



Australian Government
**Australian Customs and
Border Protection Service**

Freedom of Information Act 1982

Section 9 statement – 2009

The following is a statement made by the Australian Customs and Border Protection Service (Customs and Border Protection) pursuant to paragraph 9(2)(c) of the *Freedom of Information Act 1982*.

Where large quantities of the same types of documents are available, they have been listed in the statement by reference to the index available on the Customs and Border Protection internet.

Members of the public may inspect or purchase the documents listed below during office hours, following prior arrangement with the Customs and Border Protection FOI Coordinator. Inquiries about arrangements should be made to:

FOI Coordinator
Parliamentary and Executive Section
Australian Customs and Border Protection Service
5 Constitution Avenue
CANBERRA ACT 2601
Tel: 02 6275 5621
Fax: 02 6275 6820
Email: foicoordinator@customs.gov.au

Arrangements may be made to view, purchase or order documents at Customs and Border Protection offices in each State or Territory capital city. Some documents are also available on the Customs and Border Protection Internet site at www.customs.gov.au. Hard copies can be obtained by phoning the FOI Coordinator on 02 6275 5621. Where hard copies can be obtained from Customs and Border Protection support centres, contact details are provided in the statement.

Note – Some documents may contain information that will be censored prior to inspection or purchase.

General Documents

The following general documents are available on the Internet at www.customs.gov.au:

Australian Customs Notices

An index of Australian Customs Notices issued since 1996 is available on the Internet at www.customs.gov.au. A full index of notices can also be obtained from the address listed at the beginning of this statement.

Customs State Notices

An index of Australian Customs State Notices is available on the Internet at www.customs.gov.au. A full index of notices can also be obtained from the address listed at the beginning of this statement.

General information

- Customs protecting our borders
- Strategic Statement 2007-2010
- Annual Plan 2009-2010
- Customs Client Service Charter
- Guide for travellers - know before you go
- Information for Yachts Travelling to Australia

Fact sheets

- A Week in the Life of Customs
- Contacts Fact Sheet
- Customs in regional Australia
- Frontline – Help Customs Protect Australian Borders

Cargo Division

Australian Customs Cargo Advice (ACCA)

An index of Australian Customs Cargo Advices issued since 2005 is available on the Internet at www.customs.gov.au. A full index of notices can also be obtained from the address listed at the beginning of this statement.

General information

- Delivery of export cargo to a wharf or airport
- Clearing your Goods Unaccompanied Personal Effects and Clearing other Goods
- Guide to Manual Preparation of Nature 10 “Entry for Home Consumption”
- Guide to the Importation of Privately Owned Motor Vehicles or Motor Cycles
- Changes for exports 1 July 2004
- ICS productions reports
- Workarounds for Import Declarations
- Workarounds for Import Cargo Reporting
- ICS Release Notes
- Priority Issues Status Report
- IAG Meeting Minutes
- Industry Issues Register

Manuals

- Volume 3 – Cargo Reporting
- Volume 7 – Import Control

- Volume 12 – Export Control

ICS changes and enhancement guides 2008

- Dynamic Reload Declaration
- Mass Update Screens Guide
- Event History – List of Events
- Event History Guide
- DSA Messages

Fact sheets

- Australian Harmonized Export Commodity Classification (AHECC) fact sheet
- Cargo automation
- Completing export declarations
- Documentary Import Declaration Comprehensive Guide
- Export air cargo security
- Importing handicrafts into Australia
- Information for exporters brochure
- Moving cargo more securely
- The need for accurate export information

Practice Statements and Instructions and Guidelines

- Detained goods management
- Intervention in post
- The reporting requirements for the movement of transshipment cargo
- Trial of Control Permits - The control of non-commercial foreign craft in Australia
- Use of Container Examination Facilities
- Inspection and Examination of Air Cargo – Imports
- Intervention of Air Cargo – Exports
- Programmed Cargo Examinations – Exports
- Programmed Cargo Examinations - Imports

Client Engagement and Cargo Systems Branch

Cargo Support

Cargo Support fact sheets are available on the Internet at www.cargosupport.gov.au. Hard copies can be obtained by phoning the Cargo Support information line on 1300 558 099.

General information documents

- How to communicate with Customs
- ICS Updates

Exports

- What are the export reporting requirements for depots?
- What are the export reporting requirements for warehouses?
- What client roles do I need in the ICS for my organisation?
- What evidence of identity do I need to provide for documentary (manual) export declarations?
- What are the requirements for communicators using EXDOC?
- What is an AHECC and how do I find one?
- How do I complete a CTO receival notice in the ICS?
- How do I complete a CTO removal notice in the ICS?
- How do I complete a departure report in the ICS?

- How do I complete a depot receipt notice in the ICS?
- How do I complete a depot release notice in the ICS?
- How do I complete an export declaration in the ICS?
- How do I complete a main manifest in the ICS?
- How do I complete a sub-manifest in the ICS?
- How do I complete a warehouse release notice in the ICS?
- How do I complete a warehouse return notice in the ICS?

Exports ICS Manuals

- Module 1 – Exports Overview
- Module 2.0 – Export Declarations
- Module 2.1 – Export Declarations – Lodge
- Module 2.2 – Export Declarations – Amend and Withdraw
- Module 3.1 – Warehouse Release Notices
- Module 3.2 – Warehouse Return Notices
- Module 4.1 – Depot Receipt Notices
- Module 4.2 – Depot Release Notices
- Module 5.1 – CTO Receipt Notices
- Module 5.2 – CTO Removal Notices
- Module 6 – Submanifests
- Module 7 – Departure Reports
- Module 8 – Main Manifests

Import Cargo Clearance

- How do I produce a report on my outstanding declarations?
- How do I clear unaccompanied personal effects (UPEs)?
- How do I claim preferential tariff rates?
- What are Customs (cost recovery) charges?
- What evidence of identity do I need to provide for documentary (manual) declarations?
- How do I lodge a refund or post warrant amendment for goods that were originally duty and tax paid as a compile entry for home consumption (Nature 10)?
- How do I lodge a S71E movement application?
- What is a Self Assessed Clearance (SAC) and how do I lodge one?
- Self-Assessed Clearance Thesaurus
- How do I declare warehoused goods for home consumption in the ICS?
- How do I complete a documentary import declaration (N10)?
- How do I find the status of an import declaration in the ICS?
- Are there any workarounds that may impact the declaring of import cargo?

Import Cargo Clearance ICS Manuals

- Module 15 – Import Declarations Overview
- Module 16.1 – Lodging Import Declarations – Nature 10
- Module 16.2 Amending Import Declarations – Nature 10
- Module 16.3 Lodging Express Import Declarations (N10)
- Module 17 – Nature 20 Warehouse Declarations
- Module 18 – Import Declarations – Nature 30
- Module 19 – Self Assessed Clearance Declarations
- Module 20 – Payments
- Module 21 - Section 71 E Movement Applications
- Module 23 – Drawback Claims
- Module 24 – ICS Reports
- Module 25 – Diagnostics

Import Cargo Reporting

- Where do I find the status of my cargo?
- What has changed with sea cargo reporting in relation to ocean bill of lading numbers? (OBOL phase1).
- Will the ICS accept house bill of lading cargo reports prior to the ocean bill of lading cargo report? (OBOL phase 2).
- What are Customs (cost recovery) charges?
- How do I complete an air cargo report in the ICS?
- How do I complete an air underbond movement report in the ICS?
- How do I complete an air waybill outturn report in the ICS?
- How do I complete a cargo list report in the ICS?
- How do I complete a progressive discharge report in the ICS?
- How do I complete a sea cargo outturn report in the ICS?
- How do I complete a sea cargo report in the ICS?
- How do I complete an underbond movement (sea cargo) in the ICS?
- How do I find an ocean bill number?
- Uncertain about what your requirements are in relation to the reporting and handling of cargo that is to be transhipped through Australia?
- Uncertain about if an underbond is applicable or having problems in understanding why your underbond applications are not successful?
- When should I report cargo on a Cargo List Report?
- Are there any workarounds that may impact the reporting of import cargo?
- More cargo reporting FAQs, including questions and answers on impending arrival reports, actual arrival reports, cargo reports, outturn reports, underbond movement requests, cargo list reports and transhipments.

Import Cargo Reporting ICS Manuals

- Module 1 – Import Cargo Reporting Overview
- Module 2 – Air Impending Arrival Reports
- Module 3 – Air Cargo Reports
- Module 4 – Air Actual Arrival Reports
- Module 5 – Air Waybill Outturn Reports
- Module 6 – Air Underbond Movements
- Module 7 – Sea Impending Arrival Reports
- Module 8 – Sea Cargo Reports
- Module 9 - Cargo List Reports
- Module 10 – Sea Actual Arrival Reports
- Module 11 – Progressive Discharge Reports
- Module 12 – Sea Cargo Outturns
- Module 13 – Vessel Summary
- Module 14 – Sea Underbond Movements

CSI Installer

- CSI Installation Guide
- How do I set a default certificate in CSI?
- How do I uninstall the CSI?
- How do I uninstall the Sun JRE?

Digital Certificates

- What is a Signing Authority / Administrator?
- How do I go about communicating electronically with customs?
- What evidence of identity do I need to provide to purchase a digital certificate?
- What else do I need to know about digital certificates and client registrations?

- Can I connect directly to Customs?
- What is PKI?
- Who is responsible for the content of an electronic communication with Customs?
- Who is responsible for the content of electronic communications with Customs when a bureau or wholesaler is involved?

Certificate Maintenance

- How do I rollover to my new digital certificate?
- How do I renew my ABN DSC or Non-Individual (Type 2) digital certificate?
- How do I renew my Type 1 individual or Type 3 device certificate?
- How do I add a renewed certificate?
- How do I add a new user?

Customs Interactive

- How do I navigate in the ICS?
- How do I register my clients in the ICS?
- I need to supplement or amend the client details in ICS?
- How do I find a UNLocode?
- Can I use Internet Explorer 7 (IE7) with the ICS?
- How do I add or amend my contact details in the ICS?
- What is an Establishment ID and how to I obtain one?
- The fields on my ICS screen grey out after I access the 'blue book' icon.

Business Continuity Planning

- BCP file specifications
- ICS Business Continuity Plan
- BCP file specifications
- BCP Forms

General ICS Manuals

- Module 1 – The ICS Environment
- Module 2 – Electronic Communicator Registration
- Module 2.1 – Registration of Clients
- Module 2.2 – Digital Certificate Maintenance
- Module 3 – Client Overview
- Module 3.1 – Client Maintenance (searching and viewing basic client details)
- Module 3.2 – Client Maintenance (creating and amending basic client details)
- Module 3.3 – Client maintenance (viewing, creating and amending complex client details)
- Module 3.4 – Client Approvals and Branches
- Module 4 – Messaging
- Module 5.1 - Reference – Exports
- Module 5.2 – Reference – Import Cargo Clearance
- Module 5.3 Reference – Cargo Clearance

Trade and Compliance Division

Fact sheets

- Improving export data

Trade Services Branch

Manuals

- Volume 8a – Valuation

- Volume 8b – Origin - Preferential Rules of Origin for Australia's Free Trade Agreements (excluding the Free Trade Agreements with the United States and Thailand)
- Volume 8c – Origin – Australia-United States free trade agreement (valid till 31 December 2006)
- Volume 8c – Origin - Australia-United States Free Trade Agreement (valid from 1 January 2007) (Contains HS2007 Rules of Origin changes)
- Volume 8d – Origin – Thailand-Australia Free Trade Agreement

Classification

- Combined Australian Customs Tariff Nomenclature and Statistical Classification
- Schedule of Tariff Concession Orders
- Schedule of Concessional Instruments

Fact sheets

- Cheese and curd quota scheme
- Classifying goods in the Customs Tariff
- Export concessions – duty drawback
- Incoterms – Quick reference guide
- Tariff and precedents information network
- Tariff Concession System

Practice Statements and associated documents

- The Duty Drawback Scheme
- Refund of Customs Duty
- Rules of Origin
 - Australia-United States Free Trade Agreement
 - Appendix 1: Australia-United States Free Trade Agreement
- Valuation
 - Exchange Rates

Free Trade Agreements – information documents

- Australia - New Zealand Closer Economic Relations Trade Agreement (ANZCERTA)
 - Trans –Tasman Textile, Clothing and Footwear Rules of Origin Enquiries – Protocol on Customs Procedures
 - Rules Governing Entitlement to Preferential Rates of Duty for trans-Tasman trade
 - Rules of Origin – Determined Manufacture Raw Materials
 - Supporting a Claim of Origin
- South Pacific Regional Trade and Economic Cooperation Agreement (SPARTECA)
 - AUSTRALIA-FIJI – Protocol on customs Procedures for Rules of origin under SPARTECA
 - Forum Island 'A Reference Handbook for Forum Island Country Exporters'
- Australia – United States Free Trade Agreement (AUSFTA)
 - Australia – United States Free Trade Agreement - Support a claim of origin
 - AUSFTA – Provision of Origin Rulings
 - A Guide to determining the origin of goods using the 'change in tariff classification method'

- Thailand-Australia Free Trade Agreement (TAFTA)
 - TAFTA – Information on provision of Origin Rulings
 - A guide to Determining the Origin of Goods Under TAFTA using the ‘Change in Tariff Classification Method’
- Australia-Chile Free Trade Agreement (ACI-FTA)
 - ACI-FTA Information regarding provision of Origin Rulings

Valuation

The following information is available in Adobe portable document format (PDF) on the Internet at www.customs.gov.au.

- Customs Valuation of Imported Goods Fact sheet;
- Customs Valuation of imported road vehicles
- Valuation Treatment of “Free of Charge Goods” Fact sheet;
- Valuation Treatment of Production Assist Costs Fact sheet.

Trade Policy & Regulation Branch

Community Protection

Fact sheets

- Prohibited/restricted imports - asbestos October 2007
- Prohibited/restricted imports - certain novelty erasers October 2007
- Prohibited/restricted imports - money boxes October 2007
- Prohibited/restricted imports - pencils or paint brushes October 2007
- Prohibited/restricted imports - toys October 2007
- Prohibited/restricted imports - goods bearing an image of the Australian flag March 2008
- Taking or sending PBS medicine overseas

Policy advices

The following list of policy advices includes administrative arrangements for prohibited and restricted imports and exports (as contained in Australian Customs Notices).

- New Regulation 4C of the Customs (*Prohibited Imports*) Regulation 1956 and Regulation 4 of the Customs (*Prohibited Exports*) Regulations 1958 – goods containing asbestos.
- New Regulation – Regulation 5L of the Customs (Prohibited Imports) Regulation 1956 – dogs, dangerous breeds (subsequently disallowed and partially reinstated).
- Disallowed Regulation – Regulation 5L of Customs (Prohibited Imports) Regulation 1956 – dogs, dangerous breeds.
- Reinstated Regulation – Item 26, Schedule 1, Regulation 3 of Customs (Prohibited Imports) Regulations 1956 – dogs, dangerous breeds.
- Amended Regulation – Regulation 7, Schedule 6 of Customs (Prohibited Exports) Regulations 1958 – human embryos.
- New Regulations – Regulation 4W of Customs (Prohibited Imports) Regulations 1956 and Regulation 9AB of Customs (Prohibited Exports) Regulations 1958 – cat and dog fur.
- New Regulation – Regulation 4A of Customs (*Prohibited Exports*) Regulations 1956 - Rotterdam & Stockholm Convention chemicals.
- Amended Regulation – Regulation 5I, Schedule 9 of Customs (Prohibited Imports) Regulations 1956 – organochlorine chemicals (pesticides).
- Amended Regulation – Regulation 5K, Schedule 10 of Customs (Prohibited Imports) Regulations 1956 and Regulation 13F, Schedule 15 of Customs

(Prohibited Exports) Regulations 1958 – ozone depleting substances and synthetic greenhouse gasses.

- New Regulation – Regulation 4D of Customs (Prohibited Imports) Regulation 1956 – unmanufactured tobacco leaf (*replaced item 2, Schedule 3, Customs PI Regs*).
- New Regulation – Item 9 & 10, Schedule 12, Regulation 4U of Customs (Prohibited Imports) Regulations 1956 - Candles with lead core wicks
- New Regulation – Regulation 4Q of Customs (Prohibited Imports) Regulations 1956 – Round logs and timber products from Liberia
- Amended Regulation – Regulation 4S of Customs (Prohibited Imports) Regulations 1956 – Lighters
- New Regulations – Regulation 4MA of Customs (Prohibited Imports) Regulations 1956 and Regulation 9AA of Customs (Prohibited Exports) Regulations 1958 - rough diamonds general
- New Regulations – Item 27, Schedule 1, Regulation 3 of Customs (Prohibited Imports) Regulations 1956 and Regulation 7 of Customs (Prohibited Exports) Regulations 1958 – import of viable material derived from human embryo clones and export of human embryos
- Amended Regulation – Item 11, Schedule 12, Regulation 4U of Customs (Prohibited Imports) Regulations 1956 – Mini-cup jelly confectionary
- Amended Regulation – Schedule 4, Regulation 5 of Customs (Prohibited Imports) Regulations 1956 and Parts 2 & 3, Schedule 8, Regulation 10 of Customs (Prohibited Exports) Regulations 1958 – High-risk emerging chemicals of abuse
- Amended Regulation – Item 26, Schedule 1, Regulation 3 of Customs (Prohibited Imports) Regulations 1956 – Dogs, dangerous breeds
- Amended Regulation – Regulation 4A of Customs (Prohibited Imports) Regulations 1956 and Regulation 3 of Customs (Prohibited Exports) Regulations 1958 – Objectionable Material
- Amended Regulation – Repeal Item 2, Schedule 3 and insert new Regulation 4D of Customs (Prohibited Imports) Regulations 1956 – Unmanufactured tobacco leaf
- Amended Regulation – Regulation 4C and Schedule 3B of Customs (Prohibited Imports) Regulations 1956 – in-situ chrysotile asbestos
- Amended Regulation – Regulation 4A and Schedule 2 of Customs (Prohibited Exports) Regulations 1958 – Chemicals
- Amendments to the Customs (Prohibited Imports) Regulations 1956 Regulation 4C - Importation of in-situ chrysotile asbestos
- Amendments to the Customs (Prohibited Exports) Regulations 1958 Export of Human Embryos
- Amendments to the Customs (Prohibited Imports) Regulations 1956 - Rough Diamonds from Sierra Leone and Cote d'Ivoire
- Amendments to the Customs (Prohibited Exports) Regulations 1958 Export of Human Embryos (2007/29)
- Amendment to the Customs (Prohibited Imports) Regulations 1956 Regulation 4AA - Importation of Plastic Explosives
- Amendments to the Customs (Prohibited Imports) Regulations 1956 - Heavy metal levels, Marked Fuel, Liberia sanctions
- Amendment to the Customs (Prohibited Exports) Regulations 1958 Regulation 9 and Schedule 7 - Exportation of Nuclear Material
- Amendments to the Customs (Prohibited Imports) Regulations 1956 and the Customs (Prohibited Exports) Regulations 1958 - Terrorist Material

Copyrights, Trade Marks And Commerce Trade Descriptions

Hard copies can be obtained by phoning the Customs Information and Support Centre on 1300 363 263.

- Protecting Intellectual Property

- Guide to Lodging a Trade Mark Notice
- Guide to Lodging a Copyright Notice
- False Trade Descriptions
- Labelling Requirements for Exported Goods
- Labelling requirement for watches
- Labelling requirement for clothing
- Labelling requirements for goods from leather, vulcanite and plastics or their imitations
- Labelling requirements for shoes
- Labelling requirements for surfboards
- Labelling requirements for imported medicines

Firearms and Weapons

Fact sheets

- Export controls for Defence and Strategic Goods
- Firearms/Weapons information contacts
- Importing/Exporting crowd control equipment
- Importing/Exporting non-firearm weapons including martial arts
- Importing/Exporting knives
- Importing/Exporting warfare items
- Import controls on laser pointers
- Importing or exporting goods containing ozone depleting substances or synthetic greenhouse gasses
- Importing Ammunition and Magazines
- Importing Cat A & B Firearms
- Importing Cat C Firearms
- Importing firearms Replicas
- Importing Handguns
- Importing Paintball Markers
- Importing Self Loading/Pump Action/ Automatic Firearms
- Importing Soft Air (BB) Firearms
- Importing Parts and Accessories
- Importing Antique/Muzzle Loading

Trade Measures Branch

Australian Customs Dumping Notices

An index of Australian Customs Dumping Notices issued since 1996 is available on the Internet at www.customs.gov.au. A full index of notices can also be obtained from the address listed at the beginning of this statement.

General information documents

- Australia's Anti-dumping and Countervailing Administration (Anti-Dumping Booklet)
- Pre-lodgement documentation check guidelines
- Guidelines for Australian industry – application for dumping and countervailing duties
- Guidelines for the examination of a formally lodged application
- Guidelines for preparing an application for continuation of measures
- Guidelines for preparing an application for review of measures
- Notice of Withdrawal of an Application for Dumping and Countervailing Duties
- Trade Measures Quality Assurance Policy

Manuals

- Volume 22 – Dumping and Subsidisation

Fact sheets

- Anti-dumping and countervailing investigation process

Trade Measures Reports

An index of Customs Notices – Dumping Investigations Reports issued since 1999 is available on the Internet at www.customs.gov.au. A full index of notices can also be obtained from the address listed at the beginning of this statement.

- Initiation Reports
- PAD Reports
- Statements of Essential Facts
- Final Reports
- Trade Measures Issues Papers
- Trade Measures Policy Advices
- Anti Dumping Joint Study Papers

Compliance Assurance Branch

General information documents

- Customs Regulatory Philosophy – PDF
- Monitoring and Export Examination Powers – PDF
- Infringement Notice Guidelines Customs Act 1901, Part XIII, Division 5 – PDF
- Moratorium relating to Strict Liability Import Offences – PDF
- How to comply with Customs Export Regulations - booklet

Manuals

- Volume 10 – Warehousing

Fact sheets

- A Guide to Customs Compliance Audits
- Customs Compliance Continuum
- Prescribed Warehouse Goods for export
- Improving Export Data

Licensing

Depot Licensing

- S77G Depot Licence Application Guide (available on request from Customs offices)

Warehouse Licensing

- Warehouse Licence Application Guide
- Information for Duty Free Shop Operators

Fact sheets

- Customs Brokers Responsibilities
- Customs warehouses – deferment of duty
- Licensing Customs Brokers

Enforcement and Investigations Division

Enforcement Operations Branch

Fact sheets

- Detector dog program
- Clearance Options For Visiting Smallcraft

Investigations Branch

Practice Statement

- Customs Investigations

Research and Development Branch

Fact sheets

- Advancing technology to protect our borders
- Airport Closed-Circuit Television
- Radio communications
- Trace particle detection
- Waterfront Closed-Circuit Television
- X-ray technology

Maritime Operations Support Division

General information document

- Australian Maritime Identification System brochure

Border Protection Command

General information documents

- Border Protection Command Concept of Operations
- Protecting Australia's Offshore Maritime Areas brochure

Fact sheets

- Illegal Foreign Fishing
- Maritime Zones
- Maritime Terrorism
- Offshore Facility Security Patrols

Passengers Division

General information documents

- Charter Flights Brochure (Arrivals and Departures at Non-international Airports)
- Tourist Refund Scheme (TRS) 'Tax back for Travellers' (available in English, Arabic, Chinese, French, German, Greek, Indonesian, Italian, Japanese, Korean, Malaysian, Spanish, Thai and Vietnamese)
- Customs Requirements for Passengers and Crew
- Customs Role at our Airports
- Passenger Concession pamphlet
- Guide for travellers - know before you go
- International Airport Operator's Guide

- Charter/itinerant flight request procedures

Fact Sheets

- SmartGate Fact Sheet #1 - An Introduction
- SmartGate Fact Sheet #2 – Trial
- SmartGate Fact Sheet #3 – ePassports
- SmartGate Fact Sheet #4 – Biometrics

Practice Statements

- Air Border Security
- Air Traveller Management and Preparation
- Assessment of Travellers
- Customs Appointed Airports
- Passenger and Crew Duty Free Concessions
- Passenger Movement Charge
- Primary Clearance
- Tourist Refund Scheme
- Traveller Intervention and Response

People and Place Division

People Branch

Practice Statements

- OHS Policy – OHS Management Information Systems
- OHS Policy – OHS Risk Management
- Health and Safety Management Arrangements
- Safety Health & Wellbeing Policy – Injury Management

Corporate and International Strategy Branch

Internal Audit

Practice Statement

- Follow-up of Internal Audit/ANAO Recommendations

Corporate Performance and Reporting

Practice Statement

- Performance Statistics Certification and Publication

Planning

Practice Statements

- The Practice Statement System
- Risk Management
- Customs Client Service Standards

Parliamentary and Executive

General information documents

- Privacy policy

Practice Statements and Instructions and Guidelines

- Freedom of Information Policy
- Industry engagement in the development of Customs legislation
- MOU policy
- Incidents involving Customs employees
- Customs compliance with the *Legal Services Directions 2005*
- Assistance to Customs employees in legal proceedings
- Claims and litigation by or against the Commonwealth
- Enforcement of limitation periods
- Engagement of counsel
- Legal work that must be undertaken by AGD or AGS, DFAT or OPC
- Request or demands that could give rise to a claim for public interest immunity
- Sharing of legal advice within Government
- Significant legal issues – reporting requirements
- The Commonwealth’s obligation to act as a model litigant
- Use of information obtained through a compulsory court process
- Handling of settlements
- Customs legal services
- Obtaining non-core legal services
- Customs Legal Unit services provided by the Australian Government Solicitor
- Onsite and regional legal services provided by the Australian Government Solicitor
- Payment for legal services
- Contact with lawyers
- Recovery of legal costs
- Receipt of Court and Tribunal documents
- Making legislation
- Development, introduction and passage of Bills
- Making regulations and ordinances
- Disclosure of information
- Disclosure to Commonwealth, State and Territory agencies
- Disclosure to foreign countries, instrumentalities or agencies of a foreign country and international organisations
- Disclosure to companies or individuals
- Release of information and verification of importation – imported goods
- Waiver of legal professional privilege
- Customs intellectual property policy
- Creation and acquisition of intellectual property
- Identifying and recording intellectual property ownership
- Protecting Customs intellectual property
- Commercialisation of intellectual property
- Sharing and granting of public access to Customs intellectual property
- Use of intellectual property owned by another party
- Monitoring and enforcing Customs intellectual property rights
- Maintenance, expiry and disposal of intellectual property
- Assessing and valuing Customs intellectual property

Communication and Media

Practice Statements and Instructions and Guidelines

- Advertising
- Procedures for placing non-campaign advertising
- Media procedures
- Sponsorship
- Sponsorship policy instructions