# PART 7

## REFERENCES AND APPENDICES

# APPENDIX A—ANNUAL REPORT LIST OF REQUIREMENTS



| REF | PART OF REPORT | DESCRIPTION | REQUIREMENT | LOCATION |
|---|---|---|---|---|
| 8(3) & A.4 | | Letter of transmittal | Mandatory | 1 |
| A.5 | | Table of contents | Mandatory | 2-3 |
| A.5 | | Index | Mandatory | 145 |
| A.5 | | Glossary | Mandatory | 143 |
| A.5 | | Contact officer(s) | Mandatory | iv |
| A.5 | | Internet home page address and Internet address for report | Mandatory | iv |
| 9 | Review by Secretary | | | |
| 9(1) | | Review by departmental secretary | Mandatory | 6-9 |
| 9(2) | | Summary of significant issues and developments | Suggested | 6-8 |
| 9(2) | | Overview of department's performance and financial results | Suggested | N/A |
| 9(2) | | Outlook for following year | Suggested | 8-9 |
| 9(3) | | Significant issues and developments – portfolio | Portfolio departments – suggested | N/A |
| 10 | Departmental Overview | | | |
| 10(1) | | Role and functions | Mandatory | 11 |
| 10(1) | | Organisational structure | Mandatory | 15 |
| 10(1) | | Outcome and program structure | Mandatory | 18-20 |
| 10(2) | | 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 | No variation to outcome / program structure |
| 10(3) | | Portfolio structure | Portfolio departments - mandatory | N/A |
| 11 | Report on Performance | | | |
| 11(1) | | Review of performance during the year in relation to programs and contribution to outcomes | Mandatory | 22-56 |
| 11(2) | | Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements | Mandatory | 22-56 |
| 11(2) | | Where performance targets differ from the PBS/ PAES, details of both former and new targets, and reasons for the change | Mandatory | No variation to performance targets |
| 11(2) | | Narrative discussion and analysis of performance | Mandatory | 24-56 |
| 11(2) | | Trend information | Mandatory | 24-56 |

| REF | PART OF REPORT | DESCRIPTION | REQUIREMENT | LOCATION |
|---|---|---|---|---|
| 11(3) | | Significant changes in nature of principal functions/ services | Suggested | N/A |
| 11(3) | | Performance of purchaser/provider arrangements | If applicable, suggested | 70-71 |
| 11(3) | | Factors, events or trends influencing departmental performance | Suggested | N/A |
| 11(3) | | Contribution of risk management in achieving objectives | Suggested | 63 |
| 11(4) | | Social inclusion outcomes | If applicable, mandatory | 85 |
| 11(5) | | Performance against service charter customer service standards, complaints data, and the department's response to complaints | If applicable, mandatory | N/A |
| 11(6) | | Discussion and analysis of the department's financial performance | Mandatory | 88-90 |
| 11(7) | | Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations. | Mandatory | 88-90 |
| 11(8) | | Agency resource statement and summary resource tables by outcomes | Mandatory | 90 |
| 12 | Management and Accountability | | | |
| | Corporate Governance | | | |
| 12(1) | | Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines. | Mandatory | 1 |
| 12(2) | | Statement of the main corporate governance practices in place | Mandatory | 58-66 |
| 12(3) | | Names of the senior executive and their responsibilities | Suggested | 13-14 |
| 12(3) | | Senior management committees and their roles | Suggested | 58-66 |
| 12(3) | | Corporate and operational planning and associated performance reporting and review | Suggested | 16 |
| 12(3) | | Approach adopted to identifying areas of significant financial or operational risk | Suggested | 63 |
| 12(3) | | Policy and practices on the establishment and maintenance of appropriate ethical standards | Suggested | 71 |
| 12(3) | | How nature and amount of remuneration for SES officers is determined | Suggested | N/A |
| | External Scrutiny | | | |
| 12(4) | | Significant developments in external scrutiny | Mandatory | 69 |
| 12(4) | | Judicial decisions and decisions of administrative tribunals | Mandatory | 69 |

| REF | PART OF REPORT | DESCRIPTION | REQUIREMENT | LOCATION |
|---|---|---|---|---|
| 12(4) | | Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman | Mandatory | 69 |
| | Management of Human Resources | | | |
| 12(5) | | Assessment of effectiveness in managing and developing human resources to achieve departmental objectives | Mandatory | 77 |
| 12(6) | | Workforce planning, staff turnover and retention | Suggested | 77 |
| 12(6) | | Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs | Suggested | 80 |
| 12(6) | | Training and development undertaken and its impact | Suggested | 83 |
| 12(6) | | Work health and safety performance | Suggested | 82 |
| 12(6) | | Productivity gains | Suggested | N/A |
| 12(7) | | Statistics on staffing | Mandatory | 81 |
| 12(8) | | Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs | Mandatory | 80 |
| 12(9) & B | | Performance pay | Mandatory | 80 |
| 12(10)-(11) | Assets management | Assessment of effectiveness of assets management | If applicable, mandatory | 69 |
| 12(12) | Purchasing | Assessment of purchasing against core policies and principles | Mandatory | 70 |
| 12(13)-(24) | Consultants | The annual report must include a summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website. | Mandatory | 70-71 |
| 12(25) | Australian National Audit Office Access Clauses | Absence of provisions in contracts allowing access by the Auditor-General | Mandatory | 71 |
| 12(26) | Exempt contracts | Contracts exempt from the AusTender | Mandatory | 71 |
| 13 | Financial Statements | Financial Statements | Mandatory | 91-135 |

| REF | PART OF REPORT | DESCRIPTION | REQUIREMENT | LOCATION |
|---|---|---|---|---|
| | Other Mandatory Information | | | |
| 14(1) & C.1 | | Work health and safety (Schedule 2, Part 4 of the *Work Health and Safety Act 2011*) | Mandatory | 82 |
| 14(1) & C.2 | | Advertising and Market Research (Section 311A of the *Commonwealth Electoral Act 1918*) and statement on advertising campaigns | Mandatory | 72 |
| 14(1) & C.3 | | Ecologically sustainable development and environmental performance (Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*) | Mandatory | 73 |
| 14(1) | | Compliance with the agency's obligations under the *Carer Recognition Act 2010* | If applicable, mandatory | N/A |
| 14(2) & D.1 | | Grant programs | Mandatory | 71 |
| 14(3) & D.2 | | Disability reporting – explicit and transparent reference to agencylevel information available through other reporting mechanisms | Mandatory | 85 |
| 14(4) & D.3 | | Information Publication Scheme statement | Mandatory | 72 |
| 14(5) & D.4 | | Spatial reporting – expenditure by program between regional and nonregional Australia | If applicable, mandatory | N/A |
| 14(6) | | Correction of material errors in previous annual report | If applicable, mandatory | 73 |
| E | | Agency Resource Statements and Resources for Outcomes | Mandatory | 90 |
| F | | List of Requirements | Mandatory | 138-141 |

# ACRONYMS AND ABBREVIATIONS

| | |
|---|---|
| AASB | Australian Accounting Standards Board |
| ABIN | Australian Ballistic Information Network |
| ACLEI | Australian Commission for Law Enforcement Integrity |
| ACORN | Australian Cybercrime Online Reporting Network |
| ACT | Australian Capital Territory |
| ANAO | Australian National Audit Office |
| AND | Australian Network on Disability |
| APS | Australian Public Service |
| APSC | Australian Public Service Commission |
| ASIC | Aviation Security Identification Card |
| AVA | Active Vulnerability Assessment |
| CEO | Chief Executive Officer—the agency head as defined under the *Public Service Act 1999* |
| CETS | Child Exploitation Tracking System |
| CIO | Chief Information Officer |
| CIOC | Chief Information Officers Committee |
| COAG | Council of Australian Governments |
| COO | Chief Operating Officer |
| DCA | Diversity Council of Australia |
| DVO | Domestic Violence Order |
| EDRMS | Electronic Document and Records Management System |
| FMA Act | *Financial Management and Accountability Act 1997* |
| FOI | Freedom of Information |
| FOI Act | *Freedom of Information Act 1982* |
| IBIS® | Integrated Ballistic Identification System (IBIS) |
| ICSPA | International Cyber Security Protection Alliance |
| IGA | Inter-Governmental Agreement |
| IIR | Informatica Identity Resolution |
| IPS | Information Publication Scheme |
| ISM | Information Security Manual |
| LCCSC | Law, Crime and Community Safety Council |
| MOU | Memorandum of Understanding |
| MSIC | Maritime Security Identification Card |
| 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 |
| NeAF | National eAuthentication Framework |
| NFI | National Firearms Interface |
| NFID | National Firearms Identification Database |
| NFLRS | National Firearms Licensing and Registration System |
| NIEM | National Information Exchange Model |
| NMPVS | National Missing Persons & Victim System |
| NPCS | National Police Checking Service |
| NPRS | National Police Reference System |
| PFB | Portfolio Board |
| PGPA Act | *Public Governance, Performance and Accountability Act 2013* |
| SCLJ | Standing Council on Law and Justice |
| SCPEM | Standing Council on Police and Emergency Management |
| SES | Senior Executive Service |
| SIG | Strategic Issues Group |
| 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.

## Familial searching

Familial DNA searching involves a search of a DNA database to identify possible relatives of an offender. It is used when a DNA sample found at a crime scene is run through the DNA database, but no direct matches are returned. Familial DNA searching works on the basis that a DNA sample found at a crime scene may partially match a family member whose DNA profile is already stored on the database.

## 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 any 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.

## Vermiculture

The process of composting organic waste by using worms.

# PHOTO CREDITS

| | |
|---|---|
| Page i | Police agency logos reproduced with permission from each relevant police agency |
| Page ii-iii | Infographics created by New Age Graphics |
| Page 5 | Photo supplied by Australian Federal Police |
| Page 6 | CrimTrac photo |
| Page 10 | CrimTrac photo |
| Page 13-14 | CrimTrac photos |
| Page 17 | Photo supplied by Australian Federal Police |
| Page 19 | Photo supplied by Queensland Police Service |
| Page 21 | Photo supplied by South Australia Police |
| Page 25 | Photo supplied by Northern Territory Police |
| Page 31 | Photo supplied by Victoria Police |
| Page 37 | Photo supplied by South Australia Police |
| Page 43 | Photo supplied by Victoria Police |
| Page 48-49 | CrimTrac photo |
| Page 52-53 | CrimTrac photos |
| Page 57 | CrimTrac photo |
| Page 61 | Board member photos reproduced with permission of relevant police agency |
| Page 67 | CrimTrac photo |
| Page 74-75 | CrimTrac photo |
| Page 79 | Photo supplied by Australian Government Information Management Office |
| Page 80 | CrimTrac photo |
| Page 84 | CrimTrac photo |
| Page 87 | CrimTrac photo |
| Page 91 | Photo supplied by Australian Federal Police |

# INFORMATION DATA SOURCES

## Inside cover

Item 1 source: *Report on Government Services 2014* 6.1—Profile of police services, table 6.1
Item 2 source: Average data derived from Crimtrac's services available to police as at 30 June 2014
Item 3 source: National Police Reference System report as at 30 June 2014
Item 4 source: National Police Reference System report as at 30 June 2014
Item 5 source: National Criminal Investigation DNA Database report as at 30 June 2014
Item 6 source: National Automated Fingerprint Identification Database report as at 30 June 2014
Item 7 source: National Criminal Investigation DNA Database report as at 30 June 2014
Item 8 source: National Police Checking Service Support System report as at 30 June 2014

## Page ii–iii—2013–14 At a Glance

Item 1 source: National Automated Fingerprint Identification Database report as at 30 June 2014
Item 2 source: National Criminal Investigation DNA Database report as at 30 June 2014
Item 3 source: National Firearm Identification Database report as at 30 June 2014
Item 4 source: National Firearm Licensing and registration System
Item 5 source: National Police Reference System report as at 30 June 2014
Item 6 source: National Police Checking Service Support System report as at 30 June 2014
Item 7 source: National Child Offender System report as at 30 June 2014
Item 8 source: Performance summary page 22-23 of this report
Item 9 source: Part 5 People management—page 77 of this report
Item 10 source: Part 5 People management—page 77 of this report
Item 11 source: Part 3 Corporate governance—pages 58-66 of this report
Item 12 source: Part 6 Financial reports—page 88-135 of this report

## Biometrics Services infographics

Page 24 National Automated Fingerprint Identification System reports as at 30 June 2014
Page 24 National Criminal Investigation DNA Database reports as at 30 June 2014

## Child Protection infographic

Page 34 National Child Offender System report as at 30 June 2014

## Firearms and ballistics infographics

Page 38 National Firearms Identification Database reports as at 30 June 2014
Page 38 National Firearms Licensing and Referencing System as at 30 June 2014

## Police reference services infographic

Page 44 National Police Reference Service reports as at 30 June 2014

## Cybercrime reporting page

Page 50 *Internet 2012 in numbers*, Royal Pingdom
Page 50 *Internet Activity, Australia*, December 2013, Australian Bureau of Statistics

## National Police Checking Service infographic

Page 54 National Police Checking Service Support System reports as at 30 June 2014

## People management infographics

Page 76 CrimTrac Human Resource Management reports as at 30 June 2014

# INDEX


## A

abbreviations, 142
Aboriginal and Torres Strait Islander persons
  employment and recognition, 86
accountability, 12, 18–19, 68–73
ACT Smart Office Program, 73
Active Vulnerability Assessment (AVA), 66
address and contact details, iv
administrative tribunal decisions, 69
advertising and market research, 72
agency resource statement, 90
ANAO *see* Australian National Audit Office
annual report 2012–13 corrections, 73
asset management, 69
Attorney General's Department, 8, 46
Audit and Risk Committee, 59, 63
Auditor-General *see* Australian National Audit Office
audits
    independent auditor's report, 91–2
    internal audit arrangements, 63, 65
AusCheck system, 46, 47
AusTender, 71
Australian Ballistics Information Network (ABIN), 7, 38, 40, 42, 60
Australian Commission for Law Enforcement Integrity (ACLEI), 8, 69, 71
Australian Cybercrime Online Reporting Network (ACORN), 7, 9, 50–3
Australian Federal Police, 36, 37
Australian Government Digital Transition Policy, 8, 72
Australian Government ICT Graduate Program ICT major project awards, 78–9
*Australian Government ICT Sustainability Plan 2010–2015*, 73
Australian Government Information Security Manual, 66
*Australian Government Public Sector Workplace Bargaining Policy*, 80
Australian National Audit Office, 69
    access clauses, 71
Australian Pubic Service Values and Code of Conduct, 71
Australian Public Service Commission, 69, 77, 85, 86
Australian Public Service Workforce Planning Framework, 85
Australian Signals Directorate 'ASD Top 4,' 66
Aviation Security Identification Card/Maritime Security Identification Card (ASIC/MSIC) Information Sharing Capability, 46, 47
awards and recognition, 78–9

## B

biometric services, 24–33, 60
Board of Management, 59, 60–1, 69
business continuity planning, 63

## C

Chief Executive Officer, 13
    review of year, 6–9
Chief Information Officer, 14
Chief Information Officers Committee, 59, 62–3
Chief Operating Officer, 13
Child Exploitation Tracking System (CETS), 36–7
child protection services, 34–7
committees (CrimTrac), 59, 63, 71, 77
Commonwealth Disability Strategy, 85
Commonwealth Ombudsman, 69
consultancy services, 70–1
contracting, 8, 70–1
corporate governance, 58–66
correction of material errors in previous annual report, 73
Council of Australian Governments (COAG), standing councils, 60
CrimTrac
    accountability, 12, 18–19, 68–73
    Board of Management, 59, 60–1, 69
    Executive, 13–14
    history, 12
    Inter-Governmental Agreement (IGA), 60
    objectives, 12, 18
    organisational structure, 14–15
    portfolio membership, 12
    role and function, 11
*CrimTrac Enterprise Agreement 2011–2014*, 80
*CrimTrac ICT Blueprint for National Police Information Sharing 2014–2018*, 6, 16
*CrimTrac Workforce Plan 2013–15*, 85
cybercrime reporting, 50–3

## D

definitions, 143
Department of Finance, 77, 78
Department of Immigration and Border Protection, 7, 25
disability reporting, 85
discretionary grants, 71
diversity and social inclusion, 85–6

## E

ecologically sustainable development and environmental performance, 73
Electronic Document and Records Management System, 8, 72
employees *see* staff
energy use, 73
enterprise agreement, 80
ethical standards, 71, 85
Executive, 13–14
exempt contracts, 71
expenses, 12, 88–90
external scrutiny, 69

## F

Financial Management and Accountability Act 1997, 12, 70
financial overview, 88–90
  outcome performance, 89–90
  results, 12
financial statements, 91–135
firearms and ballistics, 38–42
Forensic Technology Integrated Ballistic Identification System (IBIS) technology, 42
fraud control, i, 63, 65
freedom of information, 69, 72
functions, 11
future *see* outlook

## G

glossary, 143
grants, 71

## H

health and safety *see* work health and safety
human resources *see* people management; staff

## I

independent auditor's report, 91–2
Indigenous Community Services, 86
Indigenous Pathways program, 86
information and communications technology, 8, 16, 62, 73
  development opportunities for women, 85
  ICT Graduate Program, 77, 78–9
Information Publication Scheme (IPS), 72
information sharing, 6
Integrity Advisory Committee (IAC), 71
Inter-Governmental Agreement (IGA), 60
internal audit arrangements, 63, 65
Internet address, iv

## J

judicial decisions, 69

## K

key performance indicators, 19, 22–3
  National Automated Fingerprint Identification System, 22, 26–7
  National Child Offender System, 22, 35
  National Criminal Investigation DNA Database, 22, 27–8
  National Firearms Identification Database, 22, 39
  National Firearms Licensing and Reference Services, 23, 40–1
  National Police Checking Service, 23, 55–6
  National Police Reference System, 23, 45–6

## L

Law, Crime and Community Safety Council (LCCSC), 60
leadership development programs, 83
learning and development
  ethical standards information sessions, 71
  health and safety training, 82
  workforce capability enhancement (specific training programs), 83
  workplace respect training, 71, 82
legislative framework, 12
letter of transmittal, i

## M

Maritime Security Identification Card Information Sharing Capability, 46, 47
market research, 72
Memorandum of Understanding with the Department of Immigration and Border Protection, 7
minister, 12, 59
mission statement, 16

## N

Name Matching Project, 47
National Automated Fingerprint Identification System (NAFIS), 24, 25–7, 29–30, 32–3, 60
  key performance indicators, 22, 26–7
National Child Offender System (NCOS), 35–6
  key performance indicators, 22, 35
National Criminal Investigation DNA Database (NCIDD), 24
  key performance indicators, 22, 27–8
National DNA Investigative Capability (NDIC), 28, 30, 32–3, 60
National Domestic Violence Order Information Sharing System (NDVOISS), 7, 9
National Firearms Identification Database (NFID), 38, 39–40, 41
  key performance indicators, 22, 39
National Firearms Interface (NFI), 40, 41–2, 60
National Firearms Licensing and Registration System (NFLRS), 38, 40–1
  key performance indicators, 23, 40–1
National Information Exchange Model, 9
National Missing Persons & Victim System (NMPVS), 28, 31, 60
National Police Checking Service (NPCS), 23, 47, 54–6
  key performance indicators, 23, 55–6
National Police History checks in 2012–13, 73
National Police Reference System (NPRS), 45–6
  key performance indicators, 23, 45–6

## O

objectives, 12, 18
Office of the Australian Information Commissioner, 69
organisational capability, 8
organisational health, 77
organisational structure, 14–15
outcome and program structure, 11, 18–19
outcome performance, 89–90
outlook, 9

## P

parliamentary committees, 69
people management, 76–86
performance pay, 80
performance report, 17–56
    financial overview, 88–90
    outcome performance, 89–90
    summary, 22
personal information amendment applications, 72
police agency partners, i
police reference services, 44–7
Portfolio Board, 59, 64
Portfolio Budget Statement 2013–14 excerpt, 18–19
portfolio membership, 12
privacy, 69, 72
Program 1.1
    deliverables, 18
    key performance indicators, 19
    objective, 18
program of work, 20
*Protective Security Policy Framework*, 66
Psychological Health Injury Prevention Strategy, 82
*Public Governance, Performance and Accountability Act 2013*, 12, 64
*Public Interest Disclosure Act 2013*, 69
*Public Service Act 1999*, 12, 71
    Section 24 determinations, 80
purchasing and procurement, 8, 70–1

## R

Reconciliation Action Plan, 86
    Steering Committee, 77
records management, 8, 72
*Recruit*Ability APSC pilot program, 85
recruitment, 77, 85
recycling, 73
Rehabilitation Management System review, 82
remuneration
    performance pay, 81
    salary ranges, 81
    SES, 125–7
revenue, 12, 88–90
risk management, 63, 64
role and function, 11

## S

salaries *see* remuneration
security, 64, 65, 66
senior executive, 13–14
Senior Executive Service (SES) staff
    remuneration, 125–7
    terms and conditions of employment, 80
senior management committees, 59
staff, 77
    average staffing level, 90
    awards and recognition, 78–9
    diversity, 85–6
    employment arrangements, 80
    ICT Graduate Program, 77, 78–9
    recruitment, 77
    senior executive, 13–14
    statistics, 77, 81, 86
    workforce planning, 77, 85
staff consultation, 77
Staff Consultative Committee, 77
Standing Council on Law and Justice (SCLJ), 60
Standing Council on Police and Emergency Management (SCPEM), 60
Strategic Issues Group (SIG), 59, 62
Strategic Plan, 8, 16, 64
strategic priorities, 8
structure *see* organisational structure
study assistance, 83

## T

tendering *see* purchasing and procurement
training, 71, 77, 82, 83

## V

value proposition, 16
values, 71

## W

waste management, 73
work health and safety, 82
Work Plan 2013–14, 20
workforce capability enhancement, 83
workforce planning, 77, 85
workplace diversity, 85–6
Workplace Health and Wellbeing Committee, 77, 82
workplace relations, 80

## Y

year at a glance, ii–iii