

17 July 2015

Circular to principals and business managers of Catholic schools in Victoria

Discounts for the Early Payment of WorkSafe Insurance Premiums

Main Points

- Gallagher Bassett is the WorkSafe Agent for the majority of Catholic schools. They offer the following discounts for the early payment of annual premiums:
 - 5% discount if paid in full before 1 August 2015
 - 3% discount if paid in full before 1 October 2015.
- For schools using another agent, the same [insurance premium](#) discount structure may apply.

Critical Dates

- Payments need to be made within the required timeframe in order to receive a discount:
 - **1 August 2015** for a 5% discount
 - **1 October 2015** for a 3% discount.

Actions Required

- Schools should check their premium notice (invoice) from their WorkCover agent to determine the discount offered.
- To receive the applicable discount schools should pay the insurance premium within the required timeframe.

Additional Information

- Useful information is available from the WorkSafe website www.worksafe.vic.gov.au/insurance-and-premiums.
- The WorkSafe publication [A guide for employers: Your WorkCover Insurance](#) has detailed information on WorkSafe premiums.

Contact/Enquiries

- For schools using Gallagher Bassett, contact their Premiums Department on 03 9297 9277.
- For schools using an alternative agent, their phone number is available on the [WorkSafe website](#).
- For general enquiries, please contact Mr Matthew Dunstan, OHS and WorkCover Coordinator at Catholic Education Melbourne on 03 9267 0228 or mdunstan@ceomelb.catholic.edu.au.



Stephen Elder
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