



NOTES FOR APPLICANT

- This form must be completed and lodged with the Application for Conciliation when applying for:
 - Additional income compensation (section 52 of the *Workers Compensation and Injury Management Act 2023*); or
 - A standard increase in the medical and health expenses general limit amount (section 77 of the *Workers Compensation and Injury Management Act 2023*); or
 - An increase for special expenses in the medical and health expenses general limit amount (section 78 of the *Workers Compensation and Injury Management Act 2023*).
- WorkCover WA provides an electronic document system (EDS) for the lodgement of applications and documents related to disputes called **WorkCover WA Online**. Unless a party is exempt from using the EDS, all documents must be lodged via WorkCover WA Online. Exempt parties can also use the EDS if they wish. Registration as a user of WorkCover WA Online is easy and can be done via our website.
- Further information is available in the **Guide to the Workers Compensation Conciliation Service** and can be found on our website or by contacting WorkCover WA's Advice and Assistance line on 1300 794 744.

NON-EXEMPT APPLICANT (worker represented by a legal practitioner or authorised agent)
 This form must be lodged using the EDS in accordance with the *Workers Compensation and Injury Management Conciliation Rules 2024*.

EXEMPT APPLICANT (unrepresented worker)

- You can register to lodge your Statement of Social and Financial Circumstances using WorkCover WA Online or you can download and complete this form digitally or print this form, complete and sign manually.
- Once you have completed your application, we advise that you keep a copy including any supporting information for your records.
- Exempt applicants can lodge your Statement of Social and Financial Circumstances by:

Email

conciliation@workcover.wa.gov.au

In Person

WorkCover WA
 2 Bedbrook Place
 Shenton Park, WA 6008
 (Monday to Friday 8am to 4:30pm)

By Post

Workers Compensation Conciliation Service WorkCover WA
 2 Bedbrook Place
 Shenton Park, WA 6008

SECTION A - APPLICATION DETAILS

1. Case number (if known)

2. Applicant

3. Respondent

4. Lodged by (tick relevant box)

Worker

Worker Representative

Dependent

Dependent representative

Other (please specify)

SECTION B - STATUTORY DECLARATION

Made under the *Oaths, Affidavits and Statutory Declarations Act 2005* (WA)

5. Statutory declaration

I,

(Full name of the person making the declaration)

(Address of the person making the declaration)

(Address continued if required)

(City/Suburb)

(State)

(Postcode)

(Occupation of the person making the declaration)

Sincerely declare as follows

6. Dependants

The following people are **wholly** dependent upon me

	Name (in full)	Age
1		
2		
3		
4		

The following people are **partially** dependent upon me

	Name (in full)	Age
1		
2		
3		
4		

7. Assets

My assets and those of my partner (husband/wife/defacto) are as follows

<u>Nature of Asset</u>	Worker (\$)	Partner (\$)
Real estate (including real estate that is being paid off)		
Furniture (including white goods)		
Computer and Hi-Fi equipment		
Motor vehicle(s) (including motor vehicle(s) being paid off)		
Boat(s), caravan(s), trailer(s) (including those being paid off)		
Bank, building society or credit union accounts		
Shares, bonds, insurance or superannuation policies		
Interest in a business (including part interest)		
Jewellery		
Cash on hand		

Other items of value in Australia and/or overseas (please list below)

Assets Total \$		

8. Liabilities

My liabilities and those of my partner (husband/wife/defacto) are as follows

<u>Nature of Liability</u>	Worker (\$)	Partner (\$)
Mortgage(s)		
Loan(s)		
Other debts (credit cards etc.)		

Other (please list below)

Liabilities Total \$		

9. Income

My weekly income and that of my partner (husband/wife/defacto) are as follows

<u>Nature of Income</u>	Worker (\$)	Partner (\$)
Salary and wages (after tax)		
Workers' income compensation payments (after tax)		
Pension, benefits and allowances		
Family payment		
Income from rental properties		
Interest or dividends		
Board or lodging		
Income from trusts or business interests		
Maintenance		
Income from any other source in Australia or overseas (please list below)		
Income Total \$		

10. Expenses

My weekly expenses and those of my partner (husband/wife/defacto) are as follows

<u>Nature of expense</u>	Worker (\$)	Partner (\$)
Rent, mortgage or board		
Loan repayments		
Council, water and sewerage rates		
House insurance		
House repairs		
Electricity		
Gas and other heating		
Telephone (including home, mobile and internet)		
Car registration and insurance		
Petrol and parking		
Car repairs		
Bus, train or other fares		
Groceries (including food, toiletries, cleaning products etc.)		
Medical, dental and optical		
Chemist and pharmaceutical		
Clothing and dry cleaning		
Childcare and children's activities		
School expenses (fees, books, excursions etc.)		
Life insurance or superannuation (if not deducted from salary)		
Health and medical insurance		
Entertainment (inc. streaming services such as Netflix)		
Expenses Total \$		

11. Supporting Documentation

List the documents to support the completed items within items 6-10 above of this statement and attach those documents to this form.

Document Title	Document Title

12. This declaration is true, and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* (WA)

at
(Place)

on
(Date in full - day, month and year)

By:

(Signature of the person making this declaration)

In the presence of

(Signature of authorised witness)

(Name of authorised witness)

(Qualifications of authorised witness - insert from list below)

- An authorised witness for a statutory declaration that is **made at a place in Western Australia** —
 - (a) Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary or Governance Advisor or Risk Manager, Chemist, Chiropractor, Company Auditor or Liquidator, Court Officer, Defence Force Officer, Dentist, Doctor, Electorate Officer of a Member of State Parliament, Engineer, Industrial Organisation Secretary, Insurance Broker, Justice of the Peace, Landgate Officer, Lawyer, Local Government CEO or Deputy CEO, Local Government Councillor, Loss Adjuster, Marriage Celebrant, Member of Parliament, Midwife, Minister of Religion, Nurse, Optometrist, Paramedic, Patent Attorney, Physiotherapist, Podiatrist, Police Officer, Post Office Manager, Psychologist, Public Notary, Public Servant (Commonwealth), Public Servant (State), Real Estate Agent, Settlement Agent, Sheriff or Deputy Sheriff, Surveyor, Registered Teacher, Tribunal Officer, Veterinarian or any other person under schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005* (WA); or
 - (b) A person before whom, under the *Statutory Declarations Act 1959 (Cth)*, a statutory declaration may be made.

- An authorised witness for a statutory declaration that is **made at a place outside Western Australia but within Australia** —
 - (a) any person who, under the law of that place, has authority to take or receive a statutory, solemn or other declaration; or
 - (b) any person before whom, under the *Statutory Declarations Act 1959 (Cth)*, a statutory declaration may be made.

- An authorised witness for a statutory declaration that is **made at any other place** —
 - (a) a prescribed consular official who is performing official functions at that place;
 - (b) a person who is a justice or notary public under the law of that place;
 - (c) a person who has authority under the law of that place to administer an oath to another person or to take, receive or witness a statutory, solemn or other declaration.