

We **discover, understand** and  
**respond** to federally relevant serious  
and organised crime.



# Chapter 5

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## Appendix A: List of requirements

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

Part of report	Description	Requirement	References
Letter of transmittal			
	A copy of the letter of transmittal signed and dated by the accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	Inside front cover
Aids to access			
	Table of contents.	Mandatory	Page 3
	Alphabetical index.	Mandatory	Page 242
	Glossary, abbreviations and acronyms.	Mandatory	Pages 237–41
	List of requirements.	Mandatory	Pages 214–19
	Details of contact officer.	Mandatory	Inside back cover
	Entity's website address.	Mandatory	Inside back cover
	Electronic address of report.	Mandatory	Inside back cover
Review by the accountable authority			
	A review by the accountable authority of the entity .	Mandatory	Pages 17–23
Overview of entity			
	A description of the role and functions of the entity.	Mandatory	Pages 8–9
	A description of the organisational structure of the entity.	Mandatory	Pages 9 and 18
	A description of the outcomes and programs administered by the entity.	Mandatory	Page 24
	A description of the purposes of the entity as included in the corporate plan.	Mandatory	Page 25
	An outline of the structure of the portfolio of the entity.	Portfolio departments Mandatory	Not applicable
	Where outcome and program structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change.	Mandatory	Not applicable

Part of report	Description	Requirement	References
<b>Report on performance</b>			
Annual performance statements			
	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the PGPA Rule.	Mandatory	Pages 27–113
	Report on financial performance.		Pages 15 and 175–211
	A discussion and analysis of the entity's financial performance.	Mandatory	Pages 15 and 176–183
	A table summarising the total resources and total payments of the entity.	Mandatory	Page 179
	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.	Mandatory	Page 176
<b>Management and accountability</b>			
Corporate governance			
	Information on compliance with section 10 (fraud systems).	Mandatory	Inside front cover and pages 142–45
	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	Inside front cover
	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	Inside front cover
	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	Inside front cover

## Appendix A: List of requirements (continued)

Part of report	Description	Requirement	References
	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	Pages 126–31
	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	Not applicable
<b>External scrutiny</b>			
	Information on significant developments in external scrutiny and entity's response to the scrutiny.	Mandatory	Pages 146–57
	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	Pages 154–7
	Information on any reports by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	Page 154
	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	Not applicable
<b>Management of human resources.</b>			
	Assessment of the entity's effectiveness in managing and developing human resources to achieve entity objectives.	Mandatory	Pages 167-72
	Statistics on the entity's APS employees on an ongoing and non-ongoing 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	Pages 158–66 and 231–6

Part of report	Description	Requirement	References
	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	Page 165
	Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AG(4)(c).	Mandatory	Page 165
	The salary ranges available for APS employees by classification level.	Mandatory	Page 165
	A description of non-salary benefits provided to employees.	Mandatory	Page 165
	Information on the number of employees at each classification level who receive performance pay.	If applicable, Mandatory	Page 165
	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	Page 165
	Information on aggregate amounts of performance payments.	If applicable, Mandatory	Page 165
<b>Assets management</b>			
	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	Mandatory	Pages 180–1
<b>Purchasing</b>			
	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	Page 182
<b>Consultants</b>			
	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST) .	Mandatory	Page 182

## Appendix A: List of requirements (continued)

Part of report	Description	Requirement	References
	A statement that 'During [reporting period], [specific number] new consultancy contracts were entered into involving total actual expenditure of \$[specific million]. In addition, [specific number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specific million]'.	Mandatory	Page 182
	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were engaged.	Mandatory	Page 182
	A statement that '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'.	Mandatory	Page 182
<b>Australian National Audit Office Access Clauses</b>			
	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	Page 182
<b>Exempt contracts</b>			
	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	Page 183
<b>Small business</b>			
	A statement that '[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'.	Mandatory	Page 183

Part of report	Description	Requirement	References
	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	Page 183
	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that '[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'.	Mandatory	Page 183
<b>Financial statements</b>			
	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	Pages 184–211
<b>Other mandatory information</b>			
	If the entity conducted advertising campaigns, a statement that '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'.	If applicable, Mandatory	Not applicable
	If the entity did not conduct advertising campaigns, a statement to that effect .	If applicable, Mandatory	Page 230
	A statement that 'Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity's website]'.	If applicable, Mandatory	Page 183
	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	Page 164
	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	Page 229
	Correction of material errors in previous annual report.	If applicable, Mandatory	Pages 36, 53, 65 and 109
	Information required by other legislation.	Mandatory	Pages 128, 172-3, 183, 222-5 and 230



## Appendix B: Portfolio Business Statement excerpt

This report reviews our performance against the outcome strategy, deliverables and key performance indicators in our 2015–16 Portfolio Budget Statement. The relevant excerpt is included here. A link to our complete Portfolio Budget Statement is at <[www.acic.gov.au](http://www.acic.gov.au)>.

### Outcome 1

Reduced serious and organised crime threats of most harm to Australians and the national interest including through providing the ability to understand, discover and respond to such threats.

### Outcome 1 strategy

The ACC's strategic approach of discovering new and emerging threats, understanding them more deeply, and initiating preventative or disruptive responses with partners, will direct the allocation of resources and ACC capabilities to the serious and organised crime threats of most harm to Australians and the national interest. Core elements of this strategy include providing national strategic advice on serious and organised crime threats and coordinating and participating in national responses with partners. A highly developed understanding of the threats posed by serious and organised crime will underpin the ACC's provision of specialised criminal intelligence capabilities including special coercive powers and will focus response strategies on targets that pose the highest risk to Australians. The ACC will specifically focus on two core areas—building capability and working with partners—to deliver its outcomes and guide internal strategy development.

### Program 1.1

Australian Crime Commission

### Program 1.1 objective

Aiming to reduce threats of most harm to Australians and the national interest, the ACC will discover and understand new and emerging threats and will fill intelligence gaps, enabling it to build the national picture of serious and organised crime. The ACC will respond by developing new prevention strategies and contributing or leading nationally coordinated actions and activities through ACC Board-approved special investigations, special intelligence operations and joint task forces. The ACC will collaborate with partners to better understand the serious and organised crime environment and to influence or enable responses. The ACC will provide strategic criminal intelligence for its partner agencies across all levels of government. When combined with the ACC's specialist capabilities, including the ACC's coercive powers, this will enable the ACC to further develop a more comprehensive national picture of serious and organised crime. Efforts will continue to be focused on preventing and disrupting serious and organised crime groups by disabling or dismantling them through enforcement, as well as through regulation, policy or legislative responses that harden the environment.

Program 1.1 deliverables	Reference
Collect, correlate and analyse criminal information and intelligence, resulting in the dissemination of intelligence products and information; this includes the use of coercive powers, incorporating examinations as approved by the ACC Board.	Chapter 2
Advise and influence national decision-making through the provision of strategic criminal intelligence assessments and advice.	Chapter 2A
Undertake special intelligence operations relating to federally relevant criminal activity.	Chapter 2B
Undertake special investigations of federally relevant criminal activity.	Chapter 2B
<p>Unite and facilitate national responses against serious and organised crime by:</p> <ul style="list-style-type: none"> <li>▪ establishing and participating in joint agency task forces</li> <li>▪ utilising national criminal intelligence-sharing mechanisms with partners</li> <li>▪ managing and maintaining the National Criminal Target List and National Targeting System</li> <li>▪ maintaining and providing relevant intelligence and information holdings (including national databases) to partners.</li> </ul>	Chapters 2B and 2C

Program 1.1 key performance indicators	Reference
<p>The ACC has a commitment to the quality of its performance reporting. The performance measurement framework that commenced in 2013 is being developed over the life of the ACC Strategic Plan 2013–18. New systems are being developed to collect performance data for assessment against the following indicators. This will enhance current performance monitoring with more meaningful qualitative data, as well as improve traditional quantitative performance data.</p> <ul style="list-style-type: none"> <li>▪ The ACC produces useful intelligence that identifies and provides insights on new and emerging serious and organised crime threats.</li> <li>▪ The ACC fills intelligence gaps through the identification of vulnerabilities and indicators of serious and organised crime.</li> <li>▪ The ACC collects and maintains national holdings of serious and organised crime threats and targets.</li> <li>▪ The ACC interprets and analyses national holdings to create a national serious and organised crime intelligence picture.</li> <li>▪ The ACC informs and influences the hardening of the serious and organised crime environment.</li> <li>▪ The ACC influences or enables the disruption, disabling or dismantling of serious and organised crime entities.</li> <li>▪ The ACC participates in or coordinates collaboration in joint operations and investigations to prevent and disrupt serious and organised crime.</li> </ul>	Scorecard on pages 29–41

## Appendix C: Work health and safety

### Work health and safety priorities for 2015–16

This year we:

- strengthened our risk management arrangements with a focus on operational environments and engaging with stakeholders within those environments
- developed a *Strategic Work Health and Safety Plan* for 2016–17
- implemented tailored early intervention strategies and rehabilitation case management, leading to improved injury prevention and workers compensation performance.

### Work health and safety management arrangements

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

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

### Consultative arrangements

Our National Work Health and Safety Committee is the conduit for consultation with employees on all work health and safety issues.

Local Work Health and Safety Committees meet regularly and provide input to the National Committee.

We continue to use our communication strategy to support and enhance communication across the agency.

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

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

### ACctive Health and Wellbeing Program

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

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

### Prevention programs

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

- provided access to an Employee Assistance Program which includes manager assistance, mediation services and other employee information/support services
- implemented targeted and random, unannounced drug and alcohol testing of high risk and non-high risk employees
- conducted regular workplace inspections to identify hazards and determine appropriate controls
- completed staff profiles on our agency's Health Officers and promoted them via the intranet and staff newsletter.

### Drug and alcohol testing

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

Our policy on drugs and alcohol is:

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

In 2015–16, we completed 231 targeted and random, unannounced workplace drug and alcohol tests and there were no positive test results.

## Health and safety performance

### Workers compensation

The Agency Premium Rate provides an indication of the employer's effectiveness in preventing injury or illness and in helping its employees to return to work quickly and safely after a work-related injury or illness. We are committed to supporting employees with work-related injuries or illness and, as outlined in our Rehabilitation Management System, early intervention is a key strategy. Our premium rate for 2016–17 was set at 1.36 per cent, a decrease from the previous year. This can be attributed to the ACC's focus on early intervention and employees with psychological conditions.

There were two accepted workers compensation claims for injuries/disease during 2015–16, a decrease of four from the previous year.

### Accepted compensation claims

Year	Accepted compensation claims
2011–12	5
2012–13	6
2013–14	4
2014–15	6
2015–16	2

### Incident and injury

There were 25 injuries, incidents or hazards reported in 2015–16 (this does not include notifiable incidents). There was a decrease of 17 incidents this year, with slips, trips and falls being the most common incident mechanism.

### Mechanism of injury

Mechanism of injury	2013–14	2014–15	2015–16
Being hit by moving object	0	2	3
Biological factors	0	0	0
Body stressing	16	17	4
Falls, trips, slips	5	6	9
Other and unspecified	8	10	7
Heat and electrical	0	1	0
Hazard report	2	6	2
<b>Total</b>	<b>31</b>	<b>42</b>	<b>25</b>

In 2015–16, we engaged industry professionals to assist with:

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

#### Accident or dangerous occurrence statistics

Under section 38 of the *Work Health and Safety Act 2011*, we are required to notify Comcare immediately after becoming aware of any deaths, serious personal injury or dangerous incident. There was one notifiable incident during 2015–16. We reviewed the incident and implemented corrective actions to reduce the likelihood of a similar incident occurring in the future.

#### Work health and safety investigations

We were not subject to any external work health and safety investigations in 2015–16.

## Appendix D: Freedom of information report

During 2015–16, the ACC received 20 requests for information under the *Freedom of Information Act 1982* (FOI Act).

### Statement

Statement under section 8 of the FOI Act.

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

From 1 May 2011 agencies subject to the FOI Act are required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. An agency plan showing what information is published under the IPS requirements is accessible from our website.

The following statement is correct as at 30 June 2016.

### Establishment

The ACC was established by the *Australian Crime Commission Act 2002* (ACC Act), and commenced operations on 1 January 2003. The ACC was created by the amalgamation of three agencies: the National Crime Authority; the Australian Bureau of Criminal Intelligence; and the Office of Strategic Crime Assessments.

### Organisation

As at 30 June 2016, the ACC was a Commonwealth statutory body established under section 7(1) of the ACC Act, and a prescribed agency for the purposes of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

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

The ACC's functions are listed under section 7A of the ACC Act. As at 30 June 2016, they were:

- a) to collect, correlate, analyse and disseminate criminal information and intelligence and to maintain a national database of that information and intelligence
- b) to undertake, when authorised by the Board, intelligence operations
- c) to investigate, when authorised by the Board, matters relating to federally relevant criminal activity

- (ca) to do any of the following (whether in its own name or through officers or members of staff of the ACC), as permitted or required for the purposes of Part IAB or IABA of the *Crimes Act 1914* or any other law of the Commonwealth
  - i) to apply for, and to grant, integrity authorities in relation to members of staff of the ACC
  - ii) to conduct and participate in integrity operations in relation to members of staff of the ACC
  - iii) to assist the Australian Federal Police, Customs or the Australian Commission for Law Enforcement Integrity in making applications for integrity authorities
  - iv) to assist those agencies in the conduct of integrity operations
- d) to provide reports to the Board on the outcomes of those operations and investigations
- e) to provide strategic criminal intelligence assessments, and any other criminal information and intelligence to the Board
- f) to provide advice to the Board on National Criminal Intelligence Priorities
- g) such other functions as are conferred on the ACC by their provisions of the ACC Act or by any other Act.

#### Decision-making powers and powers affecting members of the public

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

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



## Appendix D: Freedom of Information report (continued)

### External consultation

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

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

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

### Categories of documents

The following documents are available from <[www.comlaw.gov.au](http://www.comlaw.gov.au)>:

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

In addition, the following documents are available from the ACC on request:

- National Crime Authority annual reports 1984–85 to 2001–02
- Australian Crime Commission annual reports 2002–03 to 2014–15 (2014–15 and 2013–14 are also on our website)
- National Complex White Collar Crime conference papers (June 1992)
- Working Party papers—Proceeds of Crime Conference (June 1993)
- National Proceeds of Crime conference papers (June 1993)
- Liberty, Law enforcement accountability—National Conference with the Victorian Council for Civil Liberties, Proceedings (April 1993)
- Strategic Crime Intelligence Explained (June 1994)
- Operation Cerberus, Italo-Australian Organised Crime—Bulletin (November 1995)
- Assessment for the Potential for Fraud in the Australian Superannuation System (November 1996)
- Organised Crime in Australia—National Crime Authority Commentary 2001
- Organised Crime in Australia 2008, 2009, 2011, 2013 and 2015 (the 2015 edition is also on our website)
- Australian Illicit Drug Data Reports 1989–90 to 2001–02

- Illicit Drug Data Reports 2002–03 to 2013–14 (also on our website)
- Public Information Statement, Examinations conducted under the *Australian Crime Commission Act 2002*
- ID Crime—When Bad Things Happen to Your Business’ Good Name
- ID Crime—When Bad Things Happen to Your Good Name
- Accord Newsletter—Issue 1
- Horizons—unclassified intelligence reports (Issues 1–3)
- Intelligence Product Guide
- Problem Sexual Behaviour in Children: A review of the literature
- Australia’s Response to Sexualised or Sexually Abusive Behaviours in Children and Young People
- ACC Reconciliation Action Plan
- Australian Crime Commission Strategic Plan 2013–18
- ACC Assumed Identities Annual Report 2006–2007
- Submissions to the Parliamentary Joint Committee on Law Enforcement, Parliamentary Joint Committee on the ACC and Parliamentary Joint Committee on the National Crime Authority. Refer to the Parliamentary Joint Committee website <[www.aph.gov.au/Parliamentary\\_Business/Committees/Joint/Law\\_Enforcement](http://www.aph.gov.au/Parliamentary_Business/Committees/Joint/Law_Enforcement)>.

The ACC holds the following categories of documents:

- agendas, submissions, papers and minutes of board meetings, conferences and other senior staff meetings
- confidential transcripts of examinations conducted under Part II Division 2 of the *Australian Crime Commission Act 2002*.

## Access to documents

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

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

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

Further information is available on our website <[www.acic.gov.au](http://www.acic.gov.au)> under the FOI and Information Publication Scheme links.

## Appendix E: Advertising and market research

In 2015–16 the ACC did not make any payments for polling, direct mail or campaign advertising.

The ACC did not make any payments related to non-campaign advertising that were higher than the reporting threshold of \$12,700.

A total of \$17,930 (including GST) was paid to Essence Communications Pty Ltd to undertake a stakeholder-related survey.

## Appendix F: Employee statistics

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

Agency	Secondees funded by ACC		Secondees funded by jurisdiction		Task force staff funded by jurisdiction	
	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16
Australian Commission for Law Enforcement Integrity			1			
Australian Federal Police	5	1	2	2	15	19
Australian Securities and Investments Commission				1		
Australian Taxation Office	2	1	1	3	3	2
Australian Transaction Reports and Analysis Centre			2		2	3
Australian Customs and Border Protection Service	2				2	
Australian Defence Force			1			
Clean Energy Regulator			1	1		
Crime and Corruption Commission (Qld)			1			1
Department of Corrections (Vic)			1			1
Department of Foreign Affairs and Trade			2	1		
Department of Human Services		1		1		
Department of Immigration and Border Protection		2		1		9
New South Wales Crime Commission						
NSW Police Force					2	4
Northern Territory Police	1	1				1
Queensland Police Service	3				5	16
South Australia Police	1		1	1	2	16
Tasmania Police	1	1				1
Victoria Police	3	4			3	5
Western Australia Police	5	3			1	4
<b>Total</b>	<b>23</b>	<b>14</b>	<b>13</b>	<b>11</b>	<b>35</b>	<b>82</b>

## Appendix F: Employee statistics (continued)

### APS staff employment capacity by location as at 30 June

Location	Full-time		Part-time		Casual	
	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16
Sydney	116	107	17	21	1	2
Canberra	182	188	19	18		
Melbourne	96	92	14	13		2
Brisbane	70	75	7	9	2	2
Adelaide	21	21	10	9		1
Perth	23	26	2	2		
Darwin			1	1		
Hobart		1				
Dubai		1				
Hong Kong		1				
Washington		3				
<b>Total</b>	<b>508</b>	<b>515</b>	<b>70</b>	<b>73</b>	<b>3</b>	<b>7</b>

Note: Our Alice Springs office closed on 30 June 2014, and one of the three staff members in Washington as at 30 June was on a short-term deployment.

### APS staff by classification as at 30 June

Classification	Classification totals	
	2014–15	2015–16
APS 1		2
APS 2	2	1
APS 3	32	35
APS 4	84	86
APS 5	80	75
APS 6	88	91
EL 1	205	219
EL 2	74	72
SES Band 1	8	7
SES Band 2	2	1
CEO	1	1
Examiner	5	5
<b>Total</b>	<b>581</b>	<b>595</b>

APS staff by classification and location as at 30 June

Classification	Sydney		Canberra		Melbourne		Brisbane	
	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16
APS 1				2				
APS 2							1	
APS 3	7	5	2	8	11	10	5	7
APS 4	24	24	29	36	13	11	16	13
APS 5	26	21	29	25	11	12	9	10
APS 6	13	15	42	42	18	15	6	7
EL 1	51	52	57	56	44	45	29	36
EL 2	12	10	33	31	10	12	11	11
SES Band 1		1	6	5	1	1	1	1
SES Band 2			2	1				
CEO			1	1				
Examiner	1	1			2	2	1	1
<b>Total</b>	<b>134</b>	<b>129</b>	<b>201</b>	<b>207</b>	<b>110</b>	<b>108</b>	<b>79</b>	<b>86</b>

Classification	Adelaide		Perth		Darwin		Hobart	
	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16
APS 1								
APS 2	1	1						
APS 3	4	4	3	1				
APS 4	1	1	1	1				
APS 5	5	4		2				1
APS 6	5	5	4	5				
EL 1	9	9	14	17	1	1		
EL 2	5	6	3	2				
SES Band 1								
SES Band 2								
CEO								
Examiner	1	1						
<b>Total</b>	<b>31</b>	<b>31</b>	<b>25</b>	<b>28</b>	<b>1</b>	<b>1</b>		<b>1</b>

## Appendix F: Employee statistics (continued)

### APS staff by classification and location as at 30 June (continued)

Classification	Dubai		Washington		Hong Kong	
	2014–15	2015–16	2014–15	2015–16	2014–15	2015–16
APS 1						
APS 2						
APS 3						
APS 4						
APS 5						
APS 6		1		1		
EL 1				2		1
EL 2						
SES Band 1						
SES Band 2						
CEO						
Examiner						
<b>Total</b>		<b>1</b>		<b>3</b>		<b>1</b>

Note: One of the three staff members in Washington as at 30 June was on a short-term deployment.

### APS staff gender distribution by classification as at 30 June

Classification	Women		Men	
	2014–15	2015–16	2014–15	2015–16
APS 1		1		1
APS 2	1	1	1	
APS 3	27	30	5	5
APS 4	54	60	30	26
APS 5	59	52	21	23
APS 6	49	55	39	36
EL 1	64	68	141	151
EL 2	27	24	47	48
SES Band 1			8	7
SES Band 2	1		1	1
CEO			1	
Examiner	1	1	4	4
<b>Total</b>	<b>283</b>	<b>292</b>	<b>298</b>	<b>302</b>

### APS staff turnover as at 30 June

Termination reason	2014–15	2015–16
Move to other APS agency	16	41
Resignation	23	34
Voluntary redundancy	14	4
Retired after age 55	5	3
Invalidity retirement	1	1
Completed non-ongoing contract	4	7
Retired under section 37 (SES)		
Early termination of non-ongoing contract	1	
Involuntary redundancy	4	2
Loss of qualification (section 29 3b of the Public Service Act)	1	
Death of employee		1
<b>Total</b>	<b>69</b>	<b>93</b>



## Appendix F: Employee statistics (continued)

### Ongoing and non-ongoing APS employees as at 30 June 2016

Category	Ongoing	Non-ongoing
<b>Classification level</b>		
APs 1		2
APS 2	1	
APS 3	30	5
APS 4	76	10
APS 5	73	2
APS 6	87	4
EL 1	211	8
EL 2	69	3
SES Band 1	7	
SES Band 2	1	
CEO		1
Examiner		5
<b>Full-time/Part-time status</b>		
Full-time	486	29
Part-time	69	11
<b>Gender</b>		
Male	282	22
Female	273	18
<b>Location</b>		
Sydney	107	23
Canberra	188	18
Melbourne	92	15
Brisbane	75	11
Adelaide	27	4
Perth	26	2
Darwin	1	
Dubai	1	
Hobart	1	
Hong Kong	1	
Washington	3	

Note: One of the three staff members in Washington as at 30 June was on a short-term deployment.

### Staff who identify as Indigenous as at 30 June

Year	Ongoing	Non-ongoing
2014–15	9	
2015–16	9	2

# Glossary

## Amphetamine-type stimulants

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

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

## Benzaldehyde

Benzaldehyde is a precursor chemical used in the phenyl-2-propanone (P2P) method of methylamphetamine production.

## Coercive powers

See 'special powers'.

## Commonwealth Organised Crime Strategic Framework

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

## Controlled operation

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

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

## Criminal intelligence systems

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

## Desk (ALEIN)

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

## Determination

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

# Glossary (continued)

## **Disruption/disrupt criminal activity**

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

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

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

## **Entity**

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

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

## **Environment hardening/hardening the environment**

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

## **Estimated street value**

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

## **(ACC) Examinations**

ACC 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.

## **(ACC) Examiners**

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

## **Federally relevant criminal activity**

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

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

### **Fusion (ACC-led National Criminal Intelligence Fusion Capability)**

The ACC was allocated \$14.5 million over four years from 2010–11 to develop the multi-agency Fusion capability. This initiative involves bringing together expert investigators and analysts from across the full range of law enforcement, national security and related agencies to enable greater criminal intelligence analysis and sharing.

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

### **Harms assessment**

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

### **Intelligence—strategic, operational and tactical**

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

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

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

### **Isosafrole**

Isosafrole is an organic compound that is used in the fragrance industry. It is used illicitly in the manufacture of MDMA.

### **Ketamine**

Ketamine is a general anaesthetic clinically used in medical and veterinary settings. It is used illicitly for its sedative and hallucinogenic effects.

### **MDA (3,4-methylenedioxyamphetamine)**

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

### **MDMA (3,4-methylenedioxymethamphetamine)**

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

### **National Criminal Intelligence Priorities**

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

### **National Organised Crime Response Plan 2015–18**

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

# Glossary (continued)

## Organised Crime Threat Assessment

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

## Picture of Criminality in Australia

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

## Serious and organised crime

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

## Special investigation

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

## Special operation

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

## Special (coercive) powers

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

## Target

The term is used in two contexts:

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

# Acronyms and abbreviations

ACC	Australian Crime Commission
ACC Act	<i>Australian Crime Commission Act 2002</i>
ACIC	Australian Criminal Intelligence Commission
ACID	Australian Criminal Intelligence Database
ACIF	Australian Criminal Intelligence Forum
ACLEI	Australian Commission for Law Enforcement Integrity
AIC	Australian Institute of Criminology
AFP	Australian Federal Police
AGICC	Australian Gangs Intelligence Coordination Centre
ALEIN	Australian Law Enforcement Intelligence Network
APS	Australian Public Service
ANZPAA	Australia New Zealand Policing Advisory Agency
EL1 and EL2	Executive Level 1 and Executive Level 2
FATF	Financial Action Task Force
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of information
ICT	Information and communication technology
JAG	Joint Analyst Group
JMG	Joint Management Group
KPI	Key Performance Indicator
MDA	3,4-methylenedioxyamphetamine
MDMA	3,4-methylenedioxymethamphetamine
PBS	Portfolio Budget Statement
SES	Senior Executive Service

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