The Seacare Authority agreed that the following procedures will be followed to ensure employer compliance with statutory obligations where there is no statutory procedure specified and to meet the Seacare Authority’s reporting requirements.

Notice prior to the compliance date

Step 1
In accordance with the timeframes set out in the table below, Comcare will issue an initial notice to all relevant employers to confirm reporting obligations and the compliance date.

Step 2
Five business days prior to the specified compliance date, Comcare will notify the usual contact person for each entity.

Step 3
On the specified date of compliance, Comcare will notify the usual contact person for each entity.

Compliance procedures

Step 1
On the first business day following the specified compliance date, contact will be made by Comcare to the usual contact person of any employer that has not provided the relevant information by the compliance date advising:

(a) the timeframe for provision of the information has passed

(b) the company is in breach of the legislation or the Seacare Authority’s reporting requirements (whichever is applicable)

(c) if the company has not provided the required information within five business days, the company’s Chief Executive Officer (CEO)/General Manager will be contacted in relation to the issue.
Step 2

If no response is received within five business days, Comcare will inform the Chairperson of the Seacare Authority of the non-compliance. The Chairperson of the Seacare Authority or their delegate will send follow-up correspondence to the CEO/General Manager of the company.

This correspondence will:
(a) outline the communication between Comcare and the company to date
(b) advise that the compliance date has passed
(c) advise that the company is in breach of the legislation or the Seacare Authority's reporting requirements
(d) advise that if a response is not received within five business days, further action will be initiated to ensure compliance
(e) include any other information deemed relevant or appropriate.

Step 3

Non-compliance under Seafarers Act Reporting

If deemed appropriate, Comcare will prepare a brief of evidence for submission to the Chairperson (for offences under the Seafarers Rehabilitation and Compensation Act 1992 (Seafarers Act)) or the CEO of Comcare (for offences under the Seafarers Rehabilitation and Compensation Levy Collection Act 1992 (Levy Collection Act)) to the Commonwealth Director of Public Prosecutions (CDPP) for consideration. The CDPP may then undertake prosecutorial action, as recommended by the Chairperson of the Seacare Authority or CEO of Comcare in the relevant State court with federal criminal jurisdiction.

Non-compliance with Levy Collection Act

Where the non-compliance relates to the provision of a return under section 6 of the Levy Collection Act, steps will be taken as per non-compliance with the Seafarers Act. If, after receipt of a levy return, the levy imposed on an employer remains unpaid, and if deemed appropriate, the CEO of Comcare, or an authorised person as appointed by the CEO, will write to the relevant party to advise that, if the payment of the levy is not received within a timeframe stipulated in that letter, the ship will be detained.
# Employer Reporting Requirements and Timelines:

<table>
<thead>
<tr>
<th>Report</th>
<th>Requirement</th>
<th>Act and section</th>
<th>Frequency</th>
<th>Falls due</th>
<th>Compliance date</th>
<th>Initial notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESD</td>
<td>Employee numbers, hours worked and ship details (six monthly) and employees by age and occupational grouping (annually)</td>
<td>Seafarers Act, section 106</td>
<td>Biannual</td>
<td>1 Jan</td>
<td>15 Jan</td>
<td>15 Dec</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Jul</td>
<td>15 Jul</td>
<td>15 Jun</td>
</tr>
<tr>
<td>Berths and Levy</td>
<td>Report number of berths on all ships and payment of levy per berth</td>
<td>Levy Collection Act, sections 4, 5 and 6</td>
<td>Quarterly</td>
<td>1 Jan</td>
<td>15 Jan</td>
<td>15 Dec</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Apr</td>
<td>15 Apr</td>
<td>15 Mar</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>1 Jul</td>
<td>15 Jul</td>
<td>15 Jun</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>1 Oct</td>
<td>15 Oct</td>
<td>15 Sep</td>
</tr>
<tr>
<td>Claim update reports</td>
<td>Report on all claims that are active or have been finalised in preceding 6 months</td>
<td>Seafarers Act, section 106</td>
<td>Biannual</td>
<td>1 Jan</td>
<td>31 Jan</td>
<td>Late Dec</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Jul</td>
<td>31 Jul</td>
<td>Late Jun</td>
</tr>
<tr>
<td>Insurance</td>
<td>Details and evidence of workers’ compensation insurance arrangements and gross wages</td>
<td>Seafarers Act, sections 94, 95 and 106</td>
<td>Periodically</td>
<td>When insurance is renewed or reissued</td>
<td>Within 14 days of insurance issue or renewal</td>
<td>1 week prior to expiry</td>
</tr>
</tbody>
</table>

Notes: If the compliance date falls on a non-business day, then compliance is extended to the next business day. These procedures are to be reviewed by the Seacare Authority if they are not achieving the intended outcome.