

Section

05

Appendices and references

Information required by legislation and aids to access

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We connect, discover and understand to improve the national ability to respond to crime impacting Australia.

► Appendix A: List of requirements

As required by section 17AJ(d) of the *Public Governance, Performance and Accountability Rule 2014*, we have included the following list of requirements as an aid to access.

| PGPA Rule reference | Part of report (page) | Description | Requirement |
|---------------------|--|--|---------------------------------|
| 17AD(g) | Letter of transmittal | | |
| 17AI | vi | 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 |
| 17AD(h) | Aids to access | | |
| 17AJ(a) | vii | Table of contents. | Mandatory |
| 17AJ(b) | 159–167 | Alphabetical index. | Mandatory |
| 17AJ(c) | 156–158 | Glossary, abbreviations and acronyms. | Mandatory |
| 17AJ(d) | 136–140 | List of requirements. | Mandatory |
| 17AJ(e) | Inside front cover | Details of contact officer. | Mandatory |
| 17AJ(f) | Inside front cover | Entity's website address. | Mandatory |
| 17AJ(g) | Inside front cover | Electronic address of report. | Mandatory |
| 17AD(a) | Review by the accountable authority | | |
| 17AD(a) | 2–3 | A review by the accountable authority of the entity. | Mandatory |
| 17AD(b) | Overview of entity | | |
| 17AE(1)(a)(i) | 4–5 | A description of the role and functions of the entity. | Mandatory |
| 17AE(1)(a)(ii) | 6 | A description of the organisational structure of the entity. | Mandatory |
| 17AE(1)(a)(iii) | 8–9 | A description of the outcomes and programs administered by the entity. | Mandatory |
| 17AE(1)(a)(iv) | 4 | A description of the purposes of the entity as included in the corporate plan. | Mandatory |
| 17AE(1)(aa)(i) | 97 | Name of the accountable authority or each member of the accountable authority. | Mandatory |
| 17AE(1)(aa)(ii) | 97 | Position title of the accountable authority or each member of the accountable authority. | Mandatory |
| 17AE(1)(aa)(iii) | 97 | Period as the accountable authority or member of the accountable authority within the reporting period. | Mandatory |
| 17AE(1)(b) | Not applicable | An outline of the structure of the portfolio of the entity. | Portfolio departments—Mandatory |
| 17AE(2) | Not applicable | Where outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change. | If applicable, Mandatory |

| PGPA Rule reference | Part of report (page) | Description | Requirement |
|---------------------|--|---|--------------------------|
| 17AD(c) | Report of the Performance of the entity | | |
| | Annual Performance Statements | | |
| 17AD(c)(i); 16F | 14–57 | Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the PGPA Rule. | Mandatory |
| 17AD(c)(ii) | Report on Financial Performance | | |
| 17AF(1)(a) | 59–61 | A discussion and analysis of the entity's financial performance. | Mandatory |
| 17AF(1)(b) | 62 | A table summarising the total resources and total payments of the entity. | Mandatory |
| 17AF(2) | Not applicable | If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results. | If applicable, Mandatory |
| 17AD(d) | Management and Accountability | | |
| | Corporate Governance | | |
| 17AG(2)(a) | vi, 77 | Information on compliance with section 10 (fraud systems). | Mandatory |
| 17AG(2)(b)(i) | vi | A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared. | Mandatory |
| 17AG(2)(b)(ii) | vi | 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) | vi | 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) | 66–77 | An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance. | Mandatory |
| 17AG(2)(d) – (e) | 59 | 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 |
| | External Scrutiny | | |
| 17AG(3) | 34, 78–87 | Information on significant developments in external scrutiny and entity's response to the scrutiny. | Mandatory |
| 17AG(3)(a) | 84–86 | 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 |
| 17AG(3)(b) | 79–80, 84 | Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman. | If applicable, Mandatory |
| 17AG(3)(c) | Not applicable | Information on any capability reviews on the entity that were released during the period. | If applicable, Mandatory |

| PGPA Rule reference | Part of report (page) | Description | Requirement |
|---------------------|--------------------------------------|--|--------------------------|
| | Management of Human Resources | | |
| 17AG(4)(a) | 88–93, 99–102 | An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives. | Mandatory |
| 17AG(4)(aa) | 88–90, 146–151 | Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> ▶ statistics on full-time employees; ▶ statistics on part-time employees; ▶ statistics on gender; ▶ statistics on staff location. | Mandatory |
| 17AG(4)(b) | 88–90, 146–151 | 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; ▶ Statistics on employees who identify as Indigenous. | |
| 17AG(4)(c) | 93 | 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) | 151 | 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) | 152 | The salary ranges available for APS employees by classification level. | Mandatory |
| 17AG(4)(c)(iii) | 93 | A description of non-salary benefits provided to employees. | Mandatory |
| 17AG(4)(d)(i) | 93 | Information on the number of employees at each classification level who receive performance pay. | If applicable, Mandatory |
| 17AG(4)(d)(ii) | Not applicable | Information on aggregate amounts of performance pay at each classification level. | If applicable, Mandatory |
| 17AG(4)(d)(iii) | Not applicable | Information on the average amount of performance payment, and range of such payments, at each classification level. | If applicable, Mandatory |
| 17AG(4)(d)(iv) | Not applicable | Information on aggregate amounts of performance payments. | If applicable, Mandatory |
| | Assets management | | |
| 17AG(5) | 103 | An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities. | If applicable, Mandatory |
| | Purchasing | | |
| 17AG(6) | 103–104 | An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> . | Mandatory |

| PGPA Rule reference | Part of report (page) | Description | Requirement |
|--|-----------------------|--|--------------------------|
| Consultants | | | |
| 17AG(7)(a) | 104 | 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) | 104 | 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 |
| 17AG(7)(c) | 104 | A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were engaged. | Mandatory |
| 17AG(7)(d) | 104 | 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 |
| Australian National Audit Office Access Clauses | | | |
| 17AG(8) | 104 | 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 |
| Exempt contracts | | | |
| 17AG(9) | 105 | 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 |
| Small business | | | |
| 17AG(10)(a) | 105 | 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 |
| 17AG(10)(b) | 105 | An outline of the ways in which the procurement practices of the entity support small and medium enterprises. | Mandatory |
| 17AG(10)(c) | 105 | 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 |

| PGPA Rule reference | Part of report (page) | Description | Requirement |
|---------------------|------------------------------------|--|--------------------------|
| | Financial statements | | |
| 17AD(e) | 110–133 | Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act. | Mandatory |
| | Executive Remuneration | | |
| 17AD(da) | 94–97 | Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule. | Mandatory |
| 17AD(f) | Other mandatory information | | |
| 17AH(1)(a)(i) | Not applicable | 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 |
| 17AH(1)(a)(ii) | 145 | If the entity did not conduct advertising campaigns, a statement to that effect. | If applicable, Mandatory |
| 17AH(1)(b) | Not applicable | 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 |
| 17AH(1)(c) | 93 | Outline of mechanisms of disability reporting, including reference to website for further information. | Mandatory |
| 17AH(1)(d) | 84 | Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found. | Mandatory |
| 17AH(1)(e) | 153 | Correction of material errors in previous annual report. | If applicable, Mandatory |
| 17AH(2) | 105, 141–144 | Information required by other legislation. | Mandatory |

► Appendix B: Work health and safety

This appendix addresses our annual reporting responsibilities under Schedule 2, Part 4, of the *Work Health and Safety Act 2011*.

Work health and safety priorities

In 2018–19, we:

- strengthened our existing work health and safety systems by revising all relevant policies and introduced new and improved processes
- implemented an early intervention training program that specifically targeted managers
- continued to implement early intervention strategies and rehabilitation case management, leading to improved injury prevention and workers compensation performance
- further strengthened our due diligence framework by running refresher training for the ACIC Executive.

Work health and safety management arrangements

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

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

Our National Work Health Safety Committee is the conduit for consultation with employees on all work health and safety issues. Local work health safety committees meet regularly and provide input to the national committee.

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.

Health and Wellbeing Program

Our Health and Wellbeing Program continues to evolve with staff input, reviews of better practice and new initiatives. The program 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. In 2018–19, we:

- ▶ provided access to an employee assistance program which includes manager assistance, mediation services and other employee information and 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
- ▶ implemented an early intervention training program that provided managers with tools and strategies to support employees who require early intervention assistance.

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 and 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 employees at all times
- ▶ a limit of zero blood alcohol concentration for employees working in high-risk areas and less than 0.05 blood alcohol concentration for all other employees while at an ACIC workplace or on official ACIC duty.

In 2018–19, we completed 273 targeted and random, unannounced workplace drug and alcohol tests. There was one confirmed positive test result during the year. The matter was reviewed and appropriate management action taken.

Health and safety outcomes

Workers compensation

An agency's workers compensation 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 2019–20 was set at 0.42 per cent, a decrease from the previous year, which demonstrates that our focus on early intervention and employees with psychological conditions during 2018–19 was effective.

There were two accepted workers compensation claims for injuries/diseases during 2018–19, which was a decrease of one from the previous year (Table B.1). Four compensation claims submitted during 2018–19 are pending determination. Therefore, these statistics may change.

Table B.1: Accepted compensation claims

| Year | Accepted compensation claims |
|---------|------------------------------|
| 2014–15 | 6 |
| 2015–16 | 2 |
| 2016–17 | 1 |
| 2017–18 | 3 |
| 2018–19 | 2 |

Incidents and injuries

Thirty-four injuries, incidents or hazards were reported in 2018–19 (not including notifiable incidents), which was a decrease of five incidents from the previous year. Body stressing was the most common mechanism of injury (Table B.2).

Table B.2: Mechanism of injury 2018–19

| Mechanism of injury | Number |
|-----------------------------|-----------|
| Being hit by moving object | 0 |
| Biological/chemical factors | 0 |
| Body stressing | 15 |
| Mental stress | 5 |
| Falls, trips, slips | 2 |
| Other and unspecified | 5 |
| Heat and electrical | 0 |
| Hazard report | 7 |
| Total | 34 |

In 2018–19, we engaged industry professionals to assist with:

- ▶ external rehabilitation assessment and management services for compensable and non-compensable injuries
- ▶ workstation assessments for staff experiencing pain and discomfort, injury, changes in work practices or the installation of new equipment
- ▶ mediation
- ▶ work health and safety workplace training and information sessions
- ▶ early intervention training for managers.

Accidents or dangerous occurrences

Under section 38 of the *Work Health and Safety Act 2011*, we are required to notify Comcare immediately after becoming aware of any death, serious personal injury or dangerous incident. There were two notifiable incidents during 2018–19. 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

Comcare undertook one investigation during 2018–19. The matter has been closed, and corrective actions are being taken by the ACIC.

▶ Appendix C: Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires us to provide details of amounts paid for advertising and market research in our annual report.

In 2018–19, the Australian Criminal Intelligence Commission (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 \$13,800.

A total of \$16,850 (including GST) was paid to Andrews Group Pty Ltd to undertake the 2017–18 stakeholder-related survey.

► Appendix D: Employee statistics

The tables in this appendix provide an overview of ACIC staffing, including details required by section 17AG(4) of the *Public Governance, Performance and Accountability Rule 2014*.

Table D.1: Ongoing employees by location at 30 June 2019

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|------------|-----------|------------|------------|-----------|------------|---------------|-----------|----------|------------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| NSW | 72 | 2 | 74 | 31 | 17 | 48 | – | – | – | 122 |
| QLD | 37 | 1 | 38 | 24 | 6 | 30 | – | – | – | 68 |
| SA | 11 | 1 | 12 | 9 | 8 | 17 | – | – | – | 29 |
| TAS | – | – | – | 2 | – | 2 | – | – | – | 2 |
| VIC | 51 | – | 51 | 34 | 5 | 39 | – | – | – | 90 |
| WA | 21 | – | 21 | 5 | 3 | 8 | – | – | – | 29 |
| ACT | 175 | 3 | 178 | 175 | 41 | 216 | – | – | – | 394 |
| NT | 1 | – | 1 | – | 1 | 1 | – | – | – | 2 |
| OS | 2 | – | 2 | 2 | – | 2 | – | – | – | 4 |
| Total | 370 | 7 | 377 | 282 | 81 | 363 | – | – | – | 740 |

OS = overseas

Table D.2: Non-ongoing employees and statutory office holders by location at 30 June 2019

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|-----------|----------|-----------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| NSW | 3 | 1 | 4 | 2 | – | 2 | – | – | – | 6 |
| QLD | – | – | – | 1 | – | 1 | – | – | – | 1 |
| SA | 2 | 1 | 3 | – | – | – | – | – | – | 3 |
| TAS | – | – | – | – | – | – | – | – | – | – |
| VIC | – | – | – | – | – | – | – | – | – | – |
| WA | – | – | – | – | – | – | – | – | – | – |
| ACT | 7 | – | 7 | 11 | 2 | 13 | – | – | – | 20 |
| NT | – | – | – | – | – | – | – | – | – | – |
| OS | – | – | – | – | – | – | – | – | – | – |
| Total | 12 | 2 | 14 | 14 | 2 | 16 | – | – | – | 30 |

OS = overseas

Table D.3: Ongoing employees by location at 30 June 2018

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|------------|-----------|------------|------------|-----------|------------|---------------|-----------|----------|------------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| NSW | 70 | 3 | 73 | 33 | 17 | 50 | 1 | – | 1 | 124 |
| QLD | 39 | 1 | 40 | 37 | 11 | 48 | – | – | – | 88 |
| SA | 12 | 3 | 15 | 10 | 8 | 18 | – | – | – | 33 |
| TAS | – | – | – | 2 | – | 2 | – | – | – | 2 |
| VIC | 60 | 1 | 61 | 40 | 9 | 49 | – | – | – | 110 |
| WA | 19 | – | 19 | 5 | 2 | 7 | – | – | – | 26 |
| ACT | 171 | 5 | 176 | 159 | 39 | 198 | – | – | – | 374 |
| NT | 1 | – | 1 | – | 1 | 1 | – | – | – | 2 |
| OS | 3 | – | 3 | 1 | – | 1 | – | – | – | 4 |
| Total | 375 | 13 | 388 | 287 | 87 | 374 | 1 | – | 1 | 763 |

OS = overseas

Table D.4: Non-ongoing employees and statutory office holders by location at 30 June 2018

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|-----------|----------|-----------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| NSW | 1 | 2 | 3 | 3 | – | 3 | – | – | – | 6 |
| QLD | 1 | – | 1 | – | – | – | – | – | – | 1 |
| SA | 1 | 1 | 2 | 1 | – | 1 | – | – | – | 3 |
| TAS | – | – | – | – | – | – | – | – | – | – |
| VIC | 1 | – | 1 | – | – | – | – | – | – | 1 |
| WA | – | – | – | – | – | – | – | – | – | – |
| ACT | 4 | – | 4 | 9 | 3 | 12 | 1 | – | 1 | 17 |
| NT | – | – | – | – | – | – | – | – | – | – |
| OS | – | – | – | – | – | – | – | – | – | – |
| Total | 8 | 3 | 11 | 13 | 3 | 16 | 1 | – | 1 | 28 |

OS = overseas

Table D.5: Australian Public Service Act ongoing employees at 30 June 2019

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|------------|-----------|------------|------------|-----------|------------|---------------|-----------|----------|------------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| SES 3 | – | – | – | – | – | – | – | – | – | – |
| SES 2 | 2 | – | 2 | 2 | – | 2 | – | – | – | 4 |
| SES 1 | 9 | – | 9 | 5 | – | 5 | – | – | – | 14 |
| EL 2 | 51 | 2 | 53 | 19 | 6 | 25 | – | – | – | 78 |
| EL 1 | 182 | 1 | 183 | 66 | 24 | 90 | – | – | – | 273 |
| APS 6 | 44 | 2 | 46 | 62 | 21 | 83 | – | – | – | 129 |
| APS 5 | 35 | – | 35 | 54 | 14 | 68 | – | – | – | 103 |
| APS 4 | 39 | 1 | 40 | 58 | 12 | 70 | – | – | – | 110 |
| APS 3 | 6 | – | 6 | 15 | 4 | 19 | – | – | – | 25 |
| APS 2 | 1 | – | 1 | 1 | – | 1 | – | – | – | 2 |
| APS 1 | 1 | 1 | 2 | – | – | – | – | – | – | 2 |
| Total | 370 | 7 | 377 | 282 | 81 | 363 | – | – | – | 740 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Table D.6: Australian Public Service Act non-ongoing employees at 30 June 2019

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|-----------|----------|-----------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| SES 3 | – | – | – | – | – | – | – | – | – | – |
| SES 2 | – | – | – | – | – | – | – | – | – | – |
| SES 1 | – | – | – | – | – | – | – | – | – | – |
| EL 2 | 2 | – | 2 | – | – | – | – | – | – | 2 |
| EL 1 | 3 | – | 3 | 2 | 1 | 3 | – | – | – | 6 |
| APS 6 | 1 | – | 1 | 2 | – | 2 | – | – | – | 3 |
| APS 5 | 3 | – | 3 | 2 | 1 | 3 | – | – | – | 6 |
| APS 4 | 1 | – | 1 | 7 | – | 7 | – | – | – | 8 |
| APS 3 | – | – | – | 1 | – | 1 | – | – | – | 1 |
| APS 2 | – | – | – | – | – | – | – | – | – | – |
| APS 1 | – | – | – | – | – | – | – | – | – | – |
| Total | 10 | – | 10 | 14 | 2 | 16 | – | – | – | 26 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Table D.7: Australian Public Service Act ongoing employees at 30 June 2018

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|------------|-----------|------------|------------|-----------|------------|---------------|-----------|----------|------------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| SES 3 | – | – | – | – | – | – | – | – | – | – |
| SES 2 | 2 | – | 2 | 1 | – | 1 | – | – | – | 3 |
| SES 1 | 8 | – | 8 | 5 | – | 5 | – | – | – | 13 |
| EL 2 | 57 | 3 | 60 | 22 | 3 | 25 | – | – | – | 85 |
| EL 1 | 185 | 3 | 188 | 76 | 23 | 99 | 1 | – | 1 | 288 |
| APS 6 | 48 | 4 | 52 | 62 | 30 | 92 | – | – | – | 144 |
| APS 5 | 31 | – | 31 | 53 | 12 | 65 | – | – | – | 96 |
| APS 4 | 40 | 1 | 41 | 52 | 12 | 64 | – | – | – | 105 |
| APS 3 | 3 | 1 | 4 | 15 | 7 | 22 | – | – | – | 26 |
| APS 2 | 1 | – | 1 | 1 | – | 1 | – | – | – | 2 |
| APS 1 | – | 1 | 1 | – | – | – | – | – | – | 1 |
| Total | 375 | 13 | 388 | 287 | 87 | 374 | 1 | – | 1 | 763 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Table D.8: Australian Public Service Act non-ongoing employees at 30 June 2018

| | Male | | | Female | | | Indeterminate | | | Total |
|--------------|-----------|-----------|----------|-----------|-----------|-----------|---------------|-----------|----------|-----------|
| | Full time | Part time | Total | Full time | Part time | Total | Full time | Part time | Total | |
| SES 3 | – | – | – | – | – | – | – | – | – | – |
| SES 2 | – | – | – | – | – | – | – | – | – | – |
| SES 1 | – | – | – | – | – | – | – | – | – | – |
| EL 2 | 2 | – | 2 | – | – | – | – | – | – | 2 |
| EL 1 | 3 | – | 3 | – | – | – | – | – | – | 3 |
| APS 6 | – | – | – | 1 | – | 1 | – | – | – | 1 |
| APS 5 | – | – | – | 3 | 2 | 5 | – | – | – | 5 |
| APS 4 | 1 | – | 1 | 7 | 1 | 8 | 1 | – | 1 | 10 |
| APS 3 | 1 | – | 1 | 2 | – | 2 | – | – | – | 3 |
| APS 2 | – | – | – | – | – | – | – | – | – | – |
| APS 1 | – | – | – | – | – | – | – | – | – | – |
| Total | 7 | – | 7 | 13 | 3 | 16 | 1 | – | 1 | 24 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Table D.9: Australian Public Service Act employees by full-time and part-time status at 30 June 2019

| | Ongoing | | | Non-ongoing | | | Total |
|--------------|------------|-----------|---------------|-------------|-----------|-------------------|------------|
| | Full time | Part time | Total ongoing | Full time | Part time | Total non-ongoing | |
| SES 3 | – | – | – | – | – | – | – |
| SES 2 | 4 | – | 4 | – | – | – | 4 |
| SES 1 | 14 | – | 14 | – | – | – | 14 |
| EL 2 | 70 | 8 | 78 | 2 | – | 2 | 80 |
| EL 1 | 248 | 25 | 273 | 5 | 1 | 6 | 279 |
| APS 6 | 106 | 23 | 129 | 3 | – | 3 | 132 |
| APS 5 | 89 | 14 | 103 | 5 | 1 | 6 | 109 |
| APS 4 | 97 | 13 | 110 | 8 | – | 8 | 118 |
| APS 3 | 21 | 4 | 25 | 1 | – | 1 | 26 |
| APS 2 | 2 | – | 2 | – | – | – | 2 |
| APS 1 | 1 | 1 | 2 | – | – | – | 2 |
| Total | 652 | 88 | 740 | 24 | 2 | 26 | 766 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Table D.10: Australian Public Service Act employees by full-time and part-time status at 30 June 2018

| | Ongoing | | | Non-ongoing | | | Total |
|--------------|------------|------------|---------------|-------------|-----------|-------------------|------------|
| | Full time | Part time | Total ongoing | Full time | Part time | Total non-ongoing | |
| SES 3 | – | – | – | – | – | – | – |
| SES 2 | 3 | – | 3 | – | – | – | 3 |
| SES 1 | 13 | – | 13 | – | – | – | 13 |
| EL 2 | 79 | 6 | 85 | 2 | – | 2 | 87 |
| EL 1 | 262 | 26 | 288 | 3 | – | 3 | 291 |
| APS 6 | 110 | 34 | 144 | 1 | – | 1 | 145 |
| APS 5 | 84 | 12 | 96 | 3 | 2 | 5 | 101 |
| APS 4 | 92 | 13 | 105 | 9 | 1 | 10 | 115 |
| APS 3 | 18 | 8 | 26 | 3 | – | 3 | 29 |
| APS 2 | 2 | – | 2 | – | – | – | 2 |
| APS 1 | – | 1 | 1 | – | – | – | 1 |
| Total | 663 | 100 | 763 | 21 | 3 | 24 | 787 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Table D.11: Australian Public Service Act employees by location 2018–19 and 2017–18

| | 2018–19 | | | 2017–18 | | |
|--------------|------------|-------------|------------|------------|-------------|------------|
| | Ongoing | Non-ongoing | Total | Ongoing | Non-ongoing | Total |
| NSW | 122 | 4 | 126 | 124 | 4 | 128 |
| QLD | 68 | 1 | 69 | 88 | 1 | 89 |
| SA | 29 | 2 | 31 | 33 | 2 | 35 |
| TAS | 2 | – | 2 | 2 | – | 2 |
| VIC | 90 | – | 90 | 110 | 1 | 111 |
| WA | 29 | – | 29 | 26 | – | 26 |
| ACT | 394 | 19 | 413 | 374 | 16 | 390 |
| NT | 2 | – | 2 | 2 | – | 2 |
| OS | 4 | – | 4 | 4 | – | 4 |
| Total | 740 | 26 | 766 | 763 | 24 | 787 |

OS = overseas

Table D.12: Australian Public Service Act Indigenous employees by location 2018–19 and 2017–18

| Employment | 2018–19 | 2017–18 |
|--------------|-----------|-----------|
| Ongoing | 12 | 13 |
| Non-ongoing | – | – |
| Total | 12 | 13 |

Table D.13: Australian Public Service Act employment arrangements 2018–19

| Arrangement title | SES | Non-SES | Total |
|----------------------|-----------|------------|------------|
| Enterprise agreement | – | 748 | 748 |
| Common law contract | 18 | – | 18 |
| Total | 18 | 748 | 766 |

SES = Senior Executive Service

Note: As at 30 June 2019, of the 748 non-SES employees, 63 had individual flexibility agreements in place.

Table D.14: Australian Public Service Act employment salary ranges by classification 2018–19

| | Minimum | Maximum |
|-------|-----------|-----------|
| SES 3 | – | – |
| SES 2 | – | – |
| SES 1 | – | – |
| EL 2 | \$124,585 | \$140,369 |
| EL 1 | \$99,717 | \$120,219 |
| APS 6 | \$79,093 | \$89,505 |
| APS 5 | \$72,489 | \$76,867 |
| APS 4 | \$65,469 | \$71,085 |
| APS 3 | \$59,561 | \$64,284 |
| APS 2 | \$51,483 | \$57,088 |
| APS 1 | \$44,815 | \$49,531 |

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service

Note: Remuneration for SES officers is determined on an individual basis under common law contracts.

► Appendix E: Correction of reporting errors

This appendix corrects the record by explaining a reporting error that occurred in a previous annual report, in accordance with section 17AH(1)(e) of the *Public Governance, Performance and Accountability Rule 2014*.

A reporting error was made on page 195 of the *Australian Criminal Intelligence Commission Annual Report 2017–18*.

The section headed ‘Exempt contracts’ provided figures regarding the number and value of contracts not published on AusTender.

Those figures incorrectly included contracts not published due to either:

- the Australian Criminal Intelligence Commission having an exemption under section 105D of the *Public Governance, Performance and Accountability Act 2013*
- or
- the procurement being exempt from publication under paragraph 2.6 of the Commonwealth Procurement Rules.

The number and value of those contracts was not required to be reported.

Under section 17AG(9) of the *Public Governance, Performance and Accountability Rule 2014*, the ‘Exempt contracts’ reporting requirement relates to contracts that are not published on AusTender because to do so would disclose exempt matters under the *Freedom of Information Act 1982*. No ACIC contracts met that criterion in 2017–18.

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► Acronyms and abbreviations

| | |
|--------------------|---|
| ACC Act | <i>Australian Crime Commission Act 2002</i> |
| ACIC | Australian Criminal Intelligence Commission |
| ACLEI | Australian Commission for Law Enforcement Integrity |
| ACORN | Australian Cybercrime Online Reporting Network |
| AFP | Australian Federal Police |
| AGICC | Australian Gangs Intelligence Coordination Centre |
| AIC | Australian Institute of Criminology |
| APOT | Australian Priority Organisation Target |
| APS | Australian Public Service |
| AUSTRAC | Australian Transaction Reports and Analysis Centre |
| CDPP | Commonwealth Director of Public Prosecutions |
| CEO | Chief Executive Officer |
| CITDC | Criminal Intelligence Training and Development Continuum |
| DEA | United States Drug Enforcement Administration |
| DTS | Dare-to-Share |
| ICC Program | Infrastructure Capability and Consolidation Program |
| ICT | information and communications technology |
| IDEC | International Drug Enforcement Conference |
| IGC-ACC | Inter-Governmental Committee on the Australian Crime Commission |
| ITTF | Illicit Tobacco Taskforce |
| MDMA | 3,4-methylenedioxymethamphetamine |
| NCIDD | National Criminal Investigation DNA Database |
| NCIS | National Criminal Intelligence System |
| NPCS | National Police Checking Service |
| NPI | national policing information |
| OMCG | outlaw motorcycle gang |
| PBS | portfolio budget statements |
| PGPA Act | <i>Public Governance, Performance and Accountability Act 2013</i> |
| Richardson Review | Comprehensive review of the legal framework governing the National Intelligence Community |
| SES | Senior Executive Service |
| SFCT | Serious Financial Crime Taskforce |
| SMEs | small and medium-sized enterprises |
| Vestigo Task Force | Transnational Criminal Intelligence Task Force |
| Wood Review | Review of Australia's Sports Integrity Arrangements |

► Glossary

Amphetamine-type stimulants—A general term for the amphetamine-based group of drugs including MDMA (ecstasy) and methylamphetamine (ice).

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.

Coercive powers—See ‘Special powers’.

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.

Deconfliction—Deconfliction 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 deconfliction can be:

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

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 of 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.

The level of disruptive impact achieved by law enforcement is deemed to be either ‘significant’ or ‘severe’:

- ▶ **Severe**—The dismantling/complete disruption of a serious organised crime entity with the cessation of their serious and organised crime activities.
- ▶ **Significant**—While not resulting in the complete disruption/dismantling of a serious organised crime entity and the cessation of their serious organised crime activities, the disruptive impact is assessed as ‘significant’. This assessment is informed by the disruptive impact caused by arrests, seizures (drugs, cash, assets), tax liabilities raised, and any other disruptive results achieved.

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 operational areas of the ACIC and partner agencies.

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.

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.

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.

MDMA—MDMA (3,4-methylenedioxymethamphetamine), commonly known as ecstasy, is an amphetamine-type stimulant.

Proceeds of crime—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 *Australian Crime Commission Act 2002*, serious and organised crime constitutes an offence that involves two or more offenders, substantial planning and organisation, and the use of sophisticated methods and techniques, that is 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 investigations—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 operations—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 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.

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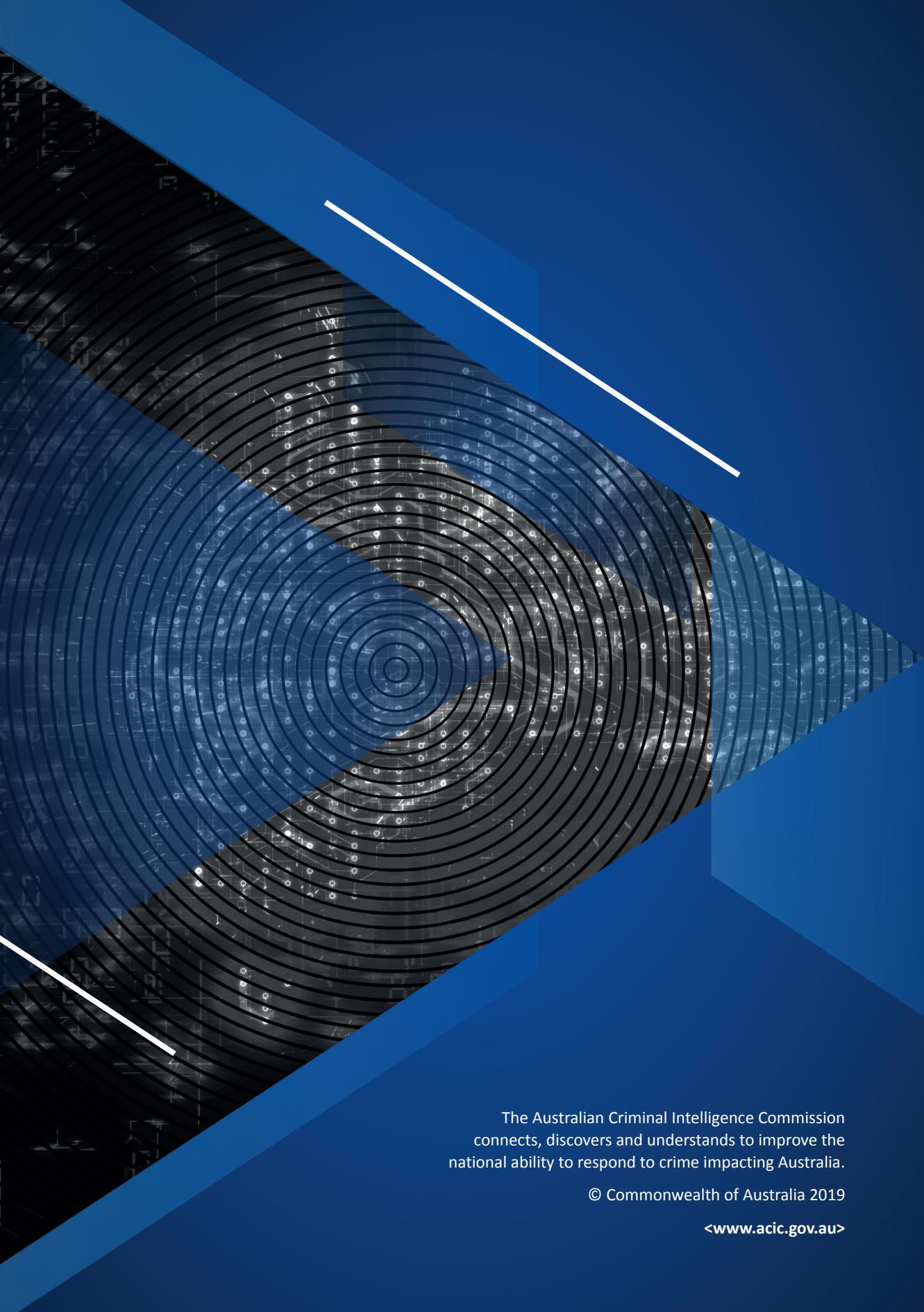
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