



Australian Government

Comcare

Trigger events and reporting procedure

	Trigger event	Determining Authority action
1	Commencement of matter	Create CDW record or manual report, ensuring 'scheme significance flag' is checked where appropriate.
2	Five business days after First Return	Provide Comcare with: <ul style="list-style-type: none">> copies of <i>initial materials</i> (including the initial determination, the request for reconsideration, the reviewable decision, and the application to the Tribunal/court)> relevant information, including reason(s) why the matter may be potentially significant for the scheme.
3	Service of <i>key material(s)</i>	Provide Comcare with the corresponding <i>key material(s)</i> .
4	Request from Comcare	Respond to Comcare's request.
5	Notification of decision	Notify Comcare that a decision is pending.
6	Decision	Provide Comcare with a copy of decision and matter precis.
7	Lodgement of notice of appeal	If a decision is subject to appeal, provide Comcare with a copy of application/appeal notice (the process will then recommence).

Contact

Please contact Comcare's Appeals team if you have any queries about these guides or about matters that may be potentially significant for the scheme: appeals@comcare.gov.au.