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Section 5

Appendices and references

Information required by legislation and aids to access

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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	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)	176	Alphabetical index.	Mandatory
17AJ(c)	172–175	Glossary, abbreviations and acronyms.	Mandatory
17AJ(d)	146	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)	2–4	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of entity		
17AE(1)(a)(i)	5–6	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	7	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	10–11	A description of the outcomes and programs administered by the entity.	Mandatory
17AE(1)(a)(iv)	18–19	A description of the purposes of the entity as included in the corporate plan.	Mandatory
17AE(1)(aa)(i)	72	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	72	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	72	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

PGPA Rule reference	Part of report	Description	Requirement
17AD(b)	Overview of entity (continued)		
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
17AD(c)	Report on the Performance of the entity		
	Annual Performance Statements		
17AD(c)(i); 16F	18–62	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)	63–65	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	66	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	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)	72–85	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
	Corporate Governance (continued)		
17AG(2)(d) – (e)	63	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
	Audit Committee		
17AG(2A)(a)	80	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	81–82	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	81–82	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	81–82	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	81–82	The remuneration of each member of the entity's audit committee.	Mandatory
	External Scrutiny		
17AG(3)	86–95	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	93–95	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)	87–89, 92–93	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
	Management of Human Resources		
17AG(4)(a)	96–108	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	96–98, 157–162	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)	96–98, 157–162	Statistics on the entity's APS employees on an ongoing and nonongoing 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. 	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
	Management of Human Resources (continued)		
17AG(4)(c)	103	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the Public Service Act 1999.	Mandatory
17AG(4)(c)(i)	162	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)	163	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	103	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	103	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 amount of performance payments.	If applicable, Mandatory
	Assets management		
17AG(5)	109	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)	110	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
	Consultants		
17AG(7)(a)	110–111	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)	111	A statement that <i>'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].'</i>	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
	Consultants (continued)		
17AG(7)(c)	111	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)	111	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)	111	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)	111	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)	111	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)	111	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	111	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
	Financial statements		
17AD(e)	116–143	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
	Executive Remuneration		
17AD(da)	164–167	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 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)	111	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)	103	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	93	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)	168	Correction of material errors in previous annual report.	If applicable, Mandatory
17AH(2)	111, 112, 152–156	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 2019–20, the ACIC:

- ▶ provided advice and guidance in relation to COVID-19 and developed a COVIDSafe Transition Plan for the ACIC
- ▶ strengthened our existing work health and safety (WHS) systems by improving relevant policies, processes and planned risk assessments
- ▶ provided a required early intervention training program for managers
- ▶ implemented early intervention strategies and health case management, leading to improved injury prevention and workers compensation performance and helping to reduce unplanned leave
- ▶ further strengthened our due diligence framework through due diligence checklists and risk register reviews
- ▶ began developing a wellbeing and mental health strategy to assist in increasing staff wellbeing and support (physically and mentally), work–life balance and job satisfaction
- ▶ participated in a WHS audit that will provide the ACIC with recommendations to help strengthen the agency’s compliance with WHS obligations and legislative requirements.

Work health and safety management arrangements

Our National Work Health Safety Committee 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 WHS 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 WHS issues. The national committee generally meets quarterly; however, some meetings were delayed due to COVID-19 in 2019–20. 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. Development of the ACIC's wellbeing and mental health strategy is underway. The program and strategy aim 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, including the ACIC's Wellbeing Calendar of Events
- ▶ 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 the workplace and ensure that risk control strategies are in place. In 2019–20, we:

- ▶ provided access to an employee assistance program which includes 24/7 emergency counselling, employee and manager assistance, mediation services and other employee information and support services
- ▶ provided staff with access to early intervention support, ergonomic assessments and health and/or injury advice and support
- ▶ undertook 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
- ▶ provided required early intervention training that equipped managers with tools and strategies to support employees.

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 while on duty in a high-risk role and less than 0.05 blood alcohol concentration for all other employees while at an ACIC workplace or on official ACIC duty.

Drug and alcohol testing for 2019-20 commenced in February 2020 but was suspended after one round due to COVID-19. During the first round of testing, 26 targeted and 51 random drug and alcohol tests were completed. No positive results were returned.

Health and safety outcomes

The ACIC is committed to preventing injury or illness and helping employees return to work as quickly and safely as possible. Our commitment is demonstrated through our systems and programs for rehabilitation and injury management, early intervention and wellbeing support.

In 2019–20, we engaged industry professionals to assist with:

- ▶ external rehabilitation assessment and management services for compensable and non-compensable matters
- ▶ workstation assessments for staff experiencing pain and discomfort, injury, changes in work practices or the installation of new equipment
- ▶ mediation
- ▶ WHS and wellbeing workplace training, information and education sessions
- ▶ required early intervention training for managers
- ▶ drug and alcohol testing
- ▶ flu vaccinations.

Workers compensation

Agencies' workers compensation premium rates are driven by the agencies' performance in managing their workers compensation claims and supporting injured employees to return to work.

As a result of the COVID-19 pandemic, Comcare's premium fund will be impacted by the deterioration of economic conditions, variations in the numbers and types of claims made by employees, and potential changes to rehabilitation and return-to-work of injured employees.

The ACIC's 2020–21 premium has been impacted by these factors and has increased by approximately 94 per cent from the agency's 2019–20 final premium amount.

In 2019–20, Comcare accepted two workers compensation claims for psychological injury/disease of ACIC staff. This is the same as the previous year's total, as shown in Table B.1. One claim for compensation submitted during 2019–20 is pending determination.

Table B.1: Accepted compensation claims

Year	Claims
2015–16	2
2016–17	1
2017–18	3
2018–19	2
2019–20	2

Incidents and injuries

Twenty-eight injuries, incidents or hazards were reported in 2019–20 (excluding notifiable incidents), down from 34 in the previous year. Falls, trips and slips were the most common mechanism of injury, as shown in Table B.2.

Table B.2: Mechanisms of injury

Mechanism of injury	Injuries
Biological/chemical factors	4
Body stressing	4
Mental stress	2
Falls, trips, slips	7
Other and unspecified	5
Heat and electrical	1
Hazard report	5
Total	28

Notifications and Investigations

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.

The ACIC had two notifiable incidents during 2019–20. The ACIC’s WHS Team reviewed both incidents and, where possible, implemented corrective actions and continued to consult with relevant stakeholders to assist in reducing the likelihood of similar incidents occurring in the future.

Following the two notifiable incidents during 2019–20, Comcare investigated and subsequently closed those matters. Where required, corrective actions are being taken by the ACIC.

Appendix C: 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 C.1: Ongoing employees by location at 30 June 2020

	Male			Female			Indeterminate			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
NSW	69	3	72	31	11	42	–	–	–	114
QLD	33	1	34	21	3	24	–	–	–	58
SA	11	1	12	11	6	17	–	–	–	29
TAS	–	–	–	2	–	2	–	–	–	2
VIC	46	–	46	33	3	36	–	–	–	82
WA	23	–	23	5	2	7	–	–	–	30
ACT	183	8	191	215	29	244	–	–	–	435
NT	1	–	1	–	1	1	–	–	–	2
OS	–	–	–	–	–	–	–	–	–	–
Total	366	13	379	318	55	373	–	–	–	752

OS = overseas

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.2: Non-ongoing employees and statutory office holders by location at 30 June 2020

	Male			Female			Indeterminate			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
NSW	1	2	3	1	–	1	–	–	–	4
QLD	–	–	–	2	–	2	–	–	–	2
SA	1	1	2	–	–	–	–	–	–	2
TAS	–	–	–	–	–	–	–	–	–	–
VIC	–	–	–	1	–	1	–	–	–	1
WA	–	–	–	–	–	–	–	–	–	–
ACT	10	–	10	9	1	10	–	–	–	20
NT	–	–	–	–	–	–	–	–	–	–
OS	–	–	–	–	–	–	–	–	–	–
Total	12	3	15	13	1	14	–	–	–	29

OS = overseas

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.3: 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

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.4: 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

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.5: Australian Public Service Act ongoing employees at 30 June 2020

	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	11	–	11	3	–	3	–	–	–	14
EL 2	50	2	52	22	4	26	–	–	–	78
EL 1	183	4	187	85	18	103	–	–	–	290
APS 6	45	3	48	70	14	84	–	–	–	132
APS 5	30	2	32	55	8	63	–	–	–	95
APS 4	38	1	39	67	7	74	–	–	–	113
APS 3	6	–	6	14	4	18	–	–	–	24
APS 2	1	–	1	–	–	–	–	–	–	1
APS 1	–	1	1	–	–	–	–	–	–	1
Total	366	13	379	318	55	373	–	–	–	752

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

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.6: Australian Public Service Act non-ongoing employees at 30 June 2020

	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	1	–	1	–	–	–	–	–	–	1
EL 1	5	–	5	4	–	4	–	–	–	9
APS 6	1	–	1	3	1	4	–	–	–	5
APS 5	1	–	1	1	–	1	–	–	–	2
APS 4	3	–	3	5	–	5	–	–	–	8
APS 3	–	–	–	–	–	–	–	–	–	–
APS 2	–	–	–	–	–	–	–	–	–	–
APS 1	–	–	–	–	–	–	–	–	–	–
Total	11	–	11	13	1	14	–	–	–	25

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

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.7: 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
 Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.8: 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
 Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.9: Australian Public Service Act employees by full-time and part-time status at 30 June 2020

	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	72	6	78	1	–	1	79
EL 1	268	22	290	9	–	9	299
APS 6	115	17	132	4	1	5	137
APS 5	85	10	95	2	–	2	97
APS 4	105	8	113	8	–	8	121
APS 3	20	4	24	–	–	–	24
APS 2	1	–	1	–	–	–	1
APS 1	–	1	1	–	–	–	1
Total	684	68	752	24	1	25	777

APS = Australian Public Service, EL = Executive Level, SES = Senior Executive Service
 Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.10: 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
 Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.11: Australian Public Service Act employees by location 2019–20 and 2018–19

	2019–20			2018–19		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
NSW	114	2	116	122	4	126
QLD	58	2	60	68	1	69
SA	29	1	30	29	2	31
TAS	2	–	2	2	–	2
VIC	82	1	83	90	–	90
WA	30	–	30	29	–	29
ACT	435	19	454	394	19	413
NT	2	–	2	2	–	2
OS	–	–	–	4	–	4
Total	752	25	777	740	26	766

OS = overseas

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.12: Australian Public Service Act Indigenous employees 2019–20 and 2018–19

Employment	2019–20	2018–19
Ongoing	9	12
Non-ongoing	–	–
Total	9	12

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.13: Australian Public Service Act employment arrangements 2019–20

Arrangement title	SES ^a	Non-SES ^b	Total
Enterprise agreement	–	759	759
Common law contract	18	–	18
Total	18	759	777

SES = Senior Executive Service

a At 30 June 2020, one SES officer was on a common law contract with their salary paid by the Department of Home Affairs.

b At 30 June 2020, of the 759 non-SES employees, 94 had individual flexibility agreements in place.

Note: Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Table C.14: Australian Public Service Act employment salary ranges by classification 2019–20

	Minimum	Maximum
	\$	\$
SES 3	–	–
SES 2	–	–
SES 1	–	–
EL 2	127,077	143,176
EL 1	101,711	122,623
APS 6	80,675	91,295
APS 5	73,939	78,404
APS 4	66,778	72,507
APS 3	60,752	65,570
APS 2	52,513	58,230
APS 1	45,711	50,522

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.

Staffing numbers include AIC staff. Further staffing details are provided in the AIC Annual Report.

Appendix D: Executive remuneration disclosures

The tables in this appendix provide information on executive remuneration as required by Subdivision C of Part 2-3 of the *Public Governance, Performance and Accountability Rule 2014*.

The nature and amount of remuneration for Senior Executive Service (SES) officers are determined through the ACIC Senior Executive Service Remuneration and Benefits Policy. SES salary increases take into account the complexity of the officer’s role, their current and previous performance, their contributions to corporate goals and values, the financial position of the ACIC, comparisons with other SES officers, and the quantum of remuneration relative to other ACIC staff.

The ACIC uses common law contracts for all SES employees to govern remuneration and entitlements.

As our CEO and ACIC examiners are statutory office holders, the Remuneration Tribunal sets their remuneration and entitlements.

Table D.1: Key management personnel

Name	Position	Term as key management personnel
Michael Phelan	Chief Executive Officer	Full year
Anne Brown	Chief Operating Officer	Full year
Matthew Rippon	Executive Director Intelligence Operations	Full year
Mark Harrison	Executive Director Capability	Full year
Rochelle Thorne	Chief Information Officer/Executive Director NCIS Program	Full year
Stewart Sibree	Acting Executive Director Technology	Part year—11 December 2019 to 30 June 2020

Table D.2: Summary of remuneration for key management personnel

	2019–20	2018–19
	\$	\$
Short-term benefits		
Base salary	1,746,063	1,306,974
Bonuses	–	–
Other benefits and allowances	29,679	22,933
Total short-term benefits	1,775,742	1,329,907
Superannuation	283,017	209,213
Total post-employment benefits	283,017	209,213
Other long-term benefits		
Long service leave	41,498	31,037
Total other long-term benefits	41,498	31,037
Termination benefits	–	100,000
Total key management personnel remuneration	2,100,257	1,670,157

Note: Final figures have been rounded to the nearest dollar.

Table D.3: Information about remuneration for key management personnel 2019–20

Name	Position title	Short-term benefits			Post-employment benefits		Other long-term benefits			Termination benefits \$	Total remuneration \$
		Base salary ^a \$	Bonuses \$	Other benefits and allowances \$	Superannuation contributions ^b \$	Long service leave ^c \$	Other long-term benefits \$				
Michael Phelan	Chief Executive Officer ^d	510,686	–	5,396	74,703	12,211	–	–	–	602,997	
Anne Brown	Chief Operating Officer	294,847	–	5,396	50,604	6,854	–	–	–	357,701	
Matthew Rippon	Executive Director Intelligence Operations	270,408	–	5,396	46,167	6,550	–	–	–	328,522	
Mark Harrison	Executive Director Capability	266,245	–	5,396	38,051	6,550	–	–	–	316,243	
Rochelle Thorne	Chief Information Officer/Executive Director NCIS Program	255,501	–	5,396	47,101	6,550	–	–	–	314,548	
Stewart Sibree	Acting Executive Director Technology	148,376	–	2,698	26,390	2,782	–	–	–	180,246	
Total		1,746,063	–	29,679	283,017	41,498	–	–	–	2,100,257	

^a Base salary includes salary paid or due to employee for the year; it includes net annual leave (total annual accrual minus leave taken in this financial year) and any applicable acting allowances.

^b Superannuation is subject to Public Sector Superannuation Scheme, Commonwealth Superannuation Scheme and Public Sector Superannuation Accumulation Plan rules. Superannuation contributions are the 2019–20 contributions by the ACIC to the applicable superannuation fund. They do not include employee post-tax contributions or additional lump sum payments.

^c Long service leave is the value of long service accrued during this financial year.

^d CEO salary is subject to a 2020 full-time office holder Remuneration Tribunal determination. The ACIC CEO is also the Director of the Australian Institute of Criminology. The full cost of the ACIC CEO is included above.

Note: Includes officers substantively holding or acting for a period exceeding three months in a key management personnel position.

Final figures have been rounded to the nearest dollar.

Table D.4: Information about remuneration for senior executives 2019–20

Total remuneration bands \$	Number of senior executives	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Average base salary \$	Average bonuses \$	Average other benefits and allowances \$		Average long service leave \$	Average other long-term benefits \$		
0–220,000	7	101,208	–	3,019	12,532	2,277	–	–	119,035
220,001–245,000	2	198,343	–	5,396	34,367	5,225	–	–	243,332
245,001–270,000	5	208,172	–	4,317	31,925	5,090	–	–	249,504
270,001–295,000	3	233,778	–	5,396	39,979	5,762	–	–	284,916

Note: Final figures have been rounded to the nearest dollar.

Table D.5: Information about remuneration for other highly paid staff 2019–20

Total remuneration bands \$	Number of other highly paid staff	Average base salary \$	Short-term benefits			Post-employment benefits	Other long-term benefits	Termination benefits	Total remuneration			
			Average bonuses \$	Average other benefits and allowances ^a					Average long service leave \$	Average termination benefits \$	Average total remuneration	Including overseas housing allowances \$
				Overseas housing allowances ^a \$	Average other benefits and allowances \$							
270,001–295,000	1	128,784	–	51,148	87,489	18,009	3,066	–	237,348	288,496		
295,001–320,000	1	140,806	–	84,663	71,812	17,000	2,282	–	231,901	316,564		
470,001–495,000	1	431,854	–	–	–	46,855	10,508	–	489,217	489,217		

a Other benefits and allowances paid to staff include allowances and benefits paid in relation to living costs while on international deployment. Note: Final figures have been rounded to the nearest dollar.

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 47 of the *Australian Criminal Intelligence Commission Annual Report 2018–19*. The section headed ‘Service beneficiaries’ described the number of searches of our Court Portal, stating: ‘In 2018–19, the system was searched 7,733 times.’

That figure was a cumulative total of all searches reported commencing 1 November 2017, not the number of searches conducted between 1 July 2018 and 30 June 2019. The correct figure for 2018–19 is 4,760.

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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
AFIN	Australian Firearms Information Network
AFP	Australian Federal Police
AGICC	Australian Gangs Intelligence Coordination Centre
AIC	Australian Institute of Criminology
AIMS	Assumed Identities Management System
ALEIN	Australian Law Enforcement Intelligence Network
APOT	Australian Priority Organisation Target
APS	Australian Public Service
CEO	Chief Executive Officer
CITDC	Criminal Intelligence Training and Development Continuum
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DISC	Diversity and Inclusion Sub-committee
DTS	Dare-to-Share
GST	goods and services tax
ICT	information and communications technology
IGC-ACC	Inter-Governmental Committee on the Australian Crime Commission
IT	information technology
ITTF	Illicit Tobacco Taskforce
LGBTIQ+	lesbian, gay, bisexual, transgender, intersex, queer and more
MDMA	3,4-methylenedioxymethamphetamine
NAFIS	National Automated Fingerprint Identification System
NCIS	National Criminal Intelligence System
NFID	National Firearms Identification Database
NPCS	National Police Checking Service
NPRS	National Police Reference System
OMCG	outlaw motor cycle gang
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
SES	Senior Executive Service
SFCT	Serious Financial Crime Taskforce
SME	small and medium-sized enterprise
Vestigo Task Force	Transnational Criminal Intelligence Task Force
WHS	work health and safety

Glossary

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

Availability (of systems)—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—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—A decision by the ACIC Board to authorise the ACIC to undertake an intelligence operation or an investigation that may involve the use of special powers.

Disruption—Interruption of the flow or continuity of the criminal behaviour and/or enterprises of a criminal entity. Disruption may be a direct result of ACIC or joint agency operational activities such as arrests, the seizure of illegal commodities (drugs or firearms), the confiscation of proceeds of crime and/or prosecutions. Disruption may also occur through undermining criminal businesses by exposing their methodologies, releasing intelligence alerts and warnings on their activities, or reducing their ability to operate in the criminal markets of their choice.

Disruption achieved by law enforcement is deemed to be either 'severe' or 'significant'.

- ▶ **Severe disruption** is the dismantling and/or complete disruption of a serious and organised crime entity, with the cessation of its serious and organised crime activities.
- ▶ **Significant disruption** involves significant impacts caused by arrests, seizures (of drugs, cash or assets), tax liabilities raised, and any other disruptive effects on a serious and organised crime entity, without the cessation of its serious and organised crime activities.

Estimated street value—The cost to purchase a drug at the end of the supply chain or ‘on the street’, estimated by considering factors such 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—A method of gathering evidence performed by ACIC examiners. 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—Independent statutory officers, who are experienced legal practitioners, who may exercise the ACIC’s special powers for the purposes of an ACIC special investigation or special operation.

Federally relevant criminal activity—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 if the ACIC’s interest in the state offence is incidental to ACIC operations/ investigations relating to Commonwealth or territory offences.

Intelligence systems—IT-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—3,4-methylenedioxymethamphetamine, an amphetamine-type stimulant commonly known as ‘ecstasy’.

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—As defined in the *Australian Crime Commission Act 2002*, 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—ACIC investigations 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—ACIC operations focused on gathering intelligence around particular criminal activity so that 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 whether 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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