## APPENDIX A—ANNUAL REPORT LIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>REF</th>
<th>PART OF REPORT</th>
<th>DESCRIPTION</th>
<th>REQUIREMENT</th>
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<tbody>
<tr>
<td>8(3) &amp; A.4</td>
<td>Letter of transmittal</td>
<td>Mandatory</td>
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<td>A.5</td>
<td>Table of contents</td>
<td>Mandatory</td>
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<tr>
<td>A.5</td>
<td>Index</td>
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<td>A.5</td>
<td>Glossary</td>
<td>Mandatory</td>
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<td>Contact officer(s)</td>
<td>Mandatory</td>
<td>iv</td>
<td></td>
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<td>A.5</td>
<td>Internet home page address and Internet address for report</td>
<td>Mandatory</td>
<td>iv</td>
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<td>9</td>
<td>Review by Secretary</td>
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<td>9(1)</td>
<td>Review by departmental secretary</td>
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<td>6-9</td>
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<tr>
<td>9(2)</td>
<td>Summary of significant issues and developments</td>
<td>Suggested</td>
<td>6-8</td>
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<td>9(2)</td>
<td>Overview of department’s performance and financial results</td>
<td>Suggested</td>
<td>N/A</td>
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<td>9(2)</td>
<td>Outlook for following year</td>
<td>Suggested</td>
<td>8-9</td>
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<td>9(3)</td>
<td>Significant issues and developments – portfolio</td>
<td>Portfolio departments – suggested</td>
<td>N/A</td>
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<td>10</td>
<td>Departmental Overview</td>
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<td>10(1)</td>
<td>Role and functions</td>
<td>Mandatory</td>
<td>11</td>
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<td>10(1)</td>
<td>Organisational structure</td>
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<td>10(1)</td>
<td>Outcome and program structure</td>
<td>Mandatory</td>
<td>18-20</td>
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<td>10(2)</td>
<td>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</td>
<td>Mandatory</td>
<td>No variation to outcome / program structure</td>
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<tr>
<td>10(3)</td>
<td>Portfolio structure</td>
<td>Portfolio departments - mandatory</td>
<td>N/A</td>
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<td>11</td>
<td>Report on Performance</td>
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<tr>
<td>11(1)</td>
<td>Review of performance during the year in relation to programs and contribution to outcomes</td>
<td>Mandatory</td>
<td>22-56</td>
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<tr>
<td>11(2)</td>
<td>Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements</td>
<td>Mandatory</td>
<td>22-56</td>
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<td>11(2)</td>
<td>Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change</td>
<td>Mandatory</td>
<td>No variation to performance targets</td>
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<tr>
<td>11(2)</td>
<td>Narrative discussion and analysis of performance</td>
<td>Mandatory</td>
<td>24-56</td>
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<td>11(2)</td>
<td>Trend information</td>
<td>Mandatory</td>
<td>24-56</td>
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<td>11(3)</td>
<td></td>
<td>Significant changes in nature of principal functions/services</td>
<td>Suggested</td>
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<td>11(3)</td>
<td></td>
<td>Performance of purchaser/provider arrangements</td>
<td>If applicable, suggested</td>
<td>70-71</td>
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<td>11(3)</td>
<td></td>
<td>Factors, events or trends influencing departmental performance</td>
<td>Suggested</td>
<td>N/A</td>
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<td>11(3)</td>
<td></td>
<td>Contribution of risk management in achieving objectives</td>
<td>Suggested</td>
<td>63</td>
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<td>11(4)</td>
<td></td>
<td>Social inclusion outcomes</td>
<td>If applicable, mandatory</td>
<td>85</td>
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<tr>
<td>11(5)</td>
<td></td>
<td>Performance against service charter customer service standards, complaints data, and the department’s response to complaints</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
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<td>11(6)</td>
<td></td>
<td>Discussion and analysis of the department’s financial performance</td>
<td>Mandatory</td>
<td>88-90</td>
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<tr>
<td>11(7)</td>
<td></td>
<td>Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations.</td>
<td>Mandatory</td>
<td>88-90</td>
</tr>
<tr>
<td>11(8)</td>
<td></td>
<td>Agency resource statement and summary resource tables by outcomes</td>
<td>Mandatory</td>
<td>90</td>
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**Management and Accountability**

<table>
<thead>
<tr>
<th>12</th>
<th></th>
<th>Corporate Governance</th>
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<tr>
<td>12(1)</td>
<td></td>
<td>Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines.</td>
<td>Mandatory</td>
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<td>12(2)</td>
<td></td>
<td>Statement of the main corporate governance practices in place</td>
<td>Mandatory</td>
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<td>12(3)</td>
<td></td>
<td>Names of the senior executive and their responsibilities</td>
<td>Suggested</td>
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<td>12(3)</td>
<td></td>
<td>Senior management committees and their roles</td>
<td>Suggested</td>
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<td>12(3)</td>
<td></td>
<td>Corporate and operational planning and associated performance reporting and review</td>
<td>Suggested</td>
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<tr>
<td>12(3)</td>
<td></td>
<td>Approach adopted to identifying areas of significant financial or operational risk</td>
<td>Suggested</td>
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<td>12(3)</td>
<td></td>
<td>Policy and practices on the establishment and maintenance of appropriate ethical standards</td>
<td>Suggested</td>
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<td>12(3)</td>
<td></td>
<td>How nature and amount of remuneration for SES officers is determined</td>
<td>Suggested</td>
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</table>

**External Scrutiny**

<p>| 12(4)|                | Significant developments in external scrutiny                               | Mandatory       | 69       |
| 12(4)|                | Judicial decisions and decisions of administrative tribunals               | Mandatory       | 69       |</p>
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<tr>
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<td>Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman</td>
<td>Mandatory</td>
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<td>Management of Human Resources</td>
<td></td>
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<tr>
<td>12(5)</td>
<td></td>
<td>Assessment of effectiveness in managing and developing human resources to achieve departmental objectives</td>
<td>Mandatory</td>
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<td>12(6)</td>
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<td>Workforce planning, staff turnover and retention</td>
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<td>12(6)</td>
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<td>Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs</td>
<td>Suggested</td>
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<tr>
<td>12(6)</td>
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<td>Training and development undertaken and its impact</td>
<td>Suggested</td>
<td>83</td>
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<td>12(6)</td>
<td></td>
<td>Work health and safety performance</td>
<td>Suggested</td>
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<td>12(6)</td>
<td></td>
<td>Productivity gains</td>
<td>Suggested</td>
<td>N/A</td>
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<td>12(7)</td>
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<td>Statistics on staffing</td>
<td>Mandatory</td>
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<td>12(8)</td>
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<td>Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs</td>
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<td>12(9) &amp; B</td>
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<td>Performance pay</td>
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<td>12(10)-(11)</td>
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<td>Assessment of effectiveness of assets management</td>
<td>If applicable, mandatory</td>
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<td>12(12)</td>
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<td>Purchasing</td>
<td>Mandatory</td>
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<td>12(13)-(24)</td>
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<td>Consultants</td>
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<td>12(25)</td>
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<td>Australian National Audit Office Access Clauses</td>
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<td>12(26)</td>
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<td>Exempt contracts</td>
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<td>13</td>
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<td>Financial Statements</td>
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<td>14(1) &amp; C.1</td>
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<td>Work health and safety (Schedule 2, Part 4 of the <em>Work Health and Safety Act 2011</em>)</td>
<td>Mandatory</td>
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<td>14(1) &amp; C.2</td>
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<td>Advertising and Market Research (Section 311A of the <em>Commonwealth Electoral Act 1918</em>) and statement on advertising campaigns</td>
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<td>14(1) &amp; C.3</td>
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<td>Ecologically sustainable development and environmental performance (Section 516A of the <em>Environment Protection and Biodiversity Conservation Act 1999</em>)</td>
<td>Mandatory</td>
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<td>14(1)</td>
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<td>Compliance with the agency’s obligations under the <em>Carer Recognition Act 2010</em></td>
<td>If applicable, mandatory</td>
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<td>Grant programs</td>
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<td>14(3) &amp; D.2</td>
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<td>Disability reporting – explicit and transparent reference to agency level information available through other reporting mechanisms</td>
<td>Mandatory</td>
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<td>14(4) &amp; D.3</td>
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<td>Information Publication Scheme statement</td>
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<td>14(5) &amp; D.4</td>
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<td>Spatial reporting – expenditure by program between regional and nonregional Australia</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
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<td>14(6)</td>
<td></td>
<td>Correction of material errors in previous annual report</td>
<td>If applicable, mandatory</td>
<td>73</td>
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<tr>
<td>E</td>
<td></td>
<td>Agency Resource Statements and Resources for Outcomes</td>
<td>Mandatory</td>
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<td>F</td>
<td></td>
<td>List of Requirements</td>
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# ACRONYMS AND ABBREVIATIONS

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AASB</td>
<td>Australian Accounting Standards Board</td>
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<td>ABIN</td>
<td>Australian Ballistic Information Network</td>
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<td>ACLEI</td>
<td>Australian Commission for Law Enforcement Integrity</td>
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<td>ACORN</td>
<td>Australian Cybercrime Online Reporting Network</td>
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<td>ACT</td>
<td>Australian Capital Territory</td>
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<tr>
<td>ANAO</td>
<td>Australian National Audit Office</td>
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<tr>
<td>AND</td>
<td>Australian Network on Disability</td>
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<td>APS</td>
<td>Australian Public Service</td>
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<td>APSC</td>
<td>Australian Public Service Commission</td>
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<td>AGIC</td>
<td>Aviation Security Identification Card</td>
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<td>AVA</td>
<td>Active Vulnerability Assessment</td>
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<tr>
<td>CEO</td>
<td>Chief Executive Officer—the agency head as defined under the <em>Public Service Act 1999</em></td>
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<tr>
<td>CETS</td>
<td>Child Exploitation Tracking System</td>
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<td>CIO</td>
<td>Chief Information Officer</td>
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<tr>
<td>CIOC</td>
<td>Chief Information Officers Committee</td>
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<td>CDAG</td>
<td>Council of Australian Governments</td>
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<td>COO</td>
<td>Chief Operating Officer</td>
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<td>DCA</td>
<td>Diversity Council of Australia</td>
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<td>DVO</td>
<td>Domestic Violence Order</td>
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<td>EDRMS</td>
<td>Electronic Document and Records Management System</td>
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<td>FMA Act</td>
<td><em>Financial Management and Accountability Act 1997</em></td>
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<td>FOI</td>
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<td>FOI Act</td>
<td><em>Freedom of Information Act 1982</em></td>
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<td>IBISS</td>
<td>Integrated Ballistic Identification System (IBIS)</td>
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<td>ICSPA</td>
<td>International Cyber Security Protection Alliance</td>
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<td>IGA</td>
<td>Inter-Governmental Agreement</td>
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<td>IIR</td>
<td>Informatica Identity Resolution</td>
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<td>IPS</td>
<td>Information Publication Scheme</td>
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<td>Information Security Manual</td>
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<td>LCCSC</td>
<td>Law, Crime and Community Safety Council</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>MSIC</td>
<td>Maritime Security Identification Card</td>
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<td>NABERS</td>
<td>National Australian Built Environmental Rating Scheme</td>
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<td>National Automated Fingerprint Identification System</td>
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<td>NCIDD</td>
<td>National Criminal Investigation DNA Database</td>
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<td>NCORS</td>
<td>National Child Offender System</td>
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<td>NDIC</td>
<td>National DNA Investigative Capability</td>
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<td>NDVIOSS</td>
<td>National Domestic Violence Order Information Sharing System</td>
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<td>National eAuthentication Framework</td>
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<td>National Firearms Interface</td>
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<td>National Firearms Identification Database</td>
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<td>NFLRS</td>
<td>National Firearms Licensing and Registration System</td>
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<td>NIEM</td>
<td>National Information Exchange Model</td>
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<td>NMPVS</td>
<td>National Missing Persons &amp; Victim System</td>
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<td>NPCS</td>
<td>National Police Checking Service</td>
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<td>NPRS</td>
<td>National Police Reference System</td>
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<td>PFB</td>
<td>Portfolio Board</td>
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<td>PGPA Act</td>
<td><em>Public Governance, Performance and Accountability Act 2013</em></td>
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<td>SCLJ</td>
<td>Standing Council on Law and Justice</td>
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<td>SCPEM</td>
<td>Standing Council on Police and Emergency Management</td>
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<td>SES</td>
<td>Senior Executive Service</td>
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<td>Strategic Issues Group</td>
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<td>WHS</td>
<td>Work health and safety</td>
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<td>WILES</td>
<td>Women in Law Enforcement Strategy</td>
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</tbody>
</table>
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.

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INFORMATION DATA SOURCES

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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

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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

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

Firearms and ballistics infographics
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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
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