

## WorkCover WA at a Glance

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### Introduction

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With around 140 staff, WorkCover WA is a vibrant, customer-focused organisation. We work with workers, employers and service providers to achieve a workers' compensation scheme that is fair, accessible to injured workers and affordable to employers and the community.

For more information please go to the [WorkCover WA Annual Report 2014/15](#)

### Organisational Structure

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#### Conciliation and Arbitration Services (CAS)

CAS is responsible for the resolution of disputes in the WA workers' compensation and injury management scheme through:

- conciliation which leads to final and appropriate agreements between parties in relation to disputes, and
- arbitration which enables disputes unresolved by conciliation to be determined according to their substantial merits with as little formality and technicality as possible.

#### Regulatory Services Division

Regulatory Services ensures parties operating within the workers' compensation and injury management scheme are complying

with their statutory and administrative obligations. This is achieved by:

- establishing and monitoring performance standards for scheme participants;
- conducting compliance investigations where breaches of statutory obligations are suspected;
- investigating complaints against scheme participants and taking regulatory actions, such as prosecution or issuing infringement notices;
- educating and informing stakeholders.

#### Legislation and Scheme Information Division

Legislation and Scheme Information (LSI) has a strategic focus that assists the WorkCover WA Board and Government to effectively manage the workers' compensation system.

LSI maintains scheme viability and effectiveness through:

- policy and legislation development; and
- collection, quality assurance and analysis of data from approved insurers and self-insurers to assist compliance activities and set premium rates.

## Corporate Resources Division

Corporate Resources ensures staff, financial, technical, information and physical resources are available to support the agency's operations and delivery of services.

## Executive Services Division

The Executive Services Division provides high level executive support to the Chief Executive Officer and leads the development and implementation of effective and timely executive services for the agency, the Corporate Executive and the Board.

## Who are the Corporate Executive?

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WorkCover WA is led by a Corporate Executive team which comprises the Chief Executive Officer, divisional heads, the Registrar Arbitration and the Chief Finance Officer. The Corporate Executive is responsible for developing, monitoring and reporting the agency's overall corporate direction, budgeting, planning and monitoring of operational performance outcomes.

The WorkCover Western Australia Authority (the Board) is responsible for governance of the agency; the provision of independent advice to the Minister; and the approval of certain service providers. Constituted under section 94(1) of the Act, the Board is authorised to use and operate under the trading name 'WorkCover WA'.

## Program Summary

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WorkCover WA's Graduate Program aims to advance graduates' careers

in an exciting, supportive environment while also contributing to the organisation's operations and developing future management and leadership capability.

The Program offers structured on-the-job learning through a number of placements across WorkCover WA's divisions, designed to provide graduates with an understanding of the agency's business and provide them an opportunity to develop valuable skills and experience.

Graduates will have the opportunity to be involved in a range of projects and activities. Comprehensive training is also offered by enabling graduates to regularly attend a program of approved courses delivered by various training providers.

## Transport Options

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### Car

Staff parking for private vehicles is located on the south side of the WorkCover WA building.

### Train

The Shenton Park train station (Fremantle Line) is approximately 10-15 minutes walk down Lemnos St and right into Selby St.

For more information, visit the Transperth website.

### Bus

The 27 bus runs along Lemnos St, and the bus stops are at the end of Bedbrook Place. It takes passengers to and from Perth city.

For more detail visit the Transperth website.



## Local Shopping

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WorkCover WA is conveniently situated in close proximity to several shopping centres/locations:

- Floreat Forum- 5 minutes by car
- Subiaco- 10 minutes by car
- Claremont-15 minutes by car

- salary packaging, and
- employer superannuation conditions

Further information will be provided during the orientation session on your first day.

## Employment Conditions

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Initial employment is on a fixed-term contract, with a provision for an extension of employment and/or permanency following successful completion of the Graduate Program.

WorkCover WA's graduates are employed under the provisions of the *Public Service and Government Officers General Agreement 2014* at a Level 3 classification, currently with a salary of \$67,896 per annum plus 9.5 per cent superannuation.

They enjoy the following benefits:

- flexible working arrangements,
- 15 days of personal leave per year which is primarily used for illness or injury),
- 20 days of annual leave per year ( All staff are expected to clear their 20 days each year),
- 13 weeks of long service leave (after seven years),
- study leave,
- parental leave,
- access to a variety of training and professional development, including participation in the Graduate Development Program run by the Public Sector Commission,