

HWCA Work Plan 2007-09: Summary overview

**HWCA CHARTER OBJECTIVE 1:** Identify and develop initiatives that will effectively contribute towards the achievement of the HWCA vision within the constraints of and the needs of each jurisdiction

**HWCA CHARTER OBJECTIVE 2:** To promote a better understanding of the features of the various workers' compensation schemes

**HWCA CHARTER OBJECTIVE 4:** To coordinate the development and implementation of initiatives of interest or relevance to multiple jurisdictions

PRIORITY ACTIVITY	LEAD JURISDICTION
National self insurance working group	Victoria (now chaired by South Australia)
Rehabilitation providers – national accreditation	New South Wales
Return to work research – actuarial research centre of Australia	New South Wales

**HWCA CHARTER OBJECTIVE 3:** To share information on new initiatives or programs

PRIORITY ACTIVITY	LEAD JURISDICTION
HWCA research network	Queensland
HWCA strategy workshops	HWCA Secretariat (lead jurisdictions nominated on rotation)
National environmental scanning	South Australia
HWCA meeting scheme reports	HWCA Secretariat

**HWCA CHARTER OBJECTIVE 5:** Communicate, when appropriate, the outcomes of HWCA initiatives and programs

PRIORITY ACTIVITY	LEAD JURISDICTION
HWCA Website Strategy	HWCA Secretariat

**HWCA CHARTER OBJECTIVE 6: Encourage professional development for workers in the Workers' Compensation 'industry'**

PRIORITY ACTIVITY	LEAD JURISDICTION
Industry Conferences	Victoria
National Workers Compensation Industry Awards	Victoria (from year 3)
HWCA involvement in workers compensation study tours (inbound and outbound)	Western Australia

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**PRIORITY ACTIVITY: NATIONAL SELF INSURANCE WORKING GROUP**

ACTIVITY DETAILS	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Finalise existing activities detailed in the National Self-Insurance Working Group project plan	All agreed activities finalised	June 2007	HWCA NSI working group (led by Victoria, now chaired by SA)	Project plan elements delivered and endorsed by HWCA
Confirm and finalise implementation steps	All required implementation steps identified and agreed	June 2007	HWCA NSI working group (led by Victoria, now chaired by SA)	Project plan elements delivered and endorsed by HWCA
Stock take against original project deliverables and HWCA instructions	Outline of any remaining work from the initial list of project deliverables	June 2007	HWCA NSI working group (led by Victoria, now chaired by SA)	Project plan elements delivered and endorsed by HWCA
Implementation	All agreed changes implemented within each jurisdiction	(Variable across jurisdictions and across each element of change)	HWCA NSI working group (led by Victoria, now chaired by SA)	Agreed changes implemented in all jurisdictions
<i>Year 2 – 2008</i>				
Phase 2 of the National Self-Insurance Working Group project plan (administrative)	Identification of next steps and further self-insurance related harmonisation activities which can be achieved administratively	February 2008	HWCA NSI working group (led by Victoria, now chaired by SA)	To be determined

ACTIVITY DETAILS	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
Phase 2 of the National Self-Insurance Working Group project plan (legislative)	Identification of next steps and further self-insurance related harmonisation activities which can be achieved by legislative change	February 2008	HWCA NSI working group (led by Victoria, now chaired by SA)	To be determined
<i>Year 3 – 2009</i>				
Implementation of next steps and further self-insurance related harmonisation activities	To be determined	To be determined	HWCA NSI working group (led by Victoria, now chaired by SA)	To be determined

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**PRIORITY ACTIVITY: REHABILITATION PROVIDERS – NATIONAL ACCREDITATION**

ACTIVITY DETAILS	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Establish and convene reference group to further consider rehabilitation provider accreditation	Reference Group convened and terms of reference and scope established	April 2007	HWCA working party (chaired by NSW)	Terms of reference endorsed by HWCA
Standards and conditions of accreditation	Proposed standards and conditions of accreditation are developed and agreed (including consideration of relevant Australian standards)	To be determined by working group	New South Wales	HWCA endorse proposal and jurisdictions implement changes
Service model with measurable indicators for performance and auditing purposes	Proposed service model developed and agreed	To be determined by working group	New South Wales	HWCA endorse proposal and jurisdictions implement changes
Service descriptors and service delivery expectations	Proposed service descriptors and service delivery expectations developed and agreed	To be determined by working group	New South Wales	HWCA endorse proposal and jurisdictions implement changes
Minimum qualifications for providers	Minimum qualifications developed and agreed	To be determined by working group	New South Wales	HWCA endorse proposal and jurisdictions implement changes

ACTIVITY DETAILS	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
Standard electronic form for application and renewal process	Proposed electronic form for application and renewal process developed and agreed	To be determined by working group	New South Wales	HWCA endorse proposal and jurisdictions implement changes
Application, renewal, self evaluation and exiting processes	Proposed approach developed and agreed	To be determined	New South Wales	HWCA endorse proposal and jurisdictions implement changes
Processes for consultation with ARPA, employer groups, insurers and unions	Consultation protocol developed and agreed Consultation undertaken with ARPA and stakeholders	To be determined	New South Wales	Stakeholders aware of proposals for change and have opportunities to provide comment

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**PRIORITY ACTIVITY:** RETURN TO WORK RESEARCH – ACTUARIAL RESEARCH CENTRE OF AUSTRALIA

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Draft contract developed for ARCA & Macquarie Uni consideration	Draft contract	October 2007	Victoria	Parties agree to draft contract clauses
Contract executed	Contract for Phase 1 of research executed	October 2007	Victoria	Contract executed
Research project Phase 1	Research commences	End 2007	HWCA Research Network (led by Queensland)	Phase 1 of research project commences
Research activities conducted as per research outline / project plan	Activities achieved as per research outline / project plan	As per research outline / project plan	HWCA Research Network (led by Queensland)	Contracted Phase 1 activities successfully achieved.
<i>Year 2 – 2008</i>				
Consider Phase 1 research report	Research report discussed and recommendations provided	Early 2008	HWCA Research Network (led by Queensland)	Post Phase 1 research recommendations made
Decide if Phase 2 of research should progress	Decision made on if & how research project should move forward	Early 2008	HWCA Research Network (led by Queensland)	HWCA endorse project future.

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 3 – 2009 (pending Year 2 activity)</i>				

**HWCA CHARTER OBJECTIVE 3: To share information on new initiatives or programs**

**PRIORITY ACTIVITY: HWCA RESEARCH NETWORK**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Formation	Nomination of network participants and establishment of secretariat	Following February 2007 HWCA meeting	ACHIEVED. Contact details of all nominated participants have been forwarded to Queensland.	Network established and functional
Terms of reference and scope established	Terms of reference and scope endorsed by HWCA	June 2007	Research network convenor – Cassie Dransfield Queensland	Terms of reference and scope endorsed by HWCA
Research objectives	HWCA endorse key research objectives for 2007 and 2008	TO BE DETERMINED	Research network convenor – Cassie Dransfield Queensland	Key research objectives for 2007 and 2008 endorsed by HWCA

**HWCA CHARTER OBJECTIVE 3: To share information on new initiatives or programs**

**PRIORITY ACTIVITY: HWCA STRATEGY WORKSHOPS**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
June HWCA Strategy session (Wellington, NZ)	Strategy session facilitated to focus on issues relating to healthcare provider management	22 June 2007	Accident Compensation Corporation	Strategy session conducted
October HWCA Strategy session (Melbourne, Victoria)	Strategy session facilitated to focus on issues relating to the management of catastrophic injuries, and strategies related to rehabilitation with a goal of restoration to the community	October 2007	Victoria	Strategy session conducted
<i>Year 2 – 2008</i>				
February HWCA planning session incorporating national environmental scanning	Session facilitated to review progress against 2007-09 work plan and to consider relevant environmental influences	February 2008	South Australia	Revised 2007-09 HWCA work plan agreed by HWCA
June 2008 HWCA strategy session	Strategy session facilitated to focus on jurisdictional approaches to advertising and awareness raising campaigns	June 2008	To be allocated at June or October 2007 HWCA meeting	Strategy session conducted
<i>Year 3 – 2009</i>				
To be determined	To be determined	To be determined	To be determined	

**HWCA CHARTER OBJECTIVE 3: To share information on new initiatives or programs**

**PRIORITY ACTIVITY: NATIONAL ENVIRONMENTAL SCANNING**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Identify appropriate contact person in each jurisdictions with responsibility for environmental scanning	Network of officers with environmental scanning responsibilities is established	July 2007	South Australia	Network established
Define objectives and scope of environmental scanning	Scoping document, setting out the key objectives and proposed approach to environmental scanning	August 2007	South Australia	HWCA endorse scoping document and approach to environmental scanning
Determine key content areas, document structure and layout	Agreement on the required content and document structure	October 2007	South Australia	October HWCA meeting endorses proposed approach and scanning template
Template distributed to jurisdictions and completed with information to inform the environmental scan	Scanning template completed by all jurisdictions	November 2007	South Australia	
<i>Year 2 – 2008</i>				
Circulation of annual national environmental scanning document in advance of the February HWCA planning session	Annual national environmental scanning document released to HWCA members	February 2008	South Australia	National environmental scanning document endorsed by HWCA for public release
Template distributed to jurisdictions and completed with information to inform the environmental scan	Scanning template completed by all jurisdictions	November 2008	South Australia	

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 3 – 2009</i>				
Circulation of annual national environmental scanning document in advance of the February HWCA planning session	Annual national environmental scanning document released to HWCA members	February 2009	South Australia	National environmental scanning document endorsed by HWCA for public release
Template distributed to jurisdictions and completed with information to inform the environmental scan	Scanning template completed by all jurisdictions	November 2009	South Australia	

**HWCA CHARTER OBJECTIVE 3: To share information on new initiatives or programs**

**PRIORITY ACTIVITY: HWCA MEETING SCHEME REPORTS**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Review jurisdictional scheme reports from October 2006 and February 2007 HWCA meetings and determine common criteria	Draft a Standard Template using common criteria contained in reports	May 2007	HWCA Secretariat	Draft Standard Template completed
Develop 'Standard Template	'Standard template' to be considered at June 2007 HWCA meeting	June 2007	HWCA Secretariat	Scheme report template endorsed by HWCA before October 2007 meeting
Standard scheme report template in use by all jurisdictions	Standard reporting template used by all jurisdictions prior to each HWCA meeting	Ongoing from October 2007	HWCA Secretariat	Standard reporting template in use by all jurisdictions from October 2007

**HWCA CHARTER OBJECTIVE 5: Communicate, when appropriate, the outcomes of HWCA initiatives and programs**

**PRIORITY ACTIVITY: HWCA WEBSITE STRATEGY**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Explore options to use website to enhance the profile of HWCA	Survey to be developed to guide the Secretariat in terms of any changes to the website	June 2007	HWCA Secretariat	Survey to be circulated at June 2007 HWCA meeting
Identify options to use website to enhance the profile of HWCA	Results of survey, options and costs to be circulated "out of session" to jurisdiction	August 2007	HWCA Secretariat	Further action to be considered at October 2007 meeting

**HWCA CHARTER OBJECTIVE 6: Encourage professional development for workers in the Workers' Compensation 'industry'**

**PRIORITY ACTIVITY: INDUSTRY CONFERENCES**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Investigate opportunities for involvement in the February 2008 Conference ' <i>Better choices better health - Improving Compensation Outcomes</i> '	Options presented to HWCA and conference organisers (TRACsa) for a workers compensation stream incorporated in the CTP conference	August 2007	South Australia	Workers compensation stream at ' <i>Better choices better health - Improving Compensation Outcomes</i> ' endorsed
<i>Year 2 – 2008</i>				
Staging of February 2008 Conference ' <i>Better choices better health - Improving Compensation Outcomes</i> ' – including HWCA involvement in workers compensation stream	Workers compensation stream presented at ' <i>Better choices better health - Improving Compensation Outcomes</i> ' conference.	February 2008	South Australia	Workers compensation stream delivered at ' <i>Better choices better health - Improving Compensation Outcomes</i> '
Personal Injury Education Foundation conference to be held biennially	Conference staged in October 2008, and every two years thereafter	October 2008	Victoria	Conference staged
<i>Year 3 – 2009</i>				
Workers compensation streams staged at biennial conference staged by the Institute of Actuaries of Australia	Workers compensation streams staged at the conference to be held in 2009, and every two years thereafter	2009 (date TBD)	External party – IAA. HWCA Secretariat to oversee the involvement of HWCA members	Conference staged and HWCA represented on the conference program

**HWCA CHARTER OBJECTIVE 6: Encourage professional development for workers in the Workers' Compensation 'industry'**

**PRIORITY ACTIVITY: NATIONAL WORKERS COMPENSATION INDUSTRY AWARDS**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 3 – 2009</i>				
Obtain information from all jurisdictions regarding the existence of award programs relating to workers compensation, return to work and claims management	Outline of existing arrangements in various jurisdictions	February 2009	Victoria	Comprehensive information presented to HWCA
Develop options for national approach to workers compensation industry awards and / or recognition / scholarship program	Options presented to HWCA for consideration	June 2009	Victoria	HWCA agree to a national approach to workers compensation industry awards and / or recognition / scholarship program

**HWCA CHARTER OBJECTIVE 6: Encourage professional development for workers in the Workers' Compensation 'industry'**

**PRIORITY ACTIVITY: HWCA INVOLVEMENT IN WORKERS COMPENSATION STUDY TOURS (INBOUND AND OUTBOUND)**

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
<i>Year 1 – 2007</i>				
Obtain information from all jurisdictions regarding: <ul style="list-style-type: none"> <li>inbound workers compensation international study tours hosted in the previous 5 years</li> <li>outbound international study tours undertaken in the previous 5 years</li> </ul>	HWCA presented with an outline of recent activity involved in hosting international study tours, or conducting outbound study tours	October 2007	Western Australia	Comprehensive information presented to HWCA
Obtain information regarding significant inbound and outbound study tours in the field of OHS, undertaken in the last 5 years	HWCA presented with an outline of recent activity involved in hosting international study tours, or conducting outbound study tours	October 2007	Western Australia	Comprehensive information presented to HWCA
<i>Year 2 – 2008</i>				
Explore opportunities for international partnerships	Identify international agencies, associations and authorities with whom HWCA could develop strategic alliances to share information and to facilitate study tours	June 2008	Western Australia	International partnerships established by HWCA
Identify opportunities for HWCA members to host a	HWCA advised of opportunities to coordinate	October 2008	Western Australia	International delegation to Australia arranged for travel

ACTIVITY	DELIVERABLE	TIMEFRAME	ACCOUNTABILITY	MEASURE OF SUCCESS
coordinated inbound study tour	an international delegation to Australia			in 2009
Identify opportunities for HWCA members to participate in an international workers compensation study tour	HWCA advised of opportunities for Australian delegation to undertake an international workers compensation study tour	October 2008	Western Australia	Arrangements made for international study tour in 2009
<i>Year 3 – 2009</i>				
Hosting of coordinated international workers compensation study tour of Australia	To be determined	To be determined	Western Australia	To be determined
Australian delegation undertakes an international workers compensation study tour	To be determined	To be determined	Western Australia	To be determined