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APPENDICES



# Appendix A: agency resource statement

	Actual available appropriation 2019 \$'000	Payments made 2019 \$'000	Balance remaining 2019 \$'000
<b>ORDINARY ANNUAL SERVICES<sup>1</sup></b>			
Departmental appropriation			
Prior year appropriation <sup>2</sup>	51 051	51 051	-
2018–19 appropriation	435 196*	387 636	47 560
Section 74 relevant agency receipts <sup>3</sup>	43 188	38 125	5063
2018–19 capital budget	85 572*	65 572	20 000
Cash on hand	23 552	35	23 517
<b>Total ordinary annual services</b>	<b>638 559</b>	<b>542 419</b>	<b>96 140</b>
<b>OTHER SERVICES</b>			
Departmental non-operating <sup>4</sup>			
Equity injections	5367*	367	5000
<b>Total other services</b>	<b>11 765</b>	<b>6765</b>	<b>5000</b>
<b>TOTAL NET RESOURCING AND PAYMENTS FOR ASIO</b>	<b>650 324</b>	<b>549 184</b>	

<sup>1</sup> Appropriation Act (No. 1) and Appropriation Act (No. 3).

<sup>2</sup> Includes an amount of \$15.0m from 2017–18 for the Departmental Capital Budget.

For accounting purposes this amount has been designated as 'contributions by owners'.

<sup>3</sup> \$21.283m per Portfolio Budget Statement plus \$21.905m underestimate at time of PBS.

<sup>4</sup> Appropriation Act (No. 2) and Appropriation Act (No. 4).

\* As per Portfolio Budget Statements including adjustments made at Additional Estimates and reductions under section 51 of the PGPA Act.

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# Appendix B: expenses by outcomes

Outcome 1: To protect Australia, its people and its interests from threats to security through intelligence collection, assessment and advice to Government.	Budget* 2019 \$'000	Actual expenses 2019 \$'000	Variation 2019 \$'000
<b>Program 1.1: Security Intelligence</b>			
Departmental expenses			
Appropriation <sup>1</sup>	435 196	435 196	-
Expenses not requiring appropriation in the budget year	104 211	91 082	(13 129)
<b>Total for Program 1.1</b>	<b>539 407</b>	<b>526 278</b>	<b>(13 129)</b>
<b>Total expenses for Outcome 1</b>	<b>539 407</b>	<b>526 278</b>	<b>(13 129)</b>

\* As per Portfolio Budget Statements including adjustments made at Additional Estimates and reductions under section 51 of the PGPA Act.

<sup>1</sup> Ordinary annual services (Appropriation Act Nos 1 and 3 including reductions under section 51 of the PGPA Act) and Retained Revenue Receipts under section 74 of the PGPA Act 2013.

# Appendix C: executive remuneration

## Information about remuneration for key management personnel

Name	Position title	Short-term benefits				Post-employment benefits		Other long-term benefits		Termination benefits	Total remuneration
		Base salary <sup>1</sup>	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave <sup>2</sup>	Other long-term benefits	Long service leave <sup>2</sup>	Other long-term benefits		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Duncan Lewis	Director-General <sup>3</sup>	534 013	0	43 821	96 638	129 492	0	0	0	0	803 964
Heather Cook	Deputy Director-General	389 093	0	5 039	66 178	37 257	0	0	0	0	497 566
Wendy Southern	Deputy Director-General <sup>4</sup>	428 269	0	5 039	63 962	10 940	0	0	0	0	508 210
Peter Vickery	Deputy Director-General	337 133	0	36 809	64 066	54 845	0	0	0	0	492 852
Name withheld <sup>5</sup>	Chief Transformation Officer <sup>6</sup>	213 327	0	25 133	44 162	33 611	0	0	0	0	316 234

<sup>1</sup> Includes base salary, salary-related allowances and annual leave calculated in accordance with Department of Finance requirements: *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*.

<sup>2</sup> Does not represent one year's leave accrual at officer's current salary. Value is in accordance with Department of Finance requirements: *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*. This may result in a negative leave figure where an officer resigns during the year and leave is paid out on termination.

<sup>3</sup> The remuneration in this table differs from that shown in *Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2018* because the Department of Finance (in *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*) specifies a different basis of determining the value of annual and long service leave, and superannuation.

<sup>4</sup> The remuneration in this table differs from that disclosed in ASIO's financial statements as at 30 June 2019. Additional information was received from the seconded's home agency after the financial statements were finalised.

<sup>5</sup> ASIO Chief Transformation Officer (CTO) is a non-declared officer. To comply with section 92 of the *ASIO Act 1979* and the determination issued to ASIO under Section 105D of the *Public Governance Performance and Accountability Act 2013*, the CTO's name has not been provided in the annual report.

<sup>6</sup> 1 July 2018 to 27 April 2019.





### Information about remuneration for senior executives

Remuneration band	Number of senior executives	Short-term benefits			Post-employment benefits			Other long-term benefits			Termination benefits		Total remuneration
		Average base salary <sup>1</sup>	Average bonuses	Average other benefits and allowances	Average superannuation contributions	Average long service leave <sup>2</sup>	Average other long-term benefits	Average termination benefits	Average long-term benefits	Average termination benefits	Average termination benefits	Average termination benefits	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
\$0 to \$220 000	26	71 192	0	3115	11 771	-2783	0	0	0	0	0	0	83 294
\$220 001 to \$245 000	4	174 073	0	3976	23 108	28 336	0	0	0	0	0	0	229 492
\$245 001 to \$270 000	5	194 800	0	14 070	39 407	13 557	0	0	0	0	0	0	261 832
\$270 001 to \$295 000	12	218 667	0	12 029	39 554	17 429	0	0	0	0	0	0	287 679
\$295 001 to \$320 000	21	219 918	0	14 107	39 488	31 429	0	0	0	0	0	0	304 941
\$320 001 to \$345 000	5	247 008	0	16 375	41 281	27 323	0	0	0	0	0	0	331 987
\$345 001 to \$370 000	4	265 046	0	11 549	51 638	30 789	0	0	0	0	0	0	359 021
\$370 001 to \$395 000	4	286 906	0	18 497	48 746	25 037	0	0	0	0	0	0	379 187
\$420 001 to \$445 000	1	327 316	0	30 732	52 477	28 683	0	0	0	0	0	0	439 208
\$445 001 to \$470 000	1	362 375	0	9206	53 882	26 138	0	0	0	0	0	0	451 602
\$495 001 to \$520 000	1	397 984	0	44 527	41 425	27 276	0	0	0	0	0	0	511 212

<sup>1</sup> Includes base salary, salary-related allowances and annual leave calculated in accordance with Department of Finance requirements; *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports.*

<sup>2</sup> Does not represent one year's leave accrual at officer's current salary. Value is in accordance with Department of Finance requirements; *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports.* This may result in a negative leave figure where an officer resigns during the year and leave is paid out on termination.

### Information about remuneration for other highly paid staff

Remuneration band	Number of highly paid staff	Short-term benefits			Post-employment benefits			Other long-term benefits			Termination benefits		Total remuneration
		Average base salary <sup>1</sup>	Average bonuses	Average other benefits and allowances	Average superannuation contributions	Average long service leave <sup>2</sup>	Average other long-term benefits	Average termination benefits	Average total remuneration				
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
\$220 001 to \$245 000	30	178 139	0	4671	29 096	20 708	0	0	0	0	0	0	232 615
\$245 001 to \$270 000	7	202 495	0	5574	30 526	17 538	0	0	0	0	0	0	256 134
\$270 001 to \$295 000	7	228 563	0	10 067	27 549	19 057	0	0	0	0	0	0	285 236
\$295 001 to \$320 000	2	251 163	0	2395	29 013	15 104	0	0	0	0	0	0	297 675
\$320 001 to \$345 000	3	249 993	0	43 053	29 411	11 327	0	0	0	0	0	0	333 784
\$345 001 to \$370 000	2	293 604	0	28 477	27 064	14 146	0	0	0	0	0	0	363 291
\$420 001 to \$445 000	1	339 869	0	51 019	29 375	10 873	0	0	0	0	0	0	431 136

<sup>1</sup> Includes base salary, salary-related allowances and annual leave calculated in accordance with Department of Finance requirements: *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*.

<sup>2</sup> Does not represent one year's leave accrual at officer's current salary. Value is in accordance with Department of Finance requirements: *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*. This may result in a negative leave figure where an officer resigns during the year and leave is paid out on termination.

# Appendix D: ASIO's salary classification structure

## Senior Executive Service

SES Band 3	\$324 136 minimum point
SES Band 2	\$252 195 minimum point
SES Band 1	\$201 756 minimum point

## Senior employees

AEE3	\$155 230
AEE2	\$131 172–155 230
AEE1	\$114 445–127 893

## Employees

AE6	\$90 042–101 459
AE5	\$81 464–87 451
AE4	\$74 229–79 658
AE3	\$65 650–71 746
AE2	\$57 749–63 952
AE1	\$49 837–55 352

## Intelligence employees

IE	\$90 042–101 459
IE trainees	\$81 464–95 912

## Information technology employees

SITEA	\$155 230
SITEB	\$131 172–155 230
SITEC	\$114 445–127 893
ITE2	\$90 042–101 459
ITE1	\$78 421–86 215

## Engineers

SIE(E)5	\$155 230
SIE(E)4	\$131 172–155 230
SIE(E)3	\$114 445–127 893
SIE(E)2	\$90 042–101 459
SIE(E)1	\$78 421–86 215

Notes: Figures at 30 June 2019. The salary figures include a 7.5 per cent service allowance. The service allowance is paid to all employees and recognises the imposition of security, professional and personal restrictions applicable to working in ASIO.



## Appendix E: workforce statistics

### Full-time equivalent actual

2017–18	<b>1814.9</b>
2018–19	<b>1876.6</b>

### Head count of staff by load and employment status

	2017–18			2018–19		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Full-time	1640	10	<b>1650</b>	1681	9	<b>1690</b>
Part-time	260	21	<b>281</b>	280	16	<b>296</b>
<b>Total</b>	<b>1900</b>	<b>31</b>	<b>1931</b>	<b>1961</b>	<b>25</b>	<b>1986</b>

Notes:

- Data includes the Director-General.
- Non-ongoing employees do not include locally engaged staff and secondees.
- Non-ongoing employees data reported in the 2018–19 annual report does not include casuals, as per Department of Finance requirements. The data reported in the 2017–18 annual report includes casuals.

### Head count of staff by gender and employment status

	2017–18			2018–19		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Female	882	8	<b>890</b>	918	6	<b>924</b>
Male	1018	23	<b>1041</b>	1043	19	<b>1062</b>
<b>Total</b>	<b>1900</b>	<b>31</b>	<b>1931</b>	<b>1961</b>	<b>25</b>	<b>1986</b>

Notes:

- Data includes the Director-General.
- Non-ongoing employees do not include locally engaged staff and secondees.
- Non-ongoing employees data reported in the 2018–19 annual report does not include casuals, as per Department of Finance requirements. The data reported in the 2017–18 annual report includes casuals.

## Head count of employees by classification and employment status

		2017–18			2018–19		
		Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Senior Executive Service	Director-General	1	0	<b>1</b>	1	0	<b>1</b>
	SES Band 3	4	0	<b>4</b>	4	0	<b>4</b>
	SES Band 2	12	0	<b>12</b>	13	0	<b>13</b>
	SES Band 1	37	2	<b>39</b>	46	1	<b>47</b>
Senior officers	AEE2/3	187	5	<b>192</b>	185	3	<b>188</b>
	AEE1	407	5	<b>412</b>	483	5	<b>488</b>
Employees	AE1 to AE6 (including technical specialists)	1252	19	<b>1271</b>	1229	16	<b>1245</b>

- Notes:
- Data includes the Director-General.
  - Non-ongoing employees do not include locally engaged staff and secondees.
  - Non-ongoing employees data reported in the 2018–19 annual report does not include casuals, as per Department of Finance requirements. The data reported in the 2017–18 annual report includes casuals.

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## Head count of employees by location and employment status

		2017–18			2018–19		
		Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Canberra-based		1358	23	<b>1381</b>	1413	18	<b>1431</b>
Other locations		542	8	<b>550</b>	548	7	<b>555</b>

- Notes:
- Data includes the Director-General.
  - Non-ongoing employees do not include locally engaged staff and secondees.
  - Non-ongoing employees data reported in the 2018–19 annual report does not include casuals, as per Department of Finance requirements. The data reported in the 2017–18 annual report includes casuals.
  - In order to avoid prejudice to ASIO’s activities, a detailed breakdown of ASIO employee locations in Australian states and territories outside Canberra and overseas has not been provided in the annual report tabled in parliament. A figure for the total number of employees located outside Canberra is provided at ‘Other locations’.

## Diversity of ASIO employees showing head count and percentage

	2017–18		2018–19	
Available data	1816	92.5%	1883	94.8%
Identify as Indigenous	9	0.5%	7	0.4%
People with a disability	20	1.1%	21	1.1%
Non-English-speaking background	330	18.2%	362	19.2%

- Notes:
- Percentage of available data calculated using the total head count.
  - Percentages of employees identifying as Indigenous, with a disability, or from a non-English-speaking background calculated using the head count of available data.
  - Data includes the Director-General and excludes secondees, locally engaged staff and contractors.
  - Provision of EEO data is voluntary. Data is considered 'available' if a staff member has provided information on at least one diversity category.

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## Appendix F: work health and safety

ASIO is committed to providing a safe working environment, promoting a positive safety culture and ensuring the health, safety and welfare of our staff.

A strategic review of health and safety programs and performance undertaken in 2016–17 has guided improvements to systems and governance arrangements. In particular, we reformed our consultative safety governance framework to improve safety risk outcomes across the business. We are leveraging these arrangements to align our safety risk management strategies and procedures, which will reinforce our ongoing compliance with and commitment to continual improvement.

Consistent with the *Work Health and Safety Act 2011* and the *Safety, Rehabilitation and Compensation Act 1988*, we have a preventative and early intervention approach to managing compensation and rehabilitation. We have reduced our workers compensation premium, while ensuring quality rehabilitation assistance for staff. No areas of non-compliance were identified in 2018–19, and we continued to enhance processes and maintain a positive relationship with Comcare.

We provided programs to support the physical and psychological health and safety of our staff. Our health and wellbeing program delivered cost-effective prevention initiatives, including an annual influenza vaccination program, a visual health initiative and mental health awareness activities.

In line with legislated notification obligations, ASIO reported one incident to Comcare in 2018–19. Comcare subsequently confirmed the incident was appropriately investigated and resolved. No notices were issued to ASIO under the *Work Health and Safety Act 2011*.

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## Appendix G: advertising and market research

### Recruitment

We are committed to developing and implementing strategies to attract and select the right people at the right time for ASIO. In 2018–19 we had a greater focus on outreach to various markets and universities in combination with tailored marketing and advertising, in particular for non-intelligence related roles. At the time of reporting, ASIO had expended \$975 556 towards marketing and advertising for recruitment activities and campaigns in the 2018–19 financial year.

We continue to partner closely with universities in Science, Technology, Engineering and Mechanics (STEM)–related fields to increase our technical capability through our Future Technologist Graduate Program. The entry-level Information Technology and Information Management traineeships provide an additional pathway for school leavers into the technology field in ASIO.

The dynamic labour market and the lengthy timeframes involved in recruiting staff for employment in our high-security work environment remain a challenge for ASIO. That said, work continued in 2018–19 to review and enhance processes to respond to these challenges. In 2019–20 we will seek to expand our graduate programs and introduce a corporate stream to provide a career pathway in functions such as finance, human resources, procurement and legal.

Non-intelligence roles remain an integral part of our recruitment focus, to provide support and partnerships to our core intelligence functions.

This entry also addresses subsection 17AH(1)(a) 'Other mandatory information' of the Public Governance, Performance and Accountability Rule 2014.

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# Appendix H: ecologically sustainable development and environmental performance

## Environmental performance

ASIO is committed to reducing its carbon footprint and improving environmental performance.

In 2018–19 we achieved the following:

- ▶ reduced ASIO's total energy consumption by 255 853 kilowatt hours through the use of solar panels, saving approximately \$38 500 and 234.8 tonnes of carbon emissions;
- ▶ used 15 054 kilolitres of captured stormwater for irrigation and toilet flushing, reducing reliance on potable and bore water and saving approximately \$74 000 of potable water;
- ▶ used 1793 kilolitres of bore water for irrigation and toilet flushing, reducing reliance on potable water and saving approximately \$8373 of potable water;
- ▶ recycled 12 612 kilograms of waste, including paper products, printer toner cartridges, batteries, scrap metal and fluorescent tubes;
- ▶ participated in the 12th consecutive Earth Hour event; and
- ▶ reduced our consumption of grid electricity through energy-saving initiatives, including
  - a 3.2 per cent reduction in energy consumption compared with the previous financial year—a saving of 828 000 kilowatt hours
  - the conversion of car park lighting to LED luminaires
  - improved Uninterrupted Power Supply efficiency through matching building loads, which reduces energy consumption
  - the fine tuning of the Building Management Control Systems, reducing air-conditioning energy and potable water consumption.

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# Appendix I: report of the Independent Reviewer of Adverse Security Assessments

The Independent Reviewer, **Robert Cornall AO**, conducts an independent advisory review of ASIO adverse security assessments furnished to the Department of Home Affairs on persons who remain in immigration detention having been found by the department to be owed protection obligations under international law and to be ineligible for a permanent protection visa or who have had their permanent protection visa cancelled because they are the subject of an adverse security assessment.

The Independent Reviewer's previous term of appointment expired on 1 September 2018. He was reappointed for a further term of two years expiring on 26 March 2021.

The Independent Reviewer's terms of reference and other relevant information are available at [www.ag.gov.au/asareview](http://www.ag.gov.au/asareview).

The terms of reference provide for an initial primary review of each adverse security assessment and subsequent periodic reviews every 12 months thereafter while the individual remains in detention and ineligible to hold a visa because they are subject of an adverse security assessment.

In performing his task, the Independent Reviewer examines all ASIO material that ASIO relied on in making the adverse assessment as well as other relevant material, which may include submissions or representations made by the eligible person. The Independent Reviewer closely

considers the overall security environment, which is informed by ASIO's contemporary assessment of security threats, and any changes to the applicant's circumstances or ideology during their time in detention.

As at 30 June 2019, the Independent Reviewer had two adverse security assessments under consideration.

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# Appendix J: report on use of questioning warrants and questioning and detention warrants

ASIO is required under section 94 of the ASIO Act to provide in its annual report details of its use of questioning warrants and questioning and detention warrants during the reporting period. The details are provided in the following table.

Subsection	Description	2016–17	2017–18	2018–19
94(1)(a)	The total number of requests made under Division 3 of Part III to issuing authorities for the issue of warrants under that division during this reporting period	0	0	0
94(1)(b)	The total number of warrants issued under that division during this reporting period	0	0	0
94(1)(c)	The total number of warrants issued under section 34E during this reporting period	0	0	0
94(1)(d)	The number of hours each person appeared before a prescribed authority for questioning under a warrant issued under section 34E, and the total of all those hours for all those persons, during this reporting period	0	0	0
94(1)(e)	The total number of warrants issued under section 34G during this reporting period	0	0	0
94(1)(f)(i)	The number of hours each person appeared before a prescribed authority for questioning under a warrant issued under section 34G during this reporting period	0	0	0
94(1)(f)(ii)	The number of hours each person spent in detention under such a warrant during this reporting period	0	0	0
94(1)(f)(iii)	The total of all those hours for all those persons during this reporting period	0	0	0
94(1)(g)	The number of times each prescribed authority had persons appear for questioning before them under warrants issued during this reporting period	0	0	0

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# List of annual report requirements under schedule 2 of the Public Governance, Performance and Accountability Rule

Below is the table set out in Schedule 2 of the Public Governance, Performance and Accountability (PGPA) Rule. Subsection 17AJ(d) of the Rule requires annual reports of Australian Government entities to include this table as an aid for accessibility.

PGPA Rule reference	Description	Requirement	Part of this report
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
17AI	A copy of the letter of transmittal signed and dated by an accountable authority on the date final text was approved, with a statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements of the annual report	Mandatory	Letter of transmittal
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	Table of contents	Mandatory	Preliminaries
17AJ(b)	Alphabetical index	Mandatory	Appendices
17AJ(c)	Glossary of abbreviations and acronyms	Mandatory	Appendices
17AJ(d)	List of requirements	Mandatory	Appendices
17AJ(e)	Details of contact officer	Mandatory	Preliminaries
17AJ(f)	Entity's website address	Mandatory	Preliminaries
17AJ(g)	Electronic address of report	Mandatory	Preliminaries
<b>17AD(a)</b>	<b>Review by an accountable authority</b>		
17AD(a)	A review by the entity's accountable authority	Mandatory	Part 1
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	A description of the entity's role and functions	Mandatory	Part 2
17AE(1)(a)(ii)	A description of the entity's organisational structure	Mandatory	Part 2
17AE(1)(a)(iii)	A description of the entity's outcomes and programs administered	Mandatory	Part 2
17AE(1)(a)(iv)	A description of the entity's purposes as included in corporate plan	Mandatory	Part 2

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PGPA Rule reference	Description	Requirement	Part of this report
17AE(1)(b)	An outline of the structure of the portfolio of the entity	Mandatory for portfolio departments	N/A
17AE(2)	Where the 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 reporting period, details of the variation and reasons for changes are provided	If applicable, mandatory	N/A
<b>17AD(c)</b>	<b>Report on the performance of the entity</b> <i>Annual performance statements</i>		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule.	Mandatory	Part 4
<b>17AD(c)(ii)</b>	<b>Report on financial performance</b>		
17AF(1)(a)	A discussion and analysis of the entity's financial performance	Mandatory	Part 4
17AF(1)(b)	A table summarising the entity's total resources and total payments	Mandatory	Appendices A and B
17AF(2)	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes are provided, 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 for the loss; and any matter or circumstances that can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory	N/A
<b>17AD(d)</b>	<b>Management and accountability</b> <i>Corporate governance</i>		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	Letter of transmittal and Part 5
17AG(2)(b)(i)	Certification by an accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	Letter of transmittal
17AG(2)(b)(ii)	A certification by an 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	Letter of transmittal

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PGPA Rule reference	Description	Requirement	Part of this report
17AG(2)(b)(iii)	Certification by an accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	Letter of transmittal
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	Part 5
17AG(2)(d)–(e)	A statement of significant issues reported to the minister under paragraph 19(1)(e) of the PGPA Act that relates to non-compliance with finance law and action taken to remedy non-compliance	If applicable, mandatory	N/A
	<b>External scrutiny</b>		
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	Part 5
17AG(3)(a)	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	Part 5
17AG(3)(b)	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	N/A
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Part 5
	<b>Management of human resources</b>		
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	Part 5
17AG(4)(a)(a)	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 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; and</li> <li>▶ statistics on employees who identify as Indigenous</li> </ul>	Mandatory	Appendix E

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PGPA Rule reference	Description	Requirement	Part of this report
17AG(4)(b)	<p>Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:</p> <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	N/A
17AG(4)(c)	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	Part 5
17AG(4)(c)(i)	Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AD(4)(c)	Mandatory	Appendix E
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level	Mandatory	Appendix D
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees	Mandatory	N/A
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	N/A
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	N/A
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	N/A
17AG(4)(d)(iv)	Information on the aggregate amount of performance payments	If applicable, mandatory	N/A
	<b>Assets management</b>		
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	N/A
	<b>Purchasing</b>		
17AG(6)	An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	Part 5



PGPA Rule reference	Description	Requirement	Part of this report
<b>Consultants</b>			
17AG(7)(a)	A summary statement detailing the number of new contracts engaging consultants entered into during the reporting period; the total actual expenditure (inclusive of GST) on all new consultancy contracts entered into during this reporting period; the number of ongoing consultancy contracts that were entered into during the previous reporting period; and the total actual expenditure (inclusive of GST) on the ongoing consultancy contracts in this reporting period	Mandatory	Part 5
17AG(7)(b)	A statement that, 'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active, involving total actual expenditure of \$[specified million]'	Mandatory	Part 5
17AG(7)(c)	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged	Mandatory	Part 5
17AG(7)(d)	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	Part 5
<b>Australian National Audit Office access clauses</b>			
17AG(8)	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	Part 5
<b>Exempt contracts</b>			
17AG(9)	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 Freedom of Information Act (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	Part 5

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PGPA Rule reference	Description	Requirement	Part of this report
<b>Small business</b>			
17AG(10)(a)	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	Part 5
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	Part 5
17AG(10)(c)	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 Treasury's website'	If applicable, mandatory	Part 5
<b>Financial statements</b>			
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act	Mandatory	Part 6
<b>Executive remuneration</b>			
17AD(da)	Information about executive remuneration in accord with Subdivision C of Division 3A of part 2-3 of the Rule	Mandatory	Appendix C
<b>17AD(f) Other mandatory information</b>			
17AH(1)(a)(i)	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	Part 5 and Appendix G
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	N/A
17AH(1)(b)	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	N/A
17AH(1)(c)	An outline of mechanisms of disability reporting, including reference to a website for further information	Mandatory	Part 5

PGPA Rule reference	Description	Requirement	Part of this report
17AH(1)(d)	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found	Mandatory	N/A (FOI exempt)
17AH(1)(e)	Correction of material errors in the previous annual report	If applicable, mandatory	
17AH(2)	Information required by other legislation	Mandatory	Appendices

A

# List of annual report requirements under other legislation

ASIO is required by section 94 of the ASIO Act to include in its annual report, details on its use of questioning and questioning and detention warrants; special intelligence operation authorities; authorisations for access to telecommunications data; technical assistance requests, technical assistance notices and technical capability notices; and special powers under warrant.

Requirement	Refer to
Statement on use of questioning warrants and questioning and detention warrants	Appendix J
Statement on use of special intelligence operation authorities	Appendix K
Statement on use of authorisations for access to telecommunications data	Appendix L
Statement on use of technical assistance requests, technical assistance notices and technical capability notices	Appendix M
Statement on use of special powers under warrant	Appendix N

To comply with the determination issued to ASIO by the Minister for Finance under section 105D of the *Public Governance Performance and Accountability Act 2013*, appendices K, L, M and N have been deleted from the version of the annual report tabled in parliament to avoid prejudice to ASIO’s activities.

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# Abbreviations and short forms

## A

AASB—Australian Accounting Standards Board

AASB 9—Australian Accounting Standards Board Standard ‘Financial Instruments’

AASB 119—Australian Accounting Standards Board Standard ‘Employee Benefits’

AAT—Administrative Appeals Tribunal

ACSC—Australian Cyber Security Centre

ADIC—ASIO Diversity and Inclusion Committee

AE—ASIO employee

AEE—ASIO executive employee

AFP—Australian Federal Police

AGSVA—Australian Government Security Vetting Agency

ANZCTC—Australia-New Zealand Counter-Terrorism Committee

APS—Australian Public Service

ARC—Audit and Risk Committee

ASIC—Aviation Security Identification Card

ASIO Act—*Australian Security Intelligence Organisation Act 1979*

ASIO—Australian Security Intelligence Organisation

ASIO-T4—ASIO’s Protective Security Directorate

AUSTRAC—Australian Transaction Reports and Analysis Centre

## B

BGLU—Business and Government Liaison Unit

## C

CIC—Critical Infrastructure Centre

CPAG—Crowded Place Advisory Group

## D

DCB—Departmental Capital Budget

DISP—Defence Industry Security Program

## E

e-Learning—ASIO’s intranet-based learning software program

## F

FC—Finance Committee

FIRB—Foreign Investment Review Board

## G

GST—Goods and Services Tax

## H

HR—Human Resources

## I

IC—Intelligence Committee

IE—intelligence employees

IGIS—Inspector-General of Intelligence and Security

INSLM—Independent National Security Legislation Monitor

ISIL—Islamic State of Iraq and the Levant

ITE—information technology employee

A

**J****L**

LGBTI—lesbian, gay, bisexual, transgender, intersex

**M**

MSIC—Maritime Security Identification Card

**N**

NCFIC—National Counter Foreign Interference Coordinator

NIC—National Intelligence Community

NTAC—National Threat Assessment Centre

NV—‘Negative vetting’ security clearance

**O****P**

PBS—Portfolio Budget Statement

PGPA Act—*Public Governance, Performance and Accountability Act 2013*

PJCIS—Parliamentary Joint Committee on Intelligence and Security

PV—Top Secret ‘positive vetting’ security clearance

**S**

SCEC—Security Construction and Equipment Committee

SES—Senior Executive Service

SIE(E)—specialist intelligence employee (engineer)

SITE—senior information technology employee

STEM—Science, Technology, Engineering and Mechanics

**T**

TOLA Act—*Telecommunications and Other Legislation Amendment Act 2018*

TSSR—Telecommunications Sector Security Reforms

**U****W**

WC—Workforce Committee



# Glossary

*adverse security assessment*—ASIO recommends that a particular prescribed administrative action be taken or not taken which would be prejudicial to the interests of the person, such as the refusal of a visa or cancellation of a passport.

*communal violence*—violence between different groups or individuals in the Australian community that endangers the peace, order or good government of the Commonwealth.

*foreign interference*—activities relating to Australia that are conducted by, or on behalf of, a foreign power; are directed or subsidised by a foreign power; or are undertaken in active collaboration with a foreign power. These activities:

- (a) involve a threat to any person; or
- (b) are clandestine or deceptive and
  - are conducted for intelligence purposes
  - are conducted for the purpose of affecting political or governmental processes, or
  - are otherwise detrimental to the interests of Australia.

*espionage*—the theft of Australian information or capability by individuals either acting on behalf of a foreign power or with the intent of providing information to a foreign power in order to provide that foreign power with an advantage.

*foreign fighters*—Australians who have participated in foreign conflicts or undertaken training with extremist groups overseas.

*foreign power*—a foreign government, or an entity that is directed or controlled by a foreign government or governments, or a foreign political organisation.

*investigation*—the processes involved in collecting, correlating and evaluating information on known harmful activities and emerging security risks. The purpose of ASIO's security investigations is to develop insights that inform government decision-making and enable preventative action, including by partner agencies.

*jihadist*—commonly used as a noun to refer to a person involved in violent jihad.

*lone actor*—an individual (or small group of like-minded individuals) who conducts, or plans to conduct, a disruptive and typically violent activity for political or religious motives. At the time the action is performed, they act independently of real-world accomplices.

*malicious insiders*—trusted employees and contractors who deliberately breach their duty to maintain the security of privileged information, techniques, technology, assets or premises.

*non-prejudicial assessment*—ASIO does not have security concerns about the proposed action.

*qualified security assessment*—ASIO does not make a prejudicial recommendation but does communicate information, an opinion or advice that is, or could be, prejudicial to the interests of the person in relation to the contemplated prescribed administrative action.

*radicalisation*—the process by which an individual's beliefs move from mainstream views (those commonly accepted by the majority within a society) towards more marginal views (those less widely accepted or not accepted by the majority within a society). Radicalisation occurs across a spectrum, and some individuals may become radicalised sufficiently to advocate or use violence to effect societal or political change.

*terrorism*—a tactic that can be employed by any group or individual determined to use violence to achieve or advance a political goal.

*violent extremism*—any ideology or world view that is advanced through the use of violence; violent extremism is unlawful.

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