



Workers' Compensation
Conciliation Service
2 Bedbrook Place
Shenton Park WA 6008
Ph 08 9388 5555
@WorkCoverWA
www.workcover.wa.gov

COVID-19 NOTICE

SETTLEMENTS

UPDATED NOTICE FROM DIRECTOR

**Lodging Memoranda of Agreement by Email:
Temporary Waiver of Requirement to Produce Original for Inspection; and
Confirmation MOA Has Been Properly Executed**

**Lodging Section 92(f) Deeds Electronically:
Confirmation Deed Has Been Properly Executed**

Parties to a settlement via Memorandum of Agreement (MOA) pursuant to Section 76 of the *Workers' Compensation and Injury Management Act 1981* can continue to lodge original settlement documents via courier and the postal service.

In addition, from 7 April 2020 and for the period of the State of Emergency which was declared in response to the COVID-19 pandemic, parties are permitted to lodge complete MOA documents with the Director in PDF format via email. The email address for electronic lodgement of MOA documents is conciliation@workcover.wa.gov.au.

The MOA must be accompanied by a cover letter from the lodging party which includes telephone and email contact details for all parties. Due to the difficulty in identifying whether a document lodged electronically bares an electronic or hand written signature the cover letter must also include confirmation that the MOA has been properly executed in accordance with the laws of Western Australia.

The Director will not be requiring production of the original MOA for inspection as a matter of course for settlement documents lodged in this manner.

Parties should note this is not a waiver of the Director's right to inspect under Regulation 12(3) of the *Workers' Compensation and Injury Management Regulations 1982*. If the Director has any concerns regarding a particular matter the filing party will be required to produce the original MOA for inspection.

From 22 June 2020 section 92(f) Deeds can be lodged electronically via WorkCover WA Online. Due to the difficulty in identifying whether a document lodged electronically bares an electronic or hand written signature, confirmation that the Deed has been properly executed in accordance with the laws of Western Australia must be included in a cover letter when the Deed is lodged.

Enquiries regarding these temporary arrangements can be directed to Mr Brett Rothwell, Registry Coordinator, via email to brett.rothwell@workcover.wa.gov.au.

Karin Lee
Director, Conciliation
Workers' Compensation Conciliation Service

19 June 2020

D2020/123670