



Australian Government
Safety, Rehabilitation and
Compensation Commission

Self-insurance licence extensions – information to be provided to employees and unions

Self-insurance licences in the Commonwealth workers' compensation scheme are generally granted for eight years. Licensees must re-apply if they wish to extend the licence beyond that time.

Current licensees applying for an extension of their self-insurance licence under the Commonwealth *Safety, Rehabilitation and Compensation Act 1988* (SRC Act) are required to provide relevant information to their employees and employee representatives about the extension process.

What are the requirements?

The SRC Act and Regulations do not prescribe specific requirements for communication to employees and representatives in licence extension processes, as an extension represents a continuation of existing arrangements.

However, the Safety, Rehabilitation and Compensation Commission (SRCC) expects that employees and representatives are informed about:

- the basic nature of the SRC Act scheme
- the licensee's reasons for choosing to remain with self-insurance
- the key performance improvements and key milestones during the current licence
- the intended new period of licence
- a broad outline of the process for seeking a licence extension (including the fact the SRCC makes the final decision on the licence variation) and the likely timeline for the process
- an assurance that the employees' substantive rights and obligations under the SRC Act will not be affected by the extension
- how to provide feedback to their employer

When should this information be provided?

The employee and representative engagement process should be undertaken before a request is made for the licence extension. This will allow the licensee to provide detailed evidence of its information provision process with the application documentation.

How should this information be provided?

- generally, there should be multiple engagement formats (for example, intranet updates, emails, online meetings, Toolbox/Townhall talks) to ensure the key messages are received.
- formats and approaches should be targeted to the nature of the workforce (for example, ensuring mobile, casual and shift workers are appropriately covered).
- the content of communication does not need to be complex, but it should cover all the key points.
- there should be an avenue for anyone with an interest or concern to raise questions or feedback and receive a specific response.
- all communications, questions, feedback and responses should be recorded and made available to the SRCC.

How should unions be consulted?

The SRCC expects that all unions whose members are covered by the licence are contacted prior to the application being lodged. Each union should be informed of the proposed extension and offered the opportunity to provide feedback. The licensee should provide each union with a full copy of all communication material and messaging provided to its workforce.

How to get advice on information provision?

In lead up to, and during, licence extension processes, Comcare will engage closely with a licensee on its consultation and information provision obligations. However, the decision on whether consultation and other requirements have been met will be made by the SRCC.