



“ We have *highly trained*  
and *skilled staff* ”

## Section 5

# Appendices and references

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### *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
<b>17AD(g) Letter of transmittal</b>			
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
<b>17AD(h) Aids to access</b>			
17AJ(a)	vii	Table of contents.	Mandatory
17AJ(b)	158	Alphabetical index.	Mandatory
17AJ(c)	155–157	Glossary, abbreviations and acronyms.	Mandatory
17AJ(d)	128–133	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
<b>17AD(a) Review by the accountable authority</b>			
17AD(a)	2–3	A review by the accountable authority of the entity.	Mandatory
<b>17AD(b) Overview of entity</b>			
17AE(1)(a)(i)	4–5	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)	8–9	A description of the outcomes and programs administered by the entity.	Mandatory
17AE(1)(a)(iv)	9	A description of the purposes of the entity as included in the corporate plan.	Mandatory
17AE(1)(aa)(i)	56	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	56	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	56	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	Description	Requirement
<b>17AD(c) Report on the performance of the entity</b>			
<i>Annual performance statements</i>			
17AD(c)(i); 16F	16–45	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the PGPA Rule.	Mandatory
<b>17AD(c)(ii) Report on financial performance</b>			
17AF(1)(a)	47–52	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	51	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
<b>17AD(d) Management and accountability</b>			
<i>Corporate governance</i>			
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)	56–69	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	47	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
<i>Audit Committee</i>			
17AG(2A)(a)	64	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	65–66	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	65–66	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
17AG(2A)(d)	65–66	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	65–66	The remuneration of each member of the entity's audit committee.	Mandatory
<i>External scrutiny</i>			
17AG(3)	70–80	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	78–80	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)	71–73, 77–78	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
<i>Management of human resources</i>			
17AG(4)(a)	81–91	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	138–139	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> <li>▶ statistics on full-time employees;</li> <li>▶ statistics on part-time employees;</li> <li>▶ statistics on gender;</li> <li>▶ statistics on staff location.</li> </ul>	Mandatory
17AG(4)(b)	140–143	Statistics on the entity's APS employees on an ongoing and nonongoing basis; including the following: <ul style="list-style-type: none"> <li>▶ statistics on staffing classification level;</li> <li>▶ statistics on full-time employees;</li> <li>▶ statistics on part-time employees;</li> <li>▶ statistics on gender;</li> <li>▶ statistics on staff location;</li> <li>▶ statistics on employees who identify as Indigenous.</li> </ul>	Mandatory
17AG(4)(c)	87, 145	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)	145	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)	144	The salary ranges available for APS employees by classification level.	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
17AG(4)(c)(iii)	87	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable	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
<i>Assets management</i>			
17AG(5)	92	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, Mandatory
<i>Purchasing</i>			
17AG(6)	63	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
<i>Reportable consultancy contracts</i>			
17AG(7)(a)	94	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	94	A statement that <i>'During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]'</i>	Mandatory
17AG(7)(c)	94	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)	95	A statement that <i>'Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.'</i>	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
<i>Reportable non-consultancy contracts</i>			
17AG(7A)(a)	95	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7A)(b)	95	A statement that <i>'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'</i>	Mandatory
17AD(daa)	<i>Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts</i>		
17AGA	94, 95	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
<i>Australian National Audit Office access clauses</i>			
17AG(8)	95	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
<i>Exempt contracts</i>			
17AG(9)	95	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
<i>Small business</i>			
17AG(10)(a)	93	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)	93	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory

PGPA Rule reference	Part of report	Description	Requirement
17AG(10)(c)	93	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
<i>Financial statements</i>			
17AD(e)	100–125	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<i>Executive remuneration</i>			
17AD(da)	145–148	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.	Mandatory
<b>17AD(f)</b>	<b>Other mandatory information</b>		
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)	96	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)	87	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	78	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)	149–151	Correction of material errors in previous annual report.	If applicable, Mandatory
17AH(2)	96, 134–137	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 safety and wellbeing priorities

In 2020–21, the ACIC:

- ▶ provided advice and guidance to staff in relation to COVID-19 and implemented the COVIDSafe transition plan for the ACIC
- ▶ strengthened our existing work health and safety (WHS) and wellbeing systems by improving relevant policies, processes and planned risk assessments
- ▶ implemented early intervention strategies and health case management, leading to improved injury prevention and workers compensation performance and a reduction in unplanned leave
- ▶ further strengthened our due diligence framework through alignment with the new risk management policy and organisational restructures, improved due diligence checklists and WHS risk register reviews
- ▶ assisted in the development and implementation of a new home-based work policy and application form for staff, leading to increases in the number of staff working from home and staff work-life balance and job satisfaction.

Our rehabilitation management system was the subject of an internal audit in 2020–21. The audit found no areas of non-conformance but made observations on areas of improvement to help strengthen the agency's compliance with safety, rehabilitation, compensation and 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 staff
- ▶ promoting and monitoring measures to ensure safe work practices
- ▶ facilitating consultation and communication with staff about WHS matters
- ▶ undertaking functions prescribed in the *Work Health and Safety Act 2011* and associated regulations.

The National Work Health Safety Committee meets quarterly and is the conduit for consultation with staff on all WHS issues. Local consultative committees meet prior to the meetings of the national committee, in order to provide input on local WHS issues around the country.

### Initiatives to ensure the health, safety and wellbeing of staff

We are committed to maintaining a safe and healthy workplace and empowering staff to take ownership of their own health, safety and wellbeing.

## Health and wellbeing

The development and implementation of the ACIC's WHS calendar of events provides staff with health and wellbeing information, resources and activities that:

- ▶ help staff to make positive health and behaviour changes
- ▶ assist staff to manage their own mental fitness and the mental fitness of their colleagues, family and friends
- ▶ promote a culture that supports a healthy and safe workplace
- ▶ encompass a broad view of health, including physical, mental and social aspects
- ▶ demonstrate our commitment to the safety, health and wellbeing of our staff and their families.

In 2020–21, the ACIC partnered with Fortem Australia to provide support and services to ACIC staff. Fortem Australia provides wellbeing and mental fitness activities and support services to people who protect and defend the Australian community in a national security and first responder capacity, and to their families.

## Prevention programs

We take a proactive approach to identifying and controlling hazards to prevent injuries in the workplace.

In 2020–21, we provided information, resources and tools for managers and staff to facilitate early assistance to support injury, illness and health conditions in the workplace. We also provided staff with access to:

- ▶ early intervention support, ergonomic assessments and health and/or injury advice and support
- ▶ a dedicated employee assistance program which includes 24/7 emergency counselling, staff and manager assistance, mediation services and other information and support services
- ▶ Fortem Australia activities and services.

We continued to identify and assess hazards within the workplace and ensure that risk control strategies were in place. This included conducting regular workplace inspections to identify hazards and determine appropriate controls, and undertaking targeted and random, unannounced drug and alcohol testing of high-risk and non-high-risk staff.

## 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 staff. Our policy includes:

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

Scheduled drug and alcohol testing was completed for 2020–21, with 83 targeted and 147 random drug and alcohol tests. One positive result was returned but did not require further action.

## Health and safety outcomes

The ACIC is committed to preventing injury or illness and helping staff 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 2020–21, 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
- ▶ staff and management 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 staff to return to work.

The ACIC's premium and regulatory contribution amount for 2020–21 was \$884,875 (excluding GST). The ACIC's premium rate is tracking below the average premium rate for the Comcare scheme.

The ACIC's estimated premium and regulatory contribution amount for 2021–22 is \$891,242 (excluding GST). The actual premium amount is expected to be determined by Comcare in July 2021, and may be slightly different to the estimate due to updates to full-time equivalent staff and payroll figures. The minor increase in cost from the previous financial year is a result of the forecasted cost of claims being higher.

In 2020–21, one claim for workers compensation from an ACIC staff member, relating to psychological injury/disease, was received and later denied by Comcare. This number of claims was below the previous year's total, as shown in Table B.1. One secondary claim for compensation submitted during 2019–20 is pending determination by Comcare.

**Table B.1:** Accepted compensation claims

Year	Claims
2016–17	1
2017–18	3
2018–19	2
2019–20	2
2020–21	1

## Incidents and injuries

Twenty-eight injuries, incidents or hazards (excluding notifiable incidents) were reported in 2020–21, as shown in Table B.2. This was consistent with the total for 2019–20.

**Table B.2:** Injuries, incidents and hazards

Type	Injuries
Biological	3
Body stressing	1
Chemicals and other substances	1
Hitting object with body	1
Mental stress	3
Other and unspecified	7
Slips, trips and falls	6
Hazard reports	6
<b>Total</b>	<b>28</b>

## 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 2 notifiable incidents during 2020–21. The ACIC's WHS and Wellbeing 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.

Comcare investigated and subsequently closed the 2 matters.

## 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 2021

	Male			Female			Indeterminate			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
NSW	68	3	71	36	11	47	–	–	–	118
QLD	35	1	36	24	3	27	–	–	–	63
SA	10	1	11	12	7	19	–	–	–	30
TAS	–	–	–	2	–	2	–	–	–	2
VIC	40	–	40	32	5	37	–	–	–	77
WA	25	–	25	4	1	5	–	–	–	30
ACT	179	7	186	194	36	230	–	–	–	416
NT	1	–	1	–	1	1	–	–	–	2
OS	2	–	2	–	–	–	–	–	–	2
<b>Total</b>	<b>360</b>	<b>12</b>	<b>372</b>	<b>304</b>	<b>64</b>	<b>368</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>740</b>

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 2021

	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	2	–	2	1	–	1	–	–	–	3
SA	1	1	2	–	–	–	–	–	–	2
TAS	–	–	–	–	–	–	–	–	–	–
VIC	–	–	–	1	–	1	–	–	–	1
WA	–	–	–	–	–	–	–	–	–	–
ACT	5	–	5	11	–	11	–	–	–	16
NT	–	–	–	–	–	–	–	–	–	–
OS	–	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>9</b>	<b>3</b>	<b>12</b>	<b>16</b>	<b>–</b>	<b>16</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>28</b>

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 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	–	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>366</b>	<b>13</b>	<b>379</b>	<b>318</b>	<b>55</b>	<b>373</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>752</b>

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 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	–	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>12</b>	<b>3</b>	<b>15</b>	<b>13</b>	<b>1</b>	<b>14</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>29</b>

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 2021**

	Male			Female			Indeterminate			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
SES 3	–	–	–	–	–	–	–	–	–	–
SES 2	1	–	1	2	–	2	–	–	–	3
SES 1	8	–	8	3	–	3	–	–	–	11
EL 2	49	2	51	20	7	27	–	–	–	78
EL 1	195	3	198	73	18	91	–	–	–	289
APS 6	41	3	44	80	14	94	–	–	–	138
APS 5	29	2	31	57	8	65	–	–	–	96
APS 4	30	1	31	56	11	67	–	–	–	98
APS 3	6	–	6	13	5	18	–	–	–	24
APS 2	1	–	1	1	–	1	–	–	–	2
APS 1	–	1	1	–	–	–	–	–	–	1
<b>Total</b>	<b>360</b>	<b>12</b>	<b>372</b>	<b>305</b>	<b>63</b>	<b>368</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>740</b>

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

Note: These figures represent positions that were substantively filled at 30 June 2021. 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 2021**

	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	–	–	–	–	–	–	–	–	–	–
EL 1	3	–	3	6	–	6	–	–	–	9
APS 6	2	–	2	2	–	2	–	–	–	4
APS 5	–	–	–	6	–	6	–	–	–	6
APS 4	2	–	2	2	–	2	–	–	–	4
APS 3	1	–	1	–	–	–	–	–	–	1
APS 2	–	–	–	–	–	–	–	–	–	–
APS 1	–	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>8</b>	<b>–</b>	<b>8</b>	<b>16</b>	<b>–</b>	<b>16</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>24</b>

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 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
<b>Total</b>	<b>366</b>	<b>13</b>	<b>379</b>	<b>318</b>	<b>55</b>	<b>373</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>752</b>

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

Note: These figures represent positions that were substantively filled at 30 June 2021. 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 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	–	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>11</b>	<b>–</b>	<b>11</b>	<b>13</b>	<b>1</b>	<b>14</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>25</b>

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 2021

	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	11	–	11	–	–	–	11
EL 2	69	9	78	–	–	–	78
EL 1	268	21	289	9	–	9	298
APS 6	121	17	138	4	–	4	142
APS 5	86	10	96	6	–	6	102
APS 4	86	12	98	4	–	4	102
APS 3	19	5	24	1	–	1	25
APS 2	2	–	2	–	–	–	2
APS 1	–	1	1	–	–	–	1
<b>Total</b>	<b>665</b>	<b>75</b>	<b>740</b>	<b>24</b>	<b>–</b>	<b>24</b>	<b>764</b>

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

Note: These figures represent positions that were substantively filled at 30 June 2021. 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 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
<b>Total</b>	<b>684</b>	<b>68</b>	<b>752</b>	<b>24</b>	<b>1</b>	<b>25</b>	<b>777</b>

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

Note: These figures represent positions that were substantively filled at 30 June 2021. 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 2020–21 and 2019–20

	2020–21			2019–20		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
NSW	118	6	124	114	2	116
QLD	63	3	66	58	2	60
SA	30	2	32	29	1	30
TAS	2	–	2	2	–	2
VIC	77	1	78	82	1	83
WA	30	–	30	30	–	30
ACT	416	16	432	435	19	454
NT	2	–	2	2	–	2
OS	2	–	2	–	–	–
<b>Total</b>	<b>740</b>	<b>28</b>	<b>768</b>	<b>752</b>	<b>25</b>	<b>777</b>

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 2020–21 and 2019–20

Employment	2020–21	2019–20
Ongoing	17	9
Non-ongoing	1	–
<b>Total</b>	<b>18</b>	<b>9</b>

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 2020–21

Arrangement title	SES	Non-SES	Total
Enterprise agreement	–	750	750
Common law contract	14	–	14
<b>Total</b>	<b>14</b>	<b>750</b>	<b>764</b>

SES = Senior Executive Service

**Table C.14:** Australian Public Service Act employment salary ranges by classification 2020–21

	Minimum	Maximum
<b>SES 3</b>	311,822	–
<b>SES 2</b>	252,000	293,000
<b>SES 1</b>	181,500	236,500
<b>EL 2</b>	129,618	146,040
<b>EL 1</b>	103,746	125,076
<b>APS 6</b>	82,288	93,121
<b>APS 5</b>	75,418	79,972
<b>APS 4</b>	68,114	73,957
<b>APS 3</b>	61,967	66,881
<b>APS 2</b>	53,563	59,394
<b>APS 1</b>	46,626	51,532

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	Part year—1 July 2020 to 31 December 2020
Rochelle Thorne	Executive Director NCIS Program	Full year
Stewart Sibree	Acting Executive Director Technology	Full year

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

	2020–21	2019–20
	\$	\$
Short-term benefits		
Base salary	1,680,696	1,746,063
Bonuses	–	–
Other benefits and allowances	8,690	29,679
<b>Total short-term benefits</b>	<b>1,689,386</b>	<b>1,775,742</b>
Superannuation	291,281	283,017
<b>Total post-employment benefits</b>	<b>291,281</b>	<b>283,017</b>
Other long-term benefits		
Long service leave	40,889	41,498
<b>Total other long-term benefits</b>	<b>40,889</b>	<b>41,498</b>
Termination benefits	366,185	–
<b>Total key management personnel remuneration</b>	<b>2,387,741</b>	<b>2,100,257</b>

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

Table D.3: Information about remuneration for key management personnel 2020–21

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary <sup>a</sup>	Bonuses	Other benefits and allowances		Superannuation contributions <sup>b</sup>	Long service leave <sup>c</sup>		
Michael Phelan	Chief Executive Officer <sup>d</sup>	501,351	–	1,580	79,099	12,097	–	–	594,127
Anne Brown	Chief Operating Officer	278,555	–	1,580	51,739	6,854	–	–	338,728
Matthew Rippon	Executive Director Intelligence Operations	275,418	–	1,580	49,445	6,550	–	–	332,993
Mark Harrison	Executive Director Capability	127,568	–	790	19,553	3,275	266,185	–	417,371
Rochelle Thorne	Chief Information Officer/Executive Director NCIS Program	253,247	–	1,580	49,445	6,550	100,000	–	410,823
Stewart Sibree	Acting Executive Director Technology	244,556	–	1,580	41,999	5,563	–	–	293,699
Total		1,680,696	–	8,690	291,281	40,889	366,185	–	2,387,741

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 2020–21 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 3 months in a key management personnel position.

Due to an internal restructure the Executive Director Capability and Executive Director NCIS Program positions were repurposed.

Final figures have been rounded to the nearest dollar.

**Table D.4:** Information about remuneration for senior executives 2020–21

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				
\$		\$	\$	\$	\$	\$	\$	\$
0–220,000	4	110,633	–	1,492	15,510	3,284	–	130,620
220,001–245,000	2	191,137	–	1,816	28,893	4,881	–	226,728
245,001–270,000	3	222,372	–	1,185	32,887	3,919	–	260,363
270,001–295,000	3	234,390	–	4,898	41,679	4,322	–	285,288
320,001–345,000	1	94,533	–	859	19,665	5,000	200,128	320,184

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

**Table D.5:** Information about remuneration for other highly paid staff 2020–21

Total remuneration bands	Number of other highly paid staff	Short-term benefits			Post-employment benefits	Other long-term benefits	Termination benefits	Total remuneration
		Average base salary	Average bonuses	Average other benefits and allowances				
\$		\$	\$	\$	\$	\$	\$	\$
245,001–270,000	1	243,771	–	–	20,354	5,192	–	269,317
270,001–295,000	1	243,797	–	–	43,979	6,880	–	294,656
470,001–495,000	1	415,740	–	–	62,234	10,508	–	488,481

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

## Appendix E: Correction of reporting errors

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

The *Australian Criminal Intelligence Commission Annual Report 2019–20* contained 4 reporting errors in the data provided in the annual performance statements, as discussed below.

### Figure 2.6

Figure 2.6: Intelligence products focused on priority crime themes (page 30) included a graph of the number of intelligence products produced, sorted by priority crime theme. As a result of an error in the formula, dating back to 2016–17, some products were counted multiple times, which artificially inflated the count.

The data reported in the figure and the actual data are shown in Table E.1. The error did not change the performance result, as it did not significantly alter the alignment between the 2019–20 results and the 4-year trend for each priority crime theme.

**Table E.1:** Correction of data on intelligence products focused on priority crime themes

Theme	Reported in 2019–20		Actual for 2019–20	
	4-year trend	2019–20	4-year trend	2019–20
Financial crime	836	1,069	633	770
Drugs	861	1,512	624	1,026
Other	439	302	419	250
Gangs	449	730	446	727
Firearms	445	506	389	420
Cybercrime	335	288	181	162
National security	162	86	95	57

### Table 2.9

Table 2.9: System availability (page 50) included data that had been incorrectly drawn from the system.

The data reported in the table and the actual results are shown in Table E.2. The error did not change the performance result, as all board-agreed benchmarks were met.



**Table E.2:** Correction of data on system availability

Service type	System	Board-agreed benchmark %	Historical average %	Reported in 2019–20 %	Actual for 2019–20 %
Frontline	National Police Reference System	99.5	99.53	99.64	99.66
	National Firearms Identification Database	96.0	99.69	99.84	99.83
	Australian Ballistic Information Network	95.0	99.97	100.00	100.00
	Australian Firearms Information Network	n.a.	99.42	99.93	99.93
	National Vehicles of Interest System	99.0	99.89	99.51	99.50
Biometric and forensic	National Automated Fingerprint Identification System	99.4	99.68	99.88	99.84
	National Criminal Investigation DNA Database	99.0	99.60	99.67	99.66
	National Missing Persons and Victim System	96.0	99.84	99.97	99.81
Protection	National Child Offender System	99.5	99.57	99.67	99.67
	Child Exploitation Tracking System	96.0	99.95	100.00	100.00
Checking	National Police Checking Service/NPCS Support System	99.0	98.54	99.65	99.49
Criminal Intelligence	Australian Law Enforcement Intelligence Network	n.a.	99.93	99.23	99.22
	Australian Criminal Intelligence Database	n.a.	99.99	99.23	99.22
	National Target System	n.a.	99.96	99.98	100.00

n.a. = not applicable

**Table 2.12**

In Table 2.12: Searches conducted (page 53), the historical average for the Australian Criminal Intelligence Database (ACID) and the 2019–20 total for the National Vehicles of Interest System (NVOI) were incorrectly reported.

In 2017–18, ACID experienced a one-off spike in searches that was not reflective of overall usage patterns. In reporting for 2019–20, the ACIC used the 3-year historical average of 2015–16, 2016–17 and 2018–19, to exclude that spike and more accurately reflect the average performance of the system. The annual report inadvertently failed to clarify that the average used in Table 2.12 was for 3 years rather than 4. Table 2.5 in this report shows a 4-year average for ACID as noted on page 37.

The total shown for the NVOI did not include searches conducted after the system had migrated to a new server, and therefore under-reported searches performed during the period.

The data reported in the table and the actual results are shown in Table E.3. The errors did not change the performance result, as we continued to not meet the 4-year averages for both systems.

**Table E.3: Correction of data on searches conducted**

Service type	System	Reported in 2019–20		Actual for 2019–20	
		4-year trend	2019–20	4-year trend	2019–20
Frontline	National Vehicles of Interest System	7,672,305	6,223,497	7,672,305	7,605,016
Criminal intelligence	Australian Criminal Intelligence Database	368,608	241,517	961,995	241,517

**Table 2.17**

Table 2.17: System records held (page 60) incorrectly reported the number of records held for the NVOI as 3,941,384.

This total only incorporated data from the first three quarters of 2019–20. The correct total for 2019–20 was 3,976,966.

The error did not alter the performance result, because the total was still within 5 per cent of the total for the previous year.

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## List of abbreviations

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
AFIN	Australian Firearms Identification Network
AFP	Australian Federal Police
AIC	Australian Institute of Criminology
APOT	Australian Priority Organisation Target
APS	Australian Public Service
ASIC	Aviation Security Identification Card
BIS	Biometric Identification Solution
CACT	Criminal Assets Confiscation Taskforce
CEO	Chief Executive Officer
EL	Executive Level
GST	goods and services tax
ICT	information and communications technology
IGC-ACC	Inter-Governmental Committee on the Australian Crime Commission
IT	information technology
MSIC	Maritime Security Identification Card
NCIDD	National Criminal Investigation DNA Database
NCIS	National Criminal Intelligence System
NPCS	National Police Checking Service
NVOI	National Vehicles of Interest System
OMCG	outlaw motorcycle gang
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
RPOT	Regional Priority Organisation Target
SES	Senior Executive Service
SME	small and medium-sized enterprise
WHS	work health and safety

# Glossary

**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**—The ACIC has coercive powers similar to those of a royal commission, which may be exercised only by ACIC examiners for special ACIC investigations or special ACIC operations. The 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.

**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 coercive 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.

**Examination**—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 coercive powers for the purposes of a special ACIC investigation or a special ACIC 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.

**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 2 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 3 or more years.

**Special ACIC 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 ACIC 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.



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The top half of the page features a dark blue background with a large, stylized globe on the right side. The globe is composed of a network of white lines and dots, representing a global network or data flow. The Australian continent is highlighted in a lighter blue color. To the left of the globe, there are two large, curved, overlapping shapes in red and white. The website address 'www.acic.gov.au' is written in white text, underlined, and positioned between these shapes.

[www.acic.gov.au](http://www.acic.gov.au)

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