

A

Appendices



# Appendix A: ASIO resource statement

	Actual available appropriation 2020 \$'000	Payments made 2020 \$'000	Balance remaining 2020 \$'000
<b>Departmental</b>			
Annual appropriations—ordinary annual services <sup>1</sup>			
Prior year appropriation	72 623	72 623	-
Departmental appropriation <sup>2</sup>	473 011	390 013	82 998
Section 74 external revenue <sup>3</sup>	22 776	22 776	-
Departmental capital budget <sup>4</sup>	61 329	49 829	11 500
Cash on hand	23 517	7257	16 260
Annual appropriations—other services—non-operating <sup>5</sup>			
Prior year appropriation	5000	5000	-
Equity injections	10 870	3350	7520
<b>Total net resourcing and payments for ASIO</b>	<b>669 126</b>	<b>550 848</b>	<b>118 278</b>

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

<sup>2</sup> Excludes departmental capital budget (DCB)

<sup>3</sup> External receipts under section 74 of the *Public Governance, Performance and Accountability Act 2013*

<sup>4</sup> Departmental capital budgets are not separately identified in Supply Act (No.1), Appropriation Act (No.1) and Appropriation Act (No.3) and form part of ordinary annual services items. For accounting purposes, this amount has been designated as a 'contribution by owner'.

<sup>5</sup> Supply Act (No.2), Appropriation Act (No.2) & Appropriation Act (No.4)

## 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* 2020 \$'000	Actual expenses 2020 \$'000	Variation 2020 \$'000
<b>Program 1.1: Security Intelligence</b>			
Departmental expenses			
Departmental appropriation	485 242	424 815	60 427
Section 74 external revenue <sup>1</sup>	23 671	22 776	895
Expenses not requiring appropriation in the budget year <sup>2</sup>	92 076	139 718	(47 642)
<b>Total for Program 1.1</b>	<b>600 989</b>	<b>587 309</b>	<b>13 680</b>
<b>Total expenses for Outcome 1</b>	<b>600 989</b>	<b>587 309</b>	<b>13 680</b>

\* Full-year budget, including any subsequent adjustments made at Additional Estimates and reductions under *Public Governance, Performance and Accountability Act 2013* section 51

<sup>1</sup> Expenses incurred in relation to receipts retained under *Public Governance, Performance and Accountability Act 2013* section 74

<sup>2</sup> Expenses not requiring appropriation in the budget year are depreciation, amortisation expenses and resources received free of charge.

# Appendix C: executive remuneration

## Key management personnel remuneration

Categories of ASIO key management personnel include:

- the Director-General of Security;
- members of the Executive Committee;
- Senior Executive Service (SES) employees; and
- other highly paid staff.

## Remuneration policies, practices and governance

The Director-General's remuneration is set by the Remuneration Tribunal under section 13 of the *Remuneration Tribunal Act 1973*.

Remuneration of ASIO's senior executive employees is established through determinations made under section 84 of the *Australian Security Intelligence Organisation Act 1979* (ASIO Act), and guided by the Australian Government's Workplace Bargaining Policy 2018.

There were no general increases to SES remuneration during the 2019–20 reporting period.

The following tables show the remuneration for key management personnel, senior executives and other highly paid staff in 2019–20 in accordance with the Public Governance, Performance and Accountability Rule (PGPA) Rule.

Information about remuneration for key management personnel<sup>1</sup>

Name	Position title	Short-term benefits			Post-employment benefits			Termination benefits		Total remuneration
		Base salary <sup>2</sup>	Bonuses and allowances	Other benefits	Superannuation contributions	Long service leave <sup>3</sup>	Other long-term benefits	Other long-term benefits		
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Mike BURGESS	Director-General <sup>4</sup>	496 510	0	0	73 309	16 118	0	0	0	585 937
Duncan LEWIS	Director-General <sup>4</sup>	136 289	0	0	18 091	2965	0	0	0	157 346
Heather COOK	Deputy Director-General	379 246	0	3867	67 135	23 750	0	0	0	473 999
Wendy SOUTHERN	Deputy Director-General	281 518	0	3702	46 301	6531	0	0	0	338 052
Peter VICKERY	Deputy Director-General	336 903	0	34 140	64 497	7984	0	301 229	0	744 753
Hazel BENNETT	Deputy Director-General	56 265	0	0	10 129	899	0	0	0	67 293
Name withheld <sup>5</sup>	Strategic Advisor	103 387	0	876	15 627	2965	0	0	0	122 854
Name withheld <sup>6</sup>	Chief Transformation Officer	299 157	0	3867	35 502	6529	0	0	0	345 055
Name withheld <sup>7</sup>	First Assistant Director-General Strategy & Engagement	47 160	0	0	7936	757	0	0	0	55 854

<sup>1</sup> This table reflects the transition of Directors-General, and changes to associated governance arrangements during the reporting period (see p. 57).

<sup>2</sup> This 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>3</sup> This does not represent one year's leave accrual at officer's current salary. The value is in accordance with Department of Finance requirements: *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*. Discount rate variations throughout the year will affect the value.

<sup>4</sup> The pro rata remuneration in this table differs from that shown in Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2019 because the Department of Finance (in *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*) specifies a different basis for determining the value of annual and long service leave, and superannuation.

<sup>5</sup> The Strategic Advisor 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> The 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 for the *Public Governance Performance and Accountability Act 2013*, the CTO's name has not been provided in the annual report.

<sup>7</sup> The First Assistant Director General Strategy and Engagement 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 name of the First Assistant Director General Strategy and Engagement has not been provided in the annual report.

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 total remuneration			
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
\$0 to \$225 000	16	43 677	0	1 753	7 375	2 315	0	0	0	0	55 119	
\$225 001 to \$250 000	5	196 202	0	3 631	36 327	4 119	0	0	0	0	240 279	
\$250 001 to \$275 000	10	213 255	0	2 987	36 261	9 957	0	0	0	0	262 460	
\$275 001 to \$300 000	19	218 668	0	14 857	39 766	16 827	0	0	0	0	290 118	
\$300 001 to \$325 000	7	238 481	0	7 590	42 007	20 971	0	0	0	0	309 049	
\$325 001 to \$350 000	3	260 242	0	6 678	40 358	25 349	0	0	0	0	332 626	
\$350 001 to \$375 000	3	264 899	0	11 932	43 590	40 072	0	0	0	0	360 493	
\$375 001 to \$400 000	4	287 003	0	17 487	43 011	27 548	0	0	14 038	0	389 088	
\$425 001 to \$450 000	3	194 889	0	16 802	40 820	7 302	0	0	177 762	0	437 575	
\$450 001 to \$475 000	4	292 927	0	19 225	45 229	13 076	0	0	91 659	0	462 117	
\$475 001 to \$500 000	4	291 484	0	49 589	45 137	10 701	0	0	93 649	0	490 560	
\$500 001 to \$525 000	2	253 853	0	10 667	48 221	10 079	0	0	181 774	0	504 594	
\$525 001 to \$550 000	2	258 346	0	3 867	46 784	7 449	0	0	219 236	0	535 682	
\$575 001 to \$600 000	3	275 578	0	11 638	52 991	14 638	0	0	234 372	0	589 218	
\$600 001 to \$625 000	1	258 279	0	29 125	52 991	14 728	0	0	248 044	0	603 167	

<sup>1</sup> This 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> This does not represent one year's leave accrual at officer's current salary. The value is in accordance with Department of Finance requirements; Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports. Discount rate variations throughout the year will affect the value.



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			
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
\$225 001 to \$250 000	15	187 544	0	8 537	32 487	9 943	0	0	0	238 512		
\$250 001 to \$275 000	7	209 836	0	16 320	26 364	7 645	0	0	0	260 164		
\$275 001 to \$300 000	6	219 903	0	9 855	24 702	7 129	0	21 788	0	283 377		
\$300 001 to \$325 000	5	221 086	0	24 170	26 890	7 253	0	31 306	0	310 705		
\$325 001 to \$350 000	3	153 339	0	0	23 464	3 782	0	157 510	0	338 095		
\$350 001 to \$375 000	4	184 599	0	779	25 149	3 853	0	149 272	0	363 652		
\$375 001 to \$400 000	3	198 363	0	21 011	27 659	5 267	0	142 131	0	394 431		
\$400 001 to \$425 000	3	217 670	0	13 840	29 001	5 242	0	150 677	0	416 432		
\$425 001 to \$450 000	3	161 844	0	7 286	30 960	3 906	0	230 625	0	434 620		
\$450 001 to \$475 000	1	170 306	0	3 867	33 224	4 636	0	255 289	0	467 322		

<sup>1</sup> This 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> This does not represent one year's leave accrual at officer's current salary. The value is in accordance with Department of Finance requirements: *Resource management guide no. 138 Commonwealth entities executive remuneration reporting guide for annual reports*. Discount rate variations throughout the year will affect the value.



# Appendix D: ASIO's salary classification structure

## ASIO's salary classifications

Senior Executive Service	Minimum salary	Maximum salary <sup>1</sup>
SES Band 3	\$327 377	\$393 240
SES Band 2	\$254 717	\$279 500
SES Band 1	\$203 774	\$227 697
<b>Senior employees</b>		
AEE3		\$156 789
AEE2	\$132 494	\$156 789
AEE1	\$115 595	\$129 172
<b>Employees</b>		
AE6	\$90 945	\$102 480
AE5	\$82 281	\$88 333
AE4	\$74 981	\$80 464
AE3	\$66 317	\$72 466
AE2	\$58 330	\$64 597
AE1	\$50 342	\$55 911
<b>Intelligence employees</b>		
IE	\$90 945	\$102 480
IE trainees	\$82 281	\$96 879
<b>Information technology employees</b>		
SITEA		\$156 789
SITEB	\$132 494	\$156 789
SITEC	\$115 595	\$129 172
ITE2	\$90 945	\$102 480
ITE1	\$79 206	\$87 086
<b>Engineers</b>		
SIE(E)5		\$156 789
SIE(E)4	\$132 494	\$156 789
SIE(E)3	\$115 595	\$129 172
SIE(E)2	\$90 945	\$102 480
SIE(E)1	\$79 206	\$87 086
<b>Salary range</b>		
Minimum/maximum range	\$50 342	\$393 240

Note: Figures are at 30 June 2020. 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.

<sup>1</sup> This is the maximum salary (plus service allowance) that anyone in a classification can receive. It applies to employees with the Organisation on and before 30 June 2020, and includes base salary and service allowance per annum.

# Appendix E: workforce statistics by headcount

## PGPA Rule section 17AG(4)(b)(i)–(iv)

### Classification and gender of ongoing employees— current reporting period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
SES 3	1	0	1	2	0	2	0	0	0	3
SES 2	10	0	10	5	0	5	0	0	0	15
SES 1	24	0	24	20	0	20	0	0	0	44
AEE1–3	367	23	390	200	76	266	0	0	0	656
AE1–6	590	20	610	487	165	652	0	0	0	1262
<b>Total</b>	<b>992</b>	<b>43</b>	<b>1035</b>	<b>704</b>	<b>241</b>	<b>945</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1980</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, ASIO employee (AE) and ASIO executive employee (AEE) numbers have been consolidated into classification categories.

## PGPA Rule section 17AG(4)(b)(i)–(iv)

### Classification and gender of non-ongoing employees— current reporting period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0	0	0	0
AEE1–3	2	5	7	0	1	1	0	0	0	8
AE1–6	5	6	11	1	4	5	0	0	0	16
<b>Total</b>	<b>7</b>	<b>11</b>	<b>18</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, ASIO employee (AE) and ASIO executive employee (AEE) numbers have been consolidated into classification categories.

## PGPA Rule section 17AG(4)(b)(i)–(iv)

### Classification and gender of ongoing employees— previous reporting period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
SES 3	3	0	3	1	0	1	0	0	0	4
SES 2	8	0	8	5	0	5	0	0	0	13
SES 1	25	0	25	20	1	21	0	0	0	46
AEE1–3	389	18	407	183	78	261	0	0	0	639
AE1–6	575	24	599	471	159	630	0	0	0	1229
<b>Total</b>	<b>1000</b>	<b>42</b>	<b>1042</b>	<b>680</b>	<b>238</b>	<b>918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1960</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, ASIO employee (AE) and ASIO executive employee (AEE) numbers have been consolidated into classification categories.

## PGPA Rule section 17AG(4)(b)(i)–(iv)

### Classification and gender of non-ongoing employees— previous reporting period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	1	0	1	0	0	0	0	0	0	1
AEE1–3	2	5	7	0	1	1	0	0	0	8
AE1–6	5	6	11	1	4	5	0	0	0	16
<b>Total</b>	<b>8</b>	<b>11</b>	<b>19</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, ASIO employee (AE) and ASIO executive employee (AEE) numbers have been consolidated into classification categories.

PGPA Rule section 17AG(4)(b)(ii)–(v)

All ongoing employees—current reporting period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
ACT	681	32	<b>713</b>	542	183	<b>725</b>	0	0	<b>0</b>	<b>1438</b>
Other	311	11	<b>322</b>	162	58	<b>220</b>	0	0	<b>0</b>	<b>542</b>
<b>Total</b>	<b>992</b>	<b>43</b>	<b>1035</b>	<b>704</b>	<b>241</b>	<b>945</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1980</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, the location of ASIO employees outside the Australian Capital Territory including overseas is classified and has been reported collectively in the 'Other' category.

PGPA Rule section 17AG(4)(b)(ii)–(v)

All non-ongoing employees—current reporting period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
ACT	2	9	<b>11</b>	0	5	<b>5</b>	0	0	<b>0</b>	<b>16</b>
Other	5	2	<b>7</b>	1	0	<b>1</b>	0	0	<b>0</b>	<b>8</b>
<b>Total</b>	<b>7</b>	<b>11</b>	<b>18</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, the location of ASIO employees outside the Australian Capital Territory including overseas is classified and has been reported collectively in the 'Other' category.

PGPA Rule section 17AG(4)(b)(ii)–(v)

All ongoing employees—previous reporting period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
ACT	687	28	<b>715</b>	518	179	<b>697</b>	0	0	<b>0</b>	<b>1412</b>
Other	313	14	<b>327</b>	162	59	<b>221</b>	0	0	<b>0</b>	<b>548</b>
<b>Total</b>	<b>1000</b>	<b>42</b>	<b>1042</b>	<b>680</b>	<b>238</b>	<b>918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1960</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, the location of ASIO employees outside the Australian Capital Territory including overseas is classified and has been reported collectively in the 'Other' category.

## PGPA Rule section 17AG(4)(b)(ii)–(v)

### All non-ongoing employees—previous reporting period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total male	Full-time	Part-time	Total female	Full-time	Part-time	Total indeterminate	
ACT	3	9	12	1	5	6	0	0	0	18
Other	5	2	7	0	0	0	0	0	0	7
<b>Total</b>	<b>8</b>	<b>11</b>	<b>19</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>

Note: To avoid prejudice to ASIO's activities and comply with the determination issued to ASIO under section 105D of the *Public Governance Performance and Accountability Act 2013*, the location of ASIO employees outside the Australian Capital Territory including overseas is classified and has been reported collectively in the 'Other' category.

## PGPA Rule section 17AG(4)(b)(vi)

### Indigenous employment—current reporting period (2019–20)

	Total
Ongoing	9
Non-ongoing	0
<b>Total</b>	<b>9</b>

## PGPA Rule section 17AG(4)(b)(vi)

### Indigenous employment—previous reporting period (2018–19)

	Total
Ongoing	7
Non-ongoing	0
<b>Total</b>	<b>7</b>

## Appendix F: work health and safety

ASIO's workplace safety culture is key to ensuring the health and safety of ASIO's most important asset, its people.

ASIO operates in a range of work environments, and work health and safety considerations are integrated into the planning and delivery of ASIO's activities. Our safety risk management strategies reinforce legislative compliance and a culture of continual improvement. Our focus is on identifying and monitoring key risk factors, implementing mitigation strategies, and promoting safe behaviour by our workforce.

### Health and wellbeing program

We are committed to encouraging positive physical and psychological health outcomes across our workforce. The corporate health and wellbeing program assists through education and participation. It encourages staff to:

- be motivated to make positive health, lifestyle and fitness decisions;
- develop an awareness of relevant health and wellbeing issues, including psychological resilience;
- develop their knowledge of workplace safety through training;
- engage with available support services, including ASIO's Employee Assistance Program and Manager Assist service; and
- participate in the in-house influenza vaccination program.

### Safety risk management

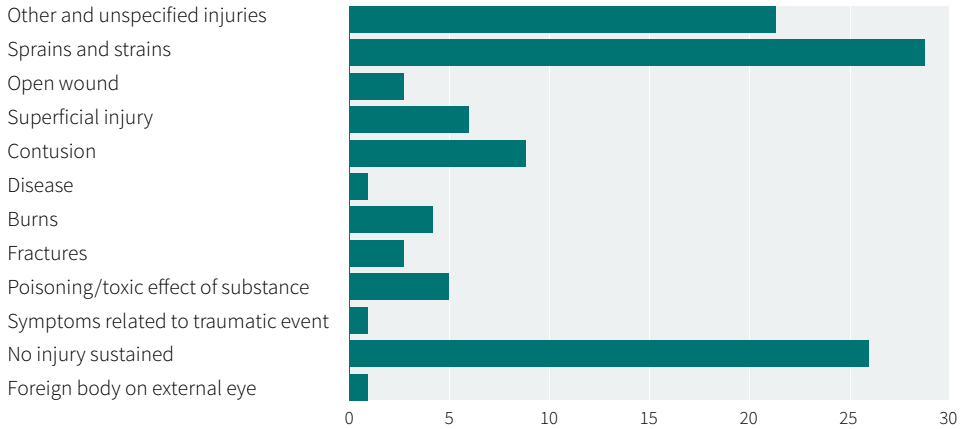
During 2019–20, ASIO responded to a range of health and safety challenges—in particular, the threat of bushfires, poor outdoor air quality due to smoke, and the ongoing complexities of the COVID-19 pandemic. In each case, the Organisation was proactive in considering safety risks and engaged the workforce to make appropriate and effective decisions.

Building on a suite of existing programs, ASIO is developing and implementing prevention initiatives which will reinforce psychological resilience in the workforce.

### Incidents

In accordance with legislated notification obligations, ASIO reported three incidents to Comcare in 2019–20. No incident investigations were undertaken by Comcare, and no notices were issued to ASIO under the *Work Health and Safety Act 2011*.

**Table 5: Total number of injuries by type**



## Ethics and conduct

ASIO expects the highest standards of behaviour, and actively responds to allegations of bullying, harassment and other forms of inappropriate behaviour. ASIO’s expectations are set out in policies on ethics and conduct as well as in ASIO’s defined Values, Code of Conduct and Leadership Charter.

ASIO uses several systems and processes for identifying, managing and responding to allegations of inappropriate behaviour and misconduct, including early intervention, dispute resolution, coaching and conflict management, and management of complaints and misconduct investigations.

In 2019–20, all employees undertook mandatory training clarifying employee conduct expectations. This training included:

- ASIO’s Values and Code of Conduct requirements;
- mechanisms available to make a public interest disclosure;

- managing workplace discrimination, harassment and bullying; and
- work health and safety obligations.

In addition, training was provided on conduct and behaviour through ASIO’s induction and management training programs.

## Harassment and Discrimination Advisor Network

ASIO’s network of Harassment and Discrimination Advisors (HaDA) is an Organisational resource designed to provide employees with information and impartial support in relation to discrimination, harassment, bullying and other forms of inappropriate behaviour. The HaDAs also provide referral advice and clarification of policies and complaint procedures.



## Appendix G: recruitment, advertising and market research

Over the reporting year, ASIO successfully refined and tailored recruitment campaigns and implemented strategies to attract and select new staff, particularly through leadership and specialist technical campaigns. In the financial year 2019–20, ASIO expended \$313 025 on marketing and advertising for recruitment activities and campaigns.

Further information on these advertising campaigns is available at [www.asio.gov.au](http://www.asio.gov.au) 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.

ASIO enhanced its outreach to universities, with a particular focus on science, technology, engineering and maths (STEM)–related fields. ASIO also extended its outreach on STEM fields to high schools through an information evening on career paths in ASIO and the broader intelligence community.

An innovative recruitment campaign during 2019–20 focused on ASIO’s technical workforce, providing a pipeline of potential technical talent for the Organisation. The approach incorporated digital recruiting to cater to an increasingly neurodiverse technical community.

- Prompted by COVID-19 restrictions, ASIO developed a fully virtual assessment centre process to recruit Technical Graduates commencing in 2021. As well as addressing physical distancing restrictions, the virtual process developed by ASIO recognised and applied improved technical standards and user interface to better assess and shortlist candidates in a remote setting.

Non-intelligence roles remain an integral part of ASIO’s recruitment focus, in order to support our intelligence functions.

In 2019–20, ASIO expanded its graduate programs and introduced a corporate stream to provide a career pathway to functions such as finance, human resources, procurement and legal.

## Appendix H: ecologically sustainable development and environmental performance

ASIO is committed to moving towards the goal of being more environmentally sustainable. We strive to operate in an environmentally responsible manner, making every effort to use our resources more efficiently and manage our waste effectively.

Theme	Performance measure	Indicator(s)	2018–19	2019–20
<b>Energy efficiency</b>	Total consumption of building energy	Amount of electricity consumed (kWh)	24 888 810	24 779 371
		Amount of gas consumed (MJ)	10 847 748	13 094 381
		Amount of other fuels (diesel) consumed (L)	13 579	89 518
	Total production/ consumption of green energy	Amount of green energy produced and consumed (kWh) during the reporting period from solar panels and cogeneration plant	255 853	377 471
	Greenhouse gas emissions	Amount of greenhouse gases produced (tonnes)	27 332.9	26 417.3
	Environmental performance targets—tenant light & power (TL&P) and central services	TL&P less than 7500 MJ/person/annum	11 740	12 046
		Central services less than 400 MJ/m <sup>2</sup> /annum	529	498
<b>Energy rating</b>	NABERS <sup>1</sup> energy for offices (1–6)	3.5 stars	3.5 stars	

<sup>1</sup> The National Australian Built Environment Rating System (NABERS) measures a building's energy efficiency, carbon emissions, water consumption, and waste produced and delivers a performance based on a rating from 1 to 6, expressed as a number of stars for comparison with similar buildings.

Theme	Performance measure	Indicator(s)	2018–19	2019–20
	<b>Steps taken to reduce effect</b>	<b>Measures to review and improve reducing the effect</b>		
	ASIO employees are required to undertake mandatory Environmental Management eLearning.	Increased use of video web-conferencing systems to offset carbon emission previously generated by inter-office travel  Participation in national environmental events such as Earth Hour, which is encouraged		
<b>Waste</b>	Total waste production—this includes all waste (i.e. unwanted by-products) produced when undertaking the functions of the agency	Amount of waste produced (tonnes)	103.9	197.3
	Un-recyclable waste production—this includes all wastes that are not re-used or recycled	Amount of waste going to landfill (tonnes)	83.2	77.1
	Recyclable waste production (excluding office paper)	Amount of waste going to recycling facilities (tonnes)	20.7	120.2
	Paper usage	Amount of waste paper going to recycling facilities (tonnes)	20.9	10.9
		Amount of paper sourced from recyclable sources (tonnes)	4.2	2.2
		Percentage of paper sourced from recyclable sources	20%	20%
	Relative waste production	Amount of the total waste (kg) per employee	62.2	89.5
	<b>Waste rating</b>	NABERS waste rating (1–6)	1 star	3 stars

Theme	Performance measure	Indicator(s)	2018–19	2019–20
	<p><b>Steps taken to reduce effect</b></p> <p>Implemented ‘follow-me’ printing and double-sided printing and copying as the default setting on printers to reduce waste and paper expenses</p> <p>Sourced office copy paper from sustainably managed sources</p> <p>Introduced polystyrene recycling and investigated options to effectively manage e-waste.</p>	<p><b>Measures to review and improve reducing the effect</b></p> <p>Developed a waste management strategy to align with NABERS waste assessment</p> <p>Built a culture of environmental awareness across our Organisation through sustainable initiatives based on the following principles:</p> <ul style="list-style-type: none"> <li>■ reduce</li> <li>■ re-use</li> <li>■ recycle</li> <li>■ recover</li> <li>■ disposal.</li> </ul>		
<b>Water</b>	Total consumption of water—this includes all water consumed when undertaking agency functions	Amount of water consumed (kL)	52 175	54 240
	Rainwater capture and use—includes all rainwater captured on site	Amount of rainwater captured (kL) Amount of captured rainwater used (kL)	15.1 15.1	13.5 13.5
	Relative consumption of water—per employee	Amount of total water used (kL) per employee	31.6	32.5
	<b>Water rating</b>	NABERS water rating (1–6)	2 stars	1.5 stars
	<p><b>Steps taken to reduce effect</b></p> <p>ASIO consumes fresh water from the public water network, artesian water sources and rainfall, for cooling, fire safety and staff use purposes.</p>	<p><b>Measures to review and improve reducing the effect</b></p> <p>Captured stormwater for irrigation and toilet flushing, reducing reliance on potable and bore water</p>		

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

The Independent Reviewer of Adverse Security Assessments, Robert Cornall AO, conducts an independent advisory review of ASIO adverse security assessments (ASAs) furnished to the Department of Home Affairs in respect of eligible persons being persons who:

- remain in immigration detention, and
- have been found by Home Affairs to be owed protection obligations under international law, and
- are ineligible for a permanent protection visa, or have had their permanent protection visa cancelled, because they are the subject of the ASA.

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 Reviewer undertakes a primary review of each adverse security assessment (ASA) which comes within the terms of reference and subsequent periodic reviews every 12 months thereafter while the person remains in detention and ineligible to hold a visa because they are subject to the ASA.

On 1 July 2019, the Independent Reviewer had two adverse security assessments under consideration and another three ASAs were referred to the Reviewer during the course of the year. The Reviewer commenced a primary review in each of the five cases and three reviews were completed before 30 June 2020.

In those three cases, the Reviewer examined all the material ASIO relied on in making the adverse assessment as well as other relevant material including submissions and representations made by the eligible person. In addition, the Reviewer conducted an interview with the eligible person and their legal representative.

The Reviewer also took into account the overall security environment, which is informed by ASIO's contemporary assessment of security threats, and any changes to the person's circumstances or ideology during their time in immigration detention.

In the first two completed reviews, the Reviewer found the ASA was an appropriate outcome. However, in each of those cases, the Reviewer recommended that, when ASIO conducts an internal review of the ASA, it gives further consideration to some specified circumstances which may influence the outcome of ASIO's review.

In the third completed primary review, the Reviewer found that the ASA was an appropriate outcome.

Each of those three adverse assessments will, unless it is withdrawn, be subject to a periodic review during 2020–21.

Where it appears the Reviewer may arrive at an opinion that the ASA was not an appropriate outcome, the Reviewer is required to provide the Director-General of Security with a reasonable opportunity to comment before finalising that opinion.

In the fourth case, the Reviewer commenced a primary review of the ASA but, before proceeding further, raised some issues with ASIO in accordance with the terms of reference. The Director-General advised the Reviewer to put the review on hold while ASIO considered the matter further. Following that consideration, the ASA was withdrawn on 8 July 2020 and replaced a qualified security assessment (which falls outside the terms of reference). The Independent Reviewer terminated the incomplete primary review and advised the eligible person's solicitor accordingly.

In the fifth case, the Reviewer commenced a primary review and conducted an interview with the eligible person and their legal representative before the Director-General asked for the review to be suspended while ASIO undertook more inquiries. On 16 July 2020, ASIO withdrew the existing adverse security assessment in respect of the eligible person and furnished another ASA in its place. Accordingly, the Reviewer terminated the incomplete primary review and commenced a primary review of the new adverse assessment.

The Independent Reviewer's two year appointment is due to expire on 26 March 2021.

# 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 question and detention warrants during this reporting period. The details are provided in the following table.

Subsection	Description	2017-18	2018-19	2019-20
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



# 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 in relation to 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 role and functions of the entity.	Mandatory	Part 2
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	Part 2
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	Part 2
17AE(1)(a)(iv)	A description of the purposes of the entity as included in ASIO's corporate plan.	Mandatory	Part 2

<b>PGPA Rule reference</b>	<b>Description</b>	<b>Requirement</b>	<b>Part of this report</b>
17AE(1)(aa)(i)	Name of the accountable authority or each member of the accountable authority.	Mandatory	Part 5
17AE(1)(aa)(ii)	Position title of the accountable authority or each member of the accountable authority.	Mandatory	Part 5
17AE(1)(aa)(iii)	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory	Part 5
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Mandatory for portfolio departments	Not applicable
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 entity for the period, include details of variation and reasons for change.	If applicable, mandatory	Not applicable
<b>17AD(c)</b>	<b>Report on the performance of the entity</b>		
	<b><i>Annual performance statements</i></b>		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and section 16F of the Rule.	Mandatory	Part 4
<b>17AD(c)(ii)</b>	<b><i>Report on financial performance</i></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 of the entity.	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, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory	Not applicable
<b>17AD(d)</b>	<b>Management and accountability</b>		
	<b><i>Corporate governance</i></b>		
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

PGPA Rule reference	Description	Requirement	Part of this report
17AG(2)(b)(ii)	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	Letter of transmittal
17AG(2)(b)(iii)	A 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 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>Audit Committee</b>			
17AG(2A)(a)	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	Exempt
17AG(2A)(b)	The name of each member of the entity's audit committee.	Mandatory	Exempt
17AG(2A)(c)	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	Part 5
17AG(2A)(d)	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	Part 5
17AG(2A)(e)	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	Part 5
<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	Not applicable
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory	Not applicable

PGPA Rule reference	Description	Requirement	Part of this report
<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>a. statistics on full-time employees;</li> <li>b. statistics on part-time employees;</li> <li>c. statistics on gender;</li> <li>d. statistics on staff location; and</li> <li>e. statistics on employees who identify as Indigenous.</li> </ul>	Mandatory	Appendix C
17AG(4)(b)	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;</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	Not applicable
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 17AG(4)(c).	Mandatory	Appendix C
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	Not applicable
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory	Not applicable
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory	Not applicable

PGPA Rule reference	Description	Requirement	Part of this report
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory	Not applicable
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, mandatory	Not applicable
<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	Not applicable
<b>Purchasing</b>			
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	Part 5
<b>Consultants</b>			
17AG(7)(a)	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory	Part 5
17AG(7)(b)	A statement that ' <i>During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> '	Mandatory	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, ' <i>Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.</i> '	Mandatory	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	Not applicable

PGPA Rule reference	Description	Requirement	Part of this report
<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
<b>Small business</b>			
17AG(10)(a)	A statement that, ' <i>[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.</i>	Mandatory	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, ' <i>[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on Treasury's website.</i>	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 accordance 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 ' <i>During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.</i>	If applicable, mandatory	Part 5

<b>PGPA Rule reference</b>	<b>Description</b>	<b>Requirement</b>	<b>Part of this report</b>
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory	Not applicable
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]'. <sup>7</sup>	If applicable, mandatory	Not applicable
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to a website for further information.	Mandatory	Part 5
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	Not applicable (FOI exempt)
17AH(1)(e)	Correction of material errors in the previous annual report.	If applicable, mandatory	Not applicable
17AH(2)	Information required by other legislation.	Mandatory	Appendices



# 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 warrants 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 use of special powers under warrant.

Requirement	Refer to
Statement on questioning warrants and questioning and detention warrants	Appendix J
Statement on special intelligence operation authorities	Appendix K
Statement on 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.

# 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

ACIC—Australian Criminal Intelligence Commission

ACSC—Australian Cyber Security Centre

AE—ASIO employee

AEE—ASIO executive employee

AFP—Australian Federal Police

AGSVA—Australian Government Security Vetting Agency

ANZCTC—Australia-New Zealand Counter-Terrorism Committee

AO—Officer of the Order of Australia

APS—Australian Public Service

ASA—adverse security assessment

ASD—Australian Signals Directorate

ASIC—Aviation Security Identification Card

ASIO Act—*Australian Security Intelligence Organisation Act 1979*

ASIO—Australian Security Intelligence Organisation

ASIS—Australian Secret Intelligence Service

## B

## C

CFIC—Counter Foreign Interference Coordinator

CFITF—Counter Foreign Interference Taskforce

CMT—Crisis Management Team

CPR—Commonwealth Procurement Rules

COVID-19—coronavirus disease 2019

CSC—Conspicuous Service Cross

## D

DFAT—Department of Foreign Affairs and Trade

DSC—Distinguished Service Cross

## E

EFI—espionage and foreign interference

EAP—employee assistance program

eLearning—ASIO’s intranet-based learning software program

## F

FIRB—Foreign Investment Review Board

FIS—foreign intelligence services

## G

GST—Goods and Services Tax

H

HaDA—Harassment and  
Discrimination Advisor  
Home Affairs—Department  
of Home Affairs

HR—human resources  
HRTTO scheme—High Risk Terrorist  
Offenders scheme  
HUMINT—human intelligence

I

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

J

JCTT—Joint Counter-Terrorism Team/s

K

kWh—kilowatt hour

M

MSIC—Maritime Security  
Identification Card

N

NABERS—National Australian Built  
Environment Rating System  
NIC—National Intelligence Community  
NV—‘Negative vetting’ security clearance

O

Office of National Intelligence  
Outreach—(formerly Business  
Government and Liaison Unit (BGLU))

P

PBS—Portfolio Budget Statement  
PGPA Act—*Public Governance,  
Performance and Accountability Act 2013*  
PGPA Rule—Public Governance,  
Performance and Accountability Rule  
PII—potential irregular immigrants  
PJCS—Parliamentary Joint Committee  
on Intelligence and Security  
PSPF—Protective Security  
Policy Framework

PV—Top Secret ‘positive vetting’  
security clearance

R

RAP—Reconciliation Action Plan

S

SCEC—Security Construction  
and Equipment Committee  
SES—Senior Executive Service  
SIE(E)—specialist intelligence employee  
(engineer)  
SITE—senior information  
technology employee  
SME—small and medium enterprises  
STEM—science, technology, engineering  
and mechanics

## T

T20—Twenty20 cricket series

TL&P—tenant light and power

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

TSCM—Technical Surveillance  
Countermeasures

TSSR—Telecommunication Sector  
Security Reforms

## U

## V

## W

## X

## Y

## Z

# 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.

*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 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.

*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.

*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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