



Ensuring police across Australia have
the information they need to keep
our streets safe.

Chapter 5

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Annual report list of requirements

Part of report	Description	Requirement	Page
Letter of transmittal	A copy of the letter of transmittal signed and dated by the accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	1
Aids to access	Table of contents	Mandatory	3
	Alphabetical index	Mandatory	131
	Glossary, abbreviations and acronyms	Mandatory	128–130
	List of requirements	Mandatory	124
	Details of contact officer	Mandatory	inside cover
	Entity's website address	Mandatory	inside cover
	Electronic address of report	Mandatory	inside cover
Review by the accountable authority	A review by the accountable authority of the entity	Mandatory	8
Overview of entity	A description of the role and functions of the entity	Mandatory	13
	A description of the organisational structure of the entity	Mandatory	15
	A description of the outcomes and programs structure of the entity	Mandatory	27
	A description of the purposes of the entity as included in the corporate plan	Mandatory	28
	An outline of the structure of the portfolio of the entity	Portfolio departments Mandatory	N/A
	Where outcome and program structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	N/A
Report on performance	<i>Annual performance statements</i>		
	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the PGPA Rule	Mandatory	26
	Report on financial performance		95
	A discussion and analysis of the entity's financial performance	Mandatory	92
	A table summarising the total resources and total payments of the entity	Mandatory	94
	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	Mandatory	92

Part of report	Description	Requirement	Page
Management and accountability	<i>Corporate governance</i>		
	Information on compliance with section 10 (fraud systems)	Mandatory	79
	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	79
	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	79
	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	79
	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	72
	A statement of significant issues reported to the Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance	If applicable, Mandatory	92
	<i>External scrutiny</i>		
	Information on significant developments in external scrutiny and entity's response to the scrutiny	Mandatory	80
	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	N/A
	Information on any reports by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman	If applicable, Mandatory	N/A
	Information on any capability reviews on the entity that were released during the period	If applicable, Mandatory	N/A
	<i>Management of human resources</i>		
	Assessment of the entity's effectiveness in managing and developing human resources to achieve entity objectives	Mandatory	85
	Statistics on the entity's APS employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> ■ statistics on staffing classification level ■ statistics on full-time employees ■ statistics on part-time employees ■ statistics on gender ■ statistics on staff location ■ statistics on employees who identify as Indigenous 	Mandatory	85

Annual report list of requirements (continued)

Part of report	Description	Requirement	Page
Management and accountability (continued)	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	86
	Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AG(4)(c)	Mandatory	86
	The salary ranges available for APS employees by classification level	Mandatory	87
	A description of non-salary benefits provided to employees	Mandatory	86
	Information on the number of employees at each classification level who receive performance pay	If applicable, Mandatory	N/A
	Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, Mandatory	N/A
	Information on aggregate amounts of performance payments	If applicable, Mandatory	N/A
Assets management	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	Mandatory	80
Purchasing	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i>	Mandatory	81
Consultants	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	81
	A statement that 'During [reporting period], [specific number] new consultancy contracts were entered into involving total actual expenditure of \$[specific million]. In addition, [specific number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specific million]'	Mandatory	82
	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were engaged	Mandatory	81
	A statement that 'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website'	Mandatory	82
Australian National Audit Office Access Clauses	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	N/A

Part of report	Description	Requirement	Page
Exempt contracts	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters	If applicable Mandatory	N/A
Small business	A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website'	Mandatory	81
	An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	81
	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that '[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website'	If applicable, Mandatory	N/A
Financial statements	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act	Mandatory	95
Other mandatory information	If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website'	If applicable, Mandatory	N/A
	If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, Mandatory	83
	A statement that 'Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity's website]'	if applicable, Mandatory	N/A
	Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	89
	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found	Mandatory	84
	Correction of material errors in previous annual report	If applicable, Mandatory	N/A
	Information required by other legislation	Mandatory	84

Acronyms and abbreviations

AASB	Australian Accounting Standards Board
ABIN	Australian Ballistic Information Network
ACIC	Australian Criminal Intelligence Commission
ACLEI	Australian Commission for Law Enforcement Integrity
ACORN	Australian Cybercrime Online Reporting Network
AIFN	Australian Firearms Information Network
AIPM	Australian Institute of Police Management
ANAO	Australian National Audit Office
AND	Australian Network on Disability
ANZPAA	Australian and New Zealand Policing Advisory Agency
APS	Australian Public Service
APSC	Australian Public Service Commission
CETS	Child Exploitation Tracking System
COAG	Council of Australian Governments
DVO	Domestic Violence Order
EDRMS	Electronic Document and Records Management System
FOI	Freedom of Information
IAC	Integrity Advisory Committee IBIS® Integrated Ballistic Identification System (IBIS)
ICT	Information Communication Technology
IGA	Inter-Governmental Agreement
IPS	Information Publication Scheme
ITIL	Information Technology Infrastructure Library
KPI	Key Performance Indicator
LCCSC	Law, Crime and Community Safety Council

MOU	Memorandum of Understanding
NABERS	National Australian Built Environmental Rating Scheme
NAFIS	National Automated Fingerprint Identification System
NCIDD	National Criminal Investigation DNA Database
NCOS	National Child Offender System
NDIC	National DNA Investigative Capability
NDVOISS	National Domestic Violence Order Information Sharing System prototype
NEVDIS	National Exchange of Vehicles and Driver Information System
NFI	National Firearms Interface
NFID	National Firearms Identification Database
NFLRS	National Firearms Licensing and Registration System
NIEM	National Information Exchange Model
NISC	National Improved Search Capability
NMPVS	National Missing Persons and Victim System
NNI	National Names Index
NORS	National Order Reference System
NPBI	National Portable Biometric Interface
NPCS	National Police Checking Service
NPRS	National Police Reference System
NVOI	National Vehicles of Interest
P3M3	Portfolio, Program and Project Management Maturity Model
WHS	Work health and safety
WILES	Women in Law Enforcement Strategy

Glossary

Accredited Agency

An organisation (other than a police agency) authorised to access the National Police Checking Service.

Control Objects for Information Related Technologies (COBIT)

COBIT is an internationally recognised best practice framework for information technology management and governance. COBIT 5 is the latest version of the framework and includes process descriptions, control objective, management guidelines and maturity models.

Familial searching

Familial DNA searching involves a search of a DNA database to identify possible relatives of an offender.

Information Technology Infrastructure Library

A set of practices for information technology service management that focuses on aligning information technology services with the needs of business.

Jurisdiction

A state or territory within which a common set of legislative rules apply.

Kinship matching

Kinship matching examines DNA profiles to establish biological relationships between individuals. This can be used to identify missing persons, unidentified human remains, and victims of mass disasters.

Memorandum of Understanding (MOU)

An agreement detailing the terms and conditions between CrimTrac and partner agencies, service providers or accredited agencies.

National Police Check

Involves identifying and releasing and relevant policing information (subject to relevant spent conviction/non-disclosure legislation and information release policies) to support the assessment of suitability of people applying for employment, Australian citizenship or appointment to positions of trust.

Project, Program and Portfolio Management Maturity Model

This model allows an organisation to identify the maturity of key practices and processes associated with the management disciplines for information and communication technology enabled change.

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