

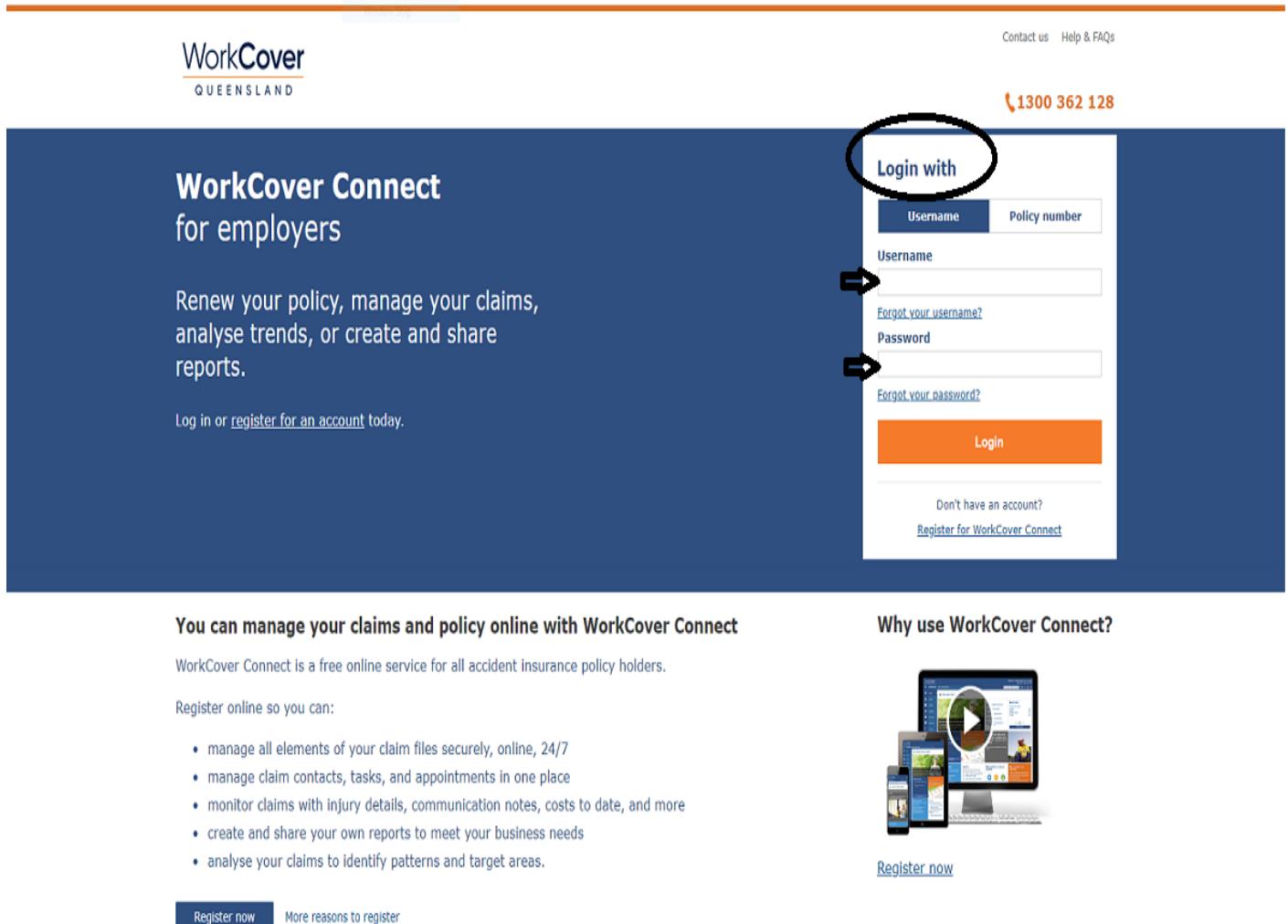
# TRAINER'S LODGEMENT OF WORKCOVER INFORMATION PROCESS

In order to be able to access the information detailed below, you will need to:

- have a **current** workers' compensation insurance policy with WorkCover Queensland.
- obtain access to **WorkCover Connect** by contacting WorkCover Queensland, provide your workers' compensation policy number from above and request access.
- once you have access you will need to login with your **username and password**.

The following will then be accessible to you:

1. Go to the WorkCover Connect log in page as below <https://ols.workcoverqld.com.au/ols/loginEmployerOnline.wc> - Log in with your **username and password**.



WorkCover  
QUEENSLAND

Contact us Help & FAQs

1300 362 128

## WorkCover Connect for employers

Renew your policy, manage your claims, analyse trends, or create and share reports.

Log in or [register for an account](#) today.

**Login with**

Username Policy number

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Login

Don't have an account?  
[Register for WorkCover Connect](#)

### You can manage your claims and policy online with WorkCover Connect


WorkCover Connect is a free online service for all accident insurance policy holders.

Register online so you can:

- manage all elements of your claim files securely, online, 24/7
- manage claim contacts, tasks, and appointments in one place
- monitor claims with injury details, communication notes, costs to date, and more
- create and share your own reports to meet your business needs
- analyse your claims to identify patterns and target areas.

[Register now](#) [More reasons to register](#)

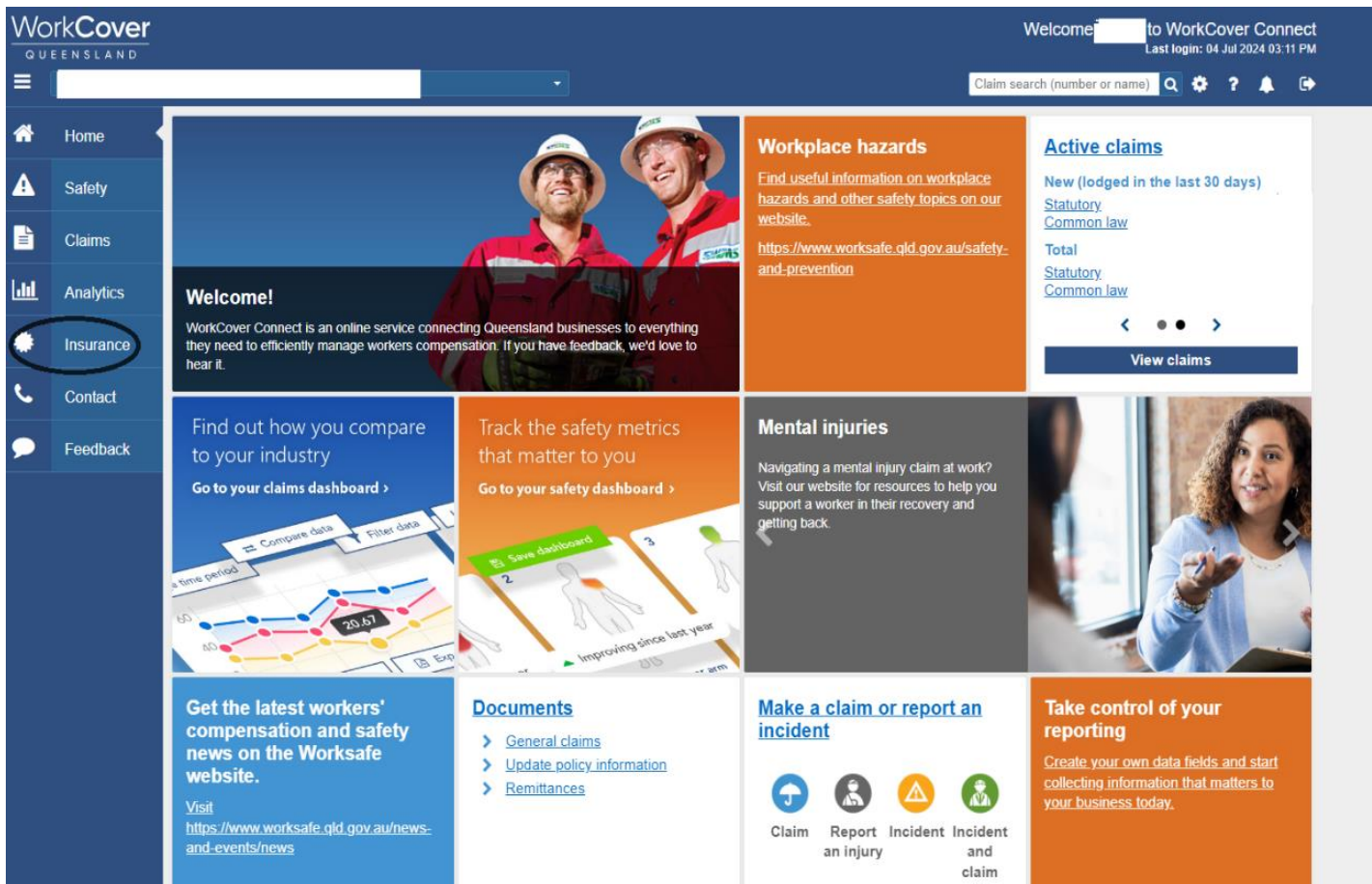
### Why use WorkCover Connect?



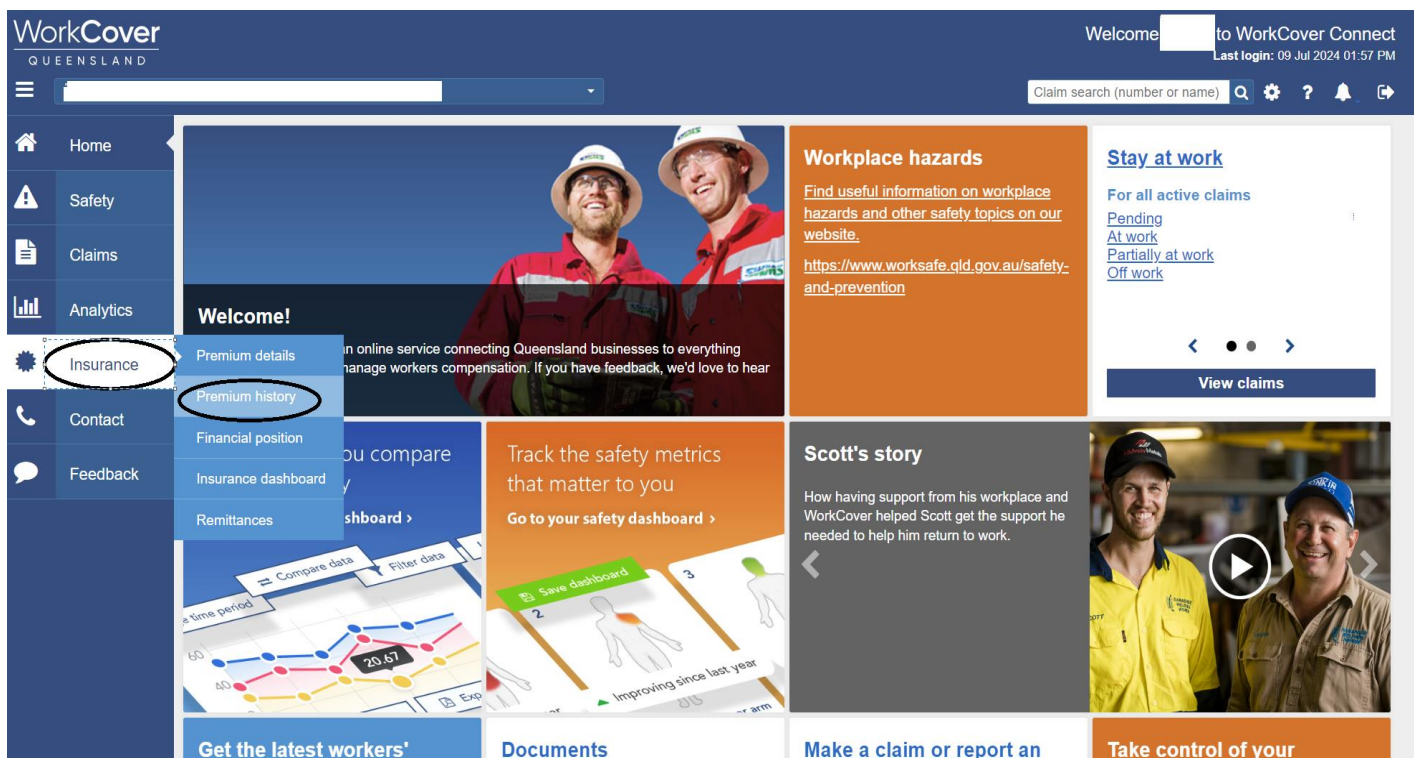
[Register now](#)



2. Hover over the Insurance tab on the left side of the page as below.



3. Click on option "Premium History".



4. Click “View Details” on the right for year 2024/2025 premium.

WorkCover QUEENSLAND

Welcome [redacted] to WorkCover Connect  
Last login: 04 Jul 2024 03:11 PM

Claim search (number or name) [search icon] [settings icon] [help icon] [notifications icon] [share icon]

Home Safety Claims Analytics Insurance Contact Feedback

### Premium history

Showing 'final' assessments

Filter

Premium year	Assessed on	Premium		
01 Jul 2024 to 30 Jun 2025	01 Jul 2024 01:09 PM	\$	View details	View financials
01 Jul 2023 to 30 Jun 2024	24 Nov 2023 07:26 AM	\$	View details	View financials
01 Jul 2022 to 30 Jun 2023	01 Jul 2022 10:59 AM	\$	View details	View financials
01 Jul 2021 to 30 Jun 2022	01 Jul 2021 12:10 PM	\$	View details	View financials
01 Jul 2020 to 30 Jun 2021	03 Aug 2020 04:13 PM	\$	View details	View financials

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Queensland Government

5. This will bring up your premium details for the 2024/25 renewal period and provide the information for the actual premium you paid for 2023/24 shown as “Premium Calculated using Actual Wages” (note – numbers shown are examples only).

WorkCover QUEENSLAND

Welcome [redacted] to WorkCover Connect  
Last login: 04 Jul 2024 03:11 PM

Claim search (number or name) [search icon] [settings icon] [help icon] [notifications icon] [share icon]

Home Safety Claims Analytics Insurance Contact Feedback

### Premium details

Back View premium notice

#### Your premium breakdown

2023/2024 adjustment	
Premium calculated using actual wages	\$10,000
Premium based on estimated wages	\$10,000
Adjustment subtotal	
2024/2025 premium	
Premium based on estimated wages	\$10,000
Premium summary	
Premium	\$10,000
GST	
Stamp duty	
<b>Total premium</b>	<b>\$10,000</b>

How was your online experience? We value your feedback

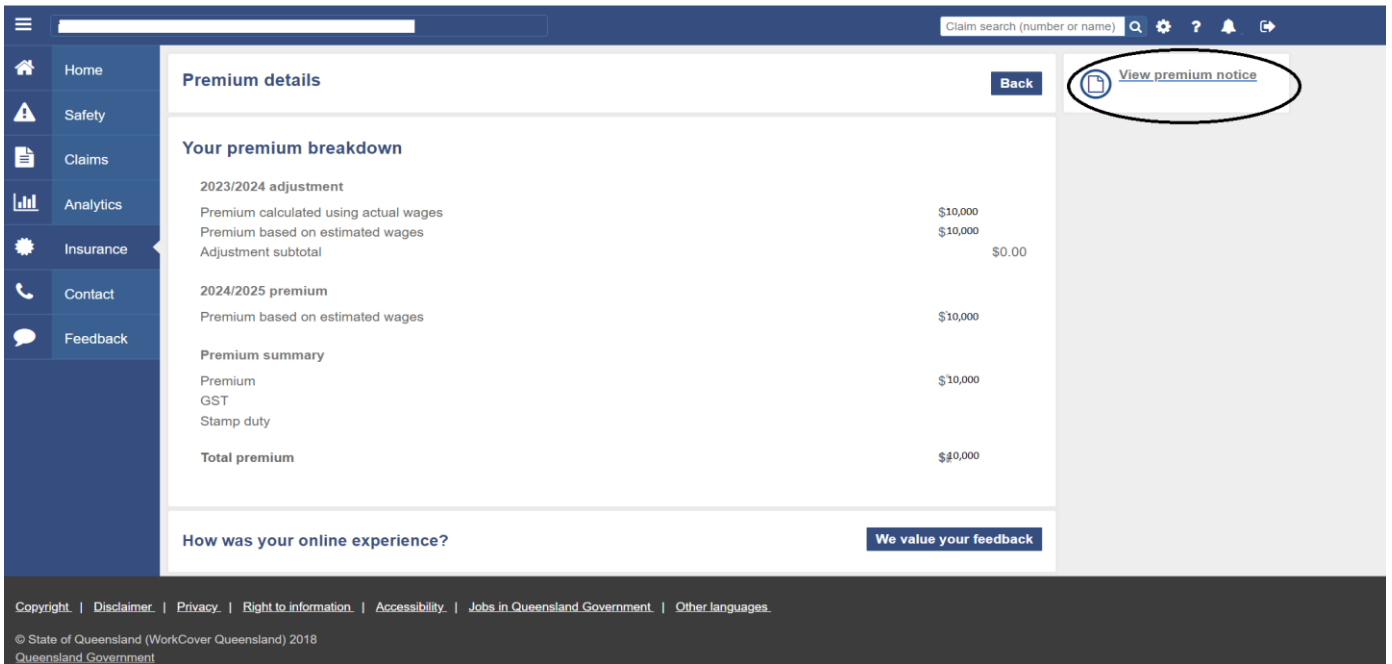
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Queensland Government

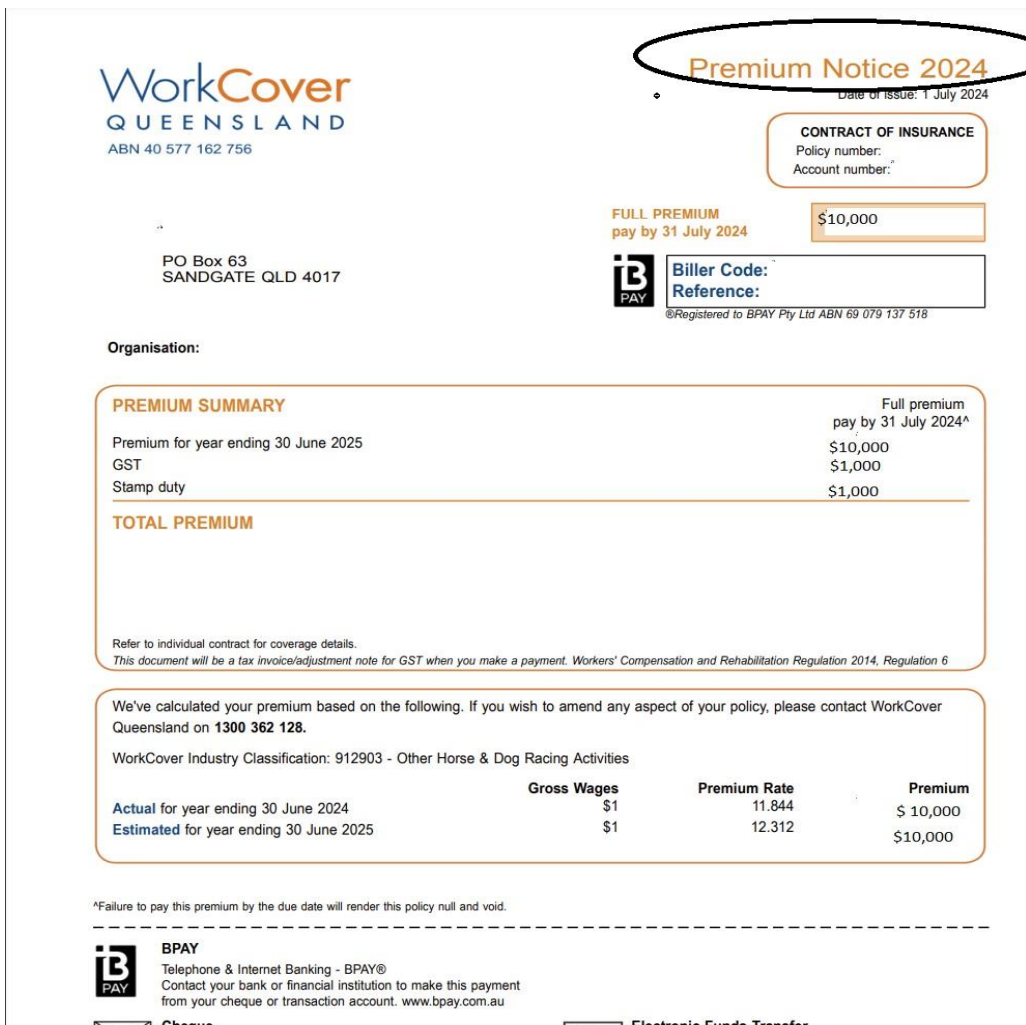
6. This is the figure your partial workers' compensation premium reimbursement will be based on.



7. Click on “View premium notice” on the right-hand side of the screen. This will bring up your premium notice.



8. Download and save the Premium Notice 2024 to your computer.





9. Letter of Authority form to be completed - [Trainer Insurance Levy :: Racing Queensland](#), scroll down until you see the links : download and save to your computer.

**Trainer Insurance Levy 2023-24**

**PLEASE NOTE:**  
If incorrect information is provided, RQ will not process your claim. It is the responsibility of the trainer to provide the correct information

First name  
Middle name  
Last name  
Client Code

Enter your RQ Client Code (T-Code) which can be found on Invoices and payments from RQ

Postal address  
Email address  
Contact phone number  
Insurance premium paid (ex GST)

Enter your insurance premium paid (ex GST) from your premium notice

**Proof of payment of the 2023/24 WCG premium**  
No file chosen [Browse...](#)

Upload a picture or PDF of your proof of payment of the 2023/24 WCG premium

**2024/25 WCG premium notice**  
No file chosen [Browse...](#)

Upload a picture or PDF of your 2024/25 WCG premium notice

**Letter of Authority**  
No file chosen [Browse...](#)

Upload a picture or PDF of your Letter of Authority. (Refer to the adjoining notes to download a letter of authority template)

**Statutory Declaration**  
No file chosen [Browse...](#)

Upload a picture or PDF of your Statutory Declaration. (Refer to the adjoining notes to download a Statutory Declaration Form)

I confirm that the information entered in this form, including the insurance premium paid (ex GST), is truthful and correct

**What is the Insurance Levy?**  
The levy collects 1% of prize money winnings on all Tab races with a goal to use the money to support Queensland Trainers in funding rising WorkCover premiums, contribute towards trainers public liability insurance (PLI funded), support improved WHS practices and assist in the management of WorkCover claims. Ultimately the levy is seeking to support trainers while encouraging a reduction in insurance claims through WHS support to prevent claims and claims management to efficiently manage claims.

**How long will the Insurance Levy run?**  
The Insurance Levy was introduced on 1 January 2024 and will run for an initial trial period until 30 June 2025 (18 months).

**Am I eligible to benefit from the levy?**  
If you are licensed Queensland Trainer, you will benefit from the insurance levy through the following:

- Trainers with WorkCover policies will receive a maximum of 30% of the premium reimbursed, representing approximately 80% of the total levy distribution. As the levy only ran for 6 months of this year, the reimbursement is expected to be considerably less than 30% (approximately \$15k).
- Racing Queensland's continued funding of Trainer Public Liability Insurance through a partial subsidy through this levy (30% of levy).
- Access to improved WHS resources.

**I have a WorkCover policy, how do I receive this year's reimbursement?**  
To receive access to the WorkCover reimbursement fund, RQ will provide access to an online portal where Trainers can upload evidentiary documentation. The portal will be open from 1 August 2024 to 30 September 2024. In order to be eligible to access the partial reimbursement of the premium (up to 30% of policy costs), trainers must:

- provide to RQ, proof of payment of the 2023/24 WCG premium. Proof of payment is in the form of a receipt from WCG detailing full payment.
- provide a full copy of the 2024/25 WCG premium notice, detailing actual premium paid for the year 2023/24. This premium notice will be issued upon renewal of the WC policy for the 2024/25 financial year, issued around August each year.
- Letter of Authority in the approved format, to act on behalf of the trainer. [Click here to download a letter of authority template](#)
- statutory declaration of truthfulness and accuracy. [Click here to download a Statutory Declaration Form](#)
- provide this information before 30 September 2024 (hard deadline).

RQ will send a text message to trainers reminding them of the opening of the reimbursement program on 1 August 2024. The reimbursement will be paid by October 31 2024. Instructions on how to collect the above information will be included in the portal submission form.

**When can I apply for reimbursement?**  
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**How much will I receive?**  
80% of the insurance levy has been allocated to the reimbursement pool. Eligible trainers will receive the percentage of their premium as a percentage of the total value of premiums submitted. For example, if 10 trainers submitted 10 premiums of \$10 each in value (totaling \$100), each trainer would receive 10% each of the total premium pool (\$10). The maximum amount a trainer can receive is 30% of their total premium. Amounts above 30% will be provided back into initiatives that support the wider pool of trainers, including supporting the subsidy of the public liability premium, WHS initiatives, and claims management support. This is to ensure a fairer distribution across the whole trainer group.

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- completion of any RQ WHS resources (e.g. induction, WHS training resources).
- provide this information before 30 September 2025.

**Who can I talk to about any questions I may have?**  
If you have questions, please reach out via the following:  
Email: [tracoinc@racingqueensland.com.au](mailto:tracoinc@racingqueensland.com.au)  
Phone: (07) 3869 9777 (Please request Risk and Compliance)  
Post:  
Risk and Compliance  
Racing Queensland  
PO Box 83  
SANDGATE QLD 4017

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10. Download and save the Letter of Authority form to your computer.

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## EMPLOYER LETTERHEAD

**The Claims Manager**  
**WorkCover Queensland**  
**PO Box 10119**  
**Brisbane Qld 4000**

RE: Letter of Authority to Act.

Policy Number (XXXXXXXXXXXX) - (Employer Name)

Dear Sir/Madam,

Please accept this letter as an authority for (Persons Name) who is employed by the Racing Queensland Board T/A Racing Queensland in the role as Workers Compensation Specialist, to act as the agent and representative of (Employer Name) in regard to all matters related to the above mentioned Workcover policy held by (Employer Name), including discussing with Workcover all current and past claims and obtaining information on premiums and claims data as required.

This authority applies to all communications with Workcover, including via the Workcover Connect employer portal.

Thank you for your ongoing cooperation and should you have any questions please do not hesitate to contact me.

Yours faithfully

(Employer Name)



11. Statutory Declaration form to be completed - [Microsoft Word - JAG-#6157814-v6-Attachment\\_1\\_Form\\_1\\_Version\\_2 - Statutory Declaration Form \(Print Version\)](#) ([racingqueensland.com.au](http://racingqueensland.com.au))

**Trainer Insurance Levy 2023-24**

**PLEASE NOTE:**  
If incorrect information is provided, RQ will not process your claim. It is the responsibility of the trainer to provide the correct information

**First name**

**Middle name**

**Last name**

**Client Code**

Enter your RQ Client Code (T-Code) which can be found on invoices and payments from RQ

**Postal address**

**Email address**

**Contact phone number**

**Insurance premium paid (ex GST)**

Enter your insurance premium paid (ex GST) from your premium notice

**Proof of payment of the 2023/24 WCG premium**  
 No file chosen [Browse...](#)

**Upload a picture or PDF of your proof of payment of the 2023/24 WCG premium**  
 No file chosen [Browse...](#)

**2024/25 WCG premium notice**  
 No file chosen [Browse...](#)

**Upload a picture or PDF of your 2024/25 WCG premium notice**  
 No file chosen [Browse...](#)

**Letter of Authority**  
 No file chosen [Browse...](#)

**Upload a picture or PDF of your Letter of Authority. (Refer to the adjoining notes to download a letter of authority template)**  
 No file chosen [Browse...](#)

**Statutory Declaration**  
 No file chosen [Browse...](#)

**Upload a picture or PDF of your Statutory Declaration. (Refer to the adjoining notes to download a Statutory Declaration Form)**  
 I confirm that the information entered in this form, including the insurance premium paid (ex GST), is truthful and correct [Submit](#)

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- a Letter of Authority in the approved format, to act on behalf of the trainer. [Click here to download a letter of authority template](#)
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- provide this information before 30 September 2025.

**Who can I talk to about any questions I may have?**  
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**Email:** [trbc@racingqueensland.com.au](mailto:trbc@racingqueensland.com.au)  
**Phone:** (07) 3869 9777 (Please request Risk and Compliance)  
**Post:**  
Risk and Compliance  
Racing Queensland  
RQ Box 63  
SANDGATE QLD 4017

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## 12. Download and save the Statutory Declaration to your computer.

### Form 1

Oaths Act 1867 (sections 13C, 13E, 14)  
Version 2: approved for use from 30 April 2022

## Statutory Declaration (Queensland) Print Version

This form allows you to make a statutory declaration under the Oaths Act 1867 in Queensland. A statutory declaration is a written statement that is declared to be true in the presence of an authorised witness. In this document, you are referred to as the signatory or declarant.

Making a false statement in a statutory declaration is a criminal offence. If your statutory declaration is based on information or belief, you should state the sources of your information or the grounds for your belief. You can also attach documents to your statutory declaration to support your statement.

At the back of this form, you will find an explanatory guide about who can witness your statutory declaration. In some cases, you may need a special witness to witness your statutory declaration.

You can print this document and sign it on paper before any authorised witness. You can electronically sign this document only if it is witnessed by a special witness or other authorised person. You can have this document witnessed over audio visual link (e.g. videoconference) only if it is witnessed by a special witness.

You may direct another person to sign your statutory declaration for you – this person is called a substitute signatory. The witness must observe you directing the substitute signatory to sign the document for you. At the back of this form, you will find an explanatory guide about who can act as your substitute signatory, and who can witness your statutory declaration if a substitute signatory signs for you.

Forms and explanatory guides are available at  
[www.publications.qld.gov.au/dataset/statutory-declaration](http://www.publications.qld.gov.au/dataset/statutory-declaration)



STATUTORY DECLARATION Printed Form | Form 1 | Version 2: approved for use from 30 April 2022

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

I state that:

- A. This declaration was made in the form of an electronic document.<sup>1</sup> *cross-out if not applicable*
- B. This declaration was electronically signed.<sup>2</sup> *cross-out if not applicable*
- C. This declaration was made, signed and witnessed under part 6A of the Oaths Act 1867.<sup>3</sup> *cross-out if not applicable*

DECLARED by

[insert full name of declarant] ..... [signature of declarant / substitute signatory\*]

at [insert place where declarant is located] ..... [date]

Signed for and at the direction of the declarant by\*

[insert full name of substitute signatory\*]

*\*cross-out if not applicable*

In the presence of:

[insert full name of witness] ..... [signature of witness]

[insert type of witness\*] ..... [date]

[insert name of law practice / witness's place of employment]<sup>4,5</sup>

*\*cross-out if not applicable*

Form 1  
QUEENSLAND  
Oaths Act 1867

### STATUTORY DECLARATION

I, \_\_\_\_\_ [insert full name],  
of \_\_\_\_\_ [insert address],

do solemnly and sincerely declare that:

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867.

*For special witnesses to complete – Tick as applicable*

- I am a special witness under the Oaths Act 1867. (see section 12 of the Oaths Act 1867)
- This document was made in the form of an electronic document.<sup>6</sup>
- I electronically signed this document.<sup>7</sup>
- This statutory declaration was made, signed and witnessed under part 6A of the Oaths Act 1867 – I understand the requirements for witnessing a document by audio visual link and have complied with those requirements.<sup>8</sup>

### \*\* IMPORTANT NOTE \*\*

PLEASE COMPLETE THE NEXT PAGE TITLED  
"HOW THIS DOCUMENT WAS MADE".  
PLEASE ATTACH THIS PAGE TO YOUR STATUTORY DECLARATION.

*The footnotes are to assist in the completion of the form and can be deleted once complete.*

- <sup>1</sup> Include this statement if you electronically signed the document or if you physically signed the document over audio visual link and then sent a scanned copy of that document to the witness. Cross out if not applicable.
- <sup>2</sup> Include this statement if you or your substitute signatory electronically sign the document using an accepted method under the Oaths Act 1867. Cross out if you signed the document on paper.
- <sup>3</sup> Include this statement if the document was made over audio visual link. Cross out if not applicable.
- <sup>4</sup> Insert the witness's capacity that makes them eligible to witness the statutory declaration, including as a special witness under section 16C or part 6A of the Oaths Act 1867. For example, Australian legal practitioner, lawyer, justice of the peace, commissioner for declarations, notary public, a justice of the peace or commissioner for declarations approved by the Chief Executive under section 12(2) of the Oaths Act 1867, government legal officer, etc.
- <sup>5</sup> For example, the name of the law practice for the Australian legal practitioner, the name of the government department of the government legal officer, the name of the law practice for a justice of the peace who witnesses documents for a law practice, etc.
- <sup>6</sup> Tick this box if you electronically signed the document or if you physically signed the document and sent a scanned copy of that document to the declarant.
- <sup>7</sup> This box if you electronically sign the document using an accepted method under the Oaths Act 1867. Do not include this statement if you signed the document on paper.
- <sup>8</sup> Tick this box if the statutory declaration was made over audio visual link.

### HOW THIS DOCUMENT WAS MADE

Please attach this page to your statutory declaration

NOTE: FAILURE TO COMPLETE THIS TABLE DOES NOT INVALIDATE THE DOCUMENT

SIGNATORY / SUBSTITUTE SIGNATORY TO COMPLETE	
<b>Who signed this declaration?</b>	
<input type="checkbox"/>	the signatory (declarant)
<input type="checkbox"/>	a substitute signatory
<b>How did the signatory/substitute signatory sign?</b>	
<input type="checkbox"/>	on paper
<input type="checkbox"/>	electronically
<b>How was this declaration witnessed?</b>	
<input type="checkbox"/>	in person
<input type="checkbox"/>	over audio visual link
WITNESS TO COMPLETE	
<b>How did you (the witness) sign this document?</b>	
<input type="checkbox"/>	on paper
<input type="checkbox"/>	electronically
<b>What document did you (the witness) sign?</b>	
<input type="checkbox"/>	The same physical (paper) document that was signed in the presence of the signatory/substitute signatory
<input type="checkbox"/>	A copy of the document that was signed by the signatory/substitute signatory (e.g. a scanned copy of a paper signed document, a photocopy or printout)
<input type="checkbox"/>	A counterpart of the document (a copy of the document without the signature of the signatory/substitute signatory)
<b>What form of document did you (the witness) sign?</b>	
<input type="checkbox"/>	paper
<input type="checkbox"/>	electronic (tick this if you electronically signed the document or if you physically signed a copy of the document signed by the signatory/substitute signatory and then sent a scanned copy of that document to the signatory or other person)
<b>How was the substitute signatory directed to sign (if applicable)?</b>	
<input type="checkbox"/>	in person by the signatory
<input type="checkbox"/>	over audio visual link by the signatory

*The witness must complete this section*

*The signatory (declarant) or substitute signatory must complete this section*

4






13. Upload the fully completed saved documents to the corresponding field on the RQ Levy Page.

RACING QUEENSLAND

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Home > Thoroughbred > Industry & Licensing > Trainer Insurance Levy

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## Trainer Insurance Levy 2023-24

**PLEASE NOTE:**  
If incorrect information is provided, RQ will not process your claim. It is the responsibility of the trainer to provide the correct information

First name

Middle name

Last name

Client Code

Enter your RQ Client Code (T-Code) which can be found on invoices and payments from RQ

Postal address

Email address

Contact phone number

Insurance premium paid (ex GST)

Enter your insurance premium paid (ex GST) from your premium notice

**Proof of payment of the 2023/24 WCG premium**

Upload a picture or PDF of your proof of payment of the 2023/24 WCG premium

Upload a picture or PDF of your 2024/25 WCG premium notice

Upload a picture or PDF of your 2024/25 WCG premium notice

Letter of Authority

Upload a picture or PDF of your Letter of Authority. (Refer to the adjoining notes to download a letter of authority template)

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Upload a picture or PDF of your Statutory Declaration. (Refer to the adjoining notes to download a Statutory Declaration Form)

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DRAFT ONLY - NOT YET OPEN

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- Access to improved WHS resources.

**I have a WorkCover policy, how do I receive this year's reimbursement?**  
To receive access to the WorkCover reimbursement fund, RQ will provide access to an online portal where Trainers can upload evidentiary documentation. The portal will be open from 1 August 2024 to 30 September 2024. In order to be eligible to access the partial reimbursement of the premium (up to 30% of policy costs), trainers must:

- provide to RQ, proof of payment of the 2023/24 WCG premium. Proof of payment is in the form of a receipt from WCG detailing full payment.
- provide a full copy of the 2024/25 WCG premium notice, detailing actual premium paid for the year 2023/24. This premium notice will be issued upon renewal of the WC policy for the 2024/25 financial year, issued around August each year.
- a Letter of Authority in the approved format, to act on behalf of the trainer. [Click here to download a letter of authority template](#)
- statutory declaration of truthfulness and accuracy. [Click here to download a Statutory Declaration Form](#)
- provide this information before 30 September 2024 (hard deadline).

RQ will send a text message to trainers reminding them of the opening of the reimbursement program on 1 August 2024. The reimbursement will be paid by October 31 2024. Instructions on how to collect the above information will be included in the portal submission form.

**When can I apply for reimbursement?**  
RQ will send a text message to trainers reminding them of the opening of the reimbursement program on 1 August 2024. Trainers will be required to provide information to support eligibility through an online form via the Racing Queensland website. The form is not currently open and will be available from 1 August 2024. The port will close on 30 September 2024 after which no further submissions will be allowed. There will be a link on this page from 1 August 2024.

**How much will I receive?**  
80% of the insurance levy has been allocated to the reimbursement pool. Eligible trainers will receive the percentage of their premium as a percentage of the total value of premiums submitted. For example, if 10 trainers submitted 10 premiums of \$10 each in value (totaling \$100), each trainer would receive 10% each of the total premium pool (\$10). The maximum amount a trainer can receive is 30% of their total premium. Amounts above 30% will be provided back into initiatives that support the wider pool of trainers, including supporting the subsidy of the public liability premium, WHS initiatives, and claims management support. This is to ensure a fairer distribution across the whole trainer group.

**When will my reimbursement be paid if I am eligible?**  
This year's reimbursement will be paid by October 31 2024. Trainers will be paid through the bank information on file with Racing Queensland.



**How do I receive the reimbursement for next year?**  
To be eligible for the reimbursement for the period 1 July 2024 to 30 June 2025, trainers must:

- provide to RQ, proof of payment of the 2024/25 WCG premium. Proof of payment is in the form of a receipt from WCG detailing full payment.
- provide a full copy of the 2025/26 WCG premium notice, detailing actual premium paid for the year 2024/25. This premium notice will be issued upon renewal of the WC policy for the 2025/26 financial year, issued around August each year.
- A renewed Letter of Authority in the approved format, to act on behalf of the trainer. [Click here to download a letter of authority template](#)
- statutory declaration of truthfulness and accuracy. [Click here to download a Statutory Declaration Form](#)
- report all incidents and to lodge their incident reports to RQ.
- completion of any RQ WHS resources (e.g. induction, WHS training resources).
- provide this information before 30 September 2025.

**Who can I talk to about any questions I may have?**  
If you have questions, please reach out via the following:  
**Email:** [hylicent@racingqueensland.com.au](mailto:hylicent@racingqueensland.com.au)  
**Phone:** (07) 3869 9777 (Please request Risk and Compliance)  
**Post:**  
Risk and Compliance  
Racing Queensland  
PO Box 63  
SANDGATE QLD 4017

Alpha Jockey Club | South Burnett Race Club | HERBERT LEVER JOCKEY CLUB | Emerald Race Club | Central Queensland Amateur Racing Club | Hedderburn Race Club Inc. | Clifton Jockey Club | Heriford Turf Club

**QUICKLINKS**

Racing Calendar | Recent Race Results | Replays and Sectionals | Events |  | 

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