Position 169

End Position 175

Length 7

Min Size 7

Max Size 7

Representational Layout NNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Required only for all per capita ratings in accordance with the appropriate Insurance Premium Order
Must be the value used in the premium calculation for these activities
Non per capita activities must have this field set to zero

Validation Rules

P4822	Number of per capita units must be zero if WorkCover industry classification rate number (P:2.4.6) is not per capita rate number.	Fatal
-------	---	-------

History

Start Date 31/12/2005

P: 2.4.20

ACTIVITY MINE SAFETY FUND PREMIUM ADJUSTMENT

Description	The amount payable by the employer in respect of the amount due to the Policy Mine Safety fund for the specific WIC.
Record Type	"WIC Rating Activity Detail"
Start Position	176
End Position	189
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Statutory Legislation	Insurance Premiums Order

Notes

The adjustment will be applicable where the WIC code is equal to one of the following for PRY 2006 and onwards;

- | | |
|--|--|
| 120000 Oil and Gas Extraction | 131100 Iron Ore Mining |
| 131200 Copper Ore Mining - Underground | 131300 Copper Ore Mining - Surface |
| 131410 Gold Ore Mining - Underground | 131420 Gold Ore Mining - Surface |
| 131500 Mineral Sand Mining | 131610 Nickel Ore Mining - Underground |
| 131620 Nickel Ore Mining - Surface | 131710 Silver-Lead-Zinc Ore Mining - Udrgrnd |
| 131720 Silver-Lead-Zinc Ore Mining - Srfce | 131910 Other Metal Ore Mining nec - Udrgrnd |
| 131920 Other Metal Ore Mining nec - Srfce | 141100 Gravel and Sand Quarrying |
| 141900 Construction Material Mining nec | 142010 Other Mining nec - Underground |
| 142020 Other Mining nec - Surface | 151100 Petroleum Exploration (Own Account) |
| 151200 Petroleum Exploration Services | 151300 Mineral Exploration (Own Account) |
| 151400 Mineral Exploration Services | 152000 Other Mining Services |

To calculate the Activity Mine Safety Premium Adjustment, multiply the mine safety premium adjustment rate, as defined in Schedule 11 of the IPO, for the relevant PRY, against the Wages (P: 2.4.8).

If not applicable then set this item to zero

Validation Rules

P4012	Activity mine safety fund premium adjustment (P: 2.4.20) is greater than zero however the charged WIC rate number (P: 2.4.6) is not included in Division B of the IPO for this policy period	Fatal
P4013	Activity mine safety fund premium adjustment (P: 2.4.20) is greater than zero but levy is not applicable for this policy period	Fatal
P4014	Activity mine safety fund premium adjustment (P: 2.4.20) is equal to zero however the WIC rate number (P: 2.4.6) is included in Division B of the IPO for this policy period	Fatal
P4015	For a WIC rate number (P: 2.4.6) included in Division B of the IPO for this policy period, the specified Activity mine safety fund premium adjustment (P: 2.4.20) must be equal (within tolerance) to the amount calculated from the Amount of wages paid (P: 2.4.8) times the Mine safety fund premium adjustment as specified in the insurance premiums order for the Policy renewal period (P: 2.2.7)	Fatal

History

Old Reference Number N/A

Old Item Name	N/A
Old Description	N/A

P: 2.4.21

AMOUNT OF APPRENTICE WAGES PAID

Description The amount of wages paid by the employer to apprentices under Apprenticeship Contracts for the specified WIC.

Record Type "WIC Rating Activity Detail"

Start Position 190

End Position 230

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Statutory Legislation Insurance Premiums Order
Apprenticeship and Traineeship Act 2001

Notes

For policies after the introduction of Apprentice Incentive Scheme (Commence date on or after 31 Dec 2006)

The total amount of wages paid by the employer for apprentices under the apprentice incentive scheme for the relevant WIC record

Validation Rules

P4833	Amount of apprentices wages paid (P: 2.4.21) has been specified but the activity is for a per capita rate number	Fatal
P4834	Amount of apprentices wages paid (P: 2.4.21) is greater than the Amount of wages paid (P: 2.4.8) on the WIC rating activity detail record	Fatal

History

Start Date 28/09/2007

P: 2.4.22**ACTIVITY APPRENTICE INCENTIVE SCHEME AMOUNT**

Description	The amount calculated for apprentice wages for the relevant WIC activity as per the appropriate Insurance Premiums Order.
Record Type	"WIC Rating Activity Detail"
Start Position	204
End Position	217
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value

Notes

For policies after the introduction of the Apprentice Incentive Scheme, ie, Period commencement Date on or after 31 December 2006

The amount of wages paid to apprentices multiplied by the relevant WIC rate.

Validation Rules

P4835	Activity apprentice incentive scheme amount (P: 2.4.22) is greater than zero but the discount is not applicable for this policy period	Fatal
P4836	Activity apprentice incentive scheme amount (P: 2.4.22) is greater than zero but the Amount of apprentices wages paid (P: 2.4.21) is zero	Fatal
P4837	For a non-per capita rate number, the specified Activity apprentice incentive scheme amount (P: 2.4.22) must be equal (within tolerance) to the amount calculated from the Amount of apprentices wages paid (P: 2.4.21) times the premium rate specified in the insurance premiums order for specified Policy renewal year (P: 2.2.7).	Suspect

History

Start Date 28/09/2007

RECORD TYPE 3: AGGREGATE DOMESTIC POLICY RECORD

Aggregate domestic policy record. There can be any number of these on the file.

This record contains:

- P: 3.1 Record type
- P: 3.2 Aggregate domestic policy number
- P: 3.3 Period commencement date
- P: 3.4 Transaction date
- P: 3.5 Period expiry date
- P: 3.6 Policy renewal year
- P: 3.7 Tariff rate number
- P: 3.8 Error report target
- P: 3.9 Basic tariff premium - aggregate domestic policy
- P: 3.10 Premium payable - aggregate domestic policy
- P: 3.11 Aggregate domestic GST amount
- P: 3.12 Total premium payable (including GST)
- P: 3.13 WorkCover Industry Classification (WIC) rate number

P: 3.1 RECORD TYPE

Description	A code that identifies the record as an Aggregate Domestic Policy Record
Record Type	"Aggregate Domestic Policy"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Examples

Must contain '3' for an Aggregate Domestic Policy Record

Notes

A code that identifies the record as a policy record. Note that a different data item, Record identifier (P: 2.1.5), distinguishes the four types of policy records, the policy term detail record, premium detail record, tariff activity detail record and the WIC activity detail record.

Must contain '3' for an Aggregate Domestic Policy Record

Validation Rules

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

History

Old Reference Number	P: 3.1
Old Item Name	Record type
Old Description	A code that identifies the record as an Aggregate Domestic Policy Record

P: 3.2 AGGREGATE DOMESTIC POLICY NUMBER

Description The number allocated to the aggregate domestic policy by the Agent/Insurer

Record Type "Aggregate Domestic Policy"

Start Position 2

End Position 20

Length 19

Min Size 5

Max Size 19

Representational Format Text

Accuracy Level % 100

Validation Rules

P4838	Policy number has already been reported as other than aggregate domestic policy	Fatal
-------	---	-------

History

Old Reference Number P: 3.2

Old Item Name Policy number

Old Description The number allocated to the aggregate domestic policy by the insurer

Start Date 1/07/2000

P: 3.3 PERIOD COMMENCEMENT DATE

Description	The date upon which the period of insurance cover referred to in this policy commences
Record Type	"Aggregate Domestic Policy"
Start Position	21
End Position	28
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Examples

Employer completed a proposal with a commencement date of 22 October 2003 until 30 June 2004. Commencement date = 22 October 2003.

Notes

The period commencement date of the aggregate domestic policy.
Policies issued for 12 months commence and expire on the same day, the relevant time being 4:00pm on the date for new policies to commence and to expire.

Validation Rules

P0506	Aggregate domestic policy Period commencement date (P:3.3) must be greater than or equal to 30/06/87	Fatal
-------	--	-------

History

Old Reference Number	P: 3.3
Old Item Name	Period commencement date
Old Description	The period commencement date of the aggregate domestic policy

P: 3.4 TRANSACTION DATE

Description	The date upon which this transaction is processed in the agent/insurer's computer system
Record Type	"Aggregate Domestic Policy"
Start Position	29
End Position	36
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100
Validation Rules	

P0511	Transaction date (P: 3.4) on aggregate domestic policy record must be less than or equal to the Submission end date (P: 1.6)	Fatal
P0512	Transaction date (P: 3.4) on the aggregate domestic policy record is earlier than the transaction date of the most recent record already existing on the WorkCover database	Suspect
P0513	Transaction date (P: 3.4) is earlier than the Submission start date (P: 1.5)	Suspect
P0607	An aggregate domestic policy record with the same Transaction date (P: 3.4) as the incoming set of data already exists on WorkCover database	Fatal

History

Old Reference Number	P: 3.4
Old Item Name	Transaction date
Old Description	The date upon which this transaction is processed in the insurer's computer system

P: 3.5 PERIOD EXPIRY DATE

Description	The date upon which the period of insurance cover referred to in this policy expires.
Record Type	"Aggregate Domestic Policy"
Start Position	37
End Position	44
Length	8
Min Size	8
Max Size	8
Representational Layout	YYYYMMDD
Representational Format	Date
Accuracy Level %	100

Notes

The nominated expiry date for the aggregate domestic policy.

Validation Rules

P0516	The term of the aggregate domestic policy (P: 3.3) is greater than 12 months	Fatal
P0517	Period expiry date (P: 3.5) on aggregate domestic policy record is earlier than the Period commencement date (P: 3.3)	Fatal

History

Old Reference Number	P: 3.5
Old Item Name	Period expiry date
Old Description	The nominated expiry date for the aggregate domestic policy
Start Date	1/07/2000

P: 3.6 POLICY RENEWAL YEAR

Description	Identifies the policy renewal year to which the policy relates
Record Type	"Aggregate Domestic Policy"
Start Position	45
End Position	48
Length	4
Min Size	4
Max Size	4
Representational Layout	YYYY
Representational Format	Year
Accuracy Level %	100
Tolerance criteria	0

Notes

The policy renewal year to which the aggregate domestic policy relates.

Validation Rules

P0507	Aggregate domestic Policy renewal year (P: 3.6) derived from the Period commencement date (P: 3.3) must be a valid year	Fatal
P0508	The specified Policy renewal year (P: 3.6) on aggregate domestic policy record is inconsistent with the Period commencement date (P: 3.3)	Suspect
P0509	New aggregate domestic policy term (P: 3.3) cannot come after the agent/insurer's licence expiry date or agent/insurer contract end date	Fatal

History

Old Reference Number	P: 3.6
Old Item Name	Policy renewal year
Old Description	The policy renewal year to which the aggregate domestic policy relates

P: 3.7 TARIFF RATE NUMBER

Description	Identifies the relevant tariff rate number as per the Insurance Premiums Order
Record Type	"Aggregate Domestic Policy"
Start Position	49
End Position	51
Length	3
Code Value Set	As per (IPO) Insurance Premiums Order
Accuracy Level %	100
History	
Old Reference Number	P: 3.7
Old Item Name	Tariff rate number
Old Description	The tariff rate number allocated by the insurer

P: 3.8 ERROR REPORT TARGET

Description	An agent/insurer controlled field that allows error reports to be aggregated for a particular person or office
Record Type	"Aggregate Domestic Policy"
Start Position	52
End Position	58
Length	7
Max Size	7
Representational Format	Text

Examples

Error Report Target	Reason
Rural	As they look after all rural policies
J Smith	Dedicated Policy Case Manager for the employer

Notes

If not applicable set this data item to spaces

History

Old Reference Number	P: 3.8
Old Item Name	Error report target
Old Description	An insurer controlled field that allows error reports to be aggregated for a particular person or office

P: 3.9 BASIC TARIFF PREMIUM - AGGREGATE DOMESTIC POLICY

Description	The basic tariff premium for the policy calculated in accordance with the appropriate Insurance Premiums Order
Record Type	"Aggregate Domestic Policy"
Start Position	59
End Position	72
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
History	
Old Reference Number	P: 3.9
Old Item Name	Basic tariff premium
Old Description	The basic tariff premium for the policy calculated in accordance with the appropriate Insurance Premiums Order

P: 3.10 PREMIUM PAYABLE - AGGREGATE DOMESTIC POLICY

Description The premium payable by the employer for the period of insurance to which the policy relates, calculated in accordance with the appropriate Insurance Premiums Order

Record Type "Aggregate Domestic Policy"

Start Position 73

End Position 86

Length 14

Min Size 14

Max Size 14

Representational Layout +/-NNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Validation Rules

P0531	Premium payable (P: 3.10) on aggregate domestic policy record must be equal to or greater than zero.	Fatal
P0540	Null aggregate domestic policy record submitted and no previous record for Policy Number (P: 3.2) exists on WorkCover's database	Suspect

History

Old Reference Number P: 3.10

Old Item Name Premium payable

Old Description The premium payable by the employer for the period of insurance to which the policy relates, calculated in accordance with the appropriate Insurance Premiums Order

P: 3.11 AGGREGATE DOMESTIC GST AMOUNT

Description	The GST amount applicable to the total premium payable.
Record Type	"Aggregate Domestic Policy"
Start Position	87
End Position	100
Length	14
Min Size	14
Max Size	14
Representational Layout	+/-NNNNNNNNNNNNNN
Representational Format	Value
Accuracy Level %	100
Tolerance criteria	+ or – 20c

Notes

Must be specified for policy terms with a commencement date later than or equal to GST start date.
 Must be '0' if the Policy Expiry Date is less than the commencement date of GST.
 Must be greater than or equal to '0' if Policy Expiry Date is equal to or greater than the commencement date of the GST.
 GST amount must be less than Aggregate Domestic Premium Payable (P:3.10).

Validation Rules

P0546	Aggregate domestic GST amount (P: 3.11) must be equal to zero if Period expiry date (P: 3.5) is less than the commencement date of the GST (01/07/2000)	Fatal
P0547	Aggregate domestic GST amount (P: 3.11) must be equal to or greater than zero if Period expiry date (P: 3.5) is equal to or greater than the commencement date of the GST (01/07/2000)	Fatal
P0548	Aggregate domestic GST amount (P: 3.11) must be less than Total premium payable (P: 3.12) unless null policy	Fatal

History

Old Reference Number	P: 3.11
Old Item Name	Aggregate Domestic GST Amount
Old Description	The GST amount applicable to the total premium payable.

P: 3.12 TOTAL PREMIUM PAYABLE (INCLUDING GST)

Description The total premium paid on the policy including GST
Record Type "Aggregate Domestic Policy"
Start Position 101
End Position 114
Length 14
Min Size 14
Max Size 14
Representational Layout +/-NNNNNNNNNNNNNN
Representational Format Value
Accuracy Level % 100

Notes

Where the commencement date is less than the commencement date of GST, this figure will be equal to the Premium Payable (P:3.10)

Validation Rules

P0551	Total premium payable (including GST) (P: 3.12) must equal Premium payable - Aggregate domestic policy (P: 3.10) plus Aggregate domestic GST amount (P: 3.11)	Fatal
-------	---	-------

History

Old Reference Number P: 3.12
Old Item Name Total Premium Payable (including GST)
Old Description The total premium paid on the policy including GST

P: 3.13 WORKCOVER INDUSTRY CLASSIFICATION (WIC) RATE NUMBER

Description	Identifies the relevant WorkCover Industry Classification (WIC) rate number as per the Insurance Premiums Order for the appropriate policy renewal year
Record Type	"Aggregate Domestic Policy"
Start Position	115
End Position	120
Length	6
Min Size	6
Max Size	6
Representational Layout	NNNNNN
Representational Format	Code
Code Value Set	See Insurance Premiums order (IPO)
Accuracy Level %	100

Notes

Must be numeric

Must be equal to zero where the Period Commencement Date (P:2.2.3) is less than 30 June 2001

Must be equal to '970000' if specified

Validation Rules

P0522	If specified, WorkCover industry classification rate number (P: 3.13) on aggregate domestic policy record must be equal to 970000	Fatal
P0523	Workplace industry classification rate number (P: 3.13) must be set to zero where the Period commencement date (P: 3.3) is less than the WIC rating commencement date (30/06/2001)	Fatal

History

Old Reference Number	P: 3.13
Old Item Name	WorkCover Industry Classification rate number
Old Description	Identifies the relevant WorkCover Industry Classification (WIC) rate number as per the Insurance Premiums Order

RECORD TYPE 9: POLICY SUBMISSION TRAILER RECORD

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

This record contains:

- P: 9.1 Record type
- 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 Number of aggregate domestic policy records
- 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 levy
- P: 9.14 Financial total - Premium payable
- P: 9.15 Financial total - Premium discount amount
- 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 levy
- P: 9.21 Financial total - Aggregate domestic basic tariff premium
- P: 9.22 Financial total - Aggregate domestic premium payable
- P: 9.23 Financial total – Premium GST amount
- P: 9.24 Financial total - Total premium payable
- P: 9.25 Financial total - Aggregate domestic GST amount
- P: 9.26 Financial total - Aggregate domestic premium payable (including GST)
- P: 9.27 Financial total – Input tax credit adjustment amount
- P: 9.28 Financial total - Wages for determined classes dust diseases levy
- P: 9.29 Financial total - Determined classes dust diseases levy
- 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: 9.1 RECORD TYPE

Description	A code that identifies the record as a Submission Trailer Record.
Record Type	"Policy Submission Trailer"
Start Position	1
End Position	1
Length	1
Min Size	1
Max Size	1
Representational Layout	N
Representational Format	Number
Accuracy Level %	100

Notes

A one digit code, '9' indicates the Submission Trailer Record
Must contain '9' for a Submission Trailer Record

Validation Rules

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
P0029	There is more than one trailer record on the submission file	Abort

History

Old Reference Number	P: 9.1
Old Item Name	Record type
Old Description	A code that identifies the record as a Submission Trailer Record. A one digit code, '9' indicates the Submission Trailer Record

P: 9.2 NUMBER OF POLICY DETAIL RECORDS

Description A count of the number of Policy Detail Records on the file
Record Type "Policy Submission Trailer"
Start Position 2
End Position 10
Length 9
Min Size 9
Max Size 9
Representational Layout NNNNNNNNN
Representational Format Number
Accuracy Level % 100

Notes

Must equal the count of the individual Policy Detail Records on the submission

Validation Rules

P0650	The reported Number of policy term detail records (P: 9.2) on the trailer record does not equal the actual count of the records	Abort
-------	---	-------

History

Old Reference Number P: 9.2
Old Item Name Number of policy detail records
Old Description A count of the number of Policy Detail Records on the file

P: 9.3 NUMBER OF PREMIUM DETAIL RECORDS

Description	A count of the number of Premium Detail Records on the file
Record Type	"Policy Submission Trailer"
Start Position	11
End Position	19
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

Must equal the count of the individual Premium Detail Records on the submission

Validation Rules

P0651	The reported Number of premium detail records (P: 9.3) on the trailer record does not equal the actual count of the records	Abort
-------	---	-------

History

Old Reference Number	P: 9.3
Old Item Name	Number of premium detail records
Old Description	A count of the number of Premium Detail Records on the file

P: 9.4 NUMBER OF TARIFF RATING ACTIVITY DETAIL RECORDS

Description	A count of the number of Tariff Rating Activity Detail Records on the file
Record Type	"Policy Submission Trailer"
Start Position	20
End Position	28
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

Must equal the count of the individual Tariff Rating Activity Detail Records on the submission

Validation Rules

P0652	The reported Number of activity detail records (P: 9.4) on the trailer record does not equal the actual count of the records	Abort
-------	--	-------

History

Old Reference Number	P: 9.4
Old Item Name	Number of tariff rating activity detail records
Old Description	A count of the number of Tariff Rating Activity Detail Records on the file

P: 9.5 NUMBER OF WIC RATING ACTIVITY DETAIL RECORDS

Description	A count of the number of WIC Rating Activity Detail Records on the file
Record Type	"Policy Submission Trailer"
Start Position	29
End Position	37
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Examples

Must equal the count of the individual WIC Rating Activity Detail Records on the submission

Notes

The reported number of WIC activity detail records on the trailer record (P: 9.5) does not equal the actual count of the records

Validation Rules

P0675	The reported Number of WIC Rating activity detail records (P: 9.5) on the trailer record does not equal the actual count of the records	Abort
-------	---	-------

History

Old Reference Number	P: 9.5
Old Item Name	Number of WIC rating activity detail records
Old Description	A count of the number of WIC Rating Activity Detail Records on the file

P: 9.6 NUMBER OF AGGREGATE DOMESTIC POLICY RECORDS

Description	A count of the number of Aggregate Domestic Policy Records on the file
Record Type	"Policy Submission Trailer"
Start Position	38
End Position	46
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

Must equal the count of the individual Aggregate Domestic Policy Records on the submission

Validation Rules

P0653	The reported Number of aggregate domestic policy records (P: 9.6) on the trailer record does not equal the actual count of the records	Abort
-------	--	-------

History

Old Reference Number	P: 9.6
Old Item Name	Number of aggregate domestic policy records
Old Description	A count of the number of Aggregate Domestic Policy Records on the file

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 on the submission

Record Type "Policy Submission Trailer"

Start Position 47

End Position 61

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the basic tariff premiums on all of the Premium Detail Records on the submission

Validation Rules

P0654	The reported Financial total of basic tariff premium (P: 9.7) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.7

Old Item Name Financial total - Basic tariff premium

Old Description The sum of all of the basic tariff premiums on all of the Premium Detail Records on the submission

P: 9.8 FINANCIAL TOTAL - EXPERIENCE PREMIUM

Description The sum of all of the experience premiums on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 62

End Position 76

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the experience premiums on all of the Premium Detail Records on the submission

Validation Rules

P0655	The reported Financial total of experience premium (P: 9.8) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.8

Old Item Name Financial total - Experience premium

Old Description The sum of all of the experience premiums on all of the Premium Detail Records on the submission

P: 9.9 FINANCIAL TOTAL - COST OF CLAIMS C0

Description The sum of all of the cost of claims C0 on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 77

End Position 91

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the cost of claims C0 on all of the Premium Detail Records on the submission

Validation Rules

P0656	The reported Financial total of cost of claims C0 (P: 9.9) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number P: 9.9

Old Item Name Financial total - Cost of claims C0

Old Description The sum of all of the cost of claims C0 on all of the Premium Detail Records on the submission

P: 9.10 FINANCIAL TOTAL - COST OF CLAIMS C1

Description The sum of all of the cost of claims C1 on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 92

End Position 106

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the cost of claims C1 on all of the Premium Detail Records on the submission

Validation Rules

P0657	The reported Financial total of cost of claims C1 (P: 9.10) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.10

Old Item Name Financial total - Cost of claims C1

Old Description The sum of all of the cost of claims C1 on all of the Premium Detail Records on the submission

P: 9.11 FINANCIAL TOTAL - COST OF CLAIMS C2

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

Record Type "Policy Submission Trailer"

Start Position 107

End Position 121

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the cost of claims C2 on all of the Premium Detail Records on the submission

Validation Rules

P0658	The reported Financial total of cost of claims C2 (P: 9.11) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.11

Old Item Name Financial total - Cost of claims C2

Old Description The sum of all of the cost of claims C2 on all of the Premium Detail Records on the submission

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 on the submission

Record Type "Policy Submission Trailer"

Start Position 122

End Position 136

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the premium adjustment levies on all of the Premium Detail Records on the submission

Validation Rules

P0659	The reported Financial total of premium adjustment levy (P: 9.12) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.12

Old Item Name Financial total - Premium adjustment levy

Old Description The sum of all of the premium adjustment levies on all of the Premium Detail Records on the submission

P: 9.13 FINANCIAL TOTAL - POLICY DUST DISEASES LEVY

Description The sum of all of the policy dust diseases levies on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 137

End Position 151

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the policy dust diseases levies on all of the Premium Detail Records on the submission

Validation Rules

P0660	The reported Financial total of premium dust diseases levy (P: 9.13) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number P: 9.13

Old Item Name Financial total - Policy dust diseases levy

Old Description The sum of all of the policy dust diseases levies on all of the Premium Detail Records on the submission

P: 9.14 FINANCIAL TOTAL - PREMIUM PAYABLE

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

Record Type "Policy Submission Trailer"

Start Position 152

End Position 166

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the premiums payable on all of the Premium Detail Records on the submission

Validation Rules

P0662	The reported Financial total of premium payable (P: 9.14) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.15

Old Item Name Financial total - Premium payable

Old Description The sum of all of the premiums payable on all of the Premium Detail Records on the submission

P: 9.15 FINANCIAL TOTAL - PREMIUM DISCOUNT AMOUNT

Description The sum of all of the premiums discount amounts on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 167

End Position 181

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the premiums discount amounts on all of the Premium Detail Records on the submission

Validation Rules

P0676	The reported Financial total of premium discount amount (P: 9.15) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.16

Old Item Name Financial total - Premium discount amount

Old Description The sum of all of the premiums discount amounts on all of the Premium Detail Records on the submission

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 on the submission

Record Type "Policy Submission Trailer"

Start Position 182

End Position 196

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the amounts of wages paid on all of the Activity Detail Records on the submission

Validation Rules

P0663	The reported Financial total of amount of wages paid (P: 9.16) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number P: 9.17

Old Item Name Financial total - Amount of wages paid

Old Description The sum of all of the amounts of wages paid on all of the Activity Detail Records on the submission

P: 9.17 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 on the submission
Record Type	"Policy Submission Trailer"
Start Position	197
End Position	205
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

Must equal the sum of all of the numbers of per capita units on all of the Activity Detail Records on the submission

Validation Rules

P0664	The reported Count of number of shifts (P: 9.17) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number	P: 9.18
Old Item Name	Count - Number of per capita units
Old Description	The sum of all of the numbers of per capita units on all of the Activity Detail Records on the submission

P: 9.18 COUNT - NUMBER OF EMPLOYEES

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

Record Type "Policy Submission Trailer"

Start Position 206

End Position 214

Length 9

Min Size 9

Max Size 9

Representational Layout NNNNNNNNN

Representational Format Number

Accuracy Level % 100

Notes

Must equal the sum of all of the numbers of employees on all of the Activity Detail Records on the submission

Validation Rules

P0665	The reported Count of number of employees (P: 9.18) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.19

Old Item Name Count - Number of employees

Old Description The sum of all of the numbers of employees on all of the Activity Detail Records on the submission

P: 9.19 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 on the submission

Record Type "Policy Submission Trailer"

Start Position 215

End Position 229

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the tariff premiums at basic rate on all of the Activity Detail Records on the submission

Validation Rules

P0666	The reported Financial total of tariff premium at basic rate (P: 9.19) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number P: 9.20

Old Item Name Financial total - Tariff premium (at basic rate)

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

P: 9.20 FINANCIAL TOTAL - ACTIVITY DUST DISEASES LEVY

Description The sum of all of the activity dust diseases levies on all of the Activity Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 230

End Position 244

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the activity dust diseases levies on all of the Activity Detail Records on the submission

Validation Rules

P0667	The reported Financial total of activity dust diseases levy (P: 9.20) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.21

Old Item Name Financial total - Activity dust diseases levy

Old Description The sum of all of the activity dust diseases levies on all of the Activity Detail Records on the submission

P: 9.21 FINANCIAL TOTAL - AGGREGATE DOMESTIC BASIC TARIFF PREMIUM

Description The sum of all of the tariff premiums on all of the Aggregate Domestic Policy Records on the submission

Record Type "Policy Submission Trailer"

Start Position 245

End Position 259

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the tariff premiums on all of the Aggregate Domestic Policy Records on the submission

Validation Rules

P0668	The reported Financial total of aggregate domestic basic tariff premium (P: 9.21) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.22

Old Item Name Financial total - Aggregate domestic basic tariff premium

Old Description The sum of all of the tariff premiums on all of the Aggregate Domestic Policy Records on the submission

P: 9.22 FINANCIAL TOTAL - AGGREGATE DOMESTIC PREMIUM PAYABLE

Description The sum of all of the premiums payable on all of the Aggregate Domestic Policy Records on the submission

Record Type "Policy Submission Trailer"

Start Position 260

End Position 274

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the premium payables on all of the Aggregate Domestic Policy Records on the submission

Validation Rules

P0669	The reported Financial total of aggregate domestic premium payable (P: 9.22) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number P: 9.23

Old Item Name Financial total - Aggregate domestic premium payable

Old Description The sum of all of the premiums payable on all of the Aggregate Domestic Policy Records on the submission

P: 9.23 FINANCIAL TOTAL – PREMIUM GST AMOUNT

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

Record Type "Policy Submission Trailer"

Start Position 275

End Position 289

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the GST Amounts on all of the Premium Detail Records on the submission

Validation Rules

P0670	The reported Financial total of GST amount (P: 9.23) on the trailer record does not equal the sum of the individual premium detail records	Abort
-------	--	-------

History

Old Reference Number P: 9.24

Old Item Name Financial total – Premium GST Amount

Old Description The sum of all of the GST amounts on all of the Premium Detail Records on the submission

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 on the submission

Record Type "Policy Submission Trailer"

Start Position 290

End Position 304

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the total premium payables on all of the Premium Detail Records on the submission

Validation Rules

P0671	The reported Financial total of total premium payable (P: 9.24) on the trailer record does not equal the sum of the individual premium detail records	Abort
-------	---	-------

History

Old Reference Number P: 9.25

Old Item Name Financial total - Total Premium Payable

Old Description The sum of all of the total premium payables on all of the Premium Detail Records on the submission

P: 9.25 FINANCIAL TOTAL - AGGREGATE DOMESTIC GST AMOUNT

Description The sum of all of the Aggregate Domestic GST amounts on all of the Aggregate Domestic Policy Records on the submission

Record Type "Policy Submission Trailer"

Start Position 305

End Position 319

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the Aggregate Domestic GST amounts on all of the Aggregate Domestic Policy Records on the submission

Validation Rules

P0672	The reported Financial total of aggregate domestic GST amount (P: 9.25) on the trailer record does not equal the sum of the individual aggregate domestic records	Abort
-------	---	-------

History

Old Reference Number P: 9.26

Old Item Name Financial total - Aggregate domestic GST Amount

Old Description The sum of all of the Aggregate Domestic GST amounts on all of the Aggregate Domestic Policy Records on the submission

P: 9.26 FINANCIAL TOTAL - AGGREGATE DOMESTIC PREMIUM PAYABLE (INCLUDING GST)

Description The sum of all of the Aggregate Domestic Premium Payable (including GST) on all of the Aggregate Domestic Policy Records on the submission

Record Type "Policy Submission Trailer"

Start Position 320

End Position 334

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the Aggregate Domestic Premium Payable (including GST) on all of the Aggregate Domestic Policy Records on the submission

Validation Rules

P0673	The reported Financial total of aggregate domestic premium payable (including GST) (P: 9.26) on the trailer record does not equal the sum of the individual aggregate domestic records	Abort
-------	--	-------

History

Old Reference Number P: 9.27

Old Item Name Financial total - Aggregate Domestic Premium Payable (including GST)

Old Description The sum of all of the Aggregate Domestic Premium Payable (including GST) on all of the Aggregate Domestic Policy Records on the submission

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 on the submission

Record Type "Policy Submission Trailer"

Start Position 335

End Position 349

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the Input Tax Credits Adjustment amounts on all of the Premium Detail Records on the submission

Validation Rules

P0674	The reported Financial total of input tax credits adjustment amount (P: 9.27) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number P: 9.28

Old Item Name Financial total – Input Tax Credit Adjustment Amount

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

P: 9.28 FINANCIAL TOTAL - WAGES FOR DETERMINED CLASSES DUST DISEASES LEVY

Description The sum of all the determined classes dust diseases levy amounts on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 350

End Position 364

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Validation Rules

P4080	The reported Financial total of wages for determined classes dust diseases levy (P: 9.28) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Start Date 31/12/2005

P: 9.29 FINANCIAL TOTAL - DETERMINED CLASSES DUST DISEASES LEVY

Description The sum of all the determined classes dust diseases levy on all of the Premium Detail Records on the submission

Record Type "Policy Submission Trailer"

Start Position 365

End Position 379

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Validation Rules

P4081	The reported Financial total of determined classes dust diseases levy (P: 9.29) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Start Date 31/12/2005

P: 9.30 FINANCIAL TOTAL - AMOUNT OF WAGES PAID (W1)

Description The sum of all of the amounts of wages paid W1 (last period) on all of the Activity Detail Records on the submission.

Record Type "Policy Submission Trailer"

Start Position 380

End Position 394

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
Must equal the sum of all of the amounts of wages paid W1 (last period) on all of the Activity Detail Records on the submission.

Validation Rules

P4016	The reported Financial total of amount of wages paid W1 (P: 9.30) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number N/A

Old Item Name N/A

Old Description N/A

P: 9.31 FINANCIAL TOTAL - AMOUNT OF WAGES PAID (W2)

Description The sum of all of the amounts of wages paid W2 (second last period) on all of the Activity Detail Records on the submission.

Record Type "Policy Submission Trailer"

Start Position 395

End Position 409

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes

Must equal the sum of all of the amounts of wages paid W2 (second last period) on all of the Activity Detail Records on the submission.

Validation Rules

P4017	The reported Financial total of amount of wages paid W2 (P: 9.31) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number N/A

Old Item Name N/A

Old Description N/A

P: 9.32 COUNT - NUMBER OF PER CAPITA UNITS (U1)

Description	The sum of all of the numbers of per capita units W1 (last period) on all of the Activity Detail Records on the submission.
Record Type	"Policy Submission Trailer"
Start Position	410
End Position	418
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

Must equal the sum of all of the numbers of per capita units W1 (last period) on all of the Activity Detail Records on the submission.

Validation Rules

P4018	The reported count of the number of per capita units U1 (P: 9.32) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number	N/A
Old Item Name	N/A
Old Description	N/A

P: 9.33 COUNT - NUMBER OF PER CAPITA UNITS (U2)

Description	The sum of all of the numbers of per capita units W2 (second last period) on all of the Activity Detail Records on the submission.
Record Type	"Policy Submission Trailer"
Start Position	419
End Position	427
Length	9
Min Size	9
Max Size	9
Representational Layout	NNNNNNNNN
Representational Format	Number
Accuracy Level %	100

Notes

The sum of all of the numbers of per capita units W2 (second last period) on all of the Activity Detail Records on the submission.

Validation Rules

P4019	The reported count of the number of per capita units U2 (P: 9.33) on the trailer record does not equal the sum of the individual records	Abort
-------	--	-------

History

Old Reference Number	N/A
Old Item Name	N/A
Old Description	N/A

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 on the submission.

Record Type "Policy Submission Trailer"

Start Position 428

End Position 442

Length 15

Min Size 15

Max Size 15

Representational Layout +/-NNNNNNNNNNNNNNNN

Representational Format Value

Accuracy Level % 100

Notes
 Must equal the sum of all of the amounts of activity mine safety fund premium adjustment on all of the Activity Detail Records on the submission.

Validation Rules

P4020	The reported Financial total of activity Mine safety fund premium adjustment (P: 9.34) on the trailer record does not equal the sum of the individual records	Abort
-------	---	-------

History

Old Reference Number N/A

Old Item Name N/A

Old Description N/A

7 BUSINESS RULE VALIDATION

POLICY HEADER Record

P: 1.2 Agent/Insurer number

P0051 Agent/Insurer number specified (P: 1.2) is not a contracted agent/insurer Abort

P: 1.3 Submission type

P0055 Submission type (P: 1.3) must specify 'POLICY' Abort

P: 1.4 Policy system release number

P0060 Policy system release number (P: 1.4) must be valid Abort

P: 1.5 Submission start date

P0071 Submission start date (P: 1.5) must be greater than 01/10/95 for a submission with a policy release number (P: 1.4) of '01' Abort

P0072 Submission start date (P: 1.5) must be one day greater than the submission end date (P: 1.6) of the last successful submission Abort

P: 1.6 Submission end date

P0076 Submission start date (P: 1.5) must be less than or equal to the submission end date (P: 1.6). Abort

P0077 Submission end date (P: 1.6) must be less than or equal to the date of processing (the date the submission is loaded to WorkCover's database). Abort

POLICY TERM DETAIL Record

P: 2.1.1 Record type

P0017 Record type is invalid (ie not equal to 1, 2, 3 or 9) Abort

P: 2.1.2 Policyholder identification number

P0608 Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database Fatal

P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal
P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal

P: 2.1.3 Period commencement date

P0111	Period commencement date must not be less than 30/06/87	Fatal
P0112	Policy renewal year on the policy term detail record, as derived from the period commencement date, must be a valid year	Fatal
P0113	Period commencement date cannot come after the agent/insurer licence expiry date	Fatal

P: 2.1.4 Transaction date

P0116	Policy term transaction date (P: 2.1.4) must not be greater than the submission end date (P: 1.6)	Fatal
P0117	Policy term transaction date (P: 2.1.4) is earlier than the submission start date (P: 1.5)	Suspect
P0602	A set of data with the same Transaction Date (P: 2.1.4) as the incoming set already exists on WorkCover database	Fatal

P: 2.1.5 Record identifier

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

P: 2.1.6 Policy status code

P0120	Policy status code (P: 2.1.6) for a policy term commencing on or after 01/10/95 must be a valid value	Fatal
-------	---	-------

P: 2.1.7 Branch of agent/insurer handling policy

P0125	Specified Branch of agent/insurer handling policy (P: 2.1.7) is not known to WorkCover database	Suspect
P0126	Agent/insurer branch (P: 2.1.7) details not supplied and Period commencement date (P: 2.1.3) is greater than or equal to 01/10/95	Suspect

P: 2.1.10 Employer legal name

P0136	Employer legal name (P: 2.1.10) is not completely specified	Suspect
P4001	Employer legal name reported (P: 2.1.10) is not consistent with the employer legal name specified on the ABR (Australian Business Register) for the Employer ABN (P: 2.1.16) that has been reported.	Suspect

P: 2.1.11 Employer trading name

P0138	Employer trading name (P: 2.1.11) is not completely specified	Suspect
-------	---	---------

P: 2.1.12 Employer ACN or ARBN

P0141	Where reported (not equal to zero), Employer ACN (P: 2.1.12) does not compute with the check digit	Fatal
P4008	Employer ACN (Australian Company Number) or ARBN (Australian Registered Body Number) (P: 2.1.12) must be a valid value according to the ABR (Australian Business Register) or equal to zero	Suspect

P: 2.1.13 Employer address - Street information

P4075	Employer address - Street information (P: 2.1.13) if reported, must be specified correctly.	Suspect
-------	---	---------

P: 2.1.14 Employer address - Locality name

P0146	Employer address - locality name (P: 2.1.14) must be specified for a policy term with a Period Commencement Date (P: 2.1.3) on or after 01/10/1995	Suspect
-------	--	---------

P: 2.1.15 Employer address - Postcode

P0149	Employer address - Postcode (P: 2.1.15) is inconsistent with the specified Employer address - Locality name (P: 2.1.14)	Suspect
P4006	Employer address - Postcode (P: 2.1.15) must be a valid value as specified by Australia Post	Suspect

P: 2.1.16 Employer ABN (Australian Business Number)

P0161	Where reported (not equal to zero), Employer ABN (P: 2.1.16) has an invalid check digit (Modulus 89 check digit algorithm)	Fatal
-------	--	-------

P0163	Employer ABN (P: 2.1.16) must be a valid, non-zero, number if Employer registered for GST (P: 2.1.17) is equal to Y	Suspect
P4000	Employer ABN (Australian Business Number) (P: 2.1.16) must be a valid value according to the ABR (Australian Business Register) or equal to zero	Suspect

P: 2.1.17 Employer registered for GST

P0170	Employer registered for GST (P: 2.1.17) must be Y (yes) or N (no) or U (unknown)	Fatal
P0171	Employer registered for GST (P: 2.1.17) must be N where the Period expiry date (P: 2.2.6) is prior to the commencement date of the GST (01/07/2000)	Fatal
P0177	Entitlement to input tax credits (P: 2.1.18) must be equal to 000 if Employer registered for GST (P: 2.1.17) is equal to N and Policy renewal year (P: 2.2.7) is greater than or equal to 2000	Fatal
P4050	Entitlement to input tax credits (P:2.1.18) must be equal to 100 if Employer registered for GST (P:2.1.17) is equal to U (unknown) if Policy renewal year (P:2.2.7) is equal to or greater than 2000	Fatal

P: 2.1.18 Entitlement to input tax credits

P0176	Entitlement to input tax credits (P: 2.1.18) must be in the range of zero to 100	Fatal
P0178	Entitlement to input tax credits (P: 2.1.18) has changed from the previous submission figure and the previous submission Premium calculation code (P: 2.2.10) was not equal to 3 (automatic renewal)	Suspect

P: 2.1.20 Employer Group Exemption Flag

P4800	Employer Group Exemption Flag (P:2.1.20) must be blank where Employer Group Number (P:2.1.19) is not reported.	Fatal
P4801	Employer Group Exemption Flag (P:2.1.20) must be either 'Y' or 'N' where Employer Group Number (P:2.1.19) is reported.	Fatal

PREMIUM DETAIL Record

P: 2.2.1 Record type

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

P: 2.2.2 Policyholder identification number

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal
P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal

P: 2.2.3 Period commencement date

P0111	Period commencement date must not be less than 30/06/87	Fatal
P0112	Policy renewal year on the policy term detail record, as derived from the period commencement date, must be a valid year	Fatal
P0113	Period commencement date cannot come after the agent/insurer licence expiry date	Fatal

P: 2.2.4 Transaction date

P0211	Transaction date (P: 2.2.4) on the premium detail record must be equal to or less than the Submission end date (P: 1.6)	Fatal
P0212	Premium detail Transaction date (P: 2.2.4) is earlier than the Submission start date (P: 1.5)	Suspect
P0605	A premium detail record with the same Transaction date (P:2.2.4) as the incoming set of data already exists on WorkCover database	Fatal

P: 2.2.5 Record identifier

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

P: 2.2.6 Period expiry date

P0217	Policy expiry date (P: 2.2.6) is less than the Period commencement date (P: 2.2.3)	Fatal
P0218	Policy term is greater than 12 months for a policy commencing on or after 30/6/97	Fatal

P: 2.2.7 Policy renewal year

P0220 The specified Policy renewal year (P: 2.2.7) is Suspect
 inconsistent with the Period commencement
 date (P: 2.2.3)

P: 2.2.9 Employer category code

P0239 Employer category code (P: 2.2.9) has changed Suspect
 from the previous record, for a final, wage audit
 or nil adjusted premium calculation

P0296 For a Category B employer, small employer or Fatal
 Domestic policy (P: 2.2.9), all of the cost of
 claims fields (P: 2.2.15, P: 2.2.16, P: 2.2.17)
 must be zero

P4802 Employer Category Code (P:2.2.9) must be Fatal
 either '0', '1' or '2' where Period
 Commencement Date (P:2.2.3) < 31/12/2005.

P4803 Employer Category Code (P:2.2.9) must be Fatal
 either '0', '4', '5' or '6' where Period
 Commencement Date (P:2.2.3) >= 31/12/2005.

P4820 Employer Category Code (P:2.2.9) must not be Suspect
 '4' where Employer Group Number > 0.

P: 2.2.10 Premium calculation code

P0235 The specified Premium calculation code (P: Fatal
 2.2.10) is not a valid value

P0236 If Premium calculation code (P: 2.2.10) '0' Fatal
 Domestic policies has been specified then the
 Employer category code (P: 2.2.9) must equal
 '0' Domestic policies

P0237 Premium calculation code (P: 2.2.10) indicates Fatal
 a null policy - '6', but all required fields are not
 set to zero

P: 2.2.12 Basic tariff premium (T) - policy total

P4805 For a small employer (P:2.2.9) with no per Suspect
 capita WIC, Basic Tariff Premium (P:2.2.12) is
 greater than the limit specified in the Insurance
 Premiums Order and Amount of Wages Paid
 (P:2.4.8) is greater than the limit specified in the
 Insurance Premiums Order.

P4806 For a medium employer (P:2.2.9) with no per Suspect
 capita WIC, Basic Tariff Premium (P:2.2.12) is
 greater than the maximum limit or less than the
 minimum limit specified in the Insurance
 Premiums Order or Amount of Wages Paid
 (P:2.4.8) is less than the minimum specified in
 the Insurance Premiums Order.

P4807	For a large Employer (P:2.2.9) Basic Tariff Premium is less than or equal to the limit specified in the Insurance Premiums Order.	Suspect
P4823	For a small employer (P:2.2.9) with at least one per captia WIC, Basic Tariff Premium (P:2.2.12) is greater than the limit specified in the Insurance Premiums Order.	Suspect
P0600	The sum of Tariff premium at basic rate (P: 2.3.12) in all activity records is not equal to the Basic tariff premium (P: 2.2.12) reported in the premium detail record	Fatal

P: 2.2.13 Experience adjustment factor (S)

P0263	Experience adjustment factor (P: 2.2.13) must be zero for domestic policy, category B and small employers (P: 2.2.9)	Fatal
P0264	If category A employer (P: 2.2.9), the specified Experience adjustment factor (P: 2.2.13) must equal (within tolerance) the factor calculated using the formula specified in the insurance premiums order for the appropriate Policy renewal year (P: 2.2.7)	Suspect
P4808	For policies commencing on or after 31/12/2005, for medium or large employers (P: 2.2.9), should the Employer group number (P: 2.1.19) be zero or the Group exemption flag (P: 2.1.20) be = 'Y' or blank, the specified Experience adjustment factor (P: 2.2.13) must equal (within tolerance) the factor calculated using the formula specified in the Insurance Premiums Order for the appropriate Policy renewal year (P: 2.2.7).	Suspect

P: 2.2.14 Experience premium (E)

P0272	Experience premium (P: 2.2.14) must be equal to zero for a domestic policy (P: 2.2.9)	Fatal
P0273	Experience premium (P: 2.2.14) must be zero for a category B employer or a small employer (P: 2.2.9)	Fatal
P0295	For a Category A, large or medium employer (P: 2.2.9), if the Experience premium (P: 2.2.14) is positive at least one of the Cost of claims fields (P: 2.2.15, P: 2.2.16, P: 2.2.17) must be positive	Fatal

P: 2.2.15 Cost of claims C0

P0282	Cost of claims C0 (P: 2.2.15) must be zero for an estimated premium or an automatic renewal premium (Premium Calculation Code (P: 2.2.10))	Fatal
P0283	Cost of claim C0 (P: 2.2.15) has been specified but Experience premium (P: 2.2.14) is zero	Fatal

P: 2.2.16 Cost of claims C1

P0287	Cost of claims C1 (P: 2.2.16) has been specified but Experience premium (P: 2.2.14) is zero	Fatal
-------	---	-------

P: 2.2.17 Cost of claims C2

P0292	Cost of claims C2 (P: 2.2.17) has been specified but experience premium (P: 2.2.14) is zero	Fatal
-------	---	-------

P: 2.2.19 Policy dust diseases levy (D)

P0302	Policy dust diseases levy (P: 2.2.19) must be zero for a domestic policy	Fatal
P4060	Policy Dust Disease Levy (P: 2.2.19), must equal the sum of Dust Disease Levy in the Tariff Activity records (P: 2.3.13), Dust Disease Levy in the WIC Activity records (P: 2.4.12) and the Determined Classes Dust Disease Levy amounts (P: 2.4.15)	Fatal

P: 2.2.21 Premium payable (P)

P0312	For a category A employer (P: 2.2.9), the reported Premium payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P0313	For a category B employer (P: 2.2.9), the reported Premium payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula specified in the insurance premiums order for the specified policy renewal year (P: 2.2.7)	Suspect
P0314	For a domestic policy (P: 2.2.9), the reported Premium Payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect

P4809	For policies commencing on or after 31/12/2005, for a small, medium or large employer (P: 2.2.9), the reported Premium payable (P: 2.2.21) must equal (within tolerance) the amount calculated using the formula specified in the Insurance Premiums Order for the specified Policy renewal year (P: 2.2.7)	Suspect
-------	---	---------

P: 2.2.22 GST Amount

P0321	GST amount (P: 2.2.22) must be equal to zero if Policy expiry date (P: 2.2.6) is less than the commencement date of the GST (1/7/2000)	Fatal
P0323	GST amount (P: 2.2.22) must be less than Total premium payable (P: 2.2.23) except for null policy	Fatal
P0324	GST amount (P: 2.2.22) must be equal to zero if Premium calculation code (P: 2.2.10) equals 6 (null policy)	Fatal
P0326	GST amount (P: 2.2.22) is inconsistent with the amount derived from the Total premium payable (P: 2.2.23) and the GST rate as at the Period commencement date (P: 2.2.3)	Suspect

P: 2.2.23 Total premium payable

P0327	Total premium payable (P: 2.2.23) must be equal to zero if Premium calculation code (P: 2.2.10) equals 6 (null policy)	Fatal
P0328	Total premium payable (P: 2.2.23) must be equal to Premium payable (P: 2.2.21) less the Input tax credit adjustment amount (P: 2.2.24) where Period Commencement Date (P:2.2.3) <31/12/2005.	Suspect

P: 2.2.24 Input tax credit adjustment amount

P0332	For policies with a commence date before 31/12/2005, Input Tax Credit Adjustment Amount (P: 2.2.24) must be equal to the calculated Premium Payable (P: 2.2.21), less the Dust Diseases Levy (P: 2.2.19), multiplied by the ITC Adjustment Rate for the relevant Policy Renewal Year if the policy Expiry Date is on or after the commencement date of the GST.	Suspect
P0333	Input tax credit adjustment amount (P: 2.2.24) must be equal to zero if the Policy expiry date (P: 2.2.6) is prior to the commencement date of the GST (1/07/2000)	Fatal

P4009	Input tax credit adjustment amount (P: 2.2.24) must be zero if Entitlement to input tax credits (P: 2.1.18) = 100%	Fatal
P4825	For policies with a commencement date on or after 31/12/2005 , Input Tax Credit Adjustment (P: 2.2.24) must be equal to the calculated Premium Payable (P: 2.2.21), less the Premium discount amount (P: 2.2.32) , multiplied by the ITC Adjustment Rate for the relevant Policy Renewal Year	Suspect

P: 2.2.33 Labour hire flag

P1311	Labour hire flag (P: 2.2.33) must be a valid value (i.e. 0,1,2 or 3)	Fatal
P1312	Labour hire flag (P: 2.2.33) must be 1, 2 or 3 where Period commencement date (P: 2.2.3) is greater than or equal to the WIC rating commencement date (30 June 2001)	Fatal
P1313	Labour hire flag (P: 2.2.33) must be zero where Period commencement date (P: 2.2.3) is less than the WIC rating commencement date (30 June 2001)	Fatal

P: 2.2.34 Cumulative premium received

P4057	Cumulative premium received (P: 2.2.34) value must be zero where Policy renewal year (P: 2.2.7) is less than 2005	Fatal
P4095	Cumulative premium received (P: 2.2.34) must be equal to or greater than zero	Fatal

P: 2.2.35 Last premium transaction date

P4065	Last premium transaction date (P: 2.2.35) has changed but Cumulative premium received (P: 2.2.34) total has not	Suspect
P4090	Last premium transaction (P: 2.2.35) must be zero where Policy renewal year (P: 2.2.7) is less than 2005	Fatal

P: 2.2.36 Late payment fee charged

P4070	Late payment fee (P: 2.2.36) cannot be in first month of policy.	Fatal
P4091	Late payment fee charged (P: 2.2.36) must be zero where Policy renewal year (P: 2.2.7) is less than 2005	Fatal

P: 2.2.37 Mine safety fund premium adjustment (M)

P4011	Must equal the sum of Activity mine safety fund premium adjustment (P: 2.4.20) in the WIC activity records	Fatal
-------	--	-------

P: 2.2.38 Apprentice incentive scheme amount (A)

P4826	The sum of Activity apprentice incentive scheme amount (P: 2.4.22) in all WIC activity records is not equal to the Apprentice incentive scheme amount (P:2.2.38) reported in the premium detail record.	Fatal
-------	---	-------

P: 2.2.39 Premium payment code

P4827	Premium payment code (P: 2.2.39) is greater than zero but the code is not applicable for this policy period.	Fatal
P4828	Premium payment code (P: 2.2.39) must be a valid value.	Fatal
P4829	Premium payment code (P: 2.2.39) must not be zero where Cumulative premium received (P: 2.2.34) is greater than zero.	Suspect

P: 2.2.40 Premium paid in full in advance discount (Z)

P4830	Premium paid in full in advance discount (P: 2.2.40) is greater than zero but the discount is not applicable for this policy period.	Fatal
P4831	Premium paid in full in advance discount (P: 2.2.40) must be greater than zero where Premium payment code (P: 2.2.39) is equal to four and Cumulative premium received (P: 2.2.34) is greater than zero.	Suspect

TARIFF RATING ACTIVITY DETAIL Record

P: 2.3.1 Record type

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

P: 2.3.2 Policyholder identification number

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P4074	The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database	Fatal

P4616	Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent	Fatal
-------	--	-------

P: 2.3.3 Period commencement date

P0406	Period commencement date (P: 2.3.3) must be less than the WIC rating commencement date (30/06/2001)	Fatal
-------	---	-------

P: 2.3.4 Transaction date

P0411	Transaction date (P: 2.3.4) on activity detail record must be equal to or less than the Submission end date (P: 1.6)	Fatal
-------	--	-------

P0412	Transaction date (P: 2.3.4) on activity detail record is earlier than the Submission start date (P: 1.5)	Suspect
-------	--	---------

P0606	A tariff or WIC rating activity detail record with the same Transaction date as the incoming set of data already exists on WorkCover database	Fatal
-------	---	-------

P0612	The tariff or WIC rate activity detail record reported Transaction date is less than the most recent transaction on WorkCover's database	Fatal
-------	--	-------

P: 2.3.5 Record identifier

P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
-------	---	-------

P: 2.3.6 Tariff rate number

P0416	Tariff rate number (P: 2.3.6) must equal 714 for a domestic policy (Employer category code (P: 2.2.9) = 0)	Fatal
-------	--	-------

P0417	Tariff rate number (P: 2.3.6) must be a valid value, for the relevant policy renewal year (P: 2.2.7)	Fatal
-------	--	-------

P0449	The Number of employees (P: 2.3.11) must be greater than zero for a non per capita tariff (Tariff rate number (P: 2.3.6))	Suspect
-------	---	---------

P: 2.3.7 Industry code - ASIC

P0420	ASIC code (P: 2.3.7) must be a valid code, where period commencement date is less than 30/06/1997	Suspect
-------	---	---------

P0421 An ASIC code (P: 2.3.7) has been reported for a policy term commencing on or after 30/06/1997 Fatal

P: 2.3.8 Industry code - ANZSIC

P0425 ANZSIC code (P: 2.3.8) is not a valid value for a policy term commencing on or after 30/06/1997 Fatal

P0426 An ANZSIC code (P: 2.3.8) has been reported for a policy term commencing prior to 30/06/1997 Suspect

P0427 Where Domestic policy tariff (P: 2.3.6) is reported ANZSIC must equal 9700, where period commencement date is equal to or greater than 30/06/1997 Fatal

P: 2.3.9 Amount of wages paid

P0433 Amount of wages paid (P: 2.3.9) has been specified, but the activity is for a per capita tariff (i.e. Tariff rate number (P: 2.3.6) is 529, 558, 714, 723, 907, 908, or 911) Fatal

P: 2.3.10 Number of per capita units / shifts

P0443 Number of per capita units / shifts (P: 2.3.10) must be zero if the tariff number is not a per capita tariff Fatal

P0464 For a per capita tariff, the specified Tariff premium at basic rate (P: 2.3.12) must equal (within tolerance) amount calculated from Number of per capita units / shifts (P: 2.3.10) times premium rate specified in insurance premiums order for specified Policy renewal year (P: 2.2.7) Suspect

P: 2.3.11 Number of employees

P0447 Number of employees (P: 2.3.11) must be zero for a domestic policy (Employer category code (P: 2.2.9) equals 0) Fatal

P0448 Number of employees (P: 2.3.11) must be zero for a per capita tariff (ie Tariff rate number is 529, 558, 714, 723, 906, 907, 908 or 911) Fatal

P0449 The Number of employees (P: 2.3.11) must be greater than zero for a non per capita tariff (Tariff rate number (P: 2.3.6)) Suspect

P: 2.3.12 Tariff premium (at basic rate)

P0463	For a non-per capita Tariff rate number (P: 2.3.6), the specified Tariff premium at basic rate (P: 2.3.12) must equal (within tolerance) the amount calculated from Amount of wages paid (P: 2.3.9) times premium rate specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Fatal
P0464	For a per capita tariff, the specified Tariff premium at basic rate (P: 2.3.12) must equal (within tolerance) amount calculated from Number of per capita units / shifts (P: 2.3.10) times premium rate specified in insurance premiums order for specified Policy renewal year (P: 2.2.7)	Suspect

P: 2.3.13 Tariff activity dust diseases levy

P0472	For a non-per capita tariff, the specified Tariff activity dust diseases levy (P: 2.3.13) must be equal (within tolerance) to amount calculated from Amount of wages paid (P: 2.3.9) times Tariff activity dust diseases levy as specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P0473	Tariff activity dust diseases levy (P: 2.3.13) on the Tariff activity detail record is not specified for a Tariff rate number (P: 2.3.6) which relates to Tariff activity dust diseases levy	Suspect
P0474	For a non dust disease Tariff rate number (P: 2.3.6), the specified Tariff activity dust disease levy (P: 2.3.13) must be equal to zero	Suspect
P0475	For a non per capita Tariff rate number (P: 2.3.6), the specified Tariff activity dust diseases levy (P: 2.3.13) must be equal to zero or to (+-tolerance) the amount calculated from Amount of wages paid (P: 2.3.9) times the Tariff activity dust diseases levy for policy commencing before 1/10/1995	Suspect
P0476	For a policy with a non per capita Tariff rate number (P: 2.3.6) commencing on or after 1/10/1995 the specified Tariff activity dust diseases levy (P: 2.3.13) must be greater than or equal to (+-tolerance) to amount calculated from Amount of wages paid (P: 2.3.9) times the Tariff activity dust diseases levy	Suspect

WIC RATING ACTIVITY DETAIL Record

P: 2.4.1 Record type

P0017 Record type is invalid (ie not equal to 1, 2, 3 or 9) Abort

P: 2.4.2 Policyholder identification number

P0608 Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database Fatal

P4074 The last three digits of the WCA policyholder identification number specified must match a valid agent number in the WorkCover database Fatal

P4616 Where a policy changes to a new agent, WCA policyholder identification number for the relevant policy renewal year must be reported with a Commencement Date which is the same as the Expiry Date reported by the previous agent Fatal

P: 2.4.3 Period commencement date

P1406 Period commencement date (P: 2.4.3) must be greater than or equal to the WIC rating commencement date (30/06/2001) Fatal

P: 2.4.4 Transaction date

P0606 A tariff or WIC rating activity detail record with the same Transaction date as the incoming set of data already exists on WorkCover database Fatal

P0612 The tariff or WIC rate activity detail record reported Transaction date is less than the most recent transaction on WorkCover's database Fatal

P1411 Transaction date (P: 2.4.4) on WIC rating activity detail record must be equal to or less than the Submission end date (P: 1.6) Fatal

P1412 Transaction date (P: 2.4.4) on WIC rating activity detail record is earlier than the Submission start date (P: 1.5) Suspect

P: 2.4.5 Record identifier

P0031 For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4) Abort

P: 2.4.6 WorkCover Industry Classification (WIC) rate number

P0614	More than one activity record exists with the same WorkCover industry classification rate number (P: 2.4.6)	Fatal
P1421	WorkCover industry classification rate number (P: 2.4.6) must equal 970000 for a domestic policy (Employer category code (P: 2.2.9) equals 0)	Fatal
P1422	WorkCover industry classification rate number (P: 2.4.6) must be a valid value (checks for valid value within the Policy renewal year (P: 2.2.7))	Fatal
P4812	WIC Rate Number (P: 2.4.6) must be a valid value for previous policy term if Wages (W1) for that previous term (P: 2.4.16) or Number of per capita units (U1) for that previous term (P: 2.4.18) is > zero.	Suspect
P4813	WIC Rate Number (P: 2.4.6) must be a valid value for policy term 2 years prior to this policy term if Wages (W2) for that period 2 years prior (P: 2.4.17) or Number of per capita units (U2) for that period 2 years prior (P: 2.4.19) is > zero.	Suspect

P: 2.4.8 Amount of wages paid

P1433	Amount of wages paid (P: 2.4.8) has been specified but the activity is for a per capita rate number	Fatal
P4072	Amount of wages paid (P: 2.4.8) divided by number of employees (P:2.4.10) is less than \$10,000 where Base tariff premium (P:2.4.11) is greater than \$1,000 and Number of shifts/per/capita (P:2.4.9) is equal to zero where Policy commencement date (P:2.4.3) is equal to or greater than 31/12/2005	Suspect

P: 2.4.9 Number of per capita units

P1442	Number of per capita units (P: 2.4.9) must be zero if the WorkCover industry classification rate number (P: 2.4.6) is not per capita rate number	Fatal
P1443	Number of per capita units (P: 2.4.9) must be specified for a per capita WorkCover industry classification rate number (P: 2.4.6)	Suspect

P: 2.4.10 Number of employees

P1452	Number of employees (P: 2.4.10) must be zero for a domestic policy	Fatal
-------	--	-------

P1453	Number of employees (P: 2.4.10) must be zero for a per capita WorkCover industry classification rate number (P: 2.4.6)	Suspect
P1454	The Number of employees (P: 2.4.10) must be greater than zero for a non per capita WorkCover industry classification rate number (P: 2.4.6)	Suspect
P1455	Number of employees (P: 2.4.10) must be less than 10,000	Fatal

P: 2.4.11 Tariff premium (at basic rate)

P1462	For a non-per capita rate number, the specified Tariff premium at basic rate (P: 2.4.11) must equal (within tolerance) the amount calculated from Amount of wages paid (P: 2.4.8) times premium rate specified in the insurance premiums order for the specified Policy renewal year (P: 2.2.7)	Suspect
P1463	For a per capita WorkCover industry classification rate number (P: 2.4.6), the specified Tariff premium at basic rate (P: 2.4.11) must equal (within tolerance) amount calculated from Number of per capita units (P: 2.4.9) times premium rate specified in insurance premiums order for specified Policy renewal year (P: 2.2.7)	Suspect
P1464	Premium calculation code (P: 2.2.10) indicates 'null' policy but Tariff premium at basic rate (P: 2.4.11) is not set to zero	Fatal

P: 2.4.12 Activity dust diseases levy

P1472	For a non-per capita Workplace Industry Classification Rate Number (P: 2.4.6), the specified Activity Dust Diseases Levy (P: 2.4.12) must be equal to amount calculated from Amount of Wages Paid (P: 2.4.8) less Wages for Determined Classes Dust Disease Levy (P: 2.4.14) times WIC Activity Dust Diseases Levy as specified in the Insurance Premiums Order for the specified Policy Renewal Year (P: 2.2.7)	Suspect
P1474	For a non dust disease Rate number, the specified WIC activity dust disease levy (P: 2.4.12) must be equal to zero	Fatal

P: 2.4.13 WIC premium adjustment flag

P1481	WIC premium adjustment flag (P: 2.4.13) must be 0 or 1	Fatal
-------	--	-------

P1482	WIC premium adjustment flag (P: 2.4.13) must be zero for a per capita WIC	Suspect
P1483	WIC premium adjustment flag (P: 2.4.13) must be zero for a domestic policy	Fatal

P: 2.4.14 Wages for determined classes dust disease levy

P4059	Wages for determined classes dust diseases levy (P: 2.4.14) must be zero if the number of per capita units (P: 2.4.9) is greater than zero	Fatal
P4092	Wages for determined classes dust disease levy (P: 2.4.14) must be zero if Policy renewal year (P: 2.2.7) is less than 2005	Fatal

P: 2.4.15 Determined classes dust diseases levy

P4054	Amount for determined classes dust disease levy (P:2.4.15) in the WIC activity record must be zero for a per capita WIC	Fatal
P4062	Amount for Determined classes dust diseases levy (P: 2.4.15) must equal (+ - tolerance) Wages for determined classes dust disease levy (P: 2.4.14) multiplied by the rate for determined classes dust disease levy as specified in the insurance premiums order (IPO) for the relevant Policy renewal year (P: 2.2.7)	Fatal
P4093	Determined classes dust disease levy (P: 2.4.15) must be zero when Policy Renewal Year (P: 2.2.7) is less than 2005	Fatal

P: 2.4.16 Amount of wages paid W1 (last period)

P4810	Amount of wages paid W1 (P:2.4.16) has been specified but the activity is for a per capita rate number	Fatal
-------	--	-------

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

P4811	Amount of wages paid W2 (P:2.4.17) has been specified but the activity is for a per capita rate number	Fatal
-------	--	-------

P: 2.4.18 Number of per capita unit U1

P4821	Number of per capita units must be zero if WorkCover industry classification rate number (P:2.4.6) is not per capita rate number.	Fatal
-------	---	-------

P: 2.4.19 Number of per capita unit U2

P4822 Number of per capita units must be zero if Fatal
WorkCover industry classification rate number
(P:2.4.6) is not per capita rate number.

P: 2.4.20 Activity mine safety fund premium adjustment

P4012 Activity mine safety fund premium adjustment Fatal
(P: 2.4.20) is greater than zero however the
charged WIC rate number (P: 2.4.6) is not
included in Division B of the IPO for this policy
period

P4013 Activity mine safety fund premium adjustment Fatal
(P: 2.4.20) is greater than zero but levy is not
applicable for this policy period

P4014 Activity mine safety fund premium adjustment Fatal
(P: 2.4.20) is equal to zero however the WIC
rate number (P: 2.4.6) is included in Division B
of the IPO for this policy period

P4015 For a WIC rate number (P: 2.4.6) included in Fatal
Division B of the IPO for this policy period, the
specified Activity mine safety fund premium
adjustment (P: 2.4.20) must be equal (within
tolerance) to the amount calculated from the
Amount of wages paid (P: 2.4.8) times the Mine
safety fund premium adjustment as specified in
the insurance premiums order for the Policy
renewal period (P: 2.2.7)

P: 2.4.21 Amount of apprentice wages paid

P4833 Amount of apprentices wages paid (P: 2.4.21) Fatal
has been specified but the activity is for a per
capita rate number

P4834 Amount of apprentices wages paid (P: 2.4.21) Fatal
is greater than the Amount of wages paid (P:
2.4.8) on the WIC rating activity detail record

P: 2.4.22 Activity apprentice incentive scheme amount

P4835 Activity apprentice incentive scheme amount Fatal
(P: 2.4.22) is greater than zero but the discount
is not applicable for this policy period

P4836 Activity apprentice incentive scheme amount Fatal
(P: 2.4.22) is greater than zero but the Amount
of apprentices wages paid (P: 2.4.21) is zero

P4837	For a non-per capita rate number, the specified Activity apprentice incentive scheme amount (P: 2.4.22) must be equal (within tolerance) to the amount calculated from the Amount of apprentices wages paid (P: 2.4.21) times the premium rate specified in the insurance premiums order for specified Policy renewal year (P: 2.2.7).	Suspect
-------	--	---------

AGGREGATE DOMESTIC POLICY Record

P: 3.1 Record type

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
-------	---	-------

P: 3.2 Aggregate domestic policy number

P4838	Policy number has already been reported as other than aggregate domestic policy	Fatal
-------	---	-------

P: 3.3 Period commencement date

P0506	Aggregate domestic policy Period commencement date (P:3.3) must be greater than or equal to 30/06/87	Fatal
-------	--	-------

P: 3.4 Transaction date

P0511	Transaction date (P: 3.4) on aggregate domestic policy record must be less than or equal to the Submission end date (P: 1.6)	Fatal
P0512	Transaction date (P: 3.4) on the aggregate domestic policy record is earlier than the transaction date of the most recent record already existing on the WorkCover database	Suspect
P0513	Transaction date (P: 3.4) is earlier than the Submission start date (P: 1.5)	Suspect
P0607	An aggregate domestic policy record with the same Transaction date (P: 3.4) as the incoming set of data already exists on WorkCover database	Fatal

P: 3.5 Period expiry date

P0516	The term of the aggregate domestic policy (P: 3.3) is greater than 12 months	Fatal
P0517	Period expiry date (P: 3.5) on aggregate domestic policy record is earlier than the Period commencement date (P: 3.3)	Fatal

P: 3.6 Policy renewal year

P0507	Aggregate domestic Policy renewal year (P: 3.6) derived from the Period commencement date (P: 3.3) must be a valid year	Fatal
P0508	The specified Policy renewal year (P: 3.6) on aggregate domestic policy record is inconsistent with the Period commencement date (P: 3.3)	Suspect
P0509	New aggregate domestic policy term (P: 3.3) cannot come after the agent/insurer's licence expiry date or agent/insurer contract end date	Fatal

P: 3.10 Premium payable - aggregate domestic policy

P0531	Premium payable (P: 3.10) on aggregate domestic policy record must be equal to or greater than zero.	Fatal
P0540	Null aggregate domestic policy record submitted and no previous record for Policy Number (P: 3.2) exists on WorkCover's database	Suspect

P: 3.11 Aggregate domestic GST amount

P0546	Aggregate domestic GST amount (P: 3.11) must be equal to zero if Period expiry date (P: 3.5) is less than the commencement date of the GST (01/07/2000)	Fatal
P0547	Aggregate domestic GST amount (P: 3.11) must be equal to or greater than zero if Period expiry date (P: 3.5) is equal to or greater than the commencement date of the GST (01/07/2000)	Fatal
P0548	Aggregate domestic GST amount (P: 3.11) must be less than Total premium payable (P: 3.12) unless null policy	Fatal

P: 3.12 Total premium payable (including GST)

P0551	Total premium payable (including GST) (P: 3.12) must equal Premium payable - Aggregate domestic policy (P: 3.10) plus Aggregate domestic GST amount (P: 3.11)	Fatal
-------	---	-------

P: 3.13 WorkCover Industry Classification (WIC) rate number

P0522	If specified, WorkCover industry classification rate number (P: 3.13) on aggregate domestic policy record must be equal to 970000	Fatal
-------	---	-------

P0523 Workplace industry classification rate number (P: 3.13) must be set to zero where the Period commencement date (P: 3.3) is less than the WIC rating commencement date (30/06/2001) Fatal

POLICY SUBMISSION TRAILER Record

P: 9.1 Record type

P0017 Record type is invalid (ie not equal to 1, 2, 3 or 9) Abort

P0029 There is more than one trailer record on the submission file Abort

P: 9.2 Number of policy detail records

P0650 The reported Number of policy term detail records (P: 9.2) on the trailer record does not equal the actual count of the records Abort

P: 9.3 Number of premium detail records

P0651 The reported Number of premium detail records (P: 9.3) on the trailer record does not equal the actual count of the records Abort

P: 9.4 Number of tariff rating activity detail records

P0652 The reported Number of activity detail records (P: 9.4) on the trailer record does not equal the actual count of the records Abort

P: 9.5 Number of WIC rating activity detail records

P0675 The reported Number of WIC Rating activity detail records (P: 9.5) on the trailer record does not equal the actual count of the records Abort

P: 9.6 Number of aggregate domestic policy records

P0653 The reported Number of aggregate domestic policy records (P: 9.6) on the trailer record does not equal the actual count of the records Abort

P: 9.7 Financial total - Basic tariff premium

P0654 The reported Financial total of basic tariff premium (P: 9.7) on the trailer record does not equal the sum of the individual records Abort

P: 9.8 Financial total - Experience premium

P0655 The reported Financial total of experience premium (P: 9.8) on the trailer record does not equal the sum of the individual records Abort

P: 9.9 Financial total - Cost of claims C0

P0656 The reported Financial total of cost of claims C0 (P: 9.9) on the trailer record does not equal the sum of the individual records Abort

P: 9.10 Financial total - Cost of claims C1

P0657 The reported Financial total of cost of claims C1 (P: 9.10) on the trailer record does not equal the sum of the individual records Abort

P: 9.11 Financial total - Cost of claims C2

P0658 The reported Financial total of cost of claims C2 (P: 9.11) on the trailer record does not equal the sum of the individual records Abort

P: 9.12 Financial total - Premium adjustment levy

P0659 The reported Financial total of premium adjustment levy (P: 9.12) on the trailer record does not equal the sum of the individual records Abort

P: 9.13 Financial total - Policy dust diseases levy

P0660 The reported Financial total of premium dust diseases levy (P: 9.13) on the trailer record does not equal the sum of the individual records Abort

P: 9.14 Financial total - Premium payable

P0662 The reported Financial total of premium payable (P: 9.14) on the trailer record does not equal the sum of the individual records Abort

P: 9.15 Financial total - Premium discount amount

P0676 The reported Financial total of premium discount amount (P: 9.15) on the trailer record does not equal the sum of the individual records Abort

P: 9.16 Financial total - Amount of wages paid

P0663 The reported Financial total of amount of wages Abort
paid (P: 9.16) on the trailer record does not
equal the sum of the individual records

P: 9.17 Count - Number of per capita units

P0664 The reported Count of number of shifts (P: Abort
9.17) on the trailer record does not equal the
sum of the individual records

P: 9.18 Count - Number of employees

P0665 The reported Count of number of employees Abort
(P: 9.18) on the trailer record does not equal
the sum of the individual records

P: 9.19 Financial total - Tariff premium (at basic rate)

P0666 The reported Financial total of tariff premium at Abort
basic rate (P: 9.19) on the trailer record does
not equal the sum of the individual records

P: 9.20 Financial total - Activity dust diseases levy

P0667 The reported Financial total of activity dust Abort
diseases levy (P: 9.20) on the trailer record
does not equal the sum of the individual
records

P: 9.21 Financial total - Aggregate domestic basic tariff premium

P0668 The reported Financial total of aggregate Abort
domestic basic tariff premium (P: 9.21) on the
trailer record does not equal the sum of the
individual records

P: 9.22 Financial total - Aggregate domestic premium payable

P0669 The reported Financial total of aggregate Abort
domestic premium payable (P: 9.22) on the
trailer record does not equal the sum of the
individual records

P: 9.23 Financial total – Premium GST amount

P0670 The reported Financial total of GST amount (P: Abort
9.23) on the trailer record does not equal the
sum of the individual premium detail records

P: 9.24 Financial total - Total premium payable

P0671 The reported Financial total of total premium Abort
payable (P: 9.24) on the trailer record does not
equal the sum of the individual premium detail
records

P: 9.25 Financial total - Aggregate domestic GST amount

P0672 The reported Financial total of aggregate Abort
domestic GST amount (P: 9.25) on the trailer
record does not equal the sum of the individual
aggregate domestic records

P: 9.26 Financial total - Aggregate domestic premium payable (including GST)

P0673 The reported Financial total of aggregate Abort
domestic premium payable (including GST) (P:
9.26) on the trailer record does not equal the
sum of the individual aggregate domestic
records

P: 9.27 Financial total – Input tax credit adjustment amount

P0674 The reported Financial total of input tax credits Abort
adjustment amount (P: 9.27) on the trailer
record does not equal the sum of the individual
records

P: 9.28 Financial total - Wages for determined classes dust diseases levy

P4080 The reported Financial total of wages for Abort
determined classes dust diseases levy (P: 9.28)
on the trailer record does not equal the sum of
the individual records

P: 9.29 Financial total - Determined classes dust diseases levy

P4081 The reported Financial total of determined Abort
classes dust diseases levy (P: 9.29) on the
trailer record does not equal the sum of the
individual records

P: 9.30 Financial total - Amount of wages paid (W1)

P4016 The reported Financial total of amount of wages Abort
paid W1 (P: 9.30) on the trailer record does not
equal the sum of the individual records

P: 9.31 Financial total - Amount of wages paid (W2)

P4017 The reported Financial total of amount of wages Abort
paid W2 (P: 9.31) on the trailer record does not
equal the sum of the individual records

8 FILE SEQUENCE VALIDATION RULES

The following validation rules apply to policy submission files but are not linked any specific data items.

8.1 FILE SEQUENCE ERRORS

P0017	Record type is invalid (ie not equal to 1, 2, 3 or 9)	Abort
P0031	For a policy record (record type = 2), the Record identifier is invalid (ie not equal to 1, 2, 3, or 4)	Abort
P0029	There is more than one trailer record on the submission file	Abort
P0201	A premium detail record has been specified without an associated policy term detail record, but the policy term does not exist on WorkCover's database	Abort
P0022	Header record exists more than once in the submission file	Abort
P0021	Premium detail record does not exist for the activity detail record	Abort
P0020	Activity detail record does not exist for the premium detail record	Abort
P0019	Trailer record does not exist in the submission file	Abort
P0015	Record out of sequence	Abort
P0011	Policy release number must be numeric	Abort

8.2 TRANSACTION SET INTEGRITY CHECKS

P0608	Reported WCA policyholder identification number exists as a Replacement policy number (P: 2.1.9) on WorkCover database	Fatal
P0602	A set of data with the same Transaction Date (P: 2.1.4) as the incoming set already exists on WorkCover database	Fatal
P0609	Reported Replacement policy number (P: 2.1.9) exists as an original WorkCover policyholder identification number (P: 2.1.2)	Fatal
P0605	A premium detail record with the same Transaction date (P:2.2.4) as the incoming set of data already exists on WorkCover database	Fatal
P0606	A tariff or WIC rating activity detail record with the same Transaction date as the incoming set of data already exists on WorkCover database	Fatal
P0612	The tariff or WIC rate activity detail record reported Transaction date is less than the most recent transaction on WorkCover's database	Fatal
P0614	More than one activity record exists with the same WorkCover industry classification rate number (P: 2.4.6)	Fatal
P0607	An aggregate domestic policy record with the same Transaction date (P: 3.4) as the incoming set of data already exists on WorkCover database	Fatal
P0603	More than one activity record with the same tariff rate number	Abort
P0604	A Policy Term Detail record with the same Transaction Date (P:2.1.4) as the incoming set of data already exists on WorkCovers database	Abort
P0610	The policy detail record reported transaction date (P: 2.1.4) is less than the most recent transaction on WorkCover database	Abort
P0611	The premium detail record reported transaction date (P: 2.2.4) is less than the most recent transaction date on WorkCover's database	Abort

9 PREMIUM REFORM CALCULATIONS

9.1 MULTI-TARIFF EXPERIENCE PREMIUM CALCULATION

XYZ Pty Ltd has a multi-tariff policy with WIC 123 and WIC 456.

WIC 123 has a rate of 4.44% and an ICCR of 4.41%. The estimated wages for WIC 123 for the current year is \$420,000. Last year's wages were \$290,000 and the claims costs were \$47,000, and the year before the wages were \$275,000 and the claims costs were \$20.

WIC 456 has a rate of 6.66% and an ICCR of 6.69%. The estimated wages for WIC 456 for the current year is \$500,000. Last year's wages were \$450,000 and the claims costs were \$33,000, and the year before the wages were \$425,000 and the claims costs were \$40,000.

	Rate	ICCR	W0	W1	W2	C0	C1	C2
WIC 123	4.44	4.41	\$420,000	\$290,000	\$275,000	–	\$47,000	\$20
WIC 456	6.66	6.69	\$500,000	\$450,000	\$425,000	–	\$33,000	\$40,000

Initial experience premium using multi-tariff formula:

Experience Premium Rates (ICCRs) = Basic Tariff Premium x $\frac{\text{Total Employer's Claims Cost Rate}}{\text{Weighted Industry Claims Cost}}$
Where,

Basic Tariff Premium (T) = wages x industry premium rate

Total ECCR = the employer's total claims costs divided by the employer's total wages

Weighted ICCRs = $\frac{[(ICCR_a \times \text{wages}_a) + (ICCR_b \times \text{wages}_b) + (ICCR_n \times \text{wages}_n)]}{\text{Total Wages}}$

Basic Tariff Premium (T) = (\$420,000 x 0.0444) + (\$500,000 x 0.0666) = \$18,648 + \$33,300 = \$51,948

Total ECCR = $\frac{\$120,020}{\$1,440,000} = 0.083347$

Weighted ICCRs = $\frac{[(0.0441 \times \$565,000) + (0.0669 \times \$875,000)]}{\$1,440,000}$
= $\frac{\$83,454}{\$1,440,000} = 0.057954$

Experience Premium = $\$51,948 \times \frac{0.083347}{0.057954} = \mathbf{\$74,709.41}$

9.2 PREMIUM CALCULATION

The total premium payable by an employer for a policy of insurance is to be calculated for a period of insurance of not more than 12 months and:

For policies after the introduction of Premium Paid in Full in Advance (Commence date on or after 30 June 2007)

The following formulas apply

(a) if the employer is a *medium or large* employer for the purposes of the policy, in accordance with the following formula:

$$TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I + M - A - Z$$

(b) if the employer is a *small* employer for the purposes of the policy, in accordance with the following formula:

$$TPP = T + Q - Y + D - I + M - A - Z$$

For policies after the introduction of Apprentice Incentive Scheme (Commence date on or after 31 December 2006)

The following formulas apply

For medium and larger employers

$$TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I + M - A$$

For small employers

$$TPP = T + Q - Y + D - I + M - A$$

Premium calculation from 30/06/2006 when Mine Safety Adjustment was introduced

(a) if the employer is a medium or large employer for the purposes of the policy, in accordance with the following formula:

$$TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I + M$$

except that where;

- the T is < \$50K, the experience adjusted premium [(T x (1 - S)) + (E x S)] is not to exceed the amount of that BTP by 1.5T¹.
- the T is = > \$50K and < \$150K, the experience adjusted premium [(T x (1 - S)) + (E x S)] is not to exceed the amount of that BTP by 2T¹.
- the T is = > \$150K and < \$300K, the experience adjusted premium [(T x (1 - S)) + (E x S)] is not to exceed the amount of that BTP by 2.5T¹.

(b) if the employer is a small employer for the purposes of the policy, in accordance with the following formula:

$$TPP = T + Q - Y + D - I + M$$

¹ or, if the period of insurance is to be less than 12 months, where T would not exceed the defined value were that period of insurance to be 12 months

In accordance with the revised IPO for 05/06 (commencing 31/12/2005)

TPP (P: 2.2.23) is the total premium payable for the time being payable by the employer in respect of the period of insurance to which the policy relates.

T (P: 2.2.12) is the BTP for the employer, calculated with respect to the period of insurance. Derived from **(Wa x Ra) + (Wb x Rb) +(Wn x Rn)²**

Where Wa, Wb...Wn are each a part of the total wages payable & Ra, Rb...Rn are each a rate that corresponds with a class applicable to the employer, WIC Rate (refer schedule 3 of the IPO for further detail)

S (P: 2.2.13) is the experience adjustment factor for the employer determined with respect to the period of insurance and calculated as follows;

$$\text{S FACTOR} = \frac{0.9T}{T + 225,000}$$

except where the employer is classified as a new employer year 1 & 2, the experience adjustment factor is derived as follows;

$$\text{S FACTOR YEAR 1} = \frac{0.9T}{T + 225,000} \quad \times \quad 0.33$$

$$\text{S FACTOR YEAR 2} = \frac{0.9T}{T + 225,000} \quad \times \quad 0.66$$

E (P: 2.2.14) is the experience premium, if any, for the employer determined with respect to the period of insurance.

Experience is calculated as follows for **initial** premium and hindsight for short term policies;

Initial ECCR is calculated in accordance with the following formula:

$$\text{INITIAL ECCR} = \frac{C 1 + C 2}{W 1 + W 2}$$

Experience Premium is calculated as;

$$E = T \times \frac{\text{ECCR}}{\text{ICCR}}$$

Experience is calculated as follows for **hindsight** premium;

² Wa...Wn is reported as the sum of P: 2.4.8 & Ra...Rn is reported as P: 2.4.6. There is a 2.4 record per WIC.

Initial ECCR is calculated in accordance with the following formula:

$$\text{HINDSIGHT ECCR} = \frac{C0 + C1 + C2}{W0 + W1 + W2}$$

Experience Premium is calculated as;

$$E = T \times \frac{\text{ECCR}}{\text{ICCR}}$$

Where;

- W0 is P: 2.4.8
- W1 is P: 2.4.16
- W2 is P: 2.4.17
- C0 is P: 2.2.15
- C1 is P: 2.2.16
- C2 is P: 2.2.18

Refer annexure 3 to determine experience where an employer is allocated multiple WIC's.

The per capita units, U0, U1 & U2, replace Wages where the rate is per capita.

Where

- U0 is P: 2.4.9
- U1 is P: 2.4.18
- U2 is P: 2.4.19

D (P: 2.2.19) is the dust diseases contribution, if any, for the employer.

Q (P: 2.2.18) is the premiums adjustment contribution, if any, for the employer.

I (P: 2.2.24) is the input tax credit adjustment, if any, for the employer determined with respect to the period of insurance.

M (P: 2.2.37) is the Mine Safety Fund Premium Adjustment contribution, if any, for the employer.

Y (P: 2.2.32) is the premium discount amount, if any, for the employer determined with respect to the period of insurance and will be calculated as follows;

A (P: 2.2.38) is the Apprentice incentive scheme amount

Z (P: 2.2.40) is the Premium paid in full in advance amount

For policies commencing >= 31/12/2005:

For medium and large employer (Employer Category Code P: 2.2.9 = 5 and 6), calc will be the same as category A employers (Employer Category Code P:2.2.9 = 1 pre premium reform):

$$Y = \text{PDS Rate} \times ((T \times (1-S)) + (E \times S) + Q)$$

For small employer (Category Code P:2.2.9 = 4):

$$Y = \text{PDS Rate} \times (T + Q)$$

as X excess surcharge factor no longer applies post 31/12/2005

Extra Conditions:

- 1) For \geq 31/12/2005 the 2T rule re capping of premium payable on medium and large employer (Employer Category Code P: 2.2.9 = 5 and 6) policies has changed to the 1.5T, 2T and 2.5T rule, so that rule has to be taken into account after applying the formula.

- 2) Capping of Premium Discount Amount is also required based on Premium Discount Year (of participation) as below:
 - \$75,000 for Premium Discount Year 1
 - \$50,000 for Premium Discount Year 2
 - \$25,000 for Premium Discount Year 3

where Y = Premium Discount Amount

Premium Discount Advisor = 3 digit code representing a business approved to advise employers on OHAS issues, ranging from 100 to 327 or 800 to 810 for industry sponsor

Premium Discount Rate = sliding percentage rate max 15% for first year (max 10% for industry sponsor)

9.3 PREMIUM CALCULATION PRIOR TO 30/06/2006

The total premium payable by an employer for a policy of insurance is to be calculated for a period of insurance of not more than 12 months and:

(a) if the employer is a category A employer for the purposes of the policy, in accordance with the following formula:

$$TPP = ((T \times (1 - S)) + (E \times S) + Q - Y + D - I$$

except that where the BTP does not exceed \$112,000 (or, if the period of insurance is to be less than 12 months, where the BTP would not exceed \$112,000 were that period of insurance to be 12 months), the

experience adjusted premium $[(T \times (1 - S)) + (E \times S)]$ is not to exceed twice the amount of that BTP[2T],

(b) if the employer is a category B employer for the purposes of the policy, in accordance with the following formula:

$$TPP = ((T \times (X \times T)) + Q - Y + D - I$$

In accordance with the IPO 05/06

TPP (P:2.2.23) is the total premium for the time being payable by the employer in respect of the period of insurance to which the policy relates.

T (P:2.2.12) is the BTP for the employer, calculated with respect to the period of insurance.

Derived from Wages by WIC

S (P:2.2.13) is the experience adjustment factor for the employer determined with respect to the period of insurance.

E (P:2.2.14) is the experience premium, if any, for the employer determined with respect to the period of insurance.

X (P:2.2.11) is the excess surcharge factor for the employer determined with respect to the period of insurance.

D (P:2.2.19) is the dust diseases contribution, if any, for the employer.

Q (P:2.2.18) is the premiums adjustment contribution, if any, for the employer.

I (P:2.2.24) is the input tax credit adjustment, if any, for the employer determined with respect to the period of insurance.

Y (P:2.2.32) is the premium discount amount, if any, for the employer determined with respect to the period of insurance.

Calculation of Experience Premium Formula For Experience Premium Calculation purposes employers were previously categorised as follows: -

Timeline	Cat A (Experienced Adjusted)	Cat B (Non – Experienced Adjusted)

Pre 30.06.2005	Greater \$3k	Less Than or = \$3k
Post 30.06.2005	Greater \$10k	Less Than or = \$10k

The experience premium (“E”) for an employer is to be calculated:

(a)

- (i) for the purpose of calculating the initial premium payable before the expiration of the period of insurance for which the premium is to be calculated, and
- (ii) after the period of insurance for which the premium is to be calculated has expired (being a period that is less than 12 months),
in accordance with the following formula:

$$E = W \times \left[\frac{(F100 \times C1) + (F101 \times C2)}{W1 + W2} \right]$$

(b) after the period of insurance for which the premium is to be calculated has expired (being a period that is not less than 12 months), in accordance with the following formula:

$$E = W \times \left[\frac{(F102 \times C0) + (F103 \times C1) + (F104 \times C2)}{W0 + W1 + W2} \right]$$

Where:

W is the total of the wages payable to workers by the employer in respect of the period of insurance.

F100 is 6.63.

F101 is 4.33.

F102, **F103** and **F104** are such numbers as are determined by the Governor on the recommendation of the WorkCover Authority and notified in the Gazette decreed at the end 2005/2006 period.

C1 (P: 2.2.16) and **C2 (P: 2.2.27)** are respectively the totals of the cost of claims for the employer in respect of the last and second last period of 12 consecutive months that occurred before the commencement of the period of insurance (not including the cost of any claims under sections 10 (Journey claims) and 11 (Recess claims) of the Act).

C0 (P: 2.2.15) is the total of the cost of claims for the employer in respect of the period of insurance (not including the cost of any claims under sections 10 (Journey claims) and 11 (Recess claims) of the Act).

W1 (P: 2.2.16) and **W2 (P: 2.2.17)** are respectively the totals of the wages payable to workers by the employer in respect of the last and second last period of 12 consecutive months that occurred before the commencement of the period of insurance.

W0 (P: 2.4.8) is the total of the wages payable to workers by the employer in respect of the period of insurance.

10 REFERENCE DATA

In the new scheme WorkCover will rely on externally and internally sourced reference data to verify the information submitted by the agents and stored in the WorkCover Corporate Data repository. The new scheme Agents and WorkCover will be required to collaboratively utilise the same reference data to ensure consistent data quality and content in related systems.

To facilitate improved data quality in the new Scheme, WorkCover proposes to extend the use of reference data. 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 scheme. Some form of reference data will be available to agents for population into their own claims and policy system. WorkCover will verify data reported by agents with these reference tables. The provision data through the use of reference data can be found within the reporting requirements section of this document.

It is acknowledged that the Data Interface Section of WorkCover will be responsible for ensuring WorkCover produced codes are made available to agents and coordinating the timeliness and frequency of loading “all” reference data.

The following table will assist all stakeholders in identifying the targeted reference data; the rationale and responsibilities involved for successful implementation and ongoing management. All codes will be issued to new Agents at the time of their inception to the new scheme.

Agency / Data Source	Type of data	Data Elements and descriptions	Rationale for use	Expected Frequency	Responsibility
ABR (Australian Business Register)	A register of company names and addresses	Employer ABN Employer Legal Name Employer ACN	The ABN and Employer legal name reported by Agents will be validated against the ABR by WorkCover.	Monthly	Scheme Agents will be required to source the information directly from the ATO and load into their database.
Australia Post	The formal Australian register of addresses.	Street address, suburbs and postcodes	Address details provided by agents are consistent with those held on the Australian Post Code register. To be used to verify the postcode against locality for Employer Address, Claimant Address, WorkPlace Address and Accident Location.	6 Months	Workcover will be responsible for coordinating the timeliness of loading new versions however the new scheme Agents will be required to source the information directly from Australia Post and load into their database.

Agency / Data Source	Type of data	Data Elements and descriptions	Rationale for use	Expected Frequency	Responsibility
ABS (Australian Bureau of Statistics)	Claim related codes.	<p>National wage rates Hours people work Language codes</p> <p>ASCO 2nd Edition catalogue number 1220.0 ASCO 1st Edition Cat 1223.0 ANZSIC Cat 1292.0 ASIC Cat 1201.0</p> <p>Country and language have been condensed, so not all codes are applicable ASCCS 1269.0 ASCL 1267.0</p>	Utilised in claim definitions.	As Required	<p>Workcover will be responsible for issuing and coordinating the timeliness of loading new versions.</p> <p>It is the Agents responsibility to ensure version control and the timeliness of the physical load to their database.</p>
Pricewaterhousecoopers (PWC) (WorkCover Actuaries).	Calculations for premium rates.	WIC Rates IPO	Utilised in premium determination as per current solution.	Annually	<p>Workcover will be responsible for issuing and coordinating the timeliness of loading new versions.</p> <p>It is the Agents responsibility to ensure version control and the timeliness of the physical load to their database.</p>
NOHSC	Injury coding, (TOOCS)	<p>Nature of Injury/disease code/Disease code, Mechanism of injury/disease code, Breakdown Agency.</p> <p>TOOCS 1st Edition TOOCS 2nd Edition revised (2.1)</p>	Utilised in injury classification as per current solution.	Annually	<p>Workcover will be responsible for issuing and coordinating the timeliness of loading new versions.</p> <p>It is the Agents responsibility to ensure version control and the timeliness of the physical load to their database.</p>

11 ADDRESS FORMAT RULES

The formats contained in this section are to assist you in achieving the level of data quality that WorkCover requires for the specification of addresses. The Data Interface Section at WorkCover will continue to monitor data quality levels and work with agents to meet these standards.

Field name	Description
Street information P: 2.1.13	This field is used for recording the property number and/or name, the street number(s) and street name. That is, the components which describe the physical location of the property. The components of the address are to be separated by commas, as explained in the rules below. Where the address provided is on a corner, both street names are entered in this field. Special rules are provided below for recording corner streets
Locality name P: 2.1.14	This field is for the locality only. There are separate fields for street and postcode information, and the State will be determined from the postcode. The locality might be a suburb, town or city name. In some rare cases it may be a post office. Australia Post provides the locality names used by WorkCover.
Postcode P: 2.1.15	This field is used only for recording the postcode of the locality of the employer's address. The State is not required as it will automatically be determined from the postcode.

11.1 STREET INFORMATION RULES

There must only be one Street Address (P:2.1.13) recorded for each policy. It must be the principal operating location of the employer, with all address components specified here, apart from locality name and postcode, both of which are to be reported in separate fields (P:2.1.14 and P:2.1.15).

DX (document exchange) or Post Office Box addresses are not acceptable.

Each component of the street details (eg house numbers, property or building names, street names and street types) must be separated from each other by commas.

eg *Suite 1, Level 2, 63 Church St* but not *Suite 1 Level 2 63 Church St*
Shop 5, 16 Market S but not *Shop 5 16 Market St*
Unit 41, 81 - 83 Gerard St but not *Unit 41 81 - 83 Gerard St*

Property details such as Unit, Flat, Suite, Level, Floor, Factory, Shop must be written in full. Abbreviations can be ambiguous.

eg *Floor 5* but not *Fl 5*
Shop 1A but not *S1A*

Where a unit number, suite number, shop number has a prefix or suffix, the components must be kept together, not separated by spaces or brackets.

eg *Suite 7B* but not *Suite 7 B*
13A Smith St but not *13(A) Smith St*
Shop 69K but not *Shop 69 K*

House or building number ranges may be separated by a dash, slash or backslash.

eg *Level 6, 213 - 217 King St*
Level 6, 213 / 217 King St

Property names should be contained in quotes so that they can be distinguished from street and locality names. This is particularly important for country properties, where there may be no street.

eg *'Mount Broughton', Gerilderie*
Shop 6, 'Gateway Plaza', Old Northern Rd
Suite 14, 'AMP Centre', Bridge St
'Farm 44'

Where there are two or more shops in the address, they are to be joined by an ampersand or a dash. Commas must not be used.

eg *Shops 5&6* but not *Shops 5, 6*
Shops G4&H7 but not *Shops 33,34,37*

Where possible, shopping centre addresses should contain a street name, but a street number is not required.

eg *Shop 82, 'Westfield Shopping Centre', Church St, Parramatta*

Suburb, city or any other locality details are not to be recorded in the Street information field.

Street names must be written in full.

eg *Seven Hills Rd* but not *7 Hills Rd*
Great Western Hwy but not *Gt W'stn Hwy*
Eastern Valley Way but not *E Valley Way*
Acacia Rd North but not *Acacia Rd N*

Street type indicators (Street, Road, Highway, Lane etc) must be included. Street type indicators can be abbreviated, but the abbreviations must be those, which can be found in the front of the Universal Business Directories (UBD) street directory.

Special case: Corner street address

Sometimes the street address is given as the corner of two streets. Both street names are to be entered in the Street information field. The correct way to enter the street names is as follows:

eg *Cnr George St and Wellington Rd*

Street type indicators (Street, Road, Highway, Lane etc) must be included for both streets.

eg

Cnr Ford St and West St but not *Cnr Ford and West Sts*

Use only the abbreviation 'cnr'. Do not spell 'corner' in full as it is common as a person's family name.

eg

Cnr Alfred St & Mount St but not *Corner Alfred St & Mount St*

Special case: RSD or RMB address

Road Side Delivery and Roadside Mail Box address must be entered in the Street information field.

eg *'Dalkeith' RMB 265, Mangrove Rd, Cowan*

Street information field: RMB 265, 'Dalkeith', Mangrove Rd

Locality field: Cowan

Special case: properties with their own postcode

Some large properties (eg universities, hospitals, airports and some shopping centres) have no street details because they occupy a large parcel of land. These properties sometimes have a postcode, which is different to the postcode of the surrounding locality. In these cases, the Street information field should be left blank unless there are some related Property details (eg Block H, Level 7), and the property name (eg Macquarie University) should be entered in the Locality name field.

eg *Macquarie University, North Ryde should be entered as:*

*Street information field: <blank> or
Block H, Level 7*

Locality name field: Macquarie University

Postcode field: 2109

but not

Street information field: Macquarie University

Locality name field: North Ryde

Postcode field: 2113

Special case: property details with their own postcode

The related property details should always be given in the Street Information field; more precise information than just the property name is required. Postcode must be given.

11.2 LOCALITY NAME RULES

State is not required and is not to be recorded in the Locality name field.

In country areas where the address contains more than one locality (eg Moorilda via Bathurst), only the larger locality (ie the locality on the right hand side of the 'via') is to be recorded.

eg *'Murray Downs', Moorilda via Bathurst should be recorded as:*

Street information field: 'Murray Downs'

Locality name field: Bathurst

Where there is only one Locality name which is preceded by 'via' the 'via' should be omitted.

eg *'Tralee Station' via Binya should be recorded as:*

Street information field: 'Tralee Station'

Locality name field: Binya

If a locality name is longer than 30 characters and must be shortened, truncate from the right hand side back to 30 characters. It will still be recognised as a locality if abbreviated this way.

eg *Northern Rivers Mail Sorting Centre should be recorded as:*

Northern Rivers Mail Sorting C

The locality name must not be abbreviated in any circumstances other than where it exceeds 30 characters in length.

eg *P'matta is not acceptable as an abbreviation for Parramatta*

11.3 POSTCODE RULES

Postcode is to be recorded once only, and in the Postcode field. State is not required and is not to be recorded in the Postcode field. It will automatically be derived from the postcode.

12 EMPLOYER NAME FORMAT RULES

The formats contained in this section are to assist you in achieving the level of data quality that WorkCover requires for the fields related to employer's names. The Data Interface Section at WorkCover will continue to monitor data quality levels and work with agents to meet these standards.

12.1 EMPLOYER NAME FIELDS

<i>field name</i>	<i>description</i>
Employer trading name	This field is for the full trading name of the employer, including trusts and trustee names.

12.1.1 Employer trading name rules

Supply only one name, which must be the actual trading name.

Address details must not be recorded in the same fields as employer name(s).

The employer's full trading name must be recorded in the Employer trading name field. Acronyms should not be used unless they are the full trading name of the employer.

eg BT (for Bankers Trust) is not acceptable

Where it is not possible to provide the full trading name, initials must be followed by full stops or spaces.

eg J P Clarke but not JP Clarke

'Care of' (c/o) or 'Attention' names are not to be recorded in the Employer trading name field.

eg Westmorley Company, C/o Penn and Jones Solicitors

Employer trading name field: Westmorley Company

Asterisks must not be used in the Employer trading name fields.

*eg ***Policy not renewed*** is not acceptable*

Comments must not be recorded in the Employer Name field.

eg Expired on 30/6/92 is not acceptable

Title words such as 'The' and 'and' which form part of an employer name should be included in their logical order in the name string.

eg

The Rocking Horse Shop but not Rocking Horse Shop, The

Commas, brackets, numerals and any other special characters which form part of an employer name should be included in their logical position in the name.

eg *7-Eleven Stores Pty Ltd*
 The Boots Company (Australia) Pty Ltd

Trusts and Trustees (sometimes identified by T/for or T/Tee for) must be written in full and entered in the Trading Name field only.

eg *R H Nevin T/for the Nevin Family Trust*

Employer trading name field: R H Nevin as Trustee for the Nevin Family Trust

If the employer is a person (or persons), enter the name in the Employer trading name field, using the rules specified in *Special case: person name as the employer trading name* below.

Special case: person name as the employer trading name

The name must be entered in the order that the person would use to introduce themselves.

eg

Alison Gray, *but not Gray, Alison*
Mr Graham Anderson *but not Anderson, Mr Graham*
E P and J L Horne *but not Horne, E P and J L*

The person's title is optional, but all other components are mandatory.

eg

Kevin Sanderson *or* *Mr Kevin Sanderson*
Jennifer Walton *or* *Dr Jennifer Walton*

The person's full name must be given wherever possible, but if it is not available, the initial followed by a full stop or a space may be used.

eg *Peter Bruce Kell is preferred*
 P B Kell is acceptable, only if the full names are not
 available
 PB Kell is not acceptable

Special Characters (eg hyphens, apostrophes) should be left in where they form part of the person's name.

eg *Wai-Lee Ho*
 Jo-ann Ferguson

If the Family Name is a compound name then a hyphen must be used to join the components.

eg *Charles Westley Smith must be entered as Charles Westley-Smith*

Special case: strata plan as the employer trading name

The only employer name details WorkCover requires about a Strata Plan are the words Strata Plan and the number. Each of these three components must be separated by a space. All other information (eg managing agent names, proprietor names, property names) must be omitted.

eg *Strata Plan No. 1234356*

Employer trading name field: Strata Plan 1234356

and *The Proprietors of Strata Plan 9835343*

Employer trading name field: Strata Plan 9835343

'Strata Plan' must be written in full, not abbreviated to SP or SPL.

Special case: ACN as the employer trading name

In those cases where the ACN forms part of the employer's trading name, it is acceptable to supply it in the Employer trading name field and in this format:

eg *ACN 001950380 Pty Ltd*
