



Events Calendar Policy

Background and purpose

WorkCover Western Australia Authority (WorkCover WA) is committed to supporting the ongoing professional development and requirements of all stakeholders in the workers' compensation and injury management scheme. The Events Calendar on the Agency website provides stakeholders with a central reference point for all events, information seminars and training/development opportunities relating to workers' compensation and injury management.

The purpose of this Policy is to provide guidance on WorkCover WA requirements relating to the publication of events and development opportunities on the Events Calendar.

Scope

This policy applies to all WorkCover WA employees including those employed on a contract or temporary basis.

Policy / Policy statements

1. The Communications and Education Branch is responsible for the publishing of events organised by WorkCover WA and other external organisations on the Events Calendar (the Calendar), subject to the approval of the Chief Executive Officer. External organisations may include government and non-government providers.
2. All WorkCover WA events are to be submitted to the Communications and Education Branch for publishing on the Calendar.
3. The types of events to be published on the Calendar will relate to training, professional development and education events relevant to stakeholders within the WA workers' compensation scheme. Requests for publishing of an event from an external organisation are to be reviewed to determine if:
 - a. the event is relevant to the workers' compensation and injury management scheme in Western Australia
 - b. the event aims to inform, educate or raise awareness of workers' compensation and injury management matters
 - c. event information available to stakeholders on the organisation's website is accurate and aligned with the workers' compensation legislation.
4. Events will only be published on the Calendar where the event meets the policy statement number three and the event provider is:
 - a. WorkCover WA
 - b. IFAP and PIEF
 - c. another government agency
 - d. a not-for-profit organisation
 - e. a non-government agency contracted by WorkCover WA.



5. Events published on the Calendar will not contain any inappropriate explicit or implicit endorsement, nor will provide commercial advantage to a listed agency (eg. If there are multiple approved providers of an event all should be listed on the Calendar).
6. The extent of the information that will be published on the Calendar will be limited. It should only provide details of the event and a link to the organisation's website. There will be no flyers or promotional material attached.
7. When WorkCover WA publishes an event on the Calendar, a disclaimer will be added to state that WorkCover WA does not provide endorsement to that event and accepts no responsibility for events organised by other organisations that are published on the Calendar.
8. It is the responsibility of the organisation that organises the event to ensure that all information is up-to-date and accurate, and advise WorkCover WA of any changes to the event.
9. The publishing of events for external organisations on the Calendar is subject to approval by the Chief Executive Officer.

Authority

This policy is issued by the Chief Executive Officer with the endorsement of the WorkCover WA Corporate Executive.

Approval

The Chief Executive Officer approved this policy 20 July 2011.


Chief Executive Officer

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