

Section 8



Appendices

External Sources of Labour and Services

Table 8.1: Reconciliation of Consultancy Costs 2003–2004

Consultancy Groups	Amount	Service Provided
3C Consulting Group	150	Consulting Services – Data & Transcript Management
3C Consulting Group	450	Consulting Services – Data & Transcript Management
3C Consulting Group	450	Consulting Services – Data & Transcript Management
3C Consulting Group	300	Consulting Services – Data & Transcript Management
Australian Institute of Criminology	6 818	Community Safety Survey
Market Attitude Research	8 840	Conduct ACT Policing community safety post-evaluation surveys
Market Attitude Research	4 420	Conduct ACT Policing community safety post-evaluation surveys
Data Recovery Services 4	2 000	Consultancy in relation to Operation Parrel (ACT Bushfire Investigation)
Dysaran Pty Ltd	1 200	OH&S Workstation Assessments
Dysaran Workstation Asses	1 200	OH&S Workstation Assessments
GHD Management Eng	1 000	CCTV Upgrade
GHD Management Eng	6 250	CCTV Upgrade
Market Attitude Research	8 840	Conduct ACT Policing community safety post-evaluation surveys
Total	41 918	

Table 8.2: Reconciliation of Contractors 2003-2004

Contractors	\$ Amount	Service Provided
Dysaran Pty Ltd	2 244	OHS Consultants Fees
Gamalla	7 200	ACT Promotional Photography
GHD Management Engineering	188	Risk Assessment Fees
Gibson Quai Pty Ltd	7 200	Consolidation Scoping Study Audit
Green & Green Group Pty Ltd	6 511	Recruitment Fees
Hays Personnel Services (Aust) P/L	12 600	Recruitment Fees
Herron Cleaning Services	580	Cleaning Contractors
Hudson Global Resources	3 173	Recruitment Fees
National Promotions Australia P/L	38 904	Kenny Koala Marketing
Outsource Australia Pty Ltd	14 840	Provision for Vehicle Mark down
P I Feenan & Associates	1 090	Contracting Fees
Sinclair Night	210	Scanning of Maps
Spherion Recruitment Solutions	3 205	Recruitment Fees
SPSS Australasia Pty Ltd	903	Annual Service Fee
SupportLink Systems	68 182	SupportLink Services
Total	500 008	

Table 8.3: Personnel contributing to Policing Services to the ACT as at 16 June 2004 (Full Time Equivalent)

Rank	Sworn	Sworn	Unsworn	Unsworn	Total
	Female	Male	Female	Male	
Chief Police Officer	0.0	0.9	0.0	0.0	0.9
Deputy Chief Police Officer	0.0	0.0	0.0	0.3	0.3
Commander/Director	0.9	0.0	0.0	0.9	1.9
Superintendent/Coordinator AFP Band 9	1.9	6.6	5.8	13.3	27.6
Sergeant/AFP Bands 5-8	12.1	102.9	19.6	18.8	153.4
AFP Bands 5-8 Temp	0.0	0.0	0.0	4.7	4.7
Constable/AFP Bands 2-4	128.9	346.6	82.0	49.2	606.7
AFP Bands 2-4 Temp	0.0	0.0	15.9	14.9	30.8
AFP Bands 1	0.0	0.0	0.0	0.0	0.0
AFP Bands 1 Temp	0.0	0.0	0.0	0.0	0.0
Total	143.8	457.0	123.4	102.1	826.33

Note: Includes Enabling FTE (90.34) and excludes personnel working on Commonwealth matters. Numbers are not whole personnel as individuals are attributed on the basis of the percentage of time they spend on ACT Policing activities. Recorded as at final pay for the financial year 2003-2004. These figures are based on substantive ranks and do not include periods of higher duties.

Staffing Profile

Our People

Policing is a labour intensive process with the bulk of ACT Policing's financial resources directly and indirectly appropriated in support of people. ACT Policing's workforce comprises sworn and unsworn AFP employees. Aside from duties which require the exercising of sworn police powers, there is an increasing diminution of distinctions between sworn and unsworn employees. There are significant challenges associated with the management of a work force which undertakes a wide range of tasks which may vary from confrontational to routine and methodical. ACT Policing employs a diverse range of people who have brought a variety of previous occupational experiences and cultural backgrounds to their current employment. Over time, the character of ACT Policing's workforce has continued to evolve to achieve a workforce that is more representative of the community it serves. ACT Policing is continuing to attract and retain increasing numbers of female employees as well as stronger representation from diverse cultural and minority groups. In general terms, ACT Policing's workforce is characterised by youthful and highly educated people.

AFP employees tend to work long hours, they are more prone to injury than some other workforces and they display a strong personal commitment to serve their community. Many sworn and unsworn members have experienced community policing operations in other countries and have been formally recognised for their bravery and commitment under arduous circumstances.



Staffing Profile

Table 8.3 describes the staffing profile by level, gender and sworn status of AFP employees providing services to the ACT. This profile excludes personnel working for the Chief Police Officer on matters pertaining to Commonwealth interests in the ACT but includes personnel employed elsewhere in the AFP who provide services to ACT Policing. Personnel in this latter group include, by way of example, forensic analysts and information technology specialists. The total number of personnel providing services to the ACT on 16 June 2004 was 826 full time equivalent employees (FTE).

As at 16 June 2004, 72.7 per cent of staff employed in providing services to the ACT were sworn members. Of the 601 ACT Policing sworn members, 1.7 per cent held the rank of superintendent or higher.

During the reporting period approximately 32.3 per cent of people working in ACT Policing were women. Most sworn female members are currently employed at constable level (89.6 per cent) and approximately 10.4 per cent are employed at sergeant level and above. Female unsworn staff members working within ACT Policing during the reporting period were 54.7 per cent of the total for that category of employment. Unsworn female staff members comprise 14.9 per cent of the total ACT Policing work force which is a slight decrease on the last reporting year of approximately 0.1 per cent.

Recruitment

Recruitment figures include only those people working in the ACT Business Unit of the AFP and do not reflect recruitment into operational support areas funded under the enabling service arrangements such as Forensic Services and Information Technology.

ACT Policing's People Strategies portfolio Group manages the recruitment of employees into permanent and temporary unsworn positions. The national arm of the AFP coordinates the recruitment of sworn members.

Selection of applicants to fill all vacancies within ACT Policing is undertaken in accordance with merit based selection principles and all selection committees are required to address the principles of equity and diversity when assessing candidates.

The achievement of organisational staffing stability and the capacity to staff all portfolios of ACT Policing with the right people, at the right time, presented the greatest challenge to People Strategies in the last financial

year. During the reporting period, a total of 87 new employees began their careers with ACT Policing. Of this total, 20 were new police recruits, 47 were unsworn employees and 20 were lateral police recruits. This is a total decrease of 112 on the previous year's recruitment of 199 employees. In addition, movement internal to the AFP saw 65 sworn members transfer into ACT Policing from AFP National within the reporting period.

People Strategies is responsible for the management of short-term employment opportunities within the organisation and does this through a formal 'Expressions of Interest' process. This allows members within ACT Policing and other parts of the AFP to be selected into higher and at-level roles to backfill vacant appointments for short to medium term timeframes. This process ensures that all members have an equal opportunity to apply for higher duties and that selections are transparent and equitable. Throughout this reporting period, ACT Policing advertised 48 temporary vacancies for Expressions of Interest from staff internal to the organisation.

The Expression of Interest process is particularly important for ACT Policing because a large number of promotions, transfers and appointments are conducted internally. Expression of Interest transparency and accountability ensures that the principles of equity, diversity and fairness are properly adhered to, and all staff are confident that merit based selection is valued by the organisation.

ACT Policing was not involved in the ACT Government's Graduate Recruitment Program during 2003-2004. Work is however underway to achieve this goal in 2004-2005.

Reports by Auditor-General

On 26 May 2004, the ACT Auditor-General completed a review of the management of the arrangements by which the Territory acquires, pays for and monitors the provision of policing services. The objective of the audit was to provide an independent opinion to the Legislative Assembly on whether the management of the Policing Arrangement covering the provision of policing service to the Territory is effective.

This review did not constitute an audit of the AFP. There were however a number of recommendations made which will be considered in detail during the proposed joint ACT-AFP study into "Policing for the Future" during 2004-2005. Further details in relation to the Auditor-General's report can be found in the Department of Justice and Community Safety's 2003-2004 Annual Report.

Reports by the Ombudsman

Investigations still under active consideration at the time of reporting included a review of the administrative review process for Traffic Infringement Notices issued in the ACT.

During the year, Ombudsman is office staff provided input to the revision of the ACT Policing Practical Guide for Property, Exhibit and Drug Handling. Consideration was also given to the management of people in custody, with particular emphasis on the role that video monitoring plays in the investigation of Watch House custody related complaints. The Ombudsman's Office continues to closely monitor ACT Policing responses to incidents involving family violence.

Further discussion about Ombudsman investigations can be found in the Ombudsman's Annual Report 2003-2004.

Legislative Assembly Committee Inquiries and Reports

No special inquiries into policing were conducted by the ACT Legislative Assembly during 2003–2004. ACT Policing did appear before Legislative Assembly hearings into relation to budget estimates, additional estimates and annual reports.

Government Inquiries and Reports

In May 2004 the Minister for Police and Emergency Services and the AFP Commissioner announced the terms of a joint study of the ACT's future policing needs. The study will consider a range of factors including:

- projected future crime trends;
- the resources required to provide a dynamic and highly responsive police service;
- the type and nature of policing services required by the ACT; and
- the accountability mechanisms needed to support such a service.

The 'Policing for the Future' study will be jointly funded by the ACT Government and the AFP, which are currently working to identify experts and organisations to undertake the joint study.

Legislation

ACT Policing is responsible for administration of the requirements of the *Firearms Act 1996*. This is discussed in further detail in Section 2 of this report.

Regulatory Activities

This is discussed in Section 2 of this report.

Advisory and Consultative Boards and Committees

The Executive met with the Police Consultative Board on a number of occasions during the reporting period. Issues discussed included customer service standards, monitoring of the CCTV system for Civic and the implementation and progress of the ACT Policing Assistance Centre trial. Further details of the Board's activities can be found in the 2003–2004 Annual Report for that body.

Purchase Agreement 2003–2004

2003–2004 Purchase Agreement between the ACT Minister for Police and Emergency Services and the Chief Police Officer for the ACT for the Provision of Policing Services to the Australian Capital Territory

Purpose

1. In accordance with the *Australian Federal Police Act 1979* (the Act), the Australian Federal Police (AFP) provides community policing services to the Australian Capital Territory (ACT). The Act also allows for the Commonwealth and ACT Governments to enter an arrangement for the provision of those policing services.
2. On 15 March 2000, the Commonwealth Minister for Justice and Customs and the ACT Minister for Justice and Community Safety entered an Arrangement which established the enabling framework for the provision by the AFP of policing services to the ACT. The Arrangement requires the ACT Police Minister (the ACT Minister) and the Chief Police Officer to enter a Purchase Agreement for those services. The Agreement is required to set out the details of the goods and services to be purchased by the ACT from the AFP and the agreed price for those services. The Agreement is subject to a yearly review.

Parties

3. This Agreement is between the ACT Minister and the Chief Police Officer for the ACT.

Scope

4. This Agreement covers all the goods and services to be purchased by the ACT from the AFP.
5. The ACT's purchaser interests covered by this Agreement include:
 - (a) the policing outcome and all associated outputs to be provided, listing final goods and services; and
 - (b) performance measures for the outputs, together with targets where appropriate.
6. The ACT Government agrees to provide at no additional cost to the AFP the range of facilities and services supplied for community policing prior to establishment of this Agreement.
7. The policing outcome and associated outputs to be provided, performance measures and definitions are contained within Schedule 1 to this Agreement.

Powers and Obligations

8. In accordance with the Arrangement, the Chief Police Officer for the ACT, subject to the authority of the Commissioner of the AFP, will be responsible to the ACT Minister for the achievement of the policing outcome and delivery of outputs set out in the Purchase Agreement and the general management and control of AFP personnel and resources deployed for the purposes of the Arrangement.
9. The Chief Police Officer will also be responsible for discharge of the responsibilities of Territory Emergency Controller pursuant to requirements of the *Emergency Management Act 1999*.
10. The ACT Minister may give to the Chief Police Officer general directions in writing as to policy, priorities and goals of Government in relation to the provision of police services under the Arrangement.
11. Short-term variations to targets and priorities set by this Agreement may be determined by the Minister, including at the request of the Chief Police Officer, following consultation and with reasonable notice. Such variations should be within budget limits unless otherwise agreed.

Terms of Agreement

12. The Agreement shall apply for the period 1 July 2003 to 30 June 2004.

Monitoring and Reporting

13. The Chief Police Officer shall report to the ACT Minister on a quarterly basis under this Agreement. Three reports will be provided in a format agreed by the parties, covering performance, finance and personnel.

14. In addition, the AFP will:

- (a) fund, to a maximum limit of \$10,000 a survey of crime victims in the ACT; and
- (b) provide services in support of ACT Government ministerial information requirements which are compliant with ACT Government standards.

Annual Report

15. The Chief Police Officer shall also report annually to the ACT Minister, at a time nominated by the ACT Minister, on the provision of police services pursuant to the Purchase Agreement.

Audit

16. In accordance with the Arrangement and this Purchase Agreement, the Chief Police Officer will provide after the end of each financial year and by the date nominated by the ACT Minister, a financial statement for that financial year accompanied by a report of the Commonwealth Auditor-General or some other auditor nominated by the Chief Police Officer and approved by the ACT Minister stating:

- (a) the correctness of the reports made of performance under the Purchase Agreement; and
- (b) any other matters which the Auditor-General, or other agreed auditor, considers should be reported to the ACT Minister.



Bill Wood MLA
Minister for Police and
Emergency Services

(date).....



John Murray APM
Chief Police Officer
for the ACT

(date).....

Schedule 1

Purchase Agreement

For the year ended 30 June 2004

Outcome

In partnership with the community, create a safer and more secure Australian Capital Territory through the provision of quality police services.

This will be achieved through four main areas of activity: Crime and Safety Management; Traffic Law Enforcement and Road Safety; Prosecution and Judicial Support; and Crime Prevention.

Outputs

Crime and Safety Management

- **Incident Response and Policing Support for the Community**
- **Crime Detection and Investigation**

ACT Policing will provide a safer and more secure Australian Capital Territory so that members of the community can go about their daily lives without undue fear of crime.

This will be achieved by:

- (i) providing efficient and effective police response to calls for assistance received from members of the community;
- (ii) conducting investigations to detect offenders and bring them to justice; and
- (iii) maintaining a proactive presence in the community, driven by the analysis of police intelligence data.

\$70 945 000

Traffic Law Enforcement and Road Safety

ACT Policing will enforce traffic laws and promote safer behaviour on ACT roads with the objectives of reducing the number of crash fatalities and injuries to members of the community.

\$5 623 000

Prosecution & Judicial Support

ACT Policing will maximise the number of successful prosecutions in Court by providing support to the Director of Public Prosecutions and the Courts.

\$3 744 000

Crime Prevention

ACT Policing will seek to prevent crime by targeting the causes of crime, educating members of the community about property and personal safety, and by pursuing inter-agency partnerships that assist in achieving this objective.

\$4 657 000

Performance Measures

Issue of Community Interest	Measures	Target
Level of Crime	1. Number of offences against the person reported or becoming known per 100,000 population.	Less than 923
	2. Number of offences against property reported or becoming known per 100,000 population.	Less than 10741
	3. Percentage of offences against the person cleared.	Exceed 55%
	4. Percentage of offences against property cleared.	Exceed 10%
	5. Number of ambulance attendances at heroin related overdoses reported by the ACT Ambulance Service (drug supply indicator).	Less than 204
Fear of Crime	6. Percentage of persons who are concerned about being the victim of physical assault – excluding sexual assault. ^a	Less than National Average
	7. Percentage of persons who are concerned about being the victim of sexual assault. ^a	Less than National Average
	8. Percentage of persons who are concerned about being the victim of housebreaking. ^a	Less than National Average
	9. Percentage of persons who are concerned about being the victim of motor vehicle theft. ^a	Less than National Average
	10. Percentage of persons who feel safe at home alone during the day. ^a	Exceed National Average
	11. Percentage of persons who feel safe at home alone after dark. ^a	Exceed National Average
Police Responsiveness	12. Response times for Priority One: • Within 8 minutes; • Within 12 minutes.	60% 90%
	13. Response times for Priority Two: • Within 20 minutes; • Within 30 minutes.	60% 95%
	14. Response times for Priority Three: • Within 2 hours; • Within 3 hours.	60% 95%
	15. Response times for Priority Four: • Within 24 hours.	95%
	16. Percentage of 000 calls answered on first or second presentation: • On first presentation; • On second presentation.	90% 98%
Public Confidence in Police	17. Percentage of persons satisfied or very satisfied with police services. ^a	Exceed National Average
	18. Percentage of persons who agree or strongly agree that police perform their job professionally. ^a	Exceed National Average
	19. Percentage of persons who agree or strongly agree that police treat people fairly and equally. ^a	Exceed National Average
	20. Number of substantiated complaint issues against police.	25 or less
	21. Number of substantiated complaint issues relating to persons injured in custody.	0

Issue of Community Interest	Measures	Target
Road Safety	22. Number of road crashes per 100,000 population.	Less than 3751
	23. Number of road crashes resulting in death per 100,000 population.	Less than 4.3
	24. Number of road crashes resulting in injury per 100,000 population.	Less than 232
	25. Percentage of persons who self-report to driving 10km or more over the speed limit. ^a	Less than National Average
	26. Percentage of persons who self-report to driving while not wearing a seatbelt. ^a	Less than National Average
	27. Percentage of persons who self-report to driving while suspecting they are over the 0.05 alcohol limit. ^a	Less than National Average
Supporting the Judicial Process	28. Number of hearing briefs of evidence delivered to the DPP.	1171
	29. Percentage of prosecutions finalised by offence proved in court.	Benchmark year
	30. Percentage of prosecutions finalised by a not-guilty verdict or otherwise withdrawn.	Benchmark year
	31. Percentage of prosecutions otherwise resolved.	Benchmark year
Crime Prevention	32. Percentage of persons satisfied or very satisfied with police support for community programs. ^a	Exceed National Average
	33. Number of diversionary conferences conducted for juvenile offenders.	35 or more
	34. Percentage of juveniles diverted who have not re-offended in the reporting period.	80%
	35. Number of referrals to SupportLink.	Maximum of 2250
	36. Number of referrals to drug diversion programs (drug demand reduction effort).	40 or more
	37. Number of children attending the traffic centre.	3400 or more

a. These measures are sourced from a self-reporting survey conducted by AC Nielsen under the auspices of the Australasian Centre for Policing Research.

Definitions

Term	Definition
ACTG	ACT Government
Hearing brief of evidence	A collation of all relevant evidentiary material relating to a prosecution to be forwarded to the Director of Public Prosecutions.
Complaint issues	Issues associated with a complaint made in accordance with the <i>Complaints (Australian Federal Police) Act (1981)</i> .
DPP	Director of Public Prosecutions
Offence	A breach of the criminal law.
Offence cleared	Offences cleared by arrest, summons, Voluntary Agreement to Attend Court (VATAC), charge before court, diversionary conference, caution or otherwise resolved.
Percentage of 000 calls answered on first and second presentation.	<p>It is the policy of TELSTRA to re-present 000 calls to another line after 9 rings in order to maximise the response rate. This is a national standard endorsed by Emergency Service Organisations across Australia.</p> <p>The measurement of response to 000 calls is based on average operating capacity and the target for this measure does not include abnormal instances created by one major event where operating capacity is overloaded due to multiple reporting.</p>
Prioritised response model	The model used by the Computer Aided Dispatch system to prioritise incidents for dispatch of patrols.
Priority 1	Life threatening or time critical situations.
Priority 2	Situations where the information provided indicates that time is important, but not critical.
Priority 3	Situations where there is no immediate danger to safety or property, but where police attendance is needed without undue delay.
Priority 4	Situations requiring police attendance but at which time is not important, includes circumstances where a time is agreed with the complainant.

Notes

Comparability of Community Satisfaction results.	Data reported in the 2000–2001 financial year was compiled by the Australian Bureau of Statistics and published in the Population Survey Monitor. This data was collected through face-to-face interviews with respondents and was based on a sample of approximately 220 people quarterly. This survey has now been discontinued and replaced by a survey coordinated by the Australasian Centre for Policing Research, which is conducted on an ongoing basis throughout the year involving telephone interviews. While the content of the survey remains very similar there is some potential for variations in results based solely on the difference in the survey methodologies applied.
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Offences reported or becoming known in the Australian Capital Territory, July 2003 to June 2004

Offence	Offences		Number of Offenders		
	Reported	Cleared	Male	Female	Total
Offences against the person					
Homicide and related offences					
Murder	3	3	3	-	3
Attempted murder	3	3	3	1	4
Conspiracy to murder	-	-	-	-	-
Manslaughter	1	1	1	-	1
Driving causing death	-	1	3	-	3
Homicide (unspecified)	-	-	3	-	3
Total homicide and related offences	7	8	13	1	14
Assaults (excluding sexual)					
Assaults causing grievous bodily harm	36	25	31	3	34
Assaults causing actual bodily harm	323	208	152	29	181
Assaults other	1 694	1 176	725	163	888
Total assaults (excluding sexual)	2 053	1 409	908	195	1 103
Sexual assaults/offences					
Sexual assault 1st, 2nd, & 3rd degree	11	6	4	-	4
Sexual intercourse, no consent	163	60	32	2	34
Sexual intercourse, person < 16 years	102	63	16	-	16
Indecent act, assault	4	1	-	-	-
Indecent act, no consent	46	28	23	-	23
Indecent act, person < 16 years	126	75	45	-	45
Incest	20	25	10	-	10
Abduction	8	5	-	-	-
Total sexual assaults/offences	480	263	130	2	132
Other offences					
Kidnap	25	20	22	6	28
Other	142	79	55	11	66
Total other offences	167	99	77	17	94
Total offences against the person	2 707	1 779	1 128	215	1 343
Robbery and extortion					
Robbery					
Armed robbery	91	33	35	6	41
Other robbery	172	53	47	16	63
Total robbery	263	86	82	22	104
Blackmail and extortion	5	5	3	-	3
Total robbery and extortion	268	91	85	22	107
Burglary, fraud and other offences of theft					
Burglary					
Burglary dwellings	4 216	187	292	56	348
Burglary shops	512	20	43	3	46
Burglary other	1 063	56	98	5	103
Total burglary	5 791	263	433	64	497
Fraud and misappropriation					
Fraud	967	1 755	901	487	1 388
Misappropriation	34	13	9	1	10
Counterfeiting	17	4	3	-	3
Total fraud and misappropriation	1 018	1 772	913	488	1 401

Offences reported or becoming known in the Australian Capital Territory July 2003 to June 2004 (continued)

Offence	Offences		Number of Offenders		Total
	Reported	Cleared	Male	Female	
Handling stolen goods					
Receiving	181	159	215	54	269
Unlawful possession	186	177	239	43	282
Other	32	30	39	5	44
Total handling stolen goods	399	366	493	102	595
Theft or illegal use of vehicle					
Vehicle/vessel theft	2 286	343	290	89	379
Bicycle theft	523	6	9	3	12
Boat theft	-	-	-	-	-
Aircraft theft	-	-	-	-	-
Other vehicle theft	-	-	-	-	-
Unspecified theft	-	-	-	-	-
Total theft or illegal use of vehicle	2 809	349	299	92	391
Other theft					
Stock theft	-	-	-	-	-
Shopstealing	1 136	714	366	372	738
Theft at burglary dwellings	2 923	125	245	38	283
Theft at burglary shops	262	11	24	-	24
Theft at burglary other	673	45	60	5	65
Other theft	9 368	972	654	344	998
Total other theft	14 362	1 867	1 349	759	2 108
Total burglary, fraud and other offences of theft	24 379	4 617	3 487	1 505	4 992
Property damage and environmental offences					
Property damage					
Arson	303	21	16	2	18
Damage at burglary dwellings	93	26	56	5	61
Damage at burglary shops	13	-	6	-	6
Damage at burglary other	61	8	16	-	16
Other property damage	7 444	547	417	68	485
Total property damage	7 914	602	511	75	586
Environmental offences					
Pollution	11	9	2	-	2
Flora and fauna	-	-	-	-	-
Other environmental offences	17	8	3	-	3
Total environmental offences	28	17	5	-	5
Total property damage and environmental offences	7 942	619	516	75	591
Offences against good order					
Government security operations					
Justice procedures	2 263	2 043	2 158	586	2 744
Firearms and weapons	286	227	234	30	264
Indecent exposure	75	16	10	-	10
Other	914	599	363	108	471
Total offences against good order	3 546	3 163	2 781	725	3 506

Offences reported or becoming known in the Australian Capital Territory July 2003 to June 2004 (continued)

Offence	Offences		Number of Offenders		Total
	Reported	Cleared	Male	Female	
Drug offences					
Possess and use	371	363	355	78	433
Deal and supply	74	67	111	16	127
Manufacture and grow	94	85	84	10	94
Other drug offences	29	22	23	-	23
Total drug offences	568	537	573	104	677
Other offences not elsewhere classified	5 154	4 582	3 606	613	4 219
All offences	44 564	15 388	12 176	3 259	15 435

Note: Offence classifications are based on Australian Bureau of Statistics ANCO (1985), Catalogue No. 1234.0.
 Offences cleared do not necessarily relate to those offences reported in the time period.
 Agency = not an individual ie. public, private or government organisation.
 Unstated = undetermined sex.
 Offences reported in Jervis Bay are excluded.
 Includes drug offences.

Source: Offences reported: PROMIS Database (case write-off module) as at 2 July 2004.
 Offences cleared: PROMIS Database (case write-off module) as at 2 July 2004.
 Number of offenders: PROMIS Database (apprehensions module - number of unique offender records per offence type within an apprehension) as at 2 July 2004.

Other Sources of Information

Access to AFP Documents

Any person is entitled to apply for access to Commonwealth Government documents under section 15 of the *Freedom of Information Act 1982* (the Act). Requests under the Act must be in writing or sent by email. An address in Australia must be provided for correspondence.

Access to application forms is available from the AFP's website www.afp.gov.au and on request at ACT Policing Headquarters (Winchester Police Centre) and at the Belconnen, City, Tuggeranong, Woden and Gungahlin Police Stations. If applicants cannot obtain a form, a written request should be provided, including:

- full name;
- date of birth;
- address of applicant;
- which documents are sought;
- dates and place of incident; and
- police who attended (if possible).

Applications for access to documents must then be forwarded to the most appropriate area as set out in **Table 8.4**.

The AFP can be contacted by the hearing impaired via its telephone typewriter facility on **(02) 6256 7700**.

Table 8.4: Access to Australian Federal Police Documents

Type of information/ documents sought	Who to write to	Telephone
Police reports dealing with physical crimes against the person (eg. assault) (Criminal Injuries Compensation Claims) Service of summons/ subpoenas on AFP (ACT only)	Information Access Team City Station Information Access Team City Police Station Australian Federal Police GPO Box 401 Canberra ACT 2601	02 6245 7435
Motor Vehicle Accident Reports Police Reports dealing with theft, burglary and criminal damage Reports of lost or found property	Accident Records Accident Records Australian Federal Police Locked Bag 1 Weston ACT 2611	02 6287 0401
Character Checks Criminal and Traffic Conviction Reports	Criminal Records Criminal Records Australian Federal Police Locked Bag 1 Weston ACT 2611	02 6287 0545
Freedom of Information Requests (Other documents held by the AFP)	Freedom of Information Team Freedom of Information Team Australian Federal Police PO Box 401 Canberra ACT 2601	02 6246 2112

Categories of Documents Held by the AFP

The categories of documents listed below are maintained by the AFP in a variety of formats. The documents include:

- accounting and budgetary records;
- annual plans for internal audit activity;
- briefing papers and correspondence in relation to the Australasian Police Ministers' Council and the common police services, the Australasian and South-West Pacific Region Police Commissioners' Conference and South Pacific Chiefs of Police Conference;

- briefing papers and submissions prepared for the Attorney-General, Minister for Justice, the ACT Minister for Police and Emergency Services and the ACT Chief Minister;
- computer software and hardware product evaluations;
- control registers concerning purchasing, official telephones, stores, assets, travel and internal services;

- copies of computer hardware and software purchase and maintenance contracts;
- correspondence on questions asked in Parliament or the ACT Legislative Assembly, together with related replies;
- correspondence received including Ministerials;
- court documents and associated statements;
- crime statistics and criminal investigation reports and associated documents;
- forensic analysis reports (fingerprints, document examination and scientific) and associated documents;
- general correspondence and files;
- internal control records, including working statistics and monthly reports;
- internal working papers;
- lost property reports and associated documents;
- manuals for computer operations standards and procedures;
- Ministerial Directions in accordance with section 13(2) of the *Australian Federal Police Act 1979*;
- operational records covering infringement notices, statistics and associated reports;
- organisation and staffing records, both manual and computerised, including organisation proposals, organisation charts, duty statements, lists of staff and establishment, position occupancy records;
- personal records for all officers for whom standard personnel services are provided;
- policy documents, including recommendations and decisions;

- press statements and media releases;
- procedures, instructions and guidelines;
- register of relevant Cabinet decisions and submissions;
- reports and associated working papers resulting from internal audit review;
- reports to the coroner (death and fire);
- source listings of computer programs developed for the AFP's use;
- staff recruitment campaign records; and
- subject indexes, nominal indexes and inward correspondence registers relating to departmental files.

Documents Available Free of Charge Upon Request

A number of documents not covered by the *Freedom of Information Act 1982* are provided at no cost to the public as part of ACT Policing's commitment to service delivery and the provision of information to the public.

Documents made available to the public free of charge include:

- Australian Federal Police information brochure;
- AFP Museum;
- Diversionary Conferencing in the ACT;
- Is There a Gun in Your House?;
- Safety House in the ACT;
- Be Safe Be Smart – How to make your business safe;
- Party Smart;
- Understanding Family Violence (available in six languages – English, Greek, Spanish, Italian, Chinese, Arabic);

- Holiday Home Security Checklist;
- Holiday Business Security;
- Retail Security;
- ACT Diversion Programs;
- The Police and Safety House;
- Victims of Crime;
- Canberra PCYC – your club;
- RecLink;
- Policing in the Australian Federal Police;
- Motor Vehicle Security;
- Are you a Victim of Crime?;
- Welcome to Australia's Capital (tips on safety for visitors in Canberra);
- Making your home more secure;
- Cannabis – The law in the ACT are you unsure?;
- Irony – see the irony of ecstasy;
- Drug Rape. Watch yourself, watch your friends;
- How to prepare a victim statement;
- Streetwise – the way to be;
- Security for Seniors;
- Wear the Hardware (a word about bicycle helmets);
- CLASP; and
- Buying Stolen Property.

Glossary

ABS	Australian Bureau of Statistics
ACT	Australian Capital Territory
AFP	Australian Federal Police
Autocite	Handheld device used to issue traffic offences
CAD	Computer Aided Dispatch
CBR	Chemical, Biological, Radiological
CLASP	Community Liaison Advisory Safety Project
CPO	Chief Police Officer
FOI	Freedom of Information
FVIP	Family Violence Intervention Program
ICLO	Indigenous Community Liaison Officer
JESC	Joint Emergency Services Centre
Nominal Informant	Police officer responsible for the matter appearing before the court
OH&S	Occupational Health & Safety
PCYC	Police Citizens Youth Club
PROMIS	Police Real-time Online Management Information System
RAPID	Recognition and Analysis of Plates Identified
RBT	Random Breath Test
RTA	Road Traffic Authority
TBT	Targetted Breath Testing
YWCA	Young Womens Christian Association

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