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**WE CONNECT, DISCOVER,
UNDERSTAND** TO IMPROVE THE
NATIONAL ABILITY TO **RESPOND**
TO CRIME AND JUSTICE ISSUES
IMPACTING AUSTRALIA.

SECTION 05

APPENDICES

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APPENDIX A: LIST OF REQUIREMENTS

As required, we have included the following list of requirements, as set out in the Public Governance, Performance and Accountability Amendment (Non-corporate Commonwealth Entity Annual Reporting) Rule 2016, as an aid to access.

PART OF REPORT	DESCRIPTION	REQUIREMENT	PAGE
Letter of transmittal	A copy of the letter of transmittal signed and dated by the 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	iv
Aids to access	Table of contents.	Mandatory	vi
	Alphabetical index.	Mandatory	266
	Glossary, abbreviations and acronyms.	Mandatory	259
	List of requirements.	Mandatory	238
	Details of contact officer.	Mandatory	v
	Entity's website address.	Mandatory	v
	Electronic address of report.	Mandatory	v
Review by the accountable authority	A review by the accountable authority of the entity.	Mandatory	21–25
Overview of entity	A description of the role and functions of the entity.	Mandatory	14
	A description of the organisational structure of the entity.	Mandatory	16
	A description of the outcomes and programs administered by the entity.	Mandatory	28
	A description of the purposes of the entity as included in the corporate plan.	Mandatory	30
	An outline of the structure of the portfolio of the entity.	Portfolio departments—Mandatory	N/A
	Where outcome and program structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change.	Mandatory	28–29

PART OF REPORT	DESCRIPTION	REQUIREMENT	PAGE
Report on performance	<i>Annual performance statements</i>		
	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the PGPA Rule.	Mandatory	34–61
	<i>Report on financial performance</i>		
	A discussion and analysis of the entity's financial performance.	Mandatory	206
	A table summarising the total resources and total payments of the entity.	Mandatory	209
Management and accountability	<i>Corporate governance</i>		
	Information on compliance with section 10 (fraud systems).	Mandatory	iv and 175–78
	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	iv
	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	iv
	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	iv
	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	163–69

PART OF REPORT	DESCRIPTION	REQUIREMENT	PAGE
Management and accountability	A statement of significant issues reported to the Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	N/A
	<i>External scrutiny</i>		
	Information on significant developments in external scrutiny and entity's response to the scrutiny.	Mandatory	179–88
	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	186–88
	Information on any reports by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	186–87
	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	N/A
	<i>Management of human resources</i>		
	Assessment of the entity's effectiveness in managing and developing human resources to achieve entity objectives.	Mandatory	198–203
	Statistics on the entity's APS employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> ▪ statistics on staffing classification level ▪ statistics on full-time employees ▪ statistics on part-time employees ▪ statistics on gender ▪ statistics on staff location, and ▪ statistics on employees who identify as Indigenous. 	Mandatory	189–98, 254–58
	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	196

PART OF REPORT	DESCRIPTION	REQUIREMENT	PAGE
Management and accountability	Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AG(4)(c).	Mandatory	196
	The salary ranges available for APS employees by classification level.	Mandatory	197
	A description of non-salary benefits provided to employees.	Mandatory	197
	Information on the number of employees at each classification level who receive performance pay.	If applicable, Mandatory	197
	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	197
	Information on aggregate amounts of performance payments.	If applicable, Mandatory	197
Assets management	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	Mandatory	210–11
Purchasing	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	211
Consultants	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy 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	212
	A statement that ' <i>During [reporting period], [specific number] new consultancy contracts were entered into involving total actual expenditure of \$[specific million]. In addition, [specific number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specific million]</i> '.	Mandatory	212
	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were engaged.	Mandatory	212

PART OF REPORT	DESCRIPTION	REQUIREMENT	PAGE
Consultants	A statement that <i>'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'</i> .	Mandatory	212
Australian National Audit Office Access Clauses	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	212
Exempt contracts	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable Mandatory	212
Small business	A statement that <i>'[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'</i> .	Mandatory	212
	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	212
	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that <i>'[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website'</i> .	If applicable, Mandatory	N/A
Financial statements	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	213–35

PART OF REPORT	DESCRIPTION	REQUIREMENT	PAGE
Other mandatory information	If the entity conducted advertising campaigns, a statement that <i>'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website'</i> .	If applicable, Mandatory	N/A
	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	253
	A statement that <i>'Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity's website]'</i> .	If applicable, Mandatory	N/A
	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	196
	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	252
	Correction of material errors in previous annual report.	If applicable, Mandatory	244
	Information required by other legislation.	Mandatory	N/A

APPENDIX B: CORRECTIONS

The CrimTrac Annual Report 2015–16 incorrectly reported:

- 1,849,497 searches in the National Names Index—the correct number was 1,688,727 searches
- more than 2.1 million searches in National Automated Fingerprint Identification System—this was due to a calculation error and the correct number was more than 1.2 million searches.

APPENDIX C: WORK HEALTH AND SAFETY

WORK HEALTH AND SAFETY PRIORITIES FOR 2016–17

This year we:

- strengthened our risk management arrangements with a focus on operational environments and engaging with stakeholders within those environments
- strengthened our existing work health and safety systems to ensure effective and innovative work health and safety support for the ACIC
- implemented tailored early intervention strategies and rehabilitation case management, leading to improved injury prevention and workers compensation performance.

WORK HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

Our National Work Health and Safety Committee meets quarterly and is responsible for:

- supporting the ACIC Executive by helping to identify, develop, review and implement measures to protect and actively manage the health and safety of workers
- promoting and monitoring measures to ensure safe work practices
- facilitating consultation and communication with workers about work health and safety matters
- undertaking functions as prescribed in the *Work Health and Safety Act 2011* and Regulations.

CONSULTATIVE ARRANGEMENTS

Our National Work Health and Safety Committee is the conduit for consultation with employees on all work health and safety issues. Local Work Health and Safety Committees meet regularly and provide input to the National Committee. We continue to use our communication strategy to support and enhance communication across the agency.

INITIATIVES TO ENSURE THE HEALTH, SAFETY AND WELLBEING OF WORKERS

We are committed to maintaining a safe and healthy workplace and empowering the health, safety and wellbeing of workers. Details of key programs follow.

HEALTH AND WELLBEING PROGRAM

Our Health and Wellbeing Program continues to evolve with staff input, reviews of better practice and new initiatives. The annual program is moving into its ninth year and aims to:

- help staff make positive health and behaviour changes
- promote a culture that supports healthy and positive lifestyles
- provide a central source for health and wellbeing information and resources
- inspire staff to take ownership of health and wellbeing initiatives in their offices
- encompass a broad view of health including physical, mental and social aspects
- demonstrate our commitment to the health and wellbeing of employees and their families.

PREVENTION PROGRAMS

We take a proactive approach to identify and control hazards in the workplace and to prevent injury. We continue to identify and assess hazards within work areas and ensure that risk control strategies are in place. This year we:

- provided access to an Employee Assistance Program which includes manager assistance, mediation services and other employee information/support services
- implemented targeted and random, unannounced drug and alcohol testing of high risk and non-high risk employees
- conducted regular workplace inspections to identify hazards and determine appropriate controls
- conducted a refresh of the Health Officer roles agency wide
- coordinated a number of awareness sessions on work health and safety topics including mental health in the workplace, positive work relationships and resilience.

DRUG AND ALCOHOL TESTING

Our drug and alcohol policy seeks to identify and eliminate harm arising from the effects of drugs and alcohol in the workplace. Our policy aims to deter drug and alcohol misuse by employees.

Our policy on drugs and alcohol is:

- zero tolerance in relation to the use, possession, sale and distribution of illicit drugs for all ACIC employees at all times
- zero blood alcohol concentration for ACIC employees working in high risk areas and less than 0.05 blood alcohol concentration for all other ACIC employees while at an ACIC workplace or on official ACIC duty.

In 2016–17, we completed 269 targeted and random, unannounced workplace drug and alcohol tests. There was one confirmed positive test result during 2016–17.

The matter was reviewed and appropriate management action was taken.

HEALTH AND SAFETY PERFORMANCE

WORKERS COMPENSATION

The Agency Premium Rate provides an indication of the employer's effectiveness in preventing injury or illness and in helping its employees to return to work quickly and safely after a work-related injury or illness. We are committed to supporting employees with work-related injuries or illness and, as outlined in our Rehabilitation Management System, early intervention is a key strategy. Our premium rate for 2017–18 was set at 0.74 per cent, a significant decrease from the previous year. This can be attributed to our agency's focus on early intervention and employees with psychological conditions.

There was one accepted workers compensation claim for injuries/disease during 2016–17, a decrease of four from the previous year.

ACCEPTED COMPENSATION CLAIMS

YEAR	ACCEPTED COMPENSATION CLAIMS
2011–12	5
2012–13	6
2013–14	4
2014–15	6
2015–16	2
2016–17	1

INCIDENT AND INJURY

There were 37 injuries, incidents or hazards reported in 2016–17 (this does not include notifiable incidents). There was an increase of 12 incidents this year, with body stressing being the most common incident mechanism.

MECHANISM OF INJURY 2016–17

MECHANISM OF INJURY	NUMBER
Being hit by moving object	0
Biological/chemical factors	3
Body stressing	13
Mental stress	2
Falls, trips, slips	10
Other and unspecified	5
Heat and electrical	1
Hazard report	3
Total	37

In 2016–17, we engaged industry professionals to assist with:

- external rehabilitation assessment and management services for both compensable and non-compensable injuries
- workstation assessments for staff as a result of pain and discomfort, injury, change in work practices or when new equipment was installed
- mediation
- work health and safety workplace training and information sessions.

ACCIDENT OR DANGEROUS OCCURRENCE STATISTICS

Under section 38 of the *Work Health and Safety Act 2011*, we are required to notify Comcare immediately after becoming aware of any deaths, serious personal injury or dangerous incident. There were seven notifiable incidents during 2016–17. We reviewed each incident and implemented corrective actions where possible to reduce the likelihood of similar incidents occurring in the future.

WORK HEALTH AND SAFETY INVESTIGATIONS

The ACIC’s regulator, Comcare, undertook an investigation following a notifiable incident during 2016–17. We implemented controls where possible and worked closely with Comcare to ensure the risk of a similar incident occurring in the future was low.

APPENDIX D: FREEDOM OF INFORMATION REPORT

During 2016–17, the ACIC received 42 requests for information under the *Freedom of Information Act 1982* (FOI Act).

STATEMENT

Prior to reforms that came into effect on 1 May 2011, section 8 of the FOI Act required agencies to publish annually statements containing particulars and information about their organisation, functions, decision-making powers, consultative arrangements, categories of documents maintained and facilities and procedures to enable members of the public to obtain access to documents under the FOI Act. These statements were required by the FOI Act to be included in the annual report of each agency.

From 1 May 2011 agencies subject to the FOI Act are required to publish information to the public as part of the Information Publication Scheme (IPS). 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. An agency plan showing what information is published under the IPS requirements is accessible from our website.

The following information is correct as at 30 June 2017.

ESTABLISHMENT

The ACIC is established under the *Australian Crime Commission Act 2002* (Cth) (ACC Act). The agency was formerly known as the Australian Crime Commission, and is still known by that name for legal purposes.

ORGANISATION

As at 30 June 2017, the ACIC was a Commonwealth statutory body established under section 7(1) of the ACC Act, and a prescribed agency for the purposes of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Section 7(2) of the ACC Act states that the ACIC consists of: a) the CEO b) the Examiners c) the members of the staff of the ACIC.

FUNCTIONS

The ACIC's functions are listed under section 7A of the ACC Act. As at 30 June 2017, they were:

- a) to collect, correlate, analyse and disseminate criminal information and intelligence and to maintain a national database of that information and intelligence
- b) to undertake, when authorised by the Board, intelligence operations
- c) to investigate, when authorised by the Board, matters relating to federally relevant criminal activity
- (ca) to do any of the following (whether in its own name or through officers or members of staff of the ACIC), as permitted or required for the purposes of Part IAB or IABA of the *Crimes Act 1914* or any other law of the Commonwealth:
 - i. to apply for, and to grant, integrity authorities in relation to members of staff of the ACIC
 - ii. to conduct and participate in integrity operations in relation to members of staff of the ACIC
 - iii. to assist the Australian Federal Police, Customs or the Australian Commission for Law Enforcement Integrity in making applications for integrity authorities
 - iv. to assist those agencies in the conduct of integrity operations
- d) to provide reports to the Board on the outcomes of those operations and investigations
- e) to provide strategic criminal intelligence assessments, and any other criminal information and intelligence to the Board
- f) to provide advice to the Board on National Criminal Intelligence Priorities
- (fa) to provide systems and services relating to national policing information, including the following:
 - i. collecting, correlating and organising national policing information;
 - ii. providing access to national policing information
 - iii. supporting and facilitating the exchange of national policing information
 - iv. providing nationally coordinated criminal history checks on payment of a charge imposed by the Charges Act
- g) such other functions as are conferred on the ACIC by their provisions of the ACC Act or by any other Act.

DECISION-MAKING POWERS AND POWERS AFFECTING MEMBERS OF THE PUBLIC

The ACIC has powers which may affect members of the public. The ACIC has, in certain circumstances, the power to:

- a) require information from certain Commonwealth and state and territory agencies
- b) receive information from a state, or an authority of a state under arrangements made by the Commonwealth Minister
- c) make arrangements with any other body or person to receive information
- d) apply for the issue of a search warrant, in some cases by telephone
- e) summon a person to appear before an Examiner to give evidence
- f) require a person to produce documents or other things
- g) apply for a court order requiring a witness to deliver his/her passport to the ACIC
- h) apply for a warrant for the arrest of a witness considered likely to leave Australia or otherwise likely to avoid appearing before an Examiner to give evidence
- i) apply for a warrant for the interception of communications or access to stored communications
- j) authorise the disclosure of telecommunications data on a historical basis, or, when investigating a criminal offence punishable by at least three years' imprisonment, on a prospective basis
- k) apply to a court for a witness to be dealt with for contempt
- l) apply for a surveillance device warrant in its own right for the investigation of certain federal offences and for certain state offences with a federal aspect.

EXTERNAL CONSULTATION

The ACIC Board exists independently of the ACIC. The Board determines National Criminal Intelligence Priorities, provides strategic direction, and determines whether intelligence operations or investigations are special operations or special investigations. The Board also establishes task forces and reports to the Inter-Governmental Committee on the ACIC on the ACIC's performance.

The Inter-Governmental Committee on the ACIC monitors generally the work of the ACIC and the ACIC Board and oversees the strategic direction of the ACIC and the ACIC Board. The Inter-Governmental Committee on the ACC¹⁸ comprises the relevant Commonwealth Minister and a Minister from each participating state and territory.

The Parliamentary Joint Committee on Law Enforcement has a role to monitor and review the ACIC. Although not specifically provided for in the ACC Act, the ACIC consults with the Ministerial Council for Police and Emergency Management—Police, and the Heads of Commonwealth Operational Law Enforcement Agencies.

18. Amendments to the ACC Act are required to formally change the committee's name to IGC-ACIC.

CATEGORIES OF DOCUMENTS

The following documents are available from www.comlaw.gov.au

- *Australian Crime Commission Act 2002*
- *Australian Crime Commission Regulations 2002.*

In addition, a number of documents including annual reports, corporate and strategic plans, research and intelligence reports, are available on our website.

ACCESS TO DOCUMENTS

All applications for access to documents in the possession of the ACIC are handled in our Canberra office. The ACIC also has offices in Melbourne, Brisbane, Adelaide, Perth, Sydney, Hobart and Darwin and arrangements can be made in each location for viewing documents, depending on the location of the applicant.

Requests under the provisions of the FOI Act should be addressed to:

FOI Coordinator
Australian Criminal Intelligence Commission
GPO Box 1936
CANBERRA ACT 2601

Further information is available on our website www.acic.gov.au under the FOI and Information Publication Scheme links.

APPENDIX E: ADVERTISING AND MARKET RESEARCH

In 2016–17 the ACIC did not conduct any advertising campaigns or make any payments for polling, direct mail or campaign advertising.

The ACIC did not make any payments related to non-campaign advertising that were higher than the reporting threshold of \$13,000.

A total of \$26,455 (including GST) was paid to Andrews Group Pty Ltd to undertake a stakeholder-related survey and strategy.

A total of \$25,300 (including GST) was paid to Essence Communications Pty Ltd to undertake a community survey.

APPENDIX F: EMPLOYEE STATISTICS

The Australian Criminal Intelligence Commission (ACIC) began operating on 1 July 2016. Our new agency was formed through the merge of the Australian Crime Commission and CrimTrac.

As this is the first year of reporting employee statistics for our new merged agency, there is no comparative trend information from past years.

Secondees and task force staff by home agency and jurisdiction as at 30 June 2017

AGENCY	SECONDEES FUNDED BY ACIC	SECONDEES FUNDED BY JURISDICTION	TASK FORCE STAFF FUNDED BY JURISDICTION
Australian Federal Police	1	1	21
Australian Taxation Office	1	2	1
Clean Energy Regulator	-	1	-
Department of Corrections (Victoria)	-	-	1
Department of Foreign Affairs and Trade	-	1	-
Queensland Corrective Services	-	-	1
Department of Human Services	1	1	-
Department of Immigration and Border Protection	1	-	23
NSW Police Force	1	-	9
Northern Territory Police	1	-	-
Queensland Police Service	-	2	5
South Australia Police	-	1	12
Tasmania Police	1	1	1
Victoria Police	5	-	20
Western Australia Police	2	-	6
Total	14	10	100

APS staff employment capacity by location as at 30 June 2017

LOCATION	FULL-TIME	PART-TIME	CASUAL
Sydney	117	21	-
Canberra	378	42	-
Melbourne	88	12	-
Brisbane	74	9	1
Adelaide	24	9	-
Perth	24	3	-
Darwin	1	1	-
Hobart	1	-	-
Dubai	1	-	-
Ottawa	1	-	-
Washington	3	-	-
Total	712	97	1

APS staff by classification as at 30 June 2017

CLASSIFICATION	TOTALS
APS 1	2
APS 2	1
APS 3	43
APS 4	113
APS 5	122
APS 6	131
EL 1	294
EL 2	88
SES Band 1	12
SES Band 2	2
CEO	1
Examiner	1
Total	810

Note: These figures represent positions that were substantively filled as at 30 June 2017.

APS staff by classification and location as at 30 June 2017

CLASSIFICATION	SYDNEY	CANBERRA	MELBOURNE	BRISBANE	ADELAIDE	PERTH
APS 1	-	2	-	-	-	-
APS 2	-	-	-	-	1	-
APS 3	9	13	9	6	5	1
APS 4	22	66	10	14	-	1
APS 5	21	68	11	12	6	2
APS 6	14	88	12	6	5	4
EL 1	56	127	47	35	9	16
EL 2	14	43	11	10	7	3
SES Band 1	1	10	-	1	-	-
SES Band 2	-	2	-	-	-	-
CEO	-	1	-	-	-	-
Examiner	1	-	-	-	-	-
Total	138	420	100	84	33	27

CLASSIFICATION	DARWIN	HOBART	DUBAI	OTTAWA	WASHINGTON
APS 1	-	-	-	-	-
APS 2	-	-	-	-	-
APS 3	-	-	-	-	-
APS 4	-	-	-	-	-
APS 5	1	1	-	-	-
APS 6	-	-	1	-	1
EL 1	1	-	-	1	2
EL 2	-	-	-	-	-
SES Band 1	-	-	-	-	-
SES Band 2	-	-	-	-	-
CEO	-	-	-	-	-
Examiner	-	-	-	-	-
Total	2	1	1	1	3

APS staff gender distribution by classification as at 30 June 2017

CLASSIFICATION	WOMEN	MEN
APS 1	-	2
APS 2	1	-
APS 3	36	7
APS 4	76	37
APS 5	81	41
APS 6	80	51
EL 1	108	186
EL 2	26	62
SES Band 1	4	8
SES Band 2	-	2
CEO	-	1
Examiner	-	1
Total	412	398

Staff who identify as Indigenous as at 30 June 2017

ONGOING	NON-ONGOING
9	1

Ongoing and non-ongoing APS employees as at 30 June 2017

CATEGORY	ONGOING	NON-ONGOING
Classification level		
APS 1	2	-
APS 2	1	-
APS 3	31	12
APS 4	108	5
APS 5	113	9
APS 6	130	1
EL 1	285	9
EL 2	85	3
SES Band 1	12	-
SES Band 2	2	-
CEO	-	1
Examiner	-	1
Full-time/Part-time status		
Full-time	674	38
Part-time	95	3
Gender		
Male	377	21
Female	392	20
Location		
Sydney	129	9
Canberra	401	19
Melbourne	96	4
Brisbane	79	5
Adelaide	31	2
Perth	26	1
Darwin	1	1
Dubai	1	-
Hobart	1	-
Ottawa	1	-
Washington	3	-

GLOSSARY

AMPHETAMINE-TYPE STIMULANTS

A general term for the amphetamine-based group of drugs including MDMA (ecstasy) and methylamphetamine (ice). The full and correct name for MDMA is 3,4-methylenedioxy-N-methylamphetamine. However more widely used term 3,4-methylenedioxymethamphetamine is used in this report.

MDMC (or 3,4-methylenedioxymethcathinone) is a controlled drug used as an 'ecstasy substitute'. Other naming conventions are acceptable including 3,4-MDMC and *bk*-MDMA.

AVAILABILITY (OF SYSTEMS)

Our system availability reporting provides the percentage of time systems were available, excluding scheduled outages. We provide our systems nationally to multiple agencies. Many of our systems are integrated or routed via partner agency systems, meaning issues unrelated to our service can also affect availability. As a result, we derive national availability reporting from user notifications of outages across multiple jurisdictions.

BOILER ROOM FRAUD

Boiler room fraud refers to the unsolicited contacting of potential investors who are deliberately given fraudulent, false, misleading or deceptive information designed to entice them to buy, sell or retain securities or other investments.

COERCIVE POWERS

See 'special powers'.

COMMONWEALTH ORGANISED CRIME STRATEGIC FRAMEWORK

A comprehensive and coordinated framework for a whole-of-government response to target the most significant threats from organised crime.

CONTROLLED OPERATION

An operation to obtain evidence that may lead to the prosecution of a person for a serious Commonwealth offence, or a serious state offence with a federal aspect, that may involve an ACIC officer or supervised civilian in acts or omissions that would (but for the operation of a legal indemnity) constitute an offence.

A controlled operation may cover a range of different factual scenarios, for example the passage of illicit drugs (or a sample) through international customs in order to identify, apprehend and prosecute those involved in drug trafficking.

CRIMINAL INTELLIGENCE SYSTEMS

Information technology-based systems that facilitate dissemination and sharing of criminal intelligence, including databases containing intelligence holdings that can be accessed and analysed by approved users.

DECONFLICTION (AND DECONFLICT)

Deconflation is a process that enables police and law enforcement to be aware of each other's activities against criminal targets, subjects or cases that are active across more than one jurisdiction or regional area.

Outcomes from deconflation can be:

- investigative efforts are not jeopardised
- investigative efforts are enhanced by new information being provided
- opportunities for joint efforts are identified.

DESK (ALEIN)

The ALEIN Information Desks provide ALEIN users with a limited means of publishing and sharing information and data. The Information Desks are created in a web-like environment to collate and share information and intelligence in thematic groups. 'Desks' may be restricted to facilitate secure sharing of information and intelligence among authorised and named users.

DETERMINATION

When authorising the ACIC to undertake an intelligence operation or an investigation, the ACIC Board can determine that the ACIC can use special powers. Before issuing a determination, the ACIC Board must consider whether normal intelligence collection methods or ordinary police methods of investigation have been or are likely to be effective.

DISRUPTION/DISRUPT CRIMINAL ACTIVITY

Disrupting criminal activity may include interrupting the flow or continuity of the criminal behaviour and/or enterprises of a criminal entity as a direct result of ACIC or joint agency operational activity.

This may also occur by undermining criminal businesses by exposing their methodologies, releasing intelligence alerts and warnings on their activities and reducing their ability to operate in the criminal markets of their choice.

Disruption operational activities may include arrests, seizure of illegal commodities (such as drugs or firearms), proceeds of crime and/or prosecutions.

ENTITY

We use the term 'criminal entities' to refer to groups or individuals.

An 'entity' is also a generic term describing unique identifiers used to support investigations and operations (for example, identifiers may include persons, addresses, telephone numbers, companies, Australian Business Numbers (ABN) or document numbers).

ENVIRONMENT HARDENING/HARDENING THE ENVIRONMENT

Initiatives or strategies to make it more difficult for organised crime to operate in particular environments, markets or sectors.

ESTIMATED STREET VALUE

The cost to purchase a drug at the end of the supply chain or 'on the street', estimated by considering such factors as (though not limited to) drug purity, location of drug seized, wholesale supply and distribution. Data for calculating the estimated street value is provided by ACIC and partner agency operational areas in addition to our *Illicit Drug Data Report*.

(ACIC) EXAMINATIONS

ACIC Examiners can summons a person to attend a compulsory examination and answer questions under oath. The person is entitled to legal representation and the examination is held in private. The evidence gained from an examination cannot be used against the person in a criminal proceeding. A person summonsed to an examination cannot disclose that summons to any person other than their legal representative, unless permitted by the Examiner.

(ACIC) EXAMINERS

Examiners are independent statutory officers and experienced legal practitioners who may exercise the ACIC's special (coercive) powers for the purposes of an ACIC special investigation or special operation.

FEDERALLY RELEVANT CRIMINAL ACTIVITY

The ACIC looks at serious and organised crime that is an offence against a law of the Commonwealth or a territory; or an offence against a law of a state and has a federal aspect.

A state offence can have a federal aspect if it potentially falls within Commonwealth legislative power or where the ACIC's interest in the state offence is incidental to ACIC operations/investigations relating to Commonwealth or territory offences.

FUSION (ACIC-LED NATIONAL CRIMINAL INTELLIGENCE FUSION CAPABILITY)

The multi-agency Fusion capability brings together expert investigators and analysts from across the full range of law enforcement, national security and related agencies to enable greater criminal intelligence analysis and sharing.

The Commonwealth Organised Crime Strategic Framework identified this capability to enhance multi-agency responses to organised crime.

HARMS ASSESSMENT

The process for assessing and prioritising the impact of crime issues on Australian society. Harms assessments are drawn from intelligence holdings, open source information and consultation with ACIC partner agencies and use both qualitative and quantitative assessment methodologies.

INTELLIGENCE—STRATEGIC, OPERATIONAL AND TACTICAL

Strategic intelligence draws on the ACIC’s unique insights to provide information about the nature, extent, impact and trends of serious and organised crime. Strategic intelligence services include the range of ACIC products that together make up the *Picture of Criminality in Australia* as well as other strategic intelligence on specific topics.

Operational intelligence is gathered and provided as part of the collaborative operations and investigations and may include analysis that informs future operations.

Tactical intelligence is also drawn from operational activities and is usually shorter, timely, actionable information about specific details.

MDA (3,4-METHYLENEDIOXYAMPHETAMINE)

MDA is an amphetamine-type stimulant. The use of this psychoactive drug predates use of the related substance MDMA, with MDA reported to have slightly more psychedelic effects.

MDMA (3,4-METHYLENEDIOXYMETHAMPHETAMINE)

MDMA is an amphetamine-type stimulant. This psychoactive drug is commonly known as ecstasy.

NATIONAL CRIMINAL INTELLIGENCE PRIORITIES

At the strategic level, the ACIC Board establishes the National Criminal Intelligence Priorities which provide a comprehensive ranked summary of known national criminal threats affecting Australia and a basis for considering resource allocation and operational deployments. The National Criminal Intelligence Priorities promote effective law enforcement agency planning and responses.

NATIONAL ORGANISED CRIME RESPONSE PLAN 2015–18

This plan outlines how the Commonwealth, states and territories will work together over the next three years to address a number of key threats from serious and organised crime including the increasing prevalence of drugs such as ice and gun-related crime and violence.

ORGANISED CRIME THREAT ASSESSMENT

Our *Organised Crime Threat Assessment* is a key element of the Commonwealth Organised Crime Strategic Framework. It provides the most comprehensive assessment of the level of risk posed by various organised crime threats, categorised by activity, market and enabler.

PICTURE OF CRIMINALITY IN AUSTRALIA

Our suite of strategic intelligence products that make up the picture of organised crime—past, present and future. This suite includes the *Illicit Drug Data Report*, *Organised Crime Threat Assessment*, *Organised Crime in Australia*, *National Criminal Target Report* and *Organised Crime 2025*.

PROCEEDS OF CRIME (PoC)

The profits of criminal activity. Legislation provides for these proceeds to be controlled confiscated and potentially forfeited to the Commonwealth to discourage criminal activity and to prevent reinvestment in further criminal activity.

SERIOUS AND ORGANISED CRIME

According to the ACC Act, serious and organised crime constitutes an offence that involves two or more offenders, substantial planning and organisation, the use of sophisticated methods and techniques, committed (or of a kind that is ordinarily committed) in conjunction with other offences of a like kind, and is punishable by imprisonment for three or more years.

SPECIAL INVESTIGATION

Special investigations are designed to disrupt and deter criminal groups by collecting evidence and intelligence about criminal activity. Coercive powers may be used in combination with a range of other investigative tools, including telecommunications intercepts, surveillance and controlled operations.

SPECIAL OPERATION

Special operations focus on gathering intelligence around particular criminal activity so decisions are informed by the true extent, impact and threat of that criminal activity. Coercive powers may be used as well as other investigative tools if appropriate. These operations can help determine if a special investigation is warranted.

SPECIAL (COERCIVE) POWERS

The ACIC has coercive powers similar to those of a Royal Commission, which may be exercised only by ACIC Examiners for special intelligence operations or special investigations. The special powers allow the ACIC to summons a person to give evidence under oath, require the production of documents, demand information from Commonwealth agencies, apply for a search warrant, and require the production of a passport.

TARGET

The term is used in two contexts:

- to refer to those entities (persons, groups or syndicates) that are of interest to law enforcement agencies
- to explain the ACIC focus on particular areas of criminality (for example, 'a special investigation is targeting money laundering').

ACRONYMS AND ABBREVIATIONS

ABF	Australian Border Force
ABIN	Australian Ballistics Information Network
ACC	Australian Crime Commission
ACC Act	<i>Australian Crime Commission Act 2002</i>
ACIC	Australian Criminal Intelligence Commission
ACID	Australian Criminal Intelligence Database
ACLEI	Australian Commission for Law Enforcement Integrity
ACORN	Australian Cybercrime Online Reporting Network
ACSC	Australian Cyber Security Centre
ACTC	Australian Counter-Terrorism Centre
ACTPol	Australian Capital Territory Policing
AFIN	Australian Firearms Information Network
AFP	Australian Federal Police
AGD	Attorney-General's Department
AGICC	Australian Gangs Intelligence Coordination Centre
AIC	Australian Institute of Criminology
ALEIN	Australian Law Enforcement Intelligence Network
ANZPAA	Australia New Zealand Policing Advisory Agency
APS	Australian Public Service
ASD	Australian Signals Directorate
ASIC	Australian Securities and Investments Commission
ASIO	Australian Security and Intelligence Organisation
ATO	Australian Taxation Office
ATS	Amphetamine-type stimulants
AUSTRAC	Australian Transaction Reports and Analysis Centre
CETS	Child Exploitation Tracking System
DFAT	Department of Foreign Affairs and Trade
DIBP	Department of Immigration and Border Protection
DVO	Domestic Violence Order
EL1 and EL2	Executive Level 1 and Executive Level 2
EOCT	Emerging Organised Crime Threats special operation
FATF	Financial Action Task Force
FOI	Freedom of information
HRCT	Highest Risk Criminal Targets (special investigation)
HRED	High Risk and Emerging Drugs (special operation)
ICT	Information and communication technology
IGC-ACC	Inter-Governmental Committee of the Australian Crime Commission

ISP	Internet service provider
JAG	Joint Analyst Group
JMG	Joint Management Group
KPI	Key Performance Indicator
LEISCC	Law Enforcement Information Services Capability Committee
MDMA	3,4-methylenedioxymethamphetamine
NAFIS	National Automated Fingerprint Identification System
NCICC	National Criminal Intelligence Capability Committee
NCIDD	National Criminal Investigation DNA Database
NCIPs	National Criminal Intelligence Priorities
NCOS	National Child Offender System
NFID	National Firearms Identification Database
NFLRS	National Firearms Licence and Registration System
NMPVS	National Missing Person and Victim System
NNI	National Names Index
NPCS	National Police Checking Service
NPRS	National Police Reference System
NSISOC	National Security Impacts from Serious and Organised Crime (special operation)
NSWPF	New South Wales Police Force
NTPol	Northern Territory Police
NTS	National Target System
NVOI	National Vehicles of Interest
OECD	Organisation for Economic Co-operation and Development
OMCG	Outlaw motor cycle Gang
ONA	Office of National Assessments
PBS	Portfolio Budget Statement
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PJC-LE	<i>Parliamentary Joint Committee on Law Enforcement</i>
PM&C	<i>Department of the Prime Minister and Cabinet</i>
QPS	<i>Queensland Police Service</i>
SAPol	<i>South Australia Police</i>
SES	Senior Executive Service
SOCCC	Serious and Organised Crime Coordination Committee
TasPol	Tasmania Police
TCC	Technology Capability Committee
TCW	Targeting Criminal Wealth (special investigation)
VicPol	Victoria Police
WAPol	Western Australia Police

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