



Australian Government

Seafarers Safety, Rehabilitation
and Compensation Authority

ANNUAL REPORT 2016–17

Seacare



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ACKNOWLEDGEMENT

Throughout this report the Seafarers Safety, Rehabilitation and Compensation Authority is referred to as the Seacare Authority. Seacare is the registered trading or business name of the Seacare scheme of occupational health and safety, rehabilitation and compensation.

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Photographs by Martin Byrne and the Seacare scheme.

Letter of transmittal



Australian Government
Seafarers Safety, Rehabilitation
and Compensation Authority

Senator the Hon Michaelia Cash
Minister for Employment
Parliament House
CANBERRA ACT 2600

Dear Minister

I am pleased to present the Annual Report on the activities of the Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority) for the financial year ended 30 June 2017.

This report is made in accordance with section 46 of the *Public Governance, Performance and Accountability Act 2013* and includes a report on:

- > activities undertaken under the *Seafarers Rehabilitation and Compensation Act 1992* as well as Ministerial declarations made under that Act
- > the operation of the *Occupational Health and Safety (Maritime Industry) Act 1993* and Regulations, pursuant to subsection 114(1) of the Act.

Following its tabling in Parliament, the report will be available on the Seacare Authority's website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Sherriff', written over a light blue rectangular background.

Barry Sherriff
Chairperson
15 September 2017

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Chairperson's report



It gives me great pleasure to present this report to the Minister for Employment, Senator the Hon Michaelia Cash, and the Australian Parliament, on the operations of the Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority) for the year ending 30 June 2017.

I would like to acknowledge the valuable contributions made by all members during the reporting period.

Strategic focus

As required by section 35 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the Seacare Authority developed, in consultation with relevant stakeholders, a Corporate Plan for 2016–17. The Seacare Authority Corporate Plan was developed in line with section 16E of the Public Governance, Performance and Accountability Rule 2014 which specifies that Corporate Plans are required to be prepared for a single reporting period, but must also cover the three following reporting periods. The Seacare Authority has also worked closely with the Australian Maritime Safety Authority (AMSA) to progress the strategies and priorities outlined in the joint occupational health and safety plan 2013–18 (OHS plan). This included setting priorities under that OHS plan for 2016 and 2017.

Further information regarding performance against the Corporate and OHS Plans throughout 2016–17 is in Chapter 2.

Exemptions by own motion

The Federal Court of Australia's decision in late December 2014 in the case of *Samson Maritime Pty Ltd v Noel Aucote* [2014] FCAFC 182 (Samson v Aucote), provided an interpretation on the coverage of the scheme that was significantly broader than the way that scheme coverage had been previously understood and applied. That is, that the scheme applied to all employees (as defined under the *Seafarers Rehabilitation and Compensation Act 1992* (Seafarers Act)) of a trading, financial or foreign corporation.

During 2016–17, the Seacare Authority reissued the exemptions previously granted by its own motion in 2016 to vessels that have been brought into the scheme because of the Samson v Aucote decision.

Further information on the changes to the scheme is contained in Chapter 1 of the report.

Seafarers Safety Net Fund and levy collection

A key function of the Seacare Authority is the oversight and management of the Seafarers Safety Net Fund (the Fund). The Fund provides compensation benefits for injured workers when there is no existing employer to lodge the claim against.

During the reporting period, the actuarially determined target level of reserves for the Fund continued to be met and the berth levy was maintained at \$15 per berth.

The biennial actuarial review of the Fund to determine the appropriate target reserve, which then flows on to the setting of the berth levy, commenced in 2016–17.

Seacare Authority governance, accountability and data

Cross agency agreement

Since 2007, the Seacare Authority and Comcare have had agreements in place (referred to as cross agency agreements) in relation to the provision of, and remuneration for, specific services by Comcare. The current agreement came into effect from 1 July 2015 and provides greater clarity to both agencies in relation to the services provided.

Fraud and Corruption Control Plan and Risk Register

In 2016–17 the Seacare Authority endorsed its Fraud and Corruption Control Plan 2017–19 and Fraud and Corruption Risk Register (FCRR). The Fraud and Corruption Control Plan is an important part of the Seacare Authority's fraud control agenda and, in conjunction with the Accountable Authority Instruction of Fraud, it documents the strategic and operational approach to preventing, detecting and responding to fraud and corruption.

The Seacare Authority's Fraud and Corruption Control Plan and Risk Register will be reviewed and updated on a cyclical basis.

Strategic Risk Register

The Seacare Authority maintained its Strategic Risk Register throughout the year, including reviewing it to mitigate, as far as practicable, current and emerging risks.

Compendium report

To complement the 2015–16 annual report, the Seacare Authority published a compendium of statistics which provided a comprehensive summary of scheme data and performance up to 2015–16. The compendium is available on the Seacare website. A similar compendium will be published for 2016–17 to complement this annual report.

I wish to acknowledge the important role of AMSA as the occupational health and safety (OHS) inspectorate for the Seacare scheme, and thank the staff of AMSA for their valuable contribution to the work of the Seacare Authority.

Finally, I would like to thank the staff of Comcare for their professional support, guidance and assistance.

Barry Sherriff
Chairperson

27 August 2017

2016–17 SEACARE

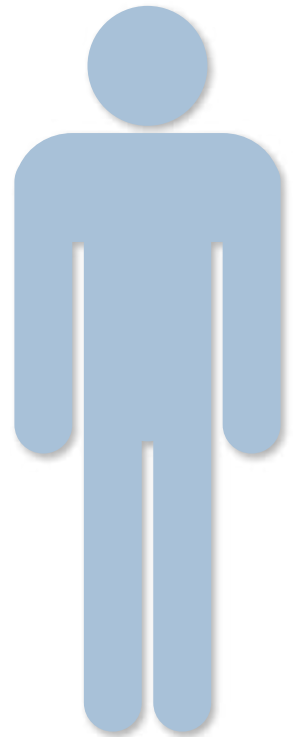


4596

employees under
the Seafarers Act

2785

FTE employees
under the
Seafarers Act



SCHEME SNAPSHOT

HOURS WORKED 2016–17

11941378

188 SHIPS TOTAL



46
Bluewater



14
Dredging



13
Other





CHAPTER 1:

THE SEACARE SCHEME

About the Seacare Scheme

Seacare is a national scheme of occupational health and safety (OHS), rehabilitation and workers' compensation arrangements which applies to defined seafaring employees and—in relation to OHS—defined third parties.

The scheme is a privately underwritten workers' compensation scheme, with employers required to hold workers' compensation insurance to cover their liabilities under the Seafarers Act. Management responsibility of claims for workers' compensation rests with the employee's employer. This management responsibility is often outsourced to an employer's insurer or third party with claims management expertise. Premium income from these insurance policies does not contribute to the cost of scheme services, unlike arrangements in centrally-managed schemes.

The scheme incorporates the Seafarers Safety Net Fund (the Fund) which is a 'safety net employer' to stand in place of an employer if a default event¹ occurs. The Fund enables injured seafarers to lodge a claim even when there is no employer to make a claim against. In such circumstances, the Fund will determine any claim and may accept liability for any eligible benefits. Where there was a workers' compensation insurance policy covering the employee under the Seafarers Act, the Fund has the same rights as the insured employer to recover costs from that insurer.

The Fund is maintained through the collection of money from scheme employers under the *Seafarers Rehabilitation and Compensation Levy Act 1992* (Levy Act) and the *Seafarers Rehabilitation and Compensation Levy Collection Act 1992* (Levy Collection Act). The Minister determines in consultation with relevant stakeholders the appropriate rate of levy payable by employers before making a recommendation to the Governor-General that a regulation be made prescribing the rate. The current levy rate of \$15 per berth took effect on 1 April 2008.

Further information about the scheme is available on the Seacare website.

Changes to the scheme

Samson v Aucote

On 22 December 2014, the Federal Court of Australia unanimously decided in the case of *Samson Maritime Pty Ltd v Noel Aucote* [2014] FCAFC 182 (*Samson v Aucote*) that sections 19(2)–(4) of the Seafarers Act extend the operation of the Act beyond the limited circumstances set out in section 19(1). Based on the Federal Court's decision, the scheme applies to any employee of a trading, financial or foreign corporation without the limitation that the ship be engaged in trade or commerce beyond the boundary of a state or within a territory.

This decision has substantially shifted the understanding of workers' compensation and work health and safety arrangements in the Australian maritime industry. Ships and employees that were historically considered to be covered by state arrangements may now be covered by the Seacare scheme.

¹ A default event is defined under section 3 of the Seafarers Act.

Seacare Authority exemptions and Minister's Declarations

As a result of the *Samson v Aucote* decision, the Seacare Authority granted two exemptions by own motion from coverage by the Seafarers Act. In 2016–17, the Seacare Authority reissued these exemptions for a further period:

- > multiple vessels—Australian General Register, effective from 24 March 2017
- > multiple vessels—Domestic Commercial Vessels, effective from 21 April 2017.

The Minister for Employment also made declarations under the *Occupational Health and Safety (Maritime Industry) Act 1993* (OHS(MI) Act) and the Seafarers Act that certain ships were not prescribed for the purposes of those Acts which commenced on 26 March 2015. These declarations were repealed with revised declarations made on 16 June 2015. These declarations are legislative instruments and were due to sunset two years after they took effect, however, the Minister for Employment renewed both declarations in 2017 without specifying a date for repeal.

The exemptions and declarations together ensure that these ships are not covered by the Seacare scheme and are instead covered by state legislation, as had been understood to be the case prior to the *Samson v Aucote* decision.

Amendments to the Seafarers Act and other legislation

The Seafarers and Other Legislation Amendment Bill 2016, the Seafarers Safety and Compensation Levies Bill 2016 and the Seafarers Safety and Compensation Levies Collection Bill 2016 (the Seafarers Bills Package) were introduced into Parliament on 13 October 2016. The Seafarers Bills Package proposed to amend the Seafarers Act by:

- > clarifying the coverage of the Seacare scheme while maintaining similar scope
- > updating the workers' compensation provisions of the Seafarers Act to restore alignment with the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act)
- > transferring the functions of the Seacare Authority to the Safety, Rehabilitation and Compensation Commission (the Commission) and Comcare
- > enabling the Chair of the Commission to create a Seacare Advisory Group comprising of industry and union representatives to advise the Commission and Comcare on matters relating to the administration of the Seacare scheme.

The Seafarers Bills Package further proposed to repeal the OHS(MI) Act and extend coverage of the *Work Health and Safety Act 2011* (Cth) to apply to the Seacare scheme.

The Seafarers Bills Package also proposed to amend the Levy Act and Levy Collection Act to create powers to recover scheme regulatory costs through levy arrangements while retaining the existing Safety Net Fund arrangements.

The Seafarers Bills Package remained before Parliament at the end of 2016–17.

On 11 May 2017, the Government introduced the Comcare and Seacare Legislation Amendment (Pension Age and Catastrophic Injury) Bill 2017.

The Bill amended the Seafarers Act so that employees who are entitled to receive weekly compensation payments for incapacity can continue to receive those payments until they reach 'pension age' as defined in the *Social Security Act 1991*, to ensure there is no gap between the cessation of compensation for incapacity and eligibility to receive the age pension. The Bill also introduced a new definition for 'catastrophic injury' which aligns the Seafarers Act with minimum benchmarks for catastrophic workplace injuries in the National Injury Insurance Scheme. The changes also mean removing the cap on weekly compensation payable for household and attendant care services for employees with a catastrophic injury.

The Parliament passed the Bill on 15 June 2017.

About the Seacare Authority

Responsible minister

The Seacare Authority operates within the Employment portfolio. The Minister for Employment has the power to give directions to the Seacare Authority about the performance of its functions and the exercise of its powers.

Role and function

The Seacare Authority is a statutory body established under the Seafarers Act.

The Seacare Authority administers both the Seafarers Act and OHS(MI) Act. The inspectorate function under the OHS(MI) Act has been conferred on the Australian Maritime Safety Authority (AMSA). AMSA provide a regular report to the Seacare Authority on the performance of its functions.

The Seacare Authority has a number of powers and functions conferred on it to ensure the safety of employees covered under the OHS(MI) Act, as well as to ensure the early and safe return to work and access to compensation for injured employees under the Seafarers Act.

In addition, the Minister, by notice published under section 100, has declared the Seacare Authority to have the functions, powers and obligations of the Fund under the Seafarers Act.

The Seacare Authority's functions under the Seafarers Act are:

- > to monitor the operation of the Seafarers Act
- > to promote high operational standards of claims management and effective rehabilitation procedures by employers
- > to cooperate with other bodies or people with the aim of reducing employees' incidence of injuries to employees
- > to publish material relating to the above functions
- > to formulate policies and strategies relating to the OHS of employees
- > to accredit OHS training courses for the purposes of section 47 of the OHS(MI) Act
- > to advise the Minister about anything relating to the Seacare Authority's functions and powers and other matters relating to the compensation and rehabilitation of employees
- > such other functions as are conferred on the Seacare Authority by the Seafarers Act or any other Act.

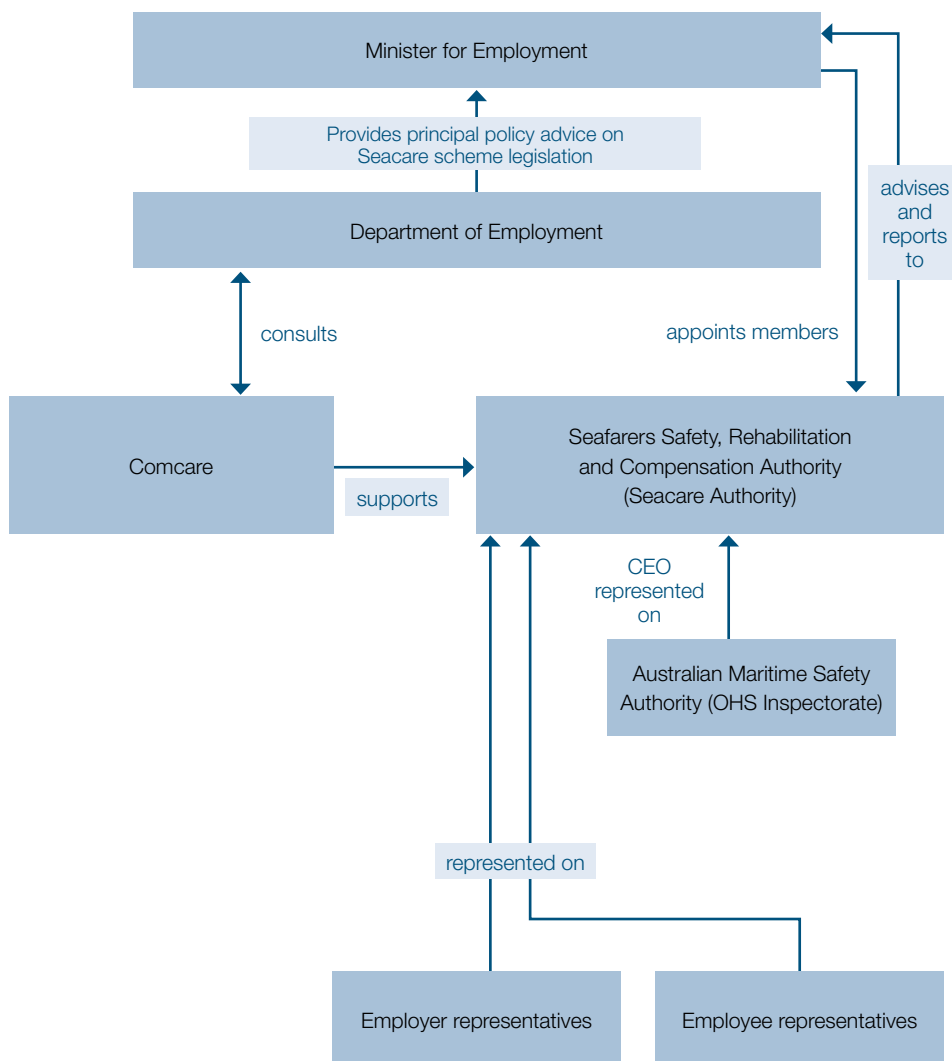
The Seacare Authority's functions under the OHS(MI) Act are to:

- > ensure, in accordance with the OHS(MI) Act and the regulations, that the obligations imposed by or under the Act and the regulations are complied with
- > advise operators, employees or contractors, either on its own initiative or on being asked, on OHS matters
- > collect, interpret and report information relating to OHS
- > formulate policies and strategies relating to the OHS of employees
- > accredit OHS training courses for the purposes of section 47
- > liaise with other bodies concerned with OHS
- > advise the Minister on:
 - the most effective means of giving effect to the objects of the OHS(MI) Act
 - the making of regulations under the OHS(MI) Act
 - the approval of codes of practice under subsection 109(1).

Under the Levy Act the Seacare Authority must also advise the Minister on:

- > the need to ensure that the Fund has adequate financial reserves for its prudential management
- > reasonable estimates of the Fund's present and future liabilities under the Seafarers Act
- > the cost of administering the Seacare Authority in connection with the performance or exercise of the Fund's functions, powers and obligations.

The Seacare Authority is responsible for ensuring that employers comply with their obligations under the Levy Collection Act and Regulations.

Figure 1: Seafarers safety, rehabilitation and compensation scheme

Membership

The Seafarers Act provides for the Seacare Authority to have seven members, consisting of a Chairperson, Deputy Chairperson, two Members representing employers, two Members representing employees and the CEO of AMSA. Members are appointed by the Minister, except for the CEO of AMSA which is an ex officio appointment. Members other than the Chairperson and Deputy Chairperson may appoint a deputy, subject to the Minister's approval.

The Seacare Authority comprised the following Members during 2016-17:

Mr Barry Sherriff

Chairperson

Ms Jennifer Taylor

CEO of Comcare and Deputy Chairperson

Mr Dale Emmerton

National Marine Manager, SeaRoad Shipping, representing employers

Mr Malcolm Hearnden

Manager, Swire Pacific Ship Management (Australia), representing employers
(resigned on 16 October 2016)

Mr John Wydell

Industrial Officer, Australian Maritime Officers Union (AMOU), representing employees
(resigned on 9 June 2017)

Mr Martin Byrne

Federal Secretary, Australian Institute of Marine and Power Engineers (AIMPE), representing employees

Ms Natasha Lindfield

Farstad, representing employees (appointed on 12 June 2017)

Mr Mick Kinley

CEO of AMSA

Operations of the Seacare Authority

The Seacare Authority meets at least once every three months with additional meetings held as required. Three members constitute a quorum if the following members are present:

- > the Chairperson or Deputy Chairperson
- > a member representing employer interests
- > a member representing employee interests.

The Seacare Authority held meetings on 22 September 2016, 16 November 2016, 9 February 2017, 16 March 2017 and 15 June 2017. Details of attendance at Seacare Authority meetings during 2016-17 are shown in Table 1.

Table 1: Seacare Authority meeting attendance

Member	Eligible to attend	Attended	Attended by Deputy
Barry Sherriff	5	5	-
Jennifer Taylor	5	5	-
Dale Emmerton	5	4	-
Malcolm Hearnden	2	2	-
John Wydell	4	3	1
Martin Byrne	5	4	1
Mick Kinley	5	2	2
Natasha Lindfield	1	1	-

During 2016–17 the following Deputy Members attended Seacare Authority meetings:

- > Mr Jamie Newlyn, Maritime Union of Australia (MUA), Deputy to Mr Martin Byrne
- > Mr Jarrod Moran, Deputy to Mr John Wydell.

Seacare Authority working groups

Code of Practice Working Group

Purpose: To consider whether the Australian Offshore Support Vessel Code of Safe Working Practice and the Code of Safe Working Practice for Australian Seafarers should continue in force as a Seacare Authority Code of Practice and, if so, to advise on any appropriate amendments to the contents.

Members (at 30 June 2017): Stephen Curry (AMSA, Chair), Martin Byrne (AIMPE), Mick Cross (MUA), Isabelle Guaran (MIAL), Jarrod Moran (AMOU).

Health and Safety Representative (HSR) Training Course Accreditation Panel (Panel)

Purpose: To consider and provide recommendations to the Seacare Authority on training providers seeking accreditation of their HSR training courses for the purposes of section 47 of the OHS(MI) Act.

Members: Nathan Niven (AIMPE), Joanne Ng (AMSA).

Administrative support

The Seacare Authority is not a body corporate and does not employ its own staff. To enable it to perform its functions and exercise its powers, section 72A of the SRC Act requires Comcare to provide the Seacare Authority with secretariat support and other assistance, and to make available the services of such members of its staff as the Seacare Authority reasonably requires.

Comcare, under the Seacare Authority's direction, is responsible for:

- > providing secretariat support to the Seacare Authority
- > managing the scheme's claims database
- > monitoring and reporting on Seacare scheme performance
- > preparing the annual report
- > reporting to the Minister
- > liaising and communicating with scheme stakeholders and other regulators
- > managing the annual appropriation for supporting the Seacare function
- > managing the Fund and levy collection
- > administering any claims made on the Fund.

During 2016–17 the Seacare Authority and Comcare had a cross-agency agreement in place that articulated Fund-related services and activities to be undertaken by Comcare on behalf of the Seacare Authority and the fee for the provision of these services.

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CHAPTER 2:

PERFORMANCE REPORTING

2016–17 SCHEME

SINCE 2015–16

0

compensable
fatality reported

28.1%
increase

in the frequency of
accepted claims

22.5%
increase

in the incidence of
accepted claims

1.4%
reduction

in the incidence of claims with
12 or more weeks lost time

TYPE OF INJURY

hitting and
being hit by
objects

26%

30%

falls, slips
and trips



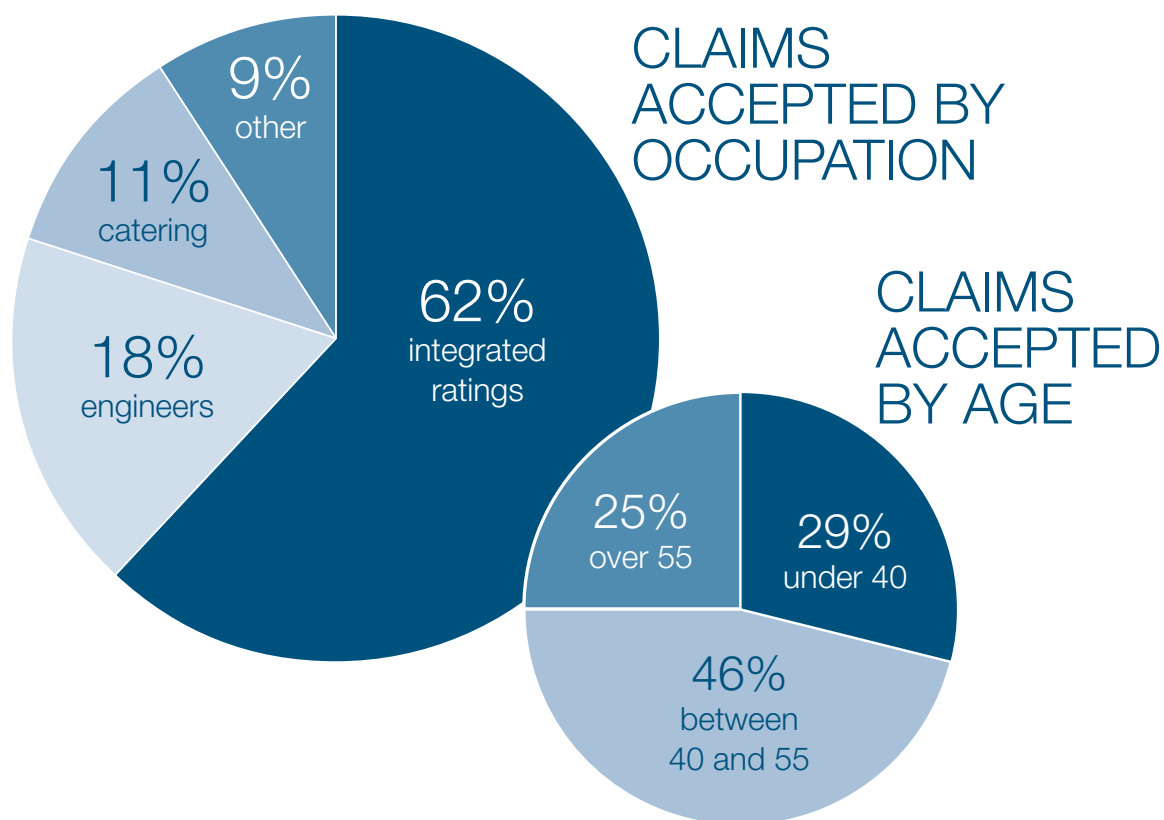
38%

body
stressing

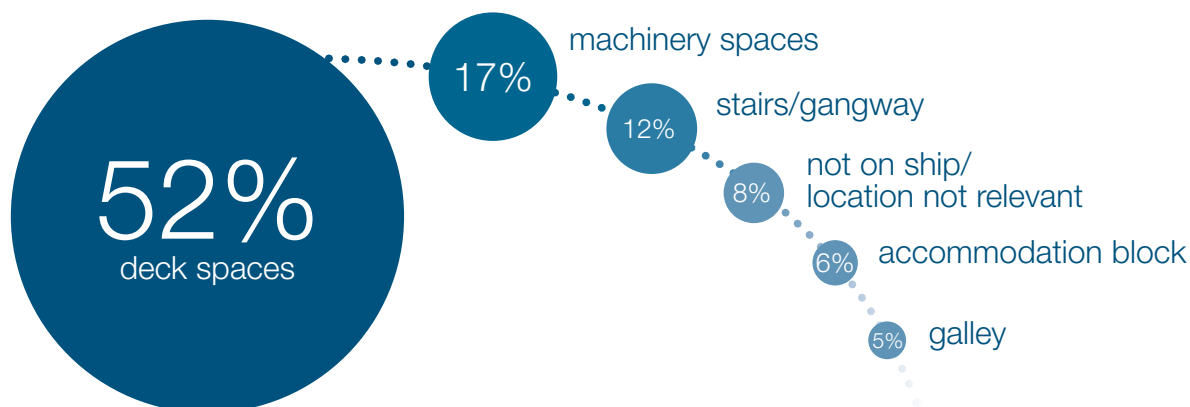
other

5%

PROFILE



CLAIMS ACCEPTED BY LOCATION



Annual performance statements

I, Barry Sherriff, as the Chairperson of the Seacare Authority, present the 2016–17 annual performance statements of the Seacare Authority, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, these annual performance statements are based on properly maintained records, accurately reflect the performance of the Seacare Authority, and comply with subsection 39(2) of the PGPA Act.

Overview

The Seacare Authority's annual performance statements should be read in conjunction with the *Seacare Authority 2016–17 Corporate Plan*. The Seacare Authority does not have a Portfolio Budget Statement (PBS).

Seacare Authority 2016–17 Corporate Plan

The Seacare Authority's 2016–17 Corporate Plan defines its purpose to be to:

1. perform its statutory functions to promote healthy and safe workplaces and appropriate and timely compensation for, and rehabilitation of, injured workers covered by the Seacare scheme; and
2. maintain a scheme safety net that is able to meet its liabilities.

Table 2: Seacare Authority purposes and Corporate Plan key result areas

Purpose	Link to Corporate Plan key result areas (KRAs)	
Perform its statutory functions to promote healthy and safe workplaces and appropriate and timely compensation for, and rehabilitation of, injured workers covered by the Seacare scheme	KRA1	Promotion of healthy and safe workplaces
	KRA2	Promotion of appropriate and timely rehabilitation and compensation
Maintain a scheme safety net that is able to meet its liabilities	KRA3	Fund sustainability

Purpose 1

Perform its statutory functions to promote healthy and safe workplaces and appropriate and timely compensation for, and rehabilitation of, injured workers covered by the Seacare scheme.

PERFORMANCE CRITERIA	SOURCE
Number of accepted claims per 1000 full time equivalent (FTE) employees (incidence rate) and 1,000,000 hours worked (frequency rate)	Corporate Plan KRA 1
RESULT	

Target: reduction in incidence and frequency rate from five year moving average to 2015–16

Incidence rate: 37.3

Frequency rate: 8.5

Result:

Incidence rate (claims per 1000 FTE): 30.2

Frequency rate (claims per 1,000,000 hours worked): 7.0

ANALYSIS

The targets for the incidence and frequency rates of accepted claims in 2016–17 were exceeded with an incidence rate of 30.2 and frequency rate of 7.0.

In 2016–17, 84 claims were accepted, out of a total 99 claims lodged. The performance against this measure has deteriorated since 2015–16 which had incidence and frequency rates of 24.6 and 5.5 respectively, however the number, incidence and frequency of accepted claims have generally been reducing since 2011–12. This is likely due to declining participation in the Seacare scheme over this same period.

PERFORMANCE CRITERIA	SOURCE
Number of compensated fatalities	Corporate Plan KRA 1
RESULT	

Target: Zero compensated fatalities

Result: Zero compensated fatalities

ANALYSIS

The target of zero fatalities was met in 2016–17.

PERFORMANCE CRITERIA	SOURCE
Number of serious claims (involving one week lost time, non-commuting) per 1000 FTE	Corporate Plan KRA 1
RESULT	

Target: 29.4—reduction in rate of serious claims year on year (based on the five previous years moving average)

Result: 24.1

ANALYSIS

The target of 29.4 serious claims per 1000 FTE was exceeded in 2016–17 with a result of 24.1. In 2016–17 there were 67 claims that had one or more week of lost time. The performance against this measure has deteriorated since 2015–16 which had an incidence rate of 17.9 however the number and incidence of serious claims have generally been reducing since 2011–12. This is likely due to declining participation in the Seacare scheme over this same period.

PERFORMANCE CRITERIA	SOURCE
Satisfaction of Authority Members with Australian Maritime and Safety Authority (AMSA) papers	Corporate Plan KRA 1
RESULT	
Target: 100 per cent of Member responses indicate at least 'satisfied' each year	
Result: satisfied (as assessed by Chairperson)	
ANALYSIS	
<p>Under subsection 82(c) of the OHS(MI) Act, AMSA, as the Inspectorate, has a function to provide the Seacare Authority with such information as is asked for by the Authority. AMSA undertakes this function by providing a paper to the Seacare Authority at each of its regular meetings.</p> <p>A survey which measured Members' satisfaction with AMSA papers was not undertaken in 2016–17 as has been the practice in previous years. Rather, feedback was sought from the Chairperson on behalf of the Seacare Authority on the performance against this measure. The Chairperson provided a rating of 'satisfied' and provided the feedback that the AMSA papers were generally good in that they provided updates on key initiatives and issues which provoke discussion at the Seacare Authority meetings but were, at times, a bit brief. Further information was provided by AMSA in meetings of the Seacare Authority to expand on matters noted in its papers, assisting the Seacare Authority to consider all relevant matters.</p> <p>It was noted that AMSA not only complies with its function to provide information that is requested by the Seacare Authority, but goes further by gratuitously providing information on matters that will be of interest to the Seacare Authority.</p>	

PERFORMANCE CRITERIA	SOURCE
Satisfaction of Seacare Authority Members with quality of Health and Safety Representative (HSR) accreditation papers	Corporate Plan KRA 1
RESULT	
Target: 100 per cent of Member responses indicate at least 'satisfied' each year	
Result: N/A	
ANALYSIS	
No requests for accreditation were received in 2016–17.	

PERFORMANCE CRITERIA	SOURCE
Current return to work rate (percentage of injured workers who have returned to work and still at work 8–9 months after injury)	Corporate Plan KRA 2
RESULT	
Target: > 70 per cent each year	
Result: Not available	
ANALYSIS	

The National Return to Work Survey, from which the results against this measure are drawn, is run biennially and did not take place in the 2016–17 year.

It should be noted that the sampling methodology used to measure the current return to work rate has been amended and the performance measure will be updated accordingly in the Seacare Authority's 2017–18 Corporate Plan.

Return to work outcomes in the maritime industry are affected by the limited availability of temporary suitable alternative duties for seafarers; reduced hours and modified duties are often not available on a ship at sea and seafarers must satisfy strict 'fit for sea duty' requirements before returning to sea. In addition, where injured seafarers are returned to their home ports following an injury, the availability of suitable duties in some locations—as well as access to skilled rehabilitation providers—can be limited.

PERFORMANCE CRITERIA	SOURCE
Percentage of claims where actual determination is within statutory time limits	Corporate Plan KRA 2
RESULT	

Target: > 80 per cent each year

Result: 65.6 per cent

ANALYSIS

The Seafarers Act outlines that claims relating to death must be determined within 60 days, claims relating to permanent impairment must be determined within 30 days and claims relating to incapacity for work, loss of or damage to property or cost of medical treatment must be determined within 12 days of an employer receiving the claim.

The target for the percentage of claims where determinations were within statutory time limits of 80 per cent was not met in 2016–17, with only 65.6 per cent of determinations reported made within the relevant timeframes. Timeliness of determinations can be affected by a range of factors including the availability of relevant medical evidence and complexity of the claim. The Seacare Authority does not collect data on the reasons for determinations being made outside the statutory timeframes, but will continue to work with employers to improve performance against this measure, including ensuring employers are aware of the process by which they may request an extension of time from the Seacare Authority to determine a claim.

It should be noted that, while the Seacare Authority has a function to promote high operational standards of claims management, which includes the timely determination of claims, it is not directly involved in the determination or management of individual claims made under the Seafarers Act, rather, this is the responsibility of the employer. The timely determination of claims is a matter in which the Seacare Authority can promote a 'best practice' approach, but is unable to influence directly.

PERFORMANCE CRITERIA	SOURCE
Number of Administrative Appeals Tribunal (AAT) applications as a percentage of claims lodged	Corporate Plan KRA 2
RESULT	

Target: < 15 per cent each year

Result: 37 per cent

ANALYSIS

The target for the number of AAT applications as a percentage of claims lodged in 2016–17 was not met, with 37 AAT applications lodged compared to 99 claims lodged, creating a disputation rate of 37 per cent. An AAT application may be lodged in relation to any determination made on a claim received in any year that is still active. As such, this key result area would ideally measure the number of applications lodged in relation to the total number of determinations made in a year, however it is not possible to identify all the determinations made across the Seacare scheme.

There has been an increase in the disputation rate since 2011–12 (18.3 per cent) compared to 2016–17. In an effort to minimise the potential for disputation in the scheme, the Seacare Authority provides a source of information for employees and employers on the legislation and the claims management processes through its website.

It should be noted that, while the Seacare Authority has a function to promote high operational standards of claims management, which includes making timely and accurate determinations on claims, it is not directly involved in the determination or management of individual claims made under the Seafarers Act, rather, this is the responsibility of the employer. As such, the disputation rate of claims is a matter in which the Seacare Authority can promote a 'best practice' approach, but is unable to influence directly.

PERFORMANCE CRITERIA	SOURCE
Number of claims with 12 weeks or more lost time (excluding commuting) per 1000 FTE	Corporate Plan KRA 2
RESULT	

Target: 14.2—reduction in rate of claim with 12 weeks or more lost time year on year (based on previous five years moving average)

Result: 10.1

ANALYSIS

The target for the number of claims with 12 weeks or more lost time per 1000 FTE was exceeded with a result of 10.1.

In 2016–17 there were 28 claims that had 12 or more weeks of lost time.

The performance against this measure has improved slightly since 2015–16, which had an incidence rate of 10.2. There was an increase in the incidence of claims with 12 or more weeks lost time from 2013–14 to 2014–15 with incidence rates of 11.0 and 15.4 respectively, however, since 2014–15, there appears to be steady improvement in the performance against this measure. This is likely due to declining participation in the Seacare scheme over this same period.

PERFORMANCE CRITERIA	SOURCE
Percentage of reporting obligations under the Seafarers Act provided within timeframes	Corporate Plan KRA 2
RESULT	

Target: 100 per cent compliance each year

Result: 78 per cent

ANALYSIS

The target of 100 per cent compliance with reporting timeframes has not been met with a result of 78 per cent notwithstanding the activities of the Seacare Authority. However, performance against this measure has improved since the previous financial year in which only 74 per cent of reporting obligations were provided within the legislated timeframes. The Seacare Authority does not collect data on the reasons for non-compliance.

There are sanctions under the relevant legislation for non-compliance with some reporting obligations however it has not been the practice of the Seacare Authority to pursue prosecutorial action. The Seacare Authority instead works closely to assist those employers and operators who are at risk of failing to meet required timeframes. To this end, the Seacare Authority began a review of its notice and compliance procedures in 2016–17 with an aim to improve the timeliness of engagement with scheme employers to encourage compliance.

Purpose 2

Maintain a scheme safety net that is able to meet its liabilities.

PERFORMANCE CRITERIA	SOURCE
Percentage and dollar value of Safety Net Fund against target	Corporate Plan KRA 3
RESULT	
Target: \$1,025,000—Fund audited financial statements indicate assets equal to or greater than reserve Result: \$1,355,656	
ANALYSIS	
The Fund's reserves for 2016–17 were met with \$1,355,656 in assets. Further information on the Fund's performance is provided under 'Discussion and analysis of the financial performance'.	

Performance against the Seacare Authority/AMSA OHS Plan 2013–2018

The Seacare Authority and AMSA have a joint OHS Plan 2013–2018. Under this plan, the agencies are required to develop a joint annual OHS plan to cover priorities and programs for OHS awareness and education, OHS prevention and compliance.

The following priorities were set by the Seacare Authority to be the joint OHS plan for 2016 and 2017:

- > develop OHS focus amongst industry leaders and throughout maritime culture
- > promote health, wellbeing and resilience
- > promote the importance of HSRs in the workplace and in prevention of injuries.

Table 3: Injury prevention

2016–17 OHS priorities		
From the Seacare Authority/AMSA OHS Plan 2013–18		Activities completed under this priority in 2016–17
Develop OHS focus amongst industry leaders and throughout maritime culture	Conduct activities that focus on safety culture, leadership and change.	<ul style="list-style-type: none"> > AMSA produces a biannual safety bulletin to identify trends in maritime incidents and increase safety awareness in the maritime industry. Two issues were published throughout 2016–17: <ul style="list-style-type: none"> – the fourth issue (September 2016) focused on working over the side and the practices and activities likely to contribute to incidents – the fifth issue (March 2017) explored fatigue as a safety hazard and included information on strategies to help reduce the associated risks. > AMSA continued to progress revision of the <i>International Maritime Organisation (IMO) Guidelines on Fatigue</i> with a view for completion in 2018. > AMSA has, in conjunction with the University of Queensland and the University of Western Australia, undertaken a three-year study to assess the determinants of safety culture in shipping. A formal study report was finalised in June 2017. > The Seacare Awards were finalised in 2016, with commendations awarded to two applicants. Case studies were developed from the nominations of the commendation winners and uploaded to the Seacare website in December 2016.
Promote health, wellbeing and resilience	Promote health, wellbeing and resilience through various communication channels.	<ul style="list-style-type: none"> > Promotion of mental health is an ongoing agenda item at the Australian Seafarer Welfare Council meetings chaired by AMSA. > The Seacare Authority added new information and resources on psychological health and wellbeing to the Seacare website in December 2016.
	Promote awareness of mental health issues in the maritime industry.	
Promote the importance of HSRs in the workplace and in prevention of injuries	Attendance at and audit of accredited HSR training courses.	<ul style="list-style-type: none"> > AMSA is tracking presentations conducted by its inspectors through regional managers. > A survey to gather information on the views and experiences of Seacare HSRs was created and promoted to key stakeholders via the Seacare website and email notification.
	Present at accredited HSR training courses.	
	Union promotion of HSRs to members through websites and other media.	
	Authority promotion of HSRs through websites and other media.	

Discussion and analysis of the financial performance

Seafarers Safety Net Fund

Scheme sustainability continues to be a key priority for the Seacare Authority.

At the end of June 2017, the Fund held sufficient assets to meet the target reserve of \$1,025,000.

Insurance was in place for the Fund at all times during the financial year as required under section 102 of the Seafarers Act. The insurance was held with an authorised insurer for any amount of the Seacare Authority's liability under the Seafarers Act that exceeds \$1 million for a single event which results in an injury to one or more seafarers.

No claims were accepted in the period. There was one pending claim against the Fund.

This claim manifested as it was lodged against the Fund during the window following the Aucote decision and before the introduction of the Amendment Act into Parliament.

The provisions in the financial statements have been increased to reflect this pending claim. If liability for the claimed condition is accepted, it would diminish the assets of the Fund below the target reserve.

Details on the income and costs associated with the Fund are detailed in the audited financial statements (Appendix 1).

Levy collection

Employers in the scheme are required to report berths numbers, and pay levy berths, on a quarterly basis. In 2016–17, \$97,140 was payable in levies from Seacare scheme employers. Levy payments were made by 27 employers throughout the course of the year.

Levy collection results for the last five years are set out in Table 5.

Table 4: Levy collection summary

	Number of employers paying levy	Average berths per quarter declared by employers	Levy rate	Levy payable
2012–13	31	2652	\$15	\$159,135
2013–14	34	2589	\$15	\$155,310
2014–15	36	2522	\$15	\$151,290
2015–16	31	2255	\$15	\$135,300
2016–17	27	1619	\$15	\$97,140

Exemption from payment of levies

Under section 20A of the Seafarers Act, the Seacare Authority may exempt employers from the application of the Seafarers Act. Schedule 2 of the Amendment Act amends section 20A so that an exemption under this section also applies to the Levy Act and the Levy Collection Act.

The schedule 2 amendments take effect from the day the Amendment Act received Royal Assent. Employers who are covered by a section 20A exemption no longer need to make a levy return and pay levies for the exempt vessel from the date the schedule 2 amendments take effect.

Performance of statutory functions

Providing advice to the Minister

The Seacare Authority provides advice to the Minister on its powers and functions regarding scheme legislation and on matters including compensation, rehabilitation, the making of OHS regulations and approval of codes of practice, as well as on the management of the Fund.

The Seacare Authority, through its Chairperson, maintains regular communication with the Minister on outcomes arising from its work and according to resolutions made at its meetings. During 2016–17, the Chairperson advised the Minister on matters including:

- > the operation of the scheme, including scheme performance
- > the management and operation of the Fund
- > the Seacare Authority governance arrangements
- > the reissue of the two exemptions by own motions (following the Samson v Aucote decision)
- > the progress of the working group reviewing the Code of Safe Working Practice for the Australian Seafarer.

Insurance arrangements

Under section 93 of the Seafarers Act, an employer must have a policy of insurance from an authorised insurer or be a member of a protection and indemnity association (P&I Club) that is a member of the International Group of Protection and Indemnity Associations and is approved in writing by the Seacare Authority. Section 93 requires that each employer is insured or indemnified for the full amount of their liability under the Seafarers Act for all seafarers employed.

Under sections 94 and 95 of the Seafarers Act an employer is required to provide the Seacare Authority with information relating to its insurance coverage within 14 days of being issued with, or renewing, a policy of insurance or indemnity. During 2016–17, the Seacare Authority monitored compliance with section 94 of the Seafarers Act and ensured that employers' insurance arrangements were recorded on the Seacare Authority's online reporting system, Seacare Online.

Based on the information provided by employers, there were four insurers providing workers' compensation policies under the Seafarers Act. While the Seacare Authority is able to approve arrangements for workers' compensation cover through P&I Clubs, there are currently no P&I Clubs approved by the Seacare Authority to provide such cover. Details on the insurers providing cover under the Seafarers Act are available from the Seacare website.

Accreditation of health and safety representative training courses

In order to perform their responsibilities under the OHS(MI) Act, HSRs must undertake an accredited HSR training course. The Seacare Authority is responsible for accrediting these training courses to ensure they meet the highest national standards.

For 2016–17, there were four accredited HSR training courses.

Australian Maritime Safety Consultants (accredited until 22 September 2018)

Ferriby Group of Companies (Australia) Pty Ltd (accredited until 20 May 2018)

Industrial Foundation for Accident Prevention (accredited until 18 February 2018)

Training & Safety Consultants Pty Ltd (accredited until 20 May 2018)

Table 6 summarises the training delivered over the last five years. It indicates that the number of courses held in 2016–17 and the number of seafarers undertaking accredited HSR training is lower than in the previous four reporting periods, but an increase in the number of completions compared to the previous reporting period.

Table 5: Accredited health and safety representative training courses

	2012–13	2013–14	2014–15	2015–16	2016–17
Courses delivered	24	19	22	15	11
Completions	220	207	214	122	142

Source: Providers of Seacare scheme accredited HSR training courses

Performance of statutory functions under delegation

The Seacare Authority has a variety of statutory functions. As it has no staff or resources of its own, and as provided for under section 125(1) of the Seafarers Act, the Seacare Authority delegated some of its powers and functions to Comcare staff to undertake on its behalf.

Exemptions under section 20A of the Seafarers Act

An employer may apply to the Seacare Authority under section 20A for an exemption from the application of the Seafarers Act with respect to a particular employee, group of employees, or employees on a particular ship. The Seacare Authority has guidelines that describe the procedure for, and the circumstances under which it will consider, granting an exemption.

In 2016–17, the Seacare Authority granted 34 exemptions for 12 employers in relation to 56 vessels in accordance with its exemption guidelines. Seven of the exemptions were granted in accordance with the 2006 Ministerial Direction to the Seacare Authority that its exemption guidelines provide for an employer to seek a section 20A exemption (under the Seafarers Act) where they are able to find workers' compensation insurance under a state or territory scheme at a cost lower than that available under the Seacare scheme.

Appendix 2 provides a list of the exemptions granted between 1 July 2016 and 30 June 2017.

Collection and use of data

Consistent with its functions and powers under both the Seafarers Act and the OHS(MI) Act and supporting legislation, the Seacare Authority collects data from employers through the following sources:

- > employee and ship details surveys, which provides data in relation to employee numbers, ship information and the calculation of full-time equivalent (FTE) employees
- > claim determination reports and claim updates for the number of claims lodged and compensation paid against all active claims
- > berth and levy reports against the Fund
- > insurance policies.

The collected data is used to monitor compliance with employer obligations as well as to assist the Seacare Authority to monitor and report on the operation of the scheme through analysis against scheme level performance indicators and trends.

In 2016–17 the Seacare Authority published the 2015–16 Seacare Compendium Report, available on the Seacare website, which presents a comprehensive scheme level report on OHS, workers' compensation and return to work statistics and data to complement the 2015–16 Annual Report.

Annual occupational health and safety report

AMSA performs the OHS inspectorate function under the OHS(MI) Act. Its responsibilities are to:

- > ensure compliance with the requirement to report serious personal injuries, deaths, dangerous occurrences and other obligations under the OHS(MI) Act and Regulations
- > advise operators, employees or contractors on OHS matters
- > provide the Seacare Authority with information.

Together with the Seacare Authority, AMSA works toward promoting health, safety and welfare of seafarers under the OHS(MI) Act.

The Seacare Authority is required, under section 114 of the OHS(MI) Act, to prepare a report as soon as practicable after each 30 June, on the operation of that Act and the regulations during the year ending on that date. The requirements for this report are set out under subsection 111(2) of the OHS(MI) Act. The report is set out at Table 6.

Table 6: Annual OHS report

	2012–13	2013–14	2014–15	2015–16	2016–17
Incidents reported s 107					
Deaths	1	1	0	0	0
Serious personal injuries	53	38	43	42	22
Dangerous occurrences notified	9	7	11	10	8
TOTAL	63	46	54	52	30
Investigations s 87²					
TOTAL	41	57	97	93	79
NOTICES ISSUED					
Prohibition Notices s 93	1	0	0	3	0
Deficiencies (including Improvement Notices s 98) ³	31	32	43	51	24
TOTAL	32	32	43	54	24
PROSECUTIONS s 116					
Commenced	0	0	0	0	0
Completed	1	0	0	0	0
OTHER					
Marine Notices/Orders relevant to OHS	0	1	0	1	0
AMSA staff appointed as OHS inspectors s 84	40	44	46	55	55
Taking possession of plant, substances or things s 91	0	0	0	0	0
Directions given s 92	0	0	0	0	0
Appeals instituted against inspectors' decision s 100	1	0	0	0	0

Compared to 2015–16 there has been a decrease in the overall number of incidents reported to AMSA, investigations undertaken and number of notices issued.

The majority of incidents reported in 2016–17 were in relation to serious personal injuries, with only eight notifications relating to dangerous incidents.

2 This is a combination of both OHS(MI) and Flag State Control inspections as a result of Maritime Labour Convention, MLC 2006 entering into force.

3 When conducting a Flag State Control inspection, surveyors investigate OHS matters under the MLC (Reg 4.3). As such deficiencies may be issued under the *Navigation Act 2012*.





CHAPTER 3:

MANAGEMENT AND ACCOUNTABILITY

Corporate governance

The Seacare Authority is an independent statutory authority comprising a Chairperson and authority members, and is supported by a secretariat. In 2016–17 the Seacare Authority was bound by the PGPA Act.

Risk management

In 2016–17, the Seacare Authority had a Strategic Risk Register in place. It was reviewed throughout the year as part of the Seacare Authority's governance arrangements to ensure it was current.

Fraud control

The Seacare Authority follows the *Commonwealth Fraud Control Guidelines 2011* to the extent they apply to its operations.

Internal audit

The Seacare Authority's Audit and Risk Committee was set up as a joint Comcare/Seacare Authority committee.

The final report of the internal audit 'Support of Seacare Functions', conducted during the 2015–16 reporting period, was presented to the Audit and Risk Committee in August 2016.

More information about the audit and risk committee can be found in Comcare's Annual Report 2016–17.

External scrutiny

There were no reports by the Auditor-General on the operations of the Seacare Authority, other than the report on the annual financial statements set out at Appendix 1.

There were no reports on the operations of the Seacare Authority conducted by a Parliamentary Committee or the Commonwealth Ombudsman in 2016–17.

Freedom of information

Agencies subject to the *Freedom of Information Act 1982* (FOI Act) are required to publish information as part of the Information Publication Scheme. This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. In accordance with the IPS requirements, the Seacare Authority publishes on its website all mandatory information regarding activities under the FOI Act.

Multicultural access and equity

Data on culturally and linguistically diverse (CALD) Australians was collected through monitoring of helpdesk enquiries received. This data indicates that, of the 98 helpdesk enquiries received during 2016–17, only seven were noted to be from CALD Australians.

The Seacare Authority reports on its access and equity activities and outcomes at the end of each financial year to the Department of Social Services as required by the Australian Government's Multicultural Access and Equity Policy.

Service provision and consultancy arrangements

During 2016–17, three consultancy contracts were entered into involving an actual expenditure of approximately \$177,400. These were:

- > provision of actuarial services in relation to the Seafarers Safety Net Fund.
Consultant: Taylor Fry Consulting Actuaries
Cost: \$22,000
- > provision of brokerage services to secure an insurance policy for the Fund for 2016–17
Consultant: AON Risk Services Australia Limited
Cost: \$51,400
- > Provision of services in relation to the administration of the Fund and the management of the Seacare scheme claims database through the cross agency agreement
Provider: Comcare
Cost: \$104,000 (paid from the Fund).

There were no ongoing consultancy contracts that were active during the period.

Comcare supports the Seacare Authority with procurement activities. Comcare's policies and procedures are used when selecting and engaging consultants. Comcare has procurement arrangements that support small and medium enterprises, Indigenous businesses and disability enterprises.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.

Report on legal services expenditure

Paragraph 11.1(ba) of the Legal Services Directions 2005, issued by the Attorney-General under the *Judiciary Act 1903*, requires chief executives of agencies subject to the PGPA Act to ensure that their agency's legal services purchasing, including expenditure, is appropriately recorded and monitored. The provision also requires that, by 30 October each year, the agencies make publicly available records of the legal services expenditure for the previous financial year.

Legal services expenditure 1 July 2016 to 30 June 2017

Total external legal services expenditure	Nil
Total internal legal services expenditure	Nil
Total legal services expenditure	Nil

Internal legal services for the Seacare Authority is provided by Comcare, a corporate Commonwealth entity under the PGPA Act, pursuant to section 72A of the SRC Act. More information about the legal service expenditure incurred by Comcare can be found in Comcare's Annual Report 2016–17.

Corporate governance reported in Comcare annual report

As the Seacare Authority has no staff or assets of its own, the following annual reporting requirements relating to the Seacare Authority are detailed in the *Comcare Annual Report 2016–17*:

- > corporate governance
- > management of human resources
- > purchasing
- > asset management
- > advertising and market research
- > occupational health and safety
- > ecologically sustainable development and environmental performance.

The *Comcare Annual Report 2016–17* is available at www.comcare.gov.au.

Report on non-compliance with the PGPA Act

For the financial year ended 30 June 2017, based on adequate controls, including the advice of management and the audit committee, the Seacare Authority has complied with the provisions and requirements of the PGPA Act and the PGPA Rules.

An aerial photograph of a red and white tugboat, the 'Atlantic Seaway', moving through the water. Two high-pressure water monitors are active, creating two massive, towering plumes of white water that rise high into the sky. The right half of the image is overlaid with a semi-transparent dark blue filter.

APPENDIX 1:

SEACARE AUTHORITY
FINANCIAL
STATEMENTS



INDEPENDENT AUDITOR'S REPORT

To the Minister for Employment

Opinion

In my opinion, the financial statements of the Seafarers Safety, Rehabilitation and Compensation Authority for the year ended 30 June 2017:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Seafarers Safety, Rehabilitation And Compensation Authority as at 30 June 2017 and its financial performance and cash flows for the year then ended.

The financial statements of the Seafarers Safety, Rehabilitation and Compensation Authority, which I have audited, comprise the following statements as at 30 June 2017 and for the year then ended:

- Statement by the Accountable Authority and Comcare Chief Financial Officer;
- Statement of Comprehensive Income;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the financial statements, comprising an Overview, Summary of Significant Accounting Policies and other explanatory information

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Seafarers Safety, Rehabilitation and Compensation Authority in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* to the extent that they are not in conflict with the *Auditor-General Act 1997* (the Code). I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Seafarers Safety, Rehabilitation and Compensation Authority the Chief Executive is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that Act. The Chief Executive is also responsible for such internal control as the Chief Executive determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive is responsible for assessing the Seafarers Safety, Rehabilitation and Compensation Authority's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Chief Executive is also responsible for disclosing matters related to going concern as applicable and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT
Phone (02) 6203 7300 Fax (02) 6203 7777

Auditor's Responsibilities for the Audit of the Financial Statements

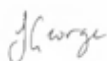
My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Jodi George

Acting Executive Director

Delegate of the Auditor-General

Canberra

22 September 2017

**SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017**

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STATEMENT BY THE ACCOUNTABLE AUTHORITY AND COMCARE CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2017 comply with subsection 42 (2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Seafarers Safety, Rehabilitation and Compensation Authority will be able to pay its debts as and when they fall due.



Barry Sherriff
Accountable Authority and Chief Executive
22 September 2017



Derek Ambrose
Comcare Chief Financial Officer
22 September 2017

SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
STATEMENT OF COMPREHENSIVE INCOME

for the period ended 30 June 2017

		2017	2016
	Notes	\$	\$
NET COST OF SERVICES			
Expenses			
Suppliers	1.1A	668,939	962,356
Total expenses		668,939	962,356
Own-source income			
Own-source revenue			
Resources received free of charge	1.2A	654,939	948,356
Total own-source revenue		654,939	948,356
Gains			
Audit services received free of charge	1.2B	14,000	14,000
Total gains		14,000	14,000
Total own-source income		668,939	962,356
Net (cost of)/contribution by services		-	-
Surplus/(Deficit) on continuing operations		-	-

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Departmental Budgetary Reports are not required in the Statement of Comprehensive Income as the Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority) does not have a departmental budget. All departmental expenses of Seacare Authority are paid by Comcare under its Portfolio Budget Statements (PBS) Outcome 1, Component 1.3 - Provide the Seacare Authority secretarial and other assistance, and make available to it the services of Comcare's staff, and other resources as reasonably required from time to time for the proper performance of its functions or exercise of its powers.

**SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
ADMINISTERED SCHEDULE OF COMPREHENSIVE INCOME**
for the period ended 30 June 2017

	Notes	2017 \$	2016 \$	Original Budget \$
NET COST OF SERVICES				
Expenses				
Suppliers	2.1A	161,273	141,993	155,000
Workers' compensation claims expense	2.1B	-	301,981	-
Total expenses		161,273	443,974	155,000
Income				
Revenue				
Non-taxation revenue				
Levies	2.2A	96,738	135,882	155,000
Total revenue		96,738	135,882	155,000
Net (cost of)/contribution by services		(64,535)	(308,092)	-
Surplus/(Deficit)		(64,535)	(308,092)	-

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Employers in the scheme are required to pay a levy on reported berth numbers on a quarterly basis. The reduction in levies is mainly due to the decreases in both the number of employers paying levies and the number of berths reported.

SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
ADMINISTERED SCHEDULE OF ASSETS AND LIABILITIES
as at 30 June 2017

	Notes	2017 \$	2016 \$	Original Budget \$
ASSETS				
Financial assets				
Cash and Cash Equivalents	3.1A	1,355,651	1,298,812	1,147,000
Trade and other receivables	3.1B	5	9,459	-
Total financial assets		1,355,656	1,308,271	1,147,000
LIABILITIES				
Payables				
Suppliers	3.2A	114,545	-	14,000
Income received in advance	3.2B	-	2,625	-
Total payables		114,545	2,625	14,000
Provisions				
Workers' compensation claims	3.3A	622,000	622,000	-
Total provisions		622,000	622,000	-
TOTAL LIABILITIES		736,545	624,625	14,000
NET ASSETS		619,111	683,646	1,133,000

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

The variance in Workers' compensation claims was due to the provision not reported in the 2016-17 Portfolio Budget Statement.

**SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
ADMINISTERED RECONCILIATION SCHEDULE**

	Notes	2017 \$	2016 \$
Opening assets less liabilities as at 1 July		683,646	991,737
Plus: Administered revenues		<u>96,738</u>	<u>135,882</u>
		780,384	1,127,619
Less: Administered expenses		<u>161,273</u>	<u>443,974</u>
Closing assets less liabilities as at 30 June		619,111	683,645

Accounting Policy

Revenue collected by Seacare Authority for use by the Government is administered revenue. Collections are transferred to the Official Public Account (OPA) which is maintained by the Department of Finance. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of the Government. Transfers to and from the OPA are adjustments to the administered cash held by the entity on behalf of the Government, and are reported as such in both the schedule of administered cash flows, and in the administered reconciliation schedule.

SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
ADMINISTERED CASH FLOW STATEMENT
for the period ended 30 June 2017

	Notes	2017 \$	2016 \$	Original Budget \$
OPERATING ACTIVITIES				
Cash received				
Levies		94,113	138,372	155,000
Other - GST received		14,126	14,891	-
Total cash received		108,239	153,263	155,000
Cash used				
Suppliers		51,400	171,693	155,000
Total cash used		51,400	171,693	155,000
Net cash from/(used by) operating activities		56,839	(18,430)	-
Cash from Official Public Account				
Special Accounts		51,400	171,693	155,000
Total cash from official public account		51,400	171,693	155,000
Cash to Official Public Account				
Special Accounts		(110,864)	(150,638)	(155,000)
Total cash to official public account		(110,864)	(150,638)	(155,000)
Cash equivalents at the beginning of the reporting period		2,625	-	-
Cash and cash equivalents at the end of the reporting period	3.1A	-	2,625	-

The above statement should be read in conjunction with the accompanying notes.

SEAFARERS SAFETY, REHABILITATION AND COMPENSATION AUTHORITY
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017
for the year ended 30 June 2017

OVERVIEW

Objectives of Seacare Authority

The Seacare Authority is an Australian Government controlled not-for-profit entity. The objective of the Seacare Authority is to take a leading role in minimising the human and financial costs of workplace injury in the Australian maritime industry. The Seacare Authority Safety Net Fund acts in the place of an employer if a default event occurs, enabling employees to lodge a claim event when there is no employer to lodge against.

The purposes of the Seafarers Authority are to:

1. perform its statutory functions to promote healthy and safe workplaces and appropriate and timely compensation for, and rehabilitation of, injured workers covered by the Seacare scheme; and
2. maintain a scheme safety net that is able to meet its liabilities.

The Seacare Authority has not reported a departmental statement of financial position as it does not control assets or incur liabilities in its own right, and has no departmental contingent liabilities. The Seacare Authority has not reported a departmental cash flow statement as it does not fund departmental activities. The administration of the Seacare Authority is performed by Comcare. The associated financial transactions are reported in the Comcare financial statements under Program Component 1.3 - Provide the Seacare Authority such secretarial and other assistance, and make available to it the services of such members of Comcare's staff, and such other resources as the Seacare Authority reasonably requires from time to time for the proper performance of its functions or exercise of its powers.

Other Seacare Authority activities contributing toward Outcome 1 Component 1.3 are classified as administered activities.

Administered activities involve the management or oversight by the Seacare Authority, on behalf of the Government, of items controlled or incurred by the Government. Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the schedule of administered items and related notes.

The administered activities concern the Seafarers Safety Net Fund (the Fund) which was established in October 1992. It was established for the purpose of providing through its contracted agent, *Australian Maritime Industry Compensation Agency Ltd (AMICA)* a safety net under Section 96 of the *Seafarers Rehabilitation and Compensation Act 1992 (Seafarers Act)* for the compensation and rehabilitation of injured seafarers not otherwise covered by an employer. The Fund provides coverage to persons who underwent industry training, attended the seafarers' engagement system, and any seafarer or company trainee in situations where the original employer is insolvent or no longer traceable.

As AMICA was no longer able to obtain insurance, the Government declared on 10 April 2002 that the Seacare Authority is to have the Fund's powers and obligations under Section 100 of the Seafarers Act. Section 102 of the Seafarers Act requires the Seacare Authority to obtain insurance cover with an authorised insurer for any amount of a claim made by an eligible person that would exceed \$1 million.

A Special Account called the 'Seafarers Rehabilitation and Compensation Account' was established on 9 August 2002 to operate for the Fund to receive levies under the Seafarers Act and to make payments arising from liabilities under the Seafarers Act.

Levies are imposed under the *Seafarers Rehabilitation and Compensation Levy Act 1992 (Levy Act)* on seafarer berths (a berth on a prescribed ship that is normally used by a seafarer). The levies are payable by an employer who employs or engages seafarers on a prescribed ship.

Levies collected by the Seacare Authority are maintained in the Consolidated Revenue Fund (CRF) and drawn down to make payments for the Fund.

Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- a) Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR) for reporting periods ending on or after 1 July 2015; and
- b) Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and are in accordance with the historical cost convention except where stated. No allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

On 15 December 2014, the Government released its paper *Smaller Government – Towards a Sustainable Future*, which included its decision to transfer the functions of the Seacare Authority to the Safety, Rehabilitation and Compensation Commission (SRCC). The transfer of the Seacare Authority's functions to the SRCC is subject to legislative change. Until legislation is passed, the Seacare Authority continues to operate as usual.

Taxation

The entity is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Reporting of Administered Activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes.

Assets and liabilities are recognised in the Administered Schedule of Assets and Liabilities when, and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Revenues and expenses are recognised in the Schedule when, and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

Except where stated otherwise below, administered items are accounted for on the same basis and using the same policies as for Seacare Authority items, including the application of Australian Accounting Standards.

The Seacare Authority had no administered contingent assets or liabilities as at 30 June 2017.

Changes in Accounting Policy

In 2016-17, the Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 was amended to include that where an amount standing to the credit of a special account is held by a reporting entity, the amount must be disclosed in the entity's financial statement as cash. In 2015-16 these amounts were held as a receivable. The current year and prior year figures in the financial statements have been amended to reflect the change in accounting policy.

Events After the Reporting Period

There were no significant events that had the potential to significantly affect the ongoing structure and financial activities of the Seacare Authority.

DEPARTMENTAL FINANCIAL PERFORMANCE

	2017	2016
	\$	\$

Note 1.1: EXPENSES

1.1A Suppliers

Services supplied

Services provided by Comcare

654,939

948,356

Audit Fees

14,000

14,000

Total suppliers

668,939

962,356

Accounting policy

The Seacare Authority does not employ staff. Comcare pays the expenses associated with the management of the Seacare Authority.

The value of supplier expenses represents the cost of services provided free of charge by the Comcare and Australian National Audit Office. These services are recognised as expenses. The actual cost incurred by Comcare is determined through a cost allocation process.

Note 1.2: OWN-SOURCE REVENUE AND GAINS

1.2A Own-source revenue

Resources received free of charge

654,939

948,356

Total own-source revenue

654,939

948,356

Accounting policy

The value of own-source revenue represents the value of services received free of charge from Comcare.

1.2B Gains

Audit services received free of charge

14,000

14,000

Total gains

14,000

14,000

Accounting policy

Resources received free of charge are recognised as revenue or gain when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources are recognised as an expense.

Resources received free of charge are recorded as either revenue or gains dependent on their nature.

The Australian National Audit Office did not charge for the audit of the 2016-17 financial statements. The notional amount of \$14,000 was brought to account as services provided free of charge (2016: \$14,000).

INCOME AND EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT

	2017	2016
	\$	\$
Note 2.1: ADMINISTERED - EXPENSES		
2.1A Suppliers		
Rendering of services		
Seafarers Safety Net Fund administration	161,273	141,993
Total services rendered	161,273	141,993
2.1B Workers' compensation claims expense	-	301,981
Total expenses	161,273	443,974
Note 2.2: ADMINISTERED - INCOME		
2.2A Non-taxation revenue		
Levies	96,738	135,882
Total other revenue	96,738	135,882

Accounting Policy

Revenue from levies is recognised when:

- the entity obtains control of the contribution or right to receive the contribution;
- it is probable the economic benefits comprising the contribution will flow to the entity; and
- the amount can be measured reliably.

In 2016-17, the value of workers' compensation claims provision was reviewed and considered. The current provision is appropriate for 2016-17.

ASSET AND LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT			
		2017	2016
		\$	\$
Note 3.1 ADMINISTERED - FINANCIAL ASSETS			
3.1A	Cash and cash equivalents		
	Cash in special accounts	1,355,651	1,296,187
	Cash on hand or on deposit	-	2,625
	Total cash held as at 30 June 2017	1,355,651	1,298,812
3.1B	Trade and other receivables		
	GST Receivable	5	9,459
	Total receivables	5	9,459
Accounting Policy Cash is recognised at its nominal amount. Cash and cash equivalents include cash held in the OPA for special accounts and demand deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value. Trade receivables and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Receivables are measured at amortised cost. The classification depends on the nature and purpose of the financial asset and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon 'trade date'.			
Note 3.2 ADMINISTERED - PAYABLES			
3.2A	Suppliers		
	Trade creditors and accruals	114,545	-
3.2B	Other Payables		
	Income received in advance – Seacare Authority levies	-	2,625
Payables are with entities of the Australian Government and the terms are 30 days from date of invoice (2016: 30 days).			
Accounting Policy <u>Other financial liabilities</u> Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).			

	2017	2016
	\$	\$
Note 3.3 PROVISIONS		
3.3A Provision for workers' compensation claims		
As at 1 July 2016	622,000	320,019
Additional provisions made	-	301,981
Total as at 30 June 2017	622,000	622,000

The Fund provides coverage to persons who underwent industry training or attended the seafarers' engagement system and any seafarer or company trainee in situations where the original employer is insolvent or no longer traceable. As such, Seacare Authority has a financial exposure to all eligible workers' compensation claims that cannot be met by the original employer.

The value of workers' compensation claims expenses as at 30 June 2017 was estimated and adjusted for the impact of any potential identified circumstances by management based on the independent actuarial advice provided by Taylor Fry Pty Ltd. Management has reviewed the provision and considered the current provision appropriate for 2016-17.

The key assumptions underlying the 2016-17 valuation were:

Average claim size	\$40,000
Inflation rate	2.80%
Discount rate	2.40%
Claims handling costs	8.00%

Accounting Policy

The liability for workers' compensation claims is determined in accordance with the requirements of AASB 137 *Provisions, Contingent Liabilities and Contingent Assets*. Provisions for claims are recognised when: the Seacare Authority has a present legal or constructive obligation as a result of past events; it is probable that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated.

Where there are a number of similar obligations for each claim type, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same claim type may be small.

The value of the claims provision is measured at the present value of expected future payments against claims incurred at the reporting date plus an allowance for the significant uncertainty in estimating future claim payments. The expected future payments are discounted to present value using a risk adjusted rate.

The expected future payments include those for claims incurred but not reported (IBNR) and anticipated claims handling costs. Claims handling costs include costs that can be associated directly with individual claims, such as legal and other professional fees, and costs that can only be indirectly associated with individual claims, such as claims administration costs.

Significant Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this Note, the Seacare Authority has made a judgement in these financial statements relating to the provision for workers' compensation claims.

FUNDING

Note 4.1: ADMINISTERED SPECIAL ACCOUNT

Seafarers Rehabilitation and Compensation Account (Administered)	2017 \$	2016 \$
Balance brought forward from previous period	1,298,811	1,317,241
Increases		
GST receipts (PGPA Act s74A)	14,126	14,891
Other receipts – Levy receipts	94,113	138,372
Total increases	108,239	153,263
Available for payments	1,407,050	1,470,504
Decreases	(51,400)	(171,693)
Total balance carried to the next period*	1,355,650	1,298,811

*All cash is held in the Official Public Account (OPA)

*Establishing instrument: Seafarers Rehabilitation and Compensation Levy Act 1992 (Levy Act);
Seafarers Rehabilitation and Compensation Levy Collection Act (Levy Collection Act).*

Purpose: for the receipt of all levies, the payment of expenses incurred in administering the Special Account and the payment of claims under the Seafarers Act. The Account is non-interest bearing.

The Special Account has the following purposes:

- (a) the payment of claims, or other amounts payable by the Seacare Authority under or by virtue of the Seafarers Act, being amounts payable because of the declaration of the Seacare Authority as the Fund (the Fund);
- (b) the payment of expenditure incurred in, or attributable to, the administration of the Fund;
- (c) payment to persons from whom the levy was collected under the Levy Collection Act;
- (d) the payment of any premium for a policy of insurance or indemnity for any amount of the Seacare Authority's liability under the Seafarers Act;
- (e) any departmental purpose or administered purpose of the Department administering the Seafarers Act, but only up to an amount which had previously been expended by the Department for other purposes of the Account; and
- (f) payment to any trading corporation, which may be approved under section 96 of the Seafarers Act to be the Fund, for the purposes of that Act of an amount not exceeding the amount of the levy collected under the Levy Act less any payments made from the Account.

PEOPLE AND RELATIONSHIPS

Note 5.1: KEY MANAGEMENT PERSONNEL REMUNERATION

Key management personnel are those persons who have authority and responsibility for planning, directing and controlling the activities of the Seacare Authority, directly or indirectly. The Seacare Authority has determined the key management personnel to be the Portfolio Minister (the Minister for the Department of Employment) and Chief Executive. The remuneration received by the Chief Executive, not employed by the Australian Government, but paid by Comcare during the period is reported in the table below:

	2017 \$	2016 \$
Short-term employee benefits	9,726	11,861
Total key management personnel remuneration expenses ¹	9,726	11,861

The total number of key management Personnel that is included in the above table is 1 (2016: 1).

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the Seacare Authority.

Note 5.2: RELATED PARTY DISCLOSURES

Related party relationships:

The Seacare Authority is an Australian Government controlled entity. Related parties to Seacare Authority are Key Management Personnel including the Portfolio Minister and Chief Executive, and other Australian Government entities.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions have not been separately disclosed in this note.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the entity, it has been determined that there are no related party transactions to be separately disclosed.



APPENDIX 2:

EXEMPTIONS GRANTED UNDER SECTION 20A OF THE SEAFARERS ACT

This appendix sets out the exemptions that have been granted on behalf of the Seacare Authority in 2016–17.

Employer	Vessel/s	Exemption granted	Reason	Exemption
Woodside Energy Ltd	<i>Ngujima-Yin</i>	27 July 2016	Insurance available at a lower cost than Seacare scheme	1/08/2016—31/07/2017
Sea Swift Pty Ltd	<i>Toll Investigator, Biquele Bay, Fourcroy, Coral Bay</i>	15 September 2016	Operating within a territory only	15/09/2016—30/04/2017
Sea Swift Pty Ltd	<i>Malu Warrior, Malu Trader, Malu Explorer, Tiwi Islander</i>	15 September 2016	Operating within a territory only	15/09/2016—30/04/2017
LD Shipping Pty Ltd	<i>Statesman</i>	30 September 2016	Insurance available at a lower cost than Seacare scheme	1/10/2016—30/06/2017
Corporate Protection Group Australia	<i>Ngujima-Yin, Okha, Nganhurra</i>	22 November 2016	Insurance available at a lower cost than Seacare scheme	22/11/2016—30/06/2017
University of Tasmania	<i>FTV Bluefin</i>	3 January 2017	Insurance available at a lower cost than Seacare scheme	3/01/2017—31/12/2017
Barge Express	<i>Sealink Express, Trader Express, Bima Express, Sammy Express</i>	17 January 2017	Size of vessel	17/01/2017—30/06/2017
Coastal Tug and Barge	<i>Marrakai, Wyong, Karama</i>	8 March 2017	Voyage within a Territory	8/03/2017—30/06/2017
Svitzer Australia Pty Ltd	<i>Bullara</i>	14 March 2017	Non-regular trading pattern, vessel under 500 gross tonnes	14/03/2017—22/03/2017
Svitzer Australia Pty Ltd	<i>Svitzer Macquarie</i>	21 March 2017	Non-regular trading pattern	22/03/2017—31/03/2017
Multiple	Vessels on Australian General Register and submitted by employers	24 March 2017	Exempt employment on vessels brought into scheme following <i>Samson v Aucote</i>	24/03/2017—23/03/2018
Woodside Energy Ltd	<i>Okha</i>	29 March 2017	Insurance available at a lower cost than Seacare scheme	1/04/2017—31/03/2018
Woodside Energy Ltd	<i>Nganhurra</i>	29 March 2017	Insurance available at a lower cost than Seacare scheme	1/04/2017—31/03/2018

Employer	Vessel/s	Exemption granted	Reason	Exemption
International Maritime Services Pty Ltd	<i>Iron Brolga, Iron Whistler, McLeod, Pilbara Apollo, Iron Ibis, Kashima, Matsuzaka, Barrura</i>	12 April 2017	Non-regular trading pattern, voyage incidental to primary operations, insurance available at a lower cost than Seacare scheme, vessel under 500 gross tonnes	12/04/2017 – 2/01/2018
Svitzer Australia Pty Ltd	<i>Svitzer Swift</i>	18 April 2017	Non-regular trading pattern, vessel under 500 gross tonnes	18/04/2017 – 25/05/2017
Multiple	Vessels on the Domestic Commercial Vessel list	20 April 2017	Exempt employment on vessels brought into scheme following <i>Samson v Aucote</i>	21/04/2017 – 20/04/2018
IML Australia Pty Ltd	<i>Centaur II</i>	24 April 2017	Insurance available at a lower cost than Seacare scheme, vessel under 500 gross tonnes, voyage within a territory	24/04/2017 – 12/04/2018
International Maritime Services Pty Ltd	<i>Bulgu, Baladha</i>	27 April 2017	Non-regular trading pattern, voyage incidental to primary operations, insurance available at a lower cost than Seacare scheme, vessel under 500 gross tonnes	15/05/2017 – 31/08/2018
Svitzer Australia Pty Ltd	<i>Svitzer Macquarie</i>	2 May 2017	Non-regular trading pattern	2/05/2017 – 8/05/2017
Sea Swift Pty Ltd	<i>Fourcroy, Toll Sandfly</i>	25 May 2017	Voyage within a Territory	26/05/2017 – 30/04/2018
Svitzer Australia Pty Ltd	<i>Svitzer Swift</i>	30 May 2017	Non-regular trading pattern, vessel under 500 gross tonnes	30/05/2017 – 4/06/2017
Svitzer Australia Pty Ltd	<i>Mersey</i>	9 June 2017	Non-regular trading pattern, vessel under 500 gross tonnes	14/06/2017 – 22/06/2017
Svitzer Australia Pty Ltd	<i>Tusker</i>	13 June 2017	Non-regular trading pattern, vessel under 500 gross tonnes	14/06/2017 – 30/06/2017
International Maritime Services Pty Ltd	<i>Pelsaert</i>	20 June 2017	Non-regular trading pattern, voyage incidental to primary operations, insurance available at a lower cost than Seacare scheme, vessel under 500 gross tonnes	1/07/2017 – 2/01/2018
Svitzer Australia Pty Ltd	<i>Gabo</i>	21 June 2017	Non-regular trading pattern, vessel under 500 gross tonnes	21/06/2017 – 3/07/2017
Svitzer Australia Pty Ltd	<i>Bullara</i>	28 June 2017	Non-regular trading pattern, vessel under 500 gross tonnes	28/06/2017 – 6/07/2017

Employer	Vessel/s	Exemption granted	Reason	Exemption
Coastal Tug and Barge	<i>Marrakai, Wyong, Karama</i>	28 June 2017	Voyage within a Territory	1/07/2017 – 30/06/2018
International Maritime Services Pty Ltd	<i>Beacon</i>	28 June 2017	Non-regular trading pattern, voyage incidental to primary operations, insurance available at a lower cost than Seacare scheme, vessel under 500 gross tonnes	1/07/2017 – 2/01/2018
Carpentaria Management Services	<i>Aburri</i>	28 June 2017	Voyage within a Territory	1/07/2017 – 30/06/2018
Svitzer Australia Pty Ltd	<i>Beltana, Hastings, Karoo, Koona, Svitzer Eagle, Svitzer Albatross, Tom Tough, Wambiri</i>	30 June 2017	Non-regular trading pattern	1/07/2017 – 30/06/2018
Svitzer Australia Pty Ltd	<i>Clontarf, Svitzer Naiad, Svitzer Nana, Svitzer Swift, Bullara</i>	30 June 2017	Non-regular trading pattern	1/07/2017 – 30/06/2018
Svitzer Australia Pty Ltd	<i>Svitzer Stockton</i>	30 June 2017	Non-regular trading pattern	1/07/2017 – 21/08/2017
DMS Maritime Pty Ltd	<i>McArthur</i>	30 June 2017	Voyage within a Territory	1/07/2017 – 30/06/2018
DMS Maritime Pty Ltd	<i>Discovery III</i>	30 June 2017	Voyage within a Territory	1/07/2017 – 30/06/2018



APPENDIX 3:

SEACARE SCHEME EMPLOYERS, OPERATORS AND SHIPS

This appendix sets out the vessels that operated in the Seacare scheme in 2016–17 as reported to the Seacare Authority. It should be noted that in some circumstances where the Seafarers Act applies, the OHS(MI) Act may not apply and vice versa. For the majority of vessels operating under the scheme both Acts were reported to have applied.

Ship name	IMO (where known)	Employer	Operator name
<i>Accolade II</i>	8012425	Inco Ships	Inco Ships
<i>Aegir</i>		Programmed Marine	HEEREMA
			Programmed Marine
<i>Alert</i>		Miclyn Express Offshore	Miclyn Express Offshore
<i>Amazon Conqueror</i>		AOS	WesternGeco
<i>ASD Exultant</i>		Bhagwan	Bhagwan Marine
<i>Aurora Australis</i>	8717283	METL	P&O Maritime
		P&O Maritime	
<i>Bay Lass</i>		Pacific Tug	Pacific Tug
<i>BBC Brisbane</i>		Perkins Shipping	Perkins Shipping
<i>BGP Explorer</i>	9441544	Australian Offshore Solutions	Australian Offshore Solutions
<i>Bhagwan Abrolhos</i>	9653173	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Dryden</i>		Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Houtman</i>	9640011	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan K</i>		Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Mover</i>	9542001	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Ocean</i>	9641467	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Renegade</i>	9582752	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Rocker</i>	9648996	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Roller</i>	9648984	Bhagwan Marine	Bhagwan Marine
<i>Bhagwan Shaker</i>		Bhagwan Marine	Bhagwan Marine
<i>Brisbane</i>	9204623	Port of Brisbane	Port of Brisbane
<i>Cape Mac</i>		Bhagwan Marine	Bhagwan Marine
<i>Christine</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>Clare II</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>Coral Knight</i>	9696280	Gardline	Gardline Australia
		Teekay	Teekay Shipping (Aust) Pty Ltd
<i>CSL Brisbane</i>	9207807	CSL Australia	CSL Australia
		METL	

Ship name	IMO (where known)	Employer	Operator name
<i>CSL Thevenard</i>	7926150	CSL Australia	CSL Australia
		METL	
<i>CSL Whyalla</i>	8618188	CSL Australia	CSL Australia
<i>Dampier Spirit</i>	8613748	Teekay	Quadrant Energy
			Teekay Shipping (Aust) Pty Ltd
<i>Deep Orient</i>		Australian Offshore Solutions	Technip
<i>DLV 2000</i>		Australian Offshore Solutions	McDermott
<i>Donnacona</i>		CSL Australia	CSL Australia
<i>Edda Fides</i>		Compass	EDDA
<i>Far Sabre</i>	9388962	Farstad Shipping	Farstad Shipping
<i>Far Saracen</i>	9417842	Farstad Shipping	Farstad Shipping
<i>Far Scorpion</i>		Farstad Shipping	Farstad Shipping
<i>Far Seeker</i>	9381691	Farstad Shipping	Farstad Shipping
<i>Far Senator</i>		Farstad Shipping	Farstad Shipping
<i>Far Shogun</i>	9417830	Farstad Shipping	Farstad Shipping
<i>Far Sirius</i>	9659074	Farstad Shipping	Farstad Shipping
<i>Far Statesman</i>		Farstad Shipping	Farstad Shipping
<i>Far Strait</i>	9344863	Farstad Shipping	Farstad Shipping
<i>Far Stream</i>	9346081	Farstad Shipping	Farstad Shipping
<i>Far Supplier</i>	9186144	Farstad Shipping	Farstad Shipping
<i>Far Swan</i>	9355953	Farstad Shipping	Farstad Shipping
<i>Far Sword</i>	9344851	Farstad Shipping	Farstad Shipping
<i>Fiona F</i>		Bhagwan Marine	Bhagwan Marine
<i>Flinders Bay</i>		Pacific Tug	Pacific Tug
<i>Floatel Triumph</i>		Compass	Floatel International
		Go Offshore	Go Offshore
<i>Fugro Equator</i>		Australian Offshore Solutions	FTSM
<i>GO Capella</i>		Go Offshore	Go Offshore
<i>Go Phoenix</i>		Go Offshore	Go Offshore
<i>GO Sirius</i>	9545871	Go Offshore	Go Offshore
<i>GO Spica</i>	9417402	Go Offshore	Go Offshore

Ship name	IMO (where known)	Employer	Operator name
<i>Goliath</i>	9036430	CSL Australia METL	CSL Australia
<i>Gopu</i>		Bhagwan Marine	Bhagwan Marine
<i>Guru</i>		Bhagwan Marine	Bhagwan Marine
<i>Havila Harmony</i>		Australian Offshore Solutions	Fugro-TSM
<i>Hervey Bay</i>		Pacific Tug	Pacific Tug
<i>ICS Allegiance</i>		Inco Ships	Inco Ships
<i>ICS Reliance</i>	9587439	Inco Ships	Inco Ships
<i>Ile De Batz</i>		Australian Offshore Solutions	ALDA
<i>Ile De Re</i>		Australian Offshore Solutions	ALDA
<i>Investigator</i>		ASP Ships METL	ASP Ships
<i>Iona M</i>		Bhagwan Marine	Bhagwan Marine
<i>Iron Chieftain</i>	9047740	METL CSL Australia	ASP Ships CSL Australia
<i>Jaya Coral</i>		MMA Offshore	MMA Offshore
<i>Jaya Majestic</i>		MMA Offshore	MMA Offshore
<i>Juan Sebastian De Elcano</i>		Australian Offshore Solutions Jan De Nul	Jan De Nul Australia Pty Ltd
<i>Keppel Bay</i>		Pacific Tug	Pacific Tug
<i>King Bay</i>		Pacific Tug	Pacific Tug
<i>Lauri M</i>		Bhagwan Marine	Bhagwan Marine
<i>Loch Seaforth</i>		Australian Offshore Solutions	AOS
<i>Lowlands Brilliance</i>	9227003	Teekay Shipping (Aust) Pty Ltd	BHP Billiton Teekay Shipping (Aust) Pty Ltd
<i>LV 108</i>		AOS	McDermott
<i>Mariloula</i>	9434553	Teekay Shipping (Aust) Pty Ltd	BHP Billiton Chandris (Hellas) Inc
<i>Marilynne</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>Mermaid Carver</i>	9251975	MMA Offshore	MMA Offshore
<i>Mermaid Confidence</i>		MMA Offshore	MMA Offshore

Ship name	IMO (where known)	Employer	Operator name
<i>Mermaid Cove</i>	9644108	MMA Offshore	MMA Offshore
<i>Mermaid Inscription</i>	9668245	MMA Offshore	MMA Offshore
<i>Mermaid Investigator</i>	9369289	MMA Offshore	MMA Offshore
<i>Mermaid Leeuwin</i>	9674658	MMA Offshore	MMA Offshore
<i>Mermaid Leveque</i>	9418743	MMA Offshore	MMA Offshore
<i>Mermaid Ranger</i>	9439278	MMA Offshore	MMA Offshore
<i>Mermaid Searcher</i>	9488401	MMA Offshore	MMA Offshore
		Australian Offshore Solutions	
<i>Mermaid Sound</i>	9374935	MMA Offshore	MMA Offshore
<i>Mermaid Storm</i>		MMA Offshore	MMA Offshore
<i>Mermaid Strait</i>	9616216	MMA Offshore	MMA Offshore
<i>Mermaid Vantage</i>		MMA Offshore	MMA Offshore
<i>Mermaid Vision</i>	9548627	Australian Offshore Solutions	MMA Offshore
		MMA Offshore	
<i>Mermaid Voyager</i>	9560211	MMA Offshore	MMA Offshore
<i>MMA Brewster</i>		MMA Offshore	MMA Offshore
		Programmed Marine	
<i>MMA Carver</i>		Programmed Marine	Programmed Marine
<i>MMA Confidence</i>		Australian Offshore Solutions	MMA Offshore
<i>MMA Leveque</i>		Australian Offshore Solutions	MMA Offshore
<i>MMA Plover</i>		MMA Offshore	MMA Offshore
<i>MMA Prestige</i>		Australian Offshore Solutions	MMA Offshore
<i>Monarch</i>		Miclyn Express Offshore	Miclyn Express Offshore
<i>Monarch 2</i>		Miclyn Express Offshore	Miclyn Express Offshore
<i>Montara Venture</i>	8714982	PTTEP Australasia	PTTEP Australasia
		Australian Offshore Solutions	
<i>Montoro K</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>MTS Valiant</i>		Bhagwan Marine	Bhagwan Marine
<i>MTS Vantage</i>		Bhagwan Marine	Bhagwan Marine
<i>Nalena Bay</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>Nganhurra</i>	9297424	Compass	Woodside
<i>Ngujima Yin</i>	9181182	Compass	Woodside

Ship name	IMO (where known)	Employer	Operator name
<i>Ningaloo Vision</i>	8021854	Teekay Shipping (Aust) Pty Ltd	Quadrant Energy
			Teekay Shipping (Aust) Pty Ltd
<i>Nor Australis</i>		Programmed Marine	SOLSTAD
			Programmed Marine
<i>Northwest Sanderling</i>	8608872	Trident LNG	Shell Tankers Aust P/L
<i>Northwest Sandpiper</i>	8913150	Trident LNG	Shell Tankers Aust P/L
<i>Northwest Snipe</i>	8608884	Trident LNG	Shell Tankers Aust P/L
<i>Northwest Stormpetrel</i>	9045132	Trident LNG	Shell Tankers Aust P/L
<i>Ocean Monarch</i>		Australian Offshore Solutions	Diamond
<i>Ocean Protector</i>	9374260	Programmed Marine	DOF
			Programmed Marine
<i>Ocean Shield</i>	9628374	Teekay Shipping (Aust) Pty Ltd	Australian Border Force
<i>Odin II</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>Okha</i>	9180889	Compass	Woodside
<i>OMS Endurance</i>		Programmed Marine	SKILLED OFFSHORE
			Programmed Marine
<i>Pacific Aurora</i>		Swire Pacific	Swire Pacific
<i>Pacific Centurion</i>		Swire Pacific	Swire Pacific
<i>Pacific Grackle</i>		Swire Pacific	Swire Pacific
<i>Pacific Greylag</i>		Swire Pacific	Swire Pacific
<i>Pacific Hornbill</i>	9579119	Swire Pacific	Swire Pacific
<i>Pacific Legacy</i>		Swire Pacific	Swire Pacific
<i>Pacific Ranger</i>		Swire Pacific	Swire Pacific
<i>Pacific Responder</i>	9340049	Swire Pacific	Swire Pacific
<i>Pacific Rover</i>		Swire Pacific	Swire Pacific
<i>Pacific Valkyrie</i>	9361653	Swire Pacific	Swire Pacific
<i>Pacific Vigour</i>		Swire Pacific	Swire Pacific
<i>Pacific Viper</i>	9361689	Swire Pacific	Swire Pacific
<i>Pacific Vulcan</i>		Swire Pacific	Swire Pacific
<i>Paspaley 4</i>	9231652	Paspaley Pearling Co	Paspaley Pearling Co
<i>Pedro</i>		Bhagwan Marine	Bhagwan Marine
<i>Pioneer</i>		Teekay Shipping (Aust) Pty Ltd	Sugar Australia

Ship name	IMO (where known)	Employer	Operator name
<i>PT Eden</i>		Pacific Tug	Pacific Tug
<i>PT Fortitude</i>	9545223	Pacific Tug	Pacific Tug
<i>PT Kotor</i>	9408748	Pacific Tug	Pacific Tug
<i>PT Kythira</i>	9509554	Pacific Tug	Pacific Tug
<i>PT Mary</i>		Pacific Tug	Pacific Tug
<i>PT May</i>		Pacific Tug	Pacific Tug
<i>PT Monto</i>	9559585	Pacific Tug	Pacific Tug
<i>PT Nautilus</i>		Pacific Tug	Pacific Tug
<i>PT Transporter</i>		Pacific Tug	Pacific Tug
<i>PT Zarka</i>	9356282	Pacific Tug	Pacific Tug
<i>Rem Etive</i>		Australian Offshore Solutions	FTSM
<i>Rockwater 2</i>	8211758	Programmed Marine	SUBSEA 7
<i>Roebuck II</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>Roslynne</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>RTM Piiramu</i>	9341926	ASP Ships	ASP Ships
		METL	
<i>RTM Twarra</i>	9373034	ASP Ships	ASP Ships
		METL	
<i>RTM Wakmatha</i>	9341914	ASP Ships	ASP Ships
		METL	
<i>RTM Weipa</i>	9341938	ASP Ships	ASP Ships
		METL	
<i>Samson Explorer</i>		Bhagwan Marine	Bhagwan Marine
<i>Samson VI</i>	9452878	Miclyn Express Offshore	Miclyn Express Offshore
<i>SapuraKencana Constructor</i>	9392705	Australian Offshore Solutions	Sapura
<i>Sea Tortuga</i>		Go Offshore	Go Offshore
<i>Sea Triumph</i>		Go Offshore	Go Offshore
<i>Searoad Mersey</i>	8914831	SeaRoad Shipping	SeaRoad Shipping
<i>Searoad Mersey II</i>	9745794	SeaRoad Shipping	SeaRoad Shipping
<i>Searoad Tamar</i>	8917429	SeaRoad Shipping	SeaRoad Shipping
<i>Siem Amethyst</i>		Svitzer Australia Pty Ltd	Siem Offshore

Ship name	IMO (where known)	Employer	Operator name
<i>Siem Aquamarine</i>		Svitzer Australia Pty Ltd	Siem Offshore
<i>Siem Thiima</i>		Svitzer Australia Pty Ltd	Siem Offshore
<i>Siem Topaz</i>		Svitzer Australia Pty Ltd	Siem Offshore
<i>Southern Ocean</i>	9433171	Australian Offshore Solutions	Fugro-TSM
<i>Spencer Gulf</i>		CSL Australia	CSL Australia
<i>Spirit of Tasmania I</i>	9158446	TT-Line	TT-Line
		ASP Ships	ASP Ships
<i>Spirit of Tasmania II</i>	9158434	TT-Line	TT-Line
		ASP Ships	ASP Ships
<i>Tarka</i>	9295622	Miclyn Express Offshore	Miclyn Express Offshore
<i>Tasmanian Achiever</i>	9180190	Toll Shipping	Toll Shipping
<i>Toll Astrolabe</i>	9766970	Perkins Shipping	Perkins Shipping
<i>Toll Cygnet</i>	9766982	Perkins Shipping	Perkins Shipping
<i>Toll Endurance III</i>	9675377	Perkins Shipping	Perkins Shipping
<i>Toll Firefly</i>	9550723	Perkins Shipping	Perkins Shipping
<i>Toll Investigator</i>		Perkins Shipping	Toll Energy and Marine Logistics
<i>Toll Osborne</i>	9570175	Perkins Shipping	Perkins Shipping
<i>Toll Osprey</i>	9656072	Perkins Shipping	Perkins Shipping
<i>Toll Sandfly</i>	9578335	Perkins Shipping	Perkins Shipping
<i>Toll Territorian</i>	9607942	Perkins Shipping	Toll Energy and Marine Logistics
<i>Top Cat</i>		Miclyn Express Offshore	Miclyn Express Offshore
<i>True North</i>	9308651	North Star Cruises	North Star Cruises
<i>Twofold Bay</i>		Pacific Tug	Pacific Tug
<i>UOS Endeavour</i>	9439890	Go Offshore	Go Offshore
<i>Victorian Reliance</i>	9180205	Toll Shipping	Toll Shipping
<i>Vivienne</i>		Paspaley Pearling Co	Paspaley Pearling Co
<i>VOS Atlas</i>		Australian Offshore Solutions	Vroon Offshore
<i>Warrender</i>	9114218	Perkins Shipping	Toll Energy and Marine Logistics
<i>Wide Bay</i>		Pacific Tug	Pacific Tug



GLOSSARY

Glossary

AAT	Administrative Appeals Tribunal
AIMPE	Australian Institute of Marine and Power Engineers
AMICA	Australian Maritime Industry Compensation Agency Ltd
AMOU	Australian Maritime Officers Union
AMP	<i>Seacare Authority Agency Multicultural Plan 2013–15</i>
AMSA	Australian Maritime Safety Authority—OHS Inspectorate for the Seacare scheme
Coastal Trading Act	<i>Coastal Trading (Revitalising Australian Shipping) Act 2012</i>
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI Act	<i>Freedom of Information Act 1982</i>
Fraud Control Guidelines	<i>Commonwealth Fraud Control Guidelines 2011</i>
FTE	Full Time Equivalent calculated by the formula: $\frac{\text{number of berths} \times (\text{days operated in period} / \text{total days in period}) \times (\text{standard shift hours per day} \times \text{standard work days per week})}{(\text{average weekly working hours—taken to be 40.4})}$
Hours worked	Total hours worked, taking in to account the continuous nature of coverage during a voyage where seafarers, who are generally on board a ship for 24 hours a day, are exposed to the risk of injury for the entire time on board a vessel, whether on or off duty. Calculated using the formula: (number of berths) x (days operated in period) x (daily hours of operation)
HSR	Health and Safety Representative
HWCA	Heads of Workers' Compensation Authorities
IBNR	Incurred but not reported
International trade	Trade between Australia and overseas
Interstate trade	Trade between different states
Intrastate trade	Trade within a single state
IPS	Information Publication Scheme
KPI	Key performance indicator
Levy Act	<i>Seafarers Rehabilitation and Compensation Levy Act 1992</i>

Levy Collection Act	<i>Seafarers Rehabilitation and Compensation Levy Collection Act 1992</i>
MIAL	Maritime Industry Australia Limited
MUA	Maritime Union of Australia
Navigation Act	<i>Navigation Act 2012</i>
NRTW Survey	National Return to Work Survey
OHS	Occupational Health and Safety
OHS(MI) Act	<i>Occupational Health and Safety (Maritime Industry) Act 1993</i>
OHS(MI) Act declaration	Minister for Employment declaration under the <i>Occupational Health and Safety (Maritime Industry) Act 1993</i>
OHS Plan	Seacare Authority/AMSA OHS Plan 2013–2018
Panel	Health and Safety Representative Training Course Accreditation Panel
P&I Club	Protection and Indemnity Association
PBS	Portfolio Budget Statement
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
RTW	Return to work
Samson v Aucote	<i>Samson Maritime Pty Ltd v Noel Aucote [2014] FCAFC 182</i> (Samson v Aucote)
Seacare Authority	Seafarers Safety, Rehabilitation and Compensation Authority
Seafarers Act	<i>Seafarers Rehabilitation and Compensation Act 1992</i>
Seafarers Act declaration	Minister for Employment declaration under the <i>Seafarers Rehabilitation and Compensation Act 1992</i>
SRC Act	<i>Safety, Rehabilitation and Compensation Act 1988</i>
SRCC	Safety, Rehabilitation and Compensation Commission
the Fund	Seafarers Safety Net Fund
the Minister	Minister for Employment
the Plan	<i>Seacare 2015 Strategic Plan</i>
the Regulations	<i>Occupational Health and Safety (Maritime Industry) (National Standards) Regulations 2003</i>



COMPLIANCE INDEX

Compliance index

These annual report requirements are prepared pursuant to subsections 63(2) and 70(2) of the Public Service Act 1999 and were approved by the Joint Committee of Public Accounts and Audit on 2 May 2016. Requirements are reviewed annually to take account of changes to reporting requirements prescribed in legislation, arising from new policy, or recommendations in Parliamentary, Australian National Audit Office or other reports.

Table 7: Annual report requirements

PGPA Rule Reference	Page in report	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	i	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	ii–iii	Table of contents	Mandatory
17AJ(b)	73	Alphabetical index	Mandatory
17AJ(c)	62–63	Glossary of abbreviations and acronyms	Mandatory
17AJ(d)	66	List of requirements	Mandatory
17AJ(e)	Inside cover	Details of contact officer	Mandatory
17AJ(f)	Inside cover	Entity's website address	Mandatory
17AJ(g)	Inside cover	Electronic address of report	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	iv–v	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	4	A description of the role and functions of the entity	Mandatory
17AE(1)(a)(ii)	6–9	A description of the organisational structure of the entity	Mandatory
17AE(1)(a)(iii)	14	A description of the outcomes and programmes administered by the entity	Mandatory
17AE(1)(a)(iv)	14	A description of the purposes of the entity as included in corporate plan	Mandatory
17AE(1)(b)	14	An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory

PGPA Rule Reference	Page in report	Description	Requirement
17AD(c)	Report on the performance of the entity		
Annual performance statements			
17AD(c)(i); 16F	14	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule	Mandatory
17AD(c)(ii)	Report on financial performance		
17AF(1)(a)	21	A discussion and analysis of the entity's financial performance	Mandatory
17AF(1)(b)	21	A table summarising the total resources and total payments of the entity	Mandatory
17AD(d)	Management and accountability		
Corporate governance			
17AG(2)(a)	28	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	28	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	28	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	28	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	28	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
External scrutiny			
17AG(3)	2	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	2	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
Management of human resources			
17AG(4)(a)	NA	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	NA	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: > statistics on staffing classification level > statistics on full time employees > statistics on part time employees > statistics on gender > statistics on staff location > statistics on employees who identify as Indigenous.	Mandatory

PGPA Rule Reference	Page in report	Description	Requirement
17AG(4)(c)	NA	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	NA	Information on the number of SES and non SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	NA	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	NA	A description of non salary benefits provided to employees.	Mandatory
Purchasing			
17AG(6)	NA	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
Consultants			
17AG(7)(a)	29	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	29	A statement that 'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]'.	Mandatory
17AG(7)(c)	29	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	29	A statement that 'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website'.	Mandatory
Small business			
17AG(10)(a)	NA	A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website'.	Mandatory
17AG(10)(b)	29	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
Financial statements			
17AD(e)	31	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory

PGPA Rule Reference	Page in report	Description	Requirement
17AD(f)	Other mandatory information		
17AH(1)(c)	NA	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	28	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(2)	50–60	Information required by other legislation	Mandatory

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