

Approved Forms & Document Lodgement and Exchange

The *Workers Compensation and Injury Management Act 2023 (WCIMA23)* provides for most scheme forms to be approved administratively by the WorkCover WA CEO, and facilitates electronic transmission, service and registration of certain documents.

Key Points

Act ref: ss. 496, 497. Reg ref: Part 10

- The *WCIMA23* provides for the CEO of WorkCover WA to approve forms and notices required to be used in the workers compensation scheme.
- Approved forms are published on the WorkCover WA website.
- An approved form has the same status as a prescribed form under legislation and must be used where the *WCIMA23* or regulations requires one.
- Scheme participants must not delete or strikethrough content, add fields, or change the order or structure of an approved form.
- The Director and the Registrar approve forms for the purposes of conciliation and arbitration respectively.
- The *Workers Compensation and Injury Management Regulations 2024*, provides for:
 - electronic lodgement of documents using the Electronic Document System (EDS) for settlement agreements and supporting information, common law elections and supporting information, and common law deeds
 - other documents to be given by email in addition to the normal service requirements
 - the status and effect of documents given electronically using EDS or email, including validating electronic signatures.

Key Points

- The *Workers Compensation and Injury Management Conciliation Rules 2024* and the *Workers Compensation and Injury Management Arbitration Rules 2024* provide for electronic lodgement of documents using the EDS relating to conciliation and arbitration respectively.

Questions & Answers

Q. Are all forms and documents able to be created, exchanged and registered electronically?

A. No. A staged approach will be taken in the future to facilitate electronic communication and transmission of forms and documents as not all processes are capable of being done electronically due to legal, security, technical or practical reasons.