



Annual Report 2003–04





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10 September 2004
Senator the Hon Chris Ellison
Minister for Justice and Customs
Parliament House
Canberra ACT 2600

CrimTrac Annual Report for 2003 – 04

In accordance with section 70 of the *Public Service Act 1999*, I have pleasure in submitting the fourth annual report of the CrimTrac Agency for the period ending 30 June 2004 for presentation to Parliament.

I certify that this report complies with the requirements referred to in subsection 70(1).

A handwritten signature in black ink, appearing to read "J Mobbs", is written over the typed name and title.

Jonathan Mobbs
Chief Executive Officer
CrimTrac Agency

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Reader's Guide

This report complies with formal reporting obligations for the CrimTrac Agency. It also provides an overview of the agency's role and performance in supporting Australian law enforcement.

The report has four parts.

The first provides an overview of the agency's performance from the perspective of the CEO and the Board of Management. It also provides a brief description of the agency, and CrimTrac's organisational structure and outcome and output framework.

The second reports on the agency's performance during 2003–04.

The third part highlights key features of CrimTrac's corporate governance and describes the processes by which the agency is directed, controlled and held accountable.

The final part has the Financial Statements as required under section 49 of the *Financial Management and Accountability Act 1997* (Commonwealth).

In the agency's context, 'programme' is used to describe discrete functions or services.

Contact Officer

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This annual report and further information on CrimTrac can be found on the agency's web site at www.crimtrac.gov.au.

Acronyms and abbreviations

AASB	Australian Accounting Standards Board
AFIS	Automated Fingerprint Identification System
AFP	Australian Federal Police
AGD	Attorney-General's Department
ANAO	Australian National Audit Office
ANCOR	Australian National Child Offender Register
APM	Australian Police Medal
APMC	Australasian Police Ministers' Council—comprising the ministers who have responsibility for police services in the Australian Government, states and territories, and New Zealand
APS	Australian Public Service
ATM	Asynchronous Transfer Mode
AWA	Australian Workplace Agreement
BCP	Business Continuity Plan
CA	Certified Agreement
CCYP	Commission for Children and Young People (NSW)
CEIs	Chief Executive Instructions
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CPPMF	CrimTrac Programme and Project Management Framework
CPRS	CrimTrac Police Reference System
CPRS UAG	CrimTrac Police Reference System User Advisory Group
CPU	Central Processing Unit
DCB	Defence Computing Bureau
DIRKS	Designing and Implementing a Record Keeping System
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs
DNA	Deoxyribonucleic Acid
DNA UAG	DNA User Advisory Group
DR	Disaster Recovery
DVI	Disaster Victim Identification
EAMS	External Agency Management System—system for automating national criminal history record checking
EMS	Environmental Management System
ESD	Ecologically Sustainable Development
EWP	Electronic White Pages
FMIS	Financial Management Information System
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
GB	Gigabyte
GST	Goods and Services Tax

IFRS	International Financial Reporting Standards
IGA	Inter-Governmental Agreement
ISDN	Integrated Services Digital Network
IMAGE	International Morpho AFIS Group of Excellence
IT	Information Technology
ITIL	Information Technology Infrastructure Library
LIMS	Laboratory Information Management System
MOU	Memorandum of Understanding
MNPP	Minimum Nationwide Person Profile
MSU	Millions of Service Units—a measurement of server capacity
NAFIS	National Automated Fingerprint Identification System
NAFIS UAG	NAFIS User Advisory Group
NCHRC	National Criminal History Record Checking
NCIDD	National Criminal Investigation DNA Database
NCSOS	National Child Sex Offender System
NEPI	National Exchange of Police Information
NEVDIS	National Exchange of Vehicle and Driver Information System
NFLRS	National Firearms Licence and Registration System
NHBSS	National Handgun Buyback Support System
NNI	National Names Index
NSWCC	NSW Crime Commission
NVOI	National Vehicles of Interest
OAM	Order of Australia Medal
OH&S	Occupational Health and Safety
OTD	Online Telephone Directory
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statement
PCPAG	Police Commissioners' Policy Advisory Group
PMO	Project Management Office
POI	Person of Interest
PRS	Police Reference System
SAGEM	Société d'Applications Générales d'Électricité et de Mécanique
SAN	Storage Area Network
SLA	Service Level Agreement
SOG	Senior Officers Group of the APMC
TCP/IP	Transmission Control Protocol over Internet Protocol
UAG	User Advisory Groups
VPN	Virtual Private Network
WAN	Wide Area Network

Part 1



OUR VISION

Our vision is the achievement of improved community safety, by meeting the needs of Australian police for highly effective national policing information systems and services.

OUR MISSION

CrimTrac's mission is to fulfil the objectives of the Inter-Governmental Agreement by the delivery and maintenance of high quality, timely and cost-effective:

- national policing information services;
- advanced national information-based tools; and
- national criminal history record checks for police and accredited agencies.

KEY OBJECTIVE

CrimTrac's key objective is to meet the agreed information needs of the Australian policing community and to integrate best practice service models in relation to the provision of information to support law enforcement and crime prevention.

GUIDING PRINCIPLES

In addition to upholding values of the Australian Public Service as set out in the *Commonwealth Public Service Act 1999* our guiding principles are that:

- we are responsible and accountable to Australian governments;
- access to cross-jurisdictional information must be for a lawful purpose, allowable within the legislative framework of the relevant jurisdiction, and may be restricted by the originating jurisdiction. At all times police jurisdictions have the right to determine the use of information and participation in any particular information sharing arrangement;
- we rely on police jurisdictions and approved third parties to develop their business operations to maximise the utility of our systems and we recognise the value of their financial support;
- our work supports selected police information needs in all jurisdictions and we work hard to understand those needs;
- we consult, collaborate, cooperate and coordinate to achieve cost effective outcomes for police; and
- security of information held in our custody is paramount and information will only be disclosed to authorised persons.

CrimTrac Outcome and Output Structure

Outcomes and Outputs

CrimTrac works to achieve the outcome derived from the Inter-Governmental Agreement that established the agency.

Outcome 1:

Coordinated national policing information systems for a safer Australia.

CrimTrac contributes to Australian law enforcement through the specification, development, delivery and maintenance of modern, high quality, rapid access, electronic police information and investigative tools. This is achieved through nurturing a cooperative, collaborative, and partnering relationship with all Australian police services as stakeholders. The principal systems and services delivered by CrimTrac are:

- National Criminal Investigation DNA Database.
- National Automated Fingerprint Identification System.
- CrimTrac Police Reference System.
- National Criminal History Record Checking Services.

Output 1.1:

Facilitation of the delivery of high quality national policing information services.

CrimTrac is responsible for the delivery and maintenance of national policing information services, investigation tools, and national criminal history record checks through the following programmes:

- Provision and maintenance of the National Automated Fingerprint Identification System;
- Provision and maintenance of the National Criminal Investigation DNA Database;
- Provision of national access to operational policing information through the maintenance of existing police reference systems;
- Provision of national criminal history checks to accredited agencies;
- Redevelopment of the existing police reference systems into a new integrated suite of capabilities including:
 - Nationwide persons of interest information.
 - Nationwide vehicle, owners and drivers information.
 - Nationwide firearm licensing and registration information.
 - National Child Sex Offender System.

Chief Executive Officer's Review

The fourth year of operation for the CrimTrac Agency saw us continuing to grow in size and sophistication. We now have closer understanding of the positive effects, as well as challenges, that information and communication technologies are having on our stakeholders within the setting of the CrimTrac initiative.

My staff have consolidated the technical gains and achievements of previous years and Australian police are reaping the benefits of their own substantial investment and involvement in the CrimTrac initiative.

We reviewed the CrimTrac Strategic Plan 2001–2005 and gained approval from the Australasian Police Ministers Council for a new version for the period 2004–2007. This reflects our learning over the past three years as well as refinement of stakeholder expectations.

The agency continues to be a point of reference for the consideration and evaluation of new or improved national law enforcement systems with potential to assist police.

In the process of seeking better alignment with the longer-term needs of police and following the publication of a report by the Police Commissioners Policy Advisory Group in December 2003, I was pleased to receive Board of Management approval for the formation of a Strategic Issues Group.

This group represents all police jurisdictions and will assist the board and the agency by identifying jurisdictional obstacles to operational delivery of new CrimTrac programmes as well as obstacles to management and improvement of existing systems. It will also act to identify resource gaps and options that might affect the sustainability of the CrimTrac initiative and it will provide input to the board on business planning matters. It may be tasked by the board from time to time to carry out specific studies or strategic-level analyses.

Other highlights for the reporting period include the following:

International liaison

I was pleased to be able to liaise directly with counterpart organisations located in the United States, the United Kingdom and Canada during the year. Meetings attended in Texas, New York and Ottawa in April 2004 confirmed my belief that Australia, through the CrimTrac Agency, is performing very well in adapting modern technology to help fight traditional as well as new forms of crime, especially at the person identification stage of police investigations. Formal membership of an established forum involving all three overseas organisations will be finalised in the coming year, thus enabling regular exchange of ideas on standards, new technologies and better ways to provide information support for police.

ANAO Performance Audit

Importantly, it was also a year in which the Australian National Audit Office carried out a scheduled Performance Audit into the implementation of CrimTrac. This involved a qualitative as well as quantitative assessment of our progress against the Inter-Governmental Agreement of 2000 and I was pleased with the outcome. With the support of the CrimTrac Board of Management, I am moving to implement the ANAO recommendations.



*Jonathan Mobbs
Chief Executive Officer
CrimTrac Agency*

Review of Part 1D of *The Crimes Act 1914*

The agency contributed to a scheduled independent review of Division 11A of Part 1D of the *Crimes Act 1914*, led by Mr Tom Sherman AO. This review examined the operation of legislative amendments that enabled the CrimTrac DNA database to be adapted for the Bali Bombing Disaster Victim Identification in 2002 & 2003. The Australian Government is presently considering recommendations arising from this review.

National Handgun Buyback Support System

This system operated in support of Australian police throughout the year and will remain operational until June 2005 providing both accurate identification and recording of surrendered weapons, plus a means by which appropriate compensation between the Australian Government, the states and territories can be calculated.

The National Automated Fingerprint Identification System

The new NAFIS is well embedded in the investigative processes of all Australian police. It is available for their use in 39 metropolitan and regional sites across Australia. We have continued to seek improvements to NAFIS during the year through software enhancements, analysis of performance and sustained on-line support for 86 NAFIS workstations plus 135 relatively new Livescan booking stations. Livescan devices continue to be procured by police for their cost-effective role in automating the finger and palm print capture process and in providing immediate matching against the central NAFIS database. Police are continuing to report that NAFIS delivers fast, accurate and effective results from more than 130,000 fingerprint sets submitted for matching each year.

The National Criminal Investigation DNA Database

NCIDD is still poised for national DNA matching as the necessary high-level arrangements are being pursued between all Australian jurisdictions to permit lawful inter-jurisdictional matching of DNA profiles to occur. DNA profiles from the Australian Capital Territory, the Commonwealth, New South Wales and Queensland were loaded into the system during the year and it is known that Western Australia will soon follow. Intra-jurisdictional matching is permitted and enabled for those jurisdictions that have loaded their profiles.

Australian National Child Offender Register

In fulfilment of the agency's obligation under the Inter-Governmental Agreement of 2000 to deliver a National Child Sex Offender System, we have expended significant effort to finalise ANCOR, ready for operation on 1 September 2004.

This follows APMC approval for the project in November 2003. For the first time in Australia there will be a secure national web-based system available to authorised police in jurisdictional registries, for the case management of registered offenders against children.

I acknowledge the contribution of New South Wales Police in sharing their experiences and lessons learned from the operation of their own child sex offender register. I also applaud the work of jurisdictional subject experts, led by Superintendent Ross Tomasini from the Western Australia Police Service. They materially assisted my own staff at the requirements gathering and concept stages of this project and have continued to assist via the ANCOR Project Board. Access to specific jurisdictional information greatly accelerated development of ANCOR and such cooperation demonstrates the intended spirit of the CrimTrac initiative.

The approach taken for this project will be applied to other projects under development.

Detailed reporting on maintenance and redevelopment of other existing policing information systems is found in the body of this report.

Board of Management Report

During the year, the board focused heavily on setting the strategic direction of the agency. This saw the evolution and fruition of CrimTrac's 2004–07 Strategic Plan that was subsequently approved by the APMC. As part of this process, the board asked the Police Commissioners' Policy Advisory Group (PCPAG) to determine future policing information requirements and strategic direction for CrimTrac. An important outcome of this exercise was the establishment of the Strategic Issues Group (SIG), consisting of jurisdiction representatives and a CrimTrac representative. A report on the terms of reference and operation of the SIG is contained in Part 3 of this annual report.

The priorities for CrimTrac over the next three years are the management and improvement of existing programs, the development of new systems mandated in the Inter-Governmental Agreement (IGA), the development of existing and new revenue streams, and enhanced project governance, including the management of expenditure. The achievement of these priorities will help assure the long term sustainability of the CrimTrac Agency.

This more active role in CrimTrac's strategic direction follows an extensive evaluation of the board's performance by an independent consultant. Other changes flowing from the evaluation include streamlining board meeting processes with an emphasis on CEO reporting and accountability against agreed priorities. The board obtained benefit in self-evaluation and intends to repeat the process periodically.

The board had several changes in its composition over the year. The Chairman, from the Commonwealth, resigned to take up the position of Inspector-General of Security and Intelligence and there was an orderly turnover of board membership that ensured a level of stability and continuity. The board would like to express its thanks to Mr Ian Carnell for his leadership and support for CrimTrac and the board since its inception in 2000. Commissioner Barry Matthews also left the board during the year due to his retirement as Commissioner of Western Australia Police. Commissioner Matthews made a strong and positive contribution to the board and his hard work was appreciated. We welcome new members to the board; Mr Peter Ford (pending a permanent replacement for Mr Carnell at the Attorney-General's Department), representing the Commonwealth and ACT Chief Police Officer, John Davies representing small police jurisdictions. We look forward to continuing as an effective strategic management team.

The Australian National Audit Office prepared an important report on the implementation of the CrimTrac initiative. This report was tabled in the Australian Parliament on 17 June. The board noted with interest the conclusion of ANAO that CrimTrac had successfully replaced its predecessor NEPI in an environment of significant challenge. Several recommendations for improvement were made and the board will monitor their timely implementation.

Following representations from the board, the Prime Minister approved CrimTrac's exemption from the Australian Government's new branding requirement that would have seen the removal of the CrimTrac logo. The exemption acknowledges the vital partnership between all the states and territories and the Commonwealth.

Special board meetings

The board held three out-of-session meetings during the year. The first, in July, was primarily to discuss the National Child Sex Offender System as a result of the decision of the APMC to proceed with a national system of registration of child sex offenders. There was general agreement that a board member should act as the project sponsor, with Commissioner Nixon subsequently taking on the sponsorship role. Jurisdictions were asked to nominate members to form a joint reference group for the project.

The second out-of-session meeting, in November, focused on resolving capital funding shortfall issues for the Australian National Child Offender Register, a deliverable of the National Child Sex Offender System. It was resolved that CrimTrac Police Reference System contingency funding and funding guarantees from the Commonwealth, states and territories would be applied to bridge the immediate funding shortfall allowing the project to proceed with an anticipated start date of 1 July 2004. This date was later moved to 1 September 2004 to allow jurisdictions to resolve legislation issues.

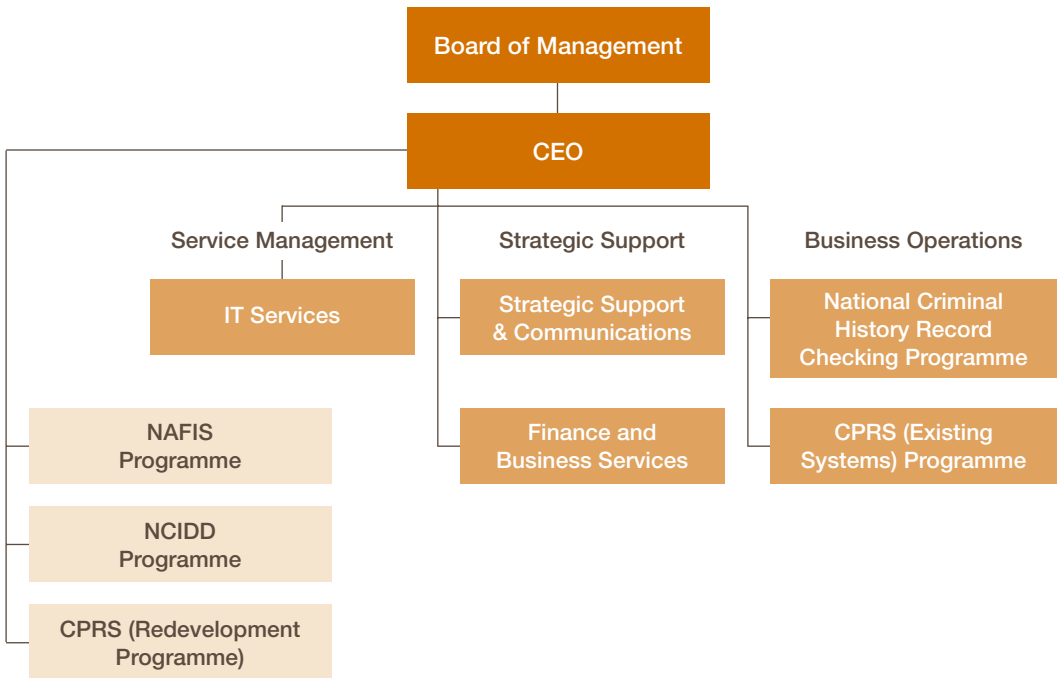
In April the board met with the purpose of discussing the Minimum Nationwide Person Profile pilot project. There were concerns as to the total cost and progress of the project and hard decisions needed to be made as to whether the project should proceed. However, due to the continuing belief in the value of the project and the national benefit to operational police in all states it was agreed that the pilot would proceed, subject to the close, ongoing scrutiny of the board.

Implementation of the National Handgun Buyback Support System

The board was pleased with CrimTrac's ability to respond to the board's proposal to provide a flexible, national support system to assist jurisdictions in the efficient processing of surrendered weapons. The system went live in July 2003, assisting police in processing the surrender of over 67 000 handguns and over 260 000 gun parts (as at June 2004).

Agency Overview

Organisational structure



The CrimTrac Agency was established in July 2000 through an Inter-Governmental Agreement (IGA—see appendix) signed by the Australian Government Minister for Justice and Customs and state and territory police ministers on behalf of their respective governments. CrimTrac contributes to Australian law enforcement through specifying, developing, delivering and maintaining modern, high-quality, rapid access, electronic police information services and investigative tools.

CrimTrac Board of Management

The CrimTrac Board of Management is responsible and accountable for the overall efficient and effective management of the agency. The CEO reports to the board on the performance of the programmes and the agency.

Chief Executive Officer

The CEO reports to the CrimTrac Board of Management and to the Minister for Justice and Customs and provides executive leadership for the agency. The CEO's responsibility is to position CrimTrac strategically as a high-quality service provider, ensuring that it achieves its mission while showing sound financial management and maintenance of effective communications to all stakeholders.

Service Management

Service Management is responsible for the development and support of CrimTrac's IT systems, including mainframe, midrange, desktop applications and services and the data communications network. Service Management includes providing security, administration, maintenance, technical support, quality assurance, cost control, IT strategic planning, system integration and performance monitoring.

Strategic Support

Strategic Support consists of Strategic Support and Communications (SS&C) and the Finance and Business Services (F&BS) sections.

SS&C provide policy advice on contract management, risk management, records management, legal services, corporate communications and the project management framework. SS&C manages communications strategy and planning, human resource policy, strategic and business planning, public relations, ministerial support, secretariat support to the Board of Management and compliance with the Commonwealth's mandatory reporting regimes.

F&BS is responsible for financial management, office management and protective security. It manages the agency's budget, financial and management reporting, financial planning, accounts payable and receivable, and accrual accounting procedures and administration.

Business Operations

Business Operations is responsible for CrimTrac operations with a major focus on client relations with the police services and accredited agencies. It manages CrimTrac's service delivery, incorporating CrimTrac's Police Reference System existing systems and the National Criminal History Record Checking (NCHRC) programme providing criminal history checking services to accredited agencies, as described further in this section. Responsibilities include system performance reporting and management, client relations, help desk support, user training, and change management.

National Criminal History Record Checking

The CrimTrac NCHRC Programme provides approved agencies with national criminal history record information for individuals subject to the *Privacy Act 1988* (Commonwealth).

This programme provides vital information that assists approved agencies in assessing the suitability of people for purposes such as; working with vulnerable groups, applying for citizenship, security positions, or people placed in positions of trust.

CrimTrac Police Reference System

The existing CPRS consists of a range of mainframe systems that provide information to operational police. These systems include: National Names Index (NNI) of persons of interest, National Firearms Licensing and Registration System (NFLRS), National Vehicles of Interest (NVOI), Electronic White Pages (EWP) and the Online Telephone Directory (OTD).

A major effort within CrimTrac is the CPRS Redevelopment Programme. There are two objectives of this programme: to complete the development of capabilities mandated in the IGA, these being the provision of 'rapid access to national operational policing data', and an Australian National Child Sex Offender System.

National Automated Fingerprint Identification System

NAFIS assists police in establishing identity from fingerprints and palm impressions more quickly and reliably and contributes to the solving of crime.

The NAFIS Programme is responsible for testing, training in, maintenance of, adjustment of capacity, and interfacing with new fingerprint technologies as they are developed. It also provides policy advice to police users of the system and coordinates meetings of the NAFIS User Advisory Group.

National Criminal Investigation DNA Database

CrimTrac's National Criminal Investigation DNA Database (NCIDD) contains profiles from samples collected from unsolved crime scenes, serious crime offenders, suspects, volunteers, missing persons, and unknown deceased persons.

The NCIDD Programme will provide a national database of DNA samples allowing cross-jurisdictional matching of profiles. CrimTrac works with jurisdictions to achieve national expectations of the system.

Part 2

Report on Performance



Report on Performance

National Automated Fingerprint Identification System (NAFIS) Programme

Contribution to CrimTrac outcome

NAFIS assists police across Australia in establishing identity from fingerprint and palm impressions quickly and reliably and contributes to the solving of crime.

NAFIS output

Monitoring, maintaining and enhancing NAFIS so that it can continue to meet the long-term needs of Australian police, including the ability to integrate with new digital input and output devices.

Performance measures

Quality

- NAFIS meets the current and projected future needs of Australian police services.
- User surveys indicate a high level of user satisfaction with system performance and matching capabilities.

Quantity

- NAFIS support levels and helpdesk are within agreed levels.
- System availability exceeds contracted levels.

Price

- Recurrent costs are within projected levels and met through agreed budget allocations.
- Projected long-term maintenance and depreciation costs are met within budget.

Performance summary 2003–04

Quality

- User surveys indicate a high level of satisfaction with system performance and matching capabilities.
- NAFIS system availability and user support services continue to exceed contracted levels of system support.

Quantity

- NAFIS support levels and helpdesk response times are within agreed contract levels.
- NAFIS meets the current and projected future needs of Australian police services.

Price

- Recurrent costs are within projected levels and are met through agreed subscription rates.
- Projected long-term maintenance and depreciation costs are met within the current NAFIS budget.

Overview

NAFIS, implemented in April 2001, provides Australian police services with access to state of the art automated fingerprint technology.

NAFIS operates using the largest electronic palm database in the world. The matching results achieved against the palm database have significantly improved the ability of police to solve volume and major crimes across Australia.

NAFIS workstations allow users to capture, search and verify fingerprint data obtained at the point of arrest and evidence linked to crime scenes. The system's design incorporates stringent data and communications security measures to ensure the immediate and ongoing integrity of police information.

Livescan technology integrated with NAFIS provides police with the capability to confirm identity quickly—generally within the maximum time a criminal suspect can be held in police custody. Police and public safety within the charge room environment and on the street is enhanced through the ability to positively identify a person in police custody in 'real time' and link that identity to existing warnings, warrants or associated criminal activity information held within other police information reference systems.

The integration of Livescan technology with NAFIS has improved the ability of police to:

- investigate and prosecute the use of false personal information at the time of arrest;
- solve major and minor crimes by identifying a link between a person of interest (POI) and forensic evidence while the POI is in police custody; and
- electronically scan quality finger and palm images for direct input into NAFIS.

CrimTrac has continued to support the integration of Livescan devices owned and operated by the various police jurisdictions through the purchase and installation of additional external interface booking units at the NAFIS central site in Canberra.

The uniqueness of the palm matching capabilities of NAFIS continues to attract interest from international police. During this reporting period CrimTrac hosted visits by the Shanghai Police Department and the Interpol AFIS Expert Group. CrimTrac's participation in international forums, including the Tri Country Symposium, Interpol AFIS User Group and the SAGEM International Morpho AFIS Group of Excellence (IMAGE), allows the agency to continue to provide valuable input into the future direction of AFIS and other associated technologies.

Major achievements in the past year have centred on the completion of the version 2.8.18 MetaMorpho and Versant Database upgrades, realising the following outcomes:

- improvement of tenprint post processing options available to jurisdictions;
- enhanced capability to deal with peak or unusual loads;
- enhanced business continuity processes; and
- major improvements to workflow between the jurisdictional sites and the national system in Canberra.



Photo: www.geoffcomfort.com

Performance

Quality

- NAFIS meets the current and projected future needs of Australian police services.
- User surveys from jurisdictional representatives indicate a high level of user satisfaction with system performance and matching capabilities.

The 2.8.18 upgrade has provided additional capabilities to the Australian police services. The upgrade realised:

- improvements to system workflow services between the central and jurisdiction operational sites;
- new post-processing functionality for tenprint processing at the jurisdictional end of the transactions; and
- minor screen and user-system functionality changes.

The Versant database upgrade was conducted in February 2004 and required the system to be 'off line' for a three-day period. This upgrade implemented the latest version of the Versant database management software to ensure ongoing support for the NAFIS base system operating environment.

The NAFIS User Advisory Group (UAG) comprising one voting member from each jurisdiction, remains the focal point for police input into the future development and evolution of NAFIS services. Australian AFIS users are provided the opportunity to represent CrimTrac on international AFIS forums and technology development focus groups. The purpose of these groups is to:

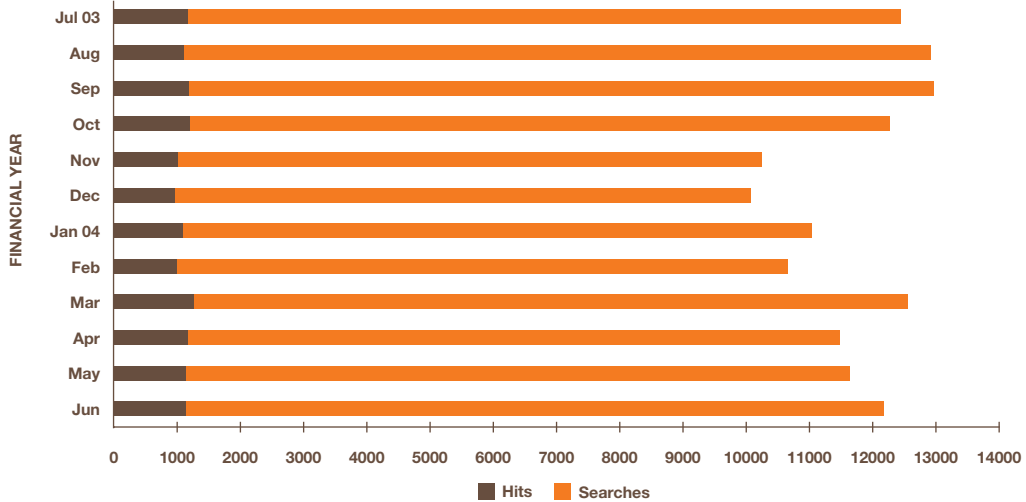
- provide a forum for exchange of user information regarding NAFIS and associated systems (e.g. Livescan);
- formulate recommendations for the Board of Management on NAFIS related issues;
- to assist with the user requirements and future evolution of the NAFIS system; and
- assist CrimTrac in identifying jurisdictional user issues.

The NAFIS Support Services Committee, comprising representatives from CrimTrac, SAGEM SA, Australian Federal Police (AFP) and Defence Computing Bureau (DCB), has expanded its role of coordinating outsourced support services to include representation by all relevant business units within CrimTrac where appropriate. The Committee coordinates all network, hardware and software related activities on behalf of the agency.

Business requirements are reviewed through the NAFIS UAG and through ongoing working relationships with jurisdictional representatives on issues that may impact on the agency or that have the potential to provide further opportunity to all police agencies through enhanced NAFIS capabilities.

Over 130 000 'arrest' fingerprint searches are conducted annually against the 2.7 million fingerprint records held on the system, assisting to confirm the identity of persons of interest to police as part of arrest or investigation processes. Approximately 1 8000 matches per annum (cold hits) are made by police jurisdictions searching crime scene fingerprint/palm evidence against the finger and palm arrest records held within the CrimTrac NAFIS.

Chart 1: Finger ‘Crime’ search and match transactions 2003–04



CrimTrac remains committed to providing the most efficient NAFIS services to the jurisdictions. This commitment includes constantly reviewing the business requirements of police jurisdictions and ensuring support arrangements are able to service them adequately.

The support contract with SAGEM has been extended for a further one-year period to April 2005. The contract continues using performance measures and penalty clauses to ensure high system availability (above 99 per cent) to the end user and now includes additional after-hours support for Livescan integration and unsolved latent matching. System availability, maintenance, helpdesk services, and after-hours support were delivered above the contracted support levels.

CrimTrac has, with the assistance of police jurisdictions, tested portable AFIS technology (Desktop Morpho AFIS) aimed at increasing the level of AFIS services in support of policing special operations such as disaster victim identification and other mass screening exercises.

Chart 2: Help Desk and Hot Line (France) Referrals 2003–04

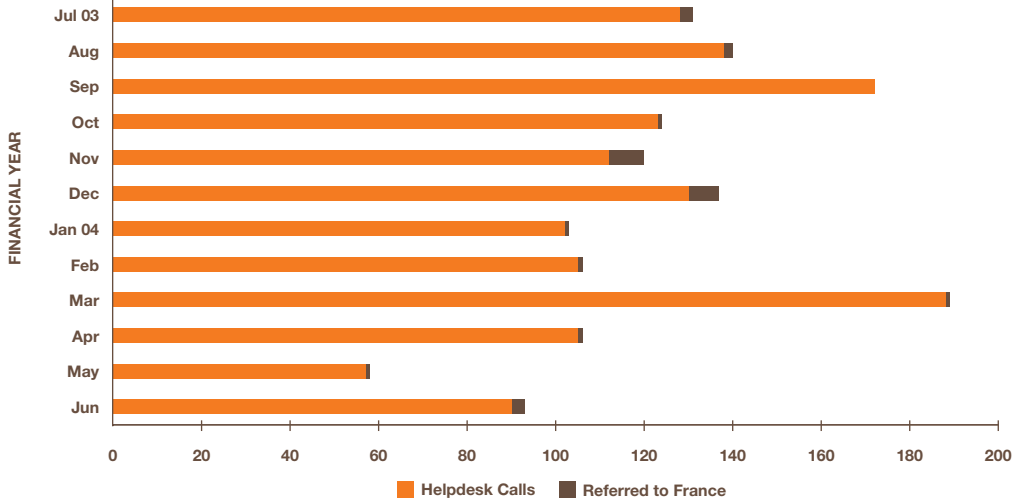
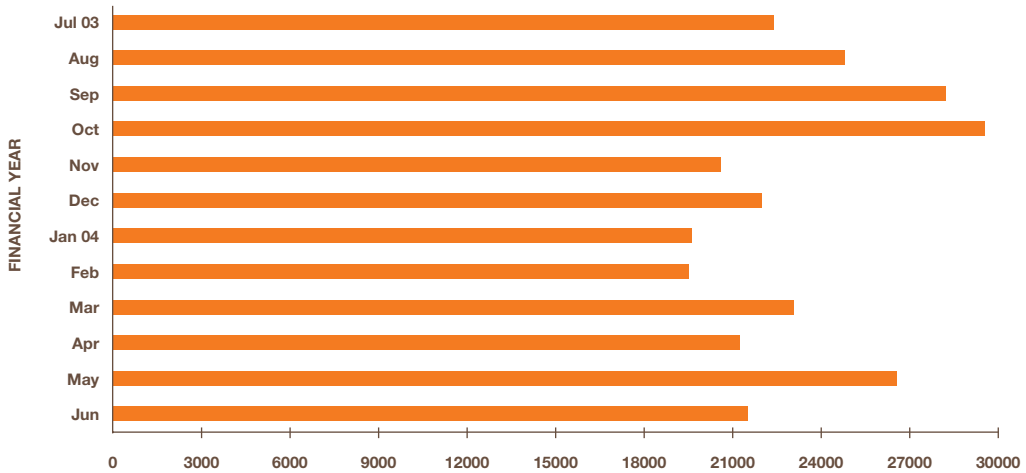


Chart 3: Tenprint Search Transactions (Livescan inclusive) 2003–04

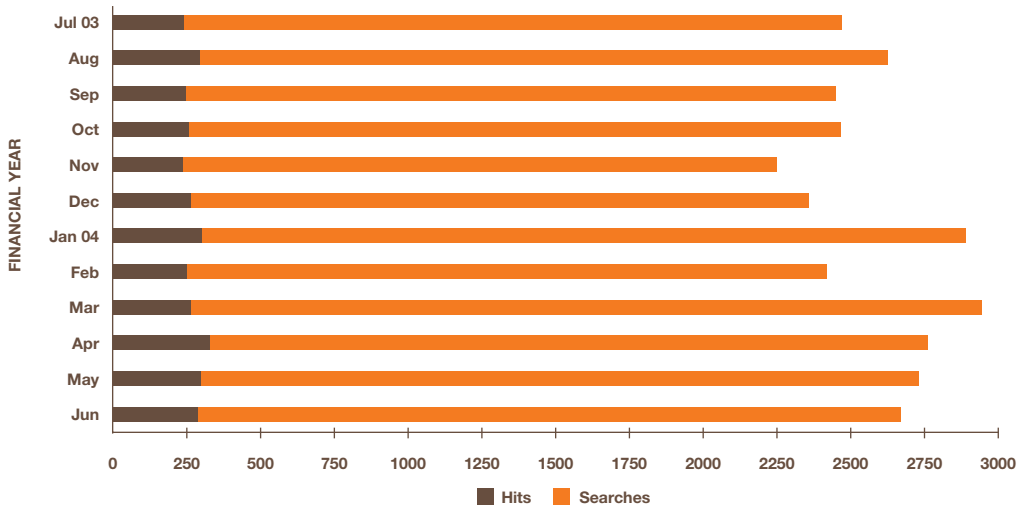


The introduction and support of national policies for system usage, determined in consultation with the UAG, ensure that system storage and search capacity can be managed appropriately by CrimTrac on behalf of all police.

The CrimTrac NAFIS palm matching services continue to generate high demand from all police jurisdictions. The NAFIS database holds 5.6 million palm prints, making it the largest collection of such data in the world.

With palm prints accounting for approximately 25 per cent of print evidence gathered at crime scenes, the ability to match this evidence with the NAFIS database palm records provides police with a powerful tool for the resolution of both major and minor crimes.

Chart 4: Palm ‘Crime’ search and match transactions 2003–04



Quantity

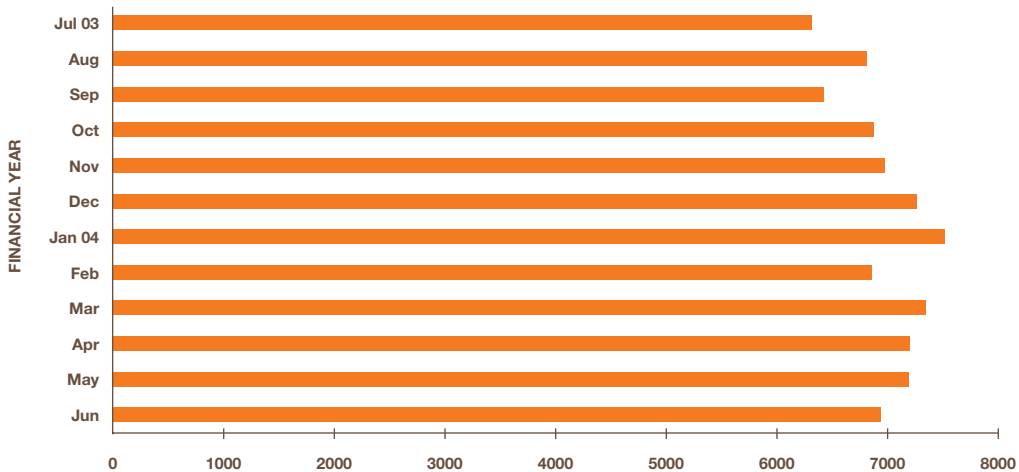
- NAFIS support levels and helpdesk are within agreed levels.
- System availability exceeds contracted levels.

The number of NAFIS access points meets the needs of police. CrimTrac has facilitated the placement of 86 full function NAFIS workstations to 39 metropolitan and regional sites throughout Australia.

This reporting period has seen an increase in the number of Livescan initiated tenprint search transactions with a stabilising of latent fingerprint searching levels. Upgrading of the central site has provided connectivity for an additional 40 Livescan devices meeting the medium term integration requirements of police jurisdictions as reported to the agency.

As at June 2004, 135 Livescan devices are fully integrated with NAFIS with an additional 25 devices planned for integration over the course of the next six-month period.

Chart 5: Livescan initiated Tenprint to Tenprint transactions 2003–04



Price

- Recurrent costs are within projected levels and were within an agreed budget.
- Projected long-term maintenance and depreciation costs are met within the current NAFIS budget.

NAFIS central site capacity continues to be managed effectively with current system storage and throughput capacity expected to meet police jurisdictional requirements for the next three-year period.

Priorities for 2004–05

- CrimTrac is set to continue towards the rationalising of system support services and where possible utilising ongoing staff as systems administrators within the local support team structures. The outcome of this process will be the reduction of CrimTrac’s dependence upon SAGEM to provide ongoing system support functions and retention of knowledge and experience.
- Police have shown interest in the ability to process tenprint transactions without human intervention using Livescan technology to reduce identification response times. The move towards automated processing will require a business case for a new version (3.1-2) of the MetaMorpho operating system.
- CrimTrac is seeking to provide an acceptable level of business continuity for NAFIS services that reflects the importance of the system to police in Australia.
- 2004–05 will see the initiation of an asset replacement programme resulting in the replacement of hardware at the jurisdiction and central NAFIS sites. The replacement programme is designed to ensure CrimTrac can continue to support system hardware and software in an efficient and cost effective manner.
- CrimTrac is currently working towards the development of appropriate policies and charges for NAFIS to deliver ‘non-core’ services related to the use of NAFIS for pre and ongoing employment screening purposes.

The National Criminal Investigation DNA Database (NCIDD) Programme

Contribution to CrimTrac outcome

NCIDD assists police in establishing identity more quickly and reliably from human biological samples and contributes to the solving of crime.

NCIDD output

Development, deployment and maintenance of a national DNA database that will automatically accept, store and match DNA profiles from every Australian police jurisdiction.

Performance measures

Quality

- NCIDD is fully operational and ready for states and territories to load DNA profiles.

Quantity

- The number of NCIDD access points meets the needs of police.

Price

- NCIDD operates within budget.

Performance summary 2003–04

Quality

- The programme is fully operational allowing states and territories to load DNA profiles.
- Intra-jurisdictional matching is performed on NCIDD by the Australian Capital Territory, Commonwealth, Queensland and New South Wales.
- Inter-jurisdictional matching has yet to occur due to the need for states and territories to enact harmonised legislation.
- New NCIDD servers have been deployed to all jurisdictions.
- The government has not yet formally responded to the recommendations of the review of Part 1D of the *Commonwealth Crimes Act 1914* that was tabled in Parliament in March 2003.
- An independent audit of Division 11A Part 1D of the *Commonwealth Crimes Act 1914* was conducted at CrimTrac to investigate the effectiveness of Division 11A. Division 11A allows access to, matching, and disclosure of, information on a DNA database for the purposes of identifying those killed as a result of the Bali bombing and other overseas incidents causing Australian casualties.

Quantity

- The NCIDD network is installed into forensic laboratories in all police jurisdictions.
- The LIMS was successfully installed in all participating laboratories.

Price

- NCIDD operated 39 per cent under budget due to lower than expected use of NCIDD/SQL*Lims.

Overview

NCIDD was developed with the collaboration and cooperation of state and territory police services and forensic units. NCIDD provides police with access to a national DNA database and the capability to conduct rapid, automated inter-jurisdiction and intra-jurisdiction DNA profile matching. This is provided under strict access and disclosure safeguards in accordance with privacy and other relevant legislation.

NCIDD has two elements: a central database and matching engine, and an automated jurisdictional Laboratory Information Management System (LIMS). It is currently the only DNA database using web technology, consisting of an online entry system designed to view potential links between DNA records held within and between police jurisdictions. Users can search results instantly via a secure web browser linked to the central database in Canberra. The database operates on a secure closed network administered by the Australian Federal Police (AFP). The central database and match engine is hosted by the Defence Computing Bureau (DCB) in a secure defence facility. NCIDD also allows users to group similar DNA profiles and search for links between groups.

NCIDD does not hold personal information as defined in the *Privacy Act 1988* (Commonwealth). Each DNA profile has a unique identifier which in itself cannot identify any individual. The profile must be associated with an index as set out in legislation—for example, crime scene, offender, or suspect. Only the forensic laboratory in the jurisdiction that supplied the identifier can identify individual names and circumstances associated with the profiles. NCIDD is the first Australian DNA database that automates the destruction of profiles on the database to meet legislative requirements. Profiles are removed from NCIDD when destruction dates are specified. No traces of the profile or associated matches remain, except for an audit record of the destruction date.

The DNA profiles held on NCIDD are derived from nine points of non-coding or ‘junk’ DNA and the sex gene. Non-coding DNA comprises 95 per cent or more of total human DNA. The DNA profiles held on NCIDD, derived from the non-coding DNA, do not reveal any details about identity, age, ethnicity, race, appearance or medical conditions. Users of NCIDD are not able to link a DNA profile to an individual’s medical history or conditions.

NCIDD caters for differing legislative requirements between police jurisdictions. Its design ensures that only those links complying with legislative matching requirements are available for the users to review. All activities on NCIDD are logged and are available to be audited. At least two authorised users in each jurisdiction are required to complete any amendment of DNA profiles on NCIDD.



Performance

Quality

- NCIDD delivers rapid, automated cross-jurisdictional DNA profile matching ability and maintains system availability at contracted levels.

NCIDD is fully operational and servers have been deployed to all jurisdictions.

Intra-jurisdictional matching has begun to be used by the Australian Capital Territory, Queensland, New South Wales and the Commonwealth.

Memoranda of understanding have been signed with these jurisdictions to commence inter-jurisdictional matching. Memoranda have also been signed by Victoria, the Northern Territory and Western Australia. Memoranda of understanding are currently being negotiated with South Australia and Tasmania.

Quantity

- The number of NCIDD access points meets the needs of police.

The NCIDD matching engine is available in all jurisdictions and LIMS has now also been installed in all jurisdictions. CrimTrac expected NCIDD to be fully operational during this reporting period but due to legislative complexities with different jurisdictions inter-jurisdictional matching has yet to occur.

Over 50 000 records have been entered into NCIDD.

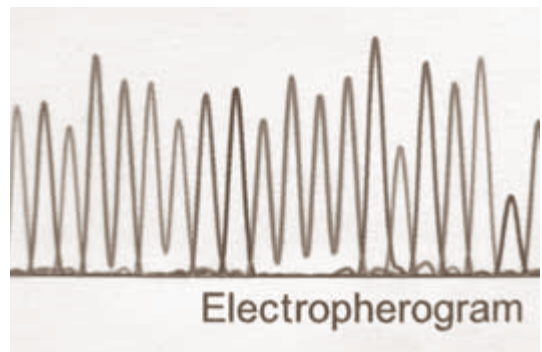


Photo: www.geoffcomfort.com

Table 1: Records on NCIDD as at 30 June 2004

Category

Number of Records in NCIDD

Crime Scene	6231
Offenders/Serious Offenders	18 101
Suspects	23 758
Volunteers (unlimited purpose)	2898
Total	50 988

CrimTrac had estimated for the 2003–04 year that more than 100 000 DNA records would be uploaded onto the system during the year, this figure fell short due to legislative complexities and delays. The estimated figure for uploaded DNA records in the 2004–05 year is expected to be over 200 000.

Price

- NCIDD was delivered within a budget of approximately \$3 million from Australian Government funds.

NCIDD operated 39 per cent under budget due to lower than expected use of NCIDD/SQL*Lims by jurisdictions.

Priorities for 2004–05

- Facilitate the passage of necessary legislation.
- Finalise memoranda of understanding between jurisdictions to progressively implement inter-jurisdictional and intra-jurisdictional matching.
- Perform a Post Implementation Review (PIR) of NCIDD.
- Further refine NCIDD for operational activities, including familiar matching capabilities for Disaster Victim Identification (DVI) purposes.
- Review monitoring of database performance by CrimTrac.
- Investigate the options and processes to facilitate matching Australian DNA profiles with those of other countries.

CrimTrac Police Reference System (PRS) Existing Systems Programme

PRS—Existing Systems

Contribution to CrimTrac outcome
Coordinated national policing information systems for a safer Australia.
PRS (Existing Systems) output
Provision of national operational policing information through the maintenance of existing police reference systems.
Performance measures
<p>Quality</p> <ul style="list-style-type: none"> • 90 per cent of enquiries are processed within three seconds. • System availability meets or exceeds contracted levels. <p>Quantity</p> <ul style="list-style-type: none"> • PRS support levels and helpdesk are within agreed levels. <p>Price</p> <ul style="list-style-type: none"> • The recurrent costs for PRS systems are within projected levels and are regarded by customers as value for money.
Performance summary 2003–04
<p>Quality</p> <ul style="list-style-type: none"> • 90 per cent of enquiries were processed within three seconds. • System availability exceeded contracted levels. <p>Quantity</p> <ul style="list-style-type: none"> • PRS support levels and helpdesk were within agreed levels. <p>Price</p> <ul style="list-style-type: none"> • The recurrent costs for PRS systems were within projected levels, which were met through agreed subscription rates, and were regarded as value for money.

Overview

The existing PRS consists of the following systems:

National Names Index (NNI)

The NNI comprises multi-jurisdictional data on criminal histories, missing persons, warrants, domestic violence orders, adverse firearms history and other information on persons of interest to police. The system provides vital information to police by flagging information on those persons who may not be known on local jurisdictional databases but who have a record or history elsewhere in Australia.

National Firearms Licensing and Registration System (NFLRS)

The system holds information on past and current firearm license holders, licensed firearm dealers, and registered, lost and stolen firearms.

National Vehicles of Interest system (NVOI)

The NVOI system records stolen, recovered, wanted and suspect vehicle details. It holds details of vehicle registration and driver licensing.

The system also incorporates links to national roads and transport authorities' data held on the National Exchange of Vehicle and Driver Identification System (NEVDIS) provided by AustRoads.



Photo: www.geoffcomfort.com

Electronic White Pages (EWP)/Online Telephone Directory (OTD)

The OTD/EWP databases provide a cost-effective method to conduct searches on names, telephone numbers and addresses. This enables police to identify names and addresses allocated to particular telephone numbers, verify the address of detained suspects, and clarify the details of callers to police emergency telephone operators.

Average EWP enquiry costs fell from \$28 532 per month in 2002-03 to \$24 373 per month in 2003-04 due to a reduction in client use.

Performance

Quality

- 90 per cent of enquiries are processed within three seconds.

CrimTrac information systems operated within the desired performance standards agreed with each jurisdiction.

During the reporting period, response times to CrimTrac system enquiries have operated well within the performance standard, with processing of information requests often completed within two seconds.

There were several challenges to our disaster recovery and business continuity planning strategies during the year that resulted in some loss of core system availability. However, outages were within allowable tolerances.

Quantity

- System availability meets or exceeds contracted levels.
- PRS support and helpdesk services are within agreed levels.

Systems availability

Systems availability throughout the year was in accordance with standards agreed with police jurisdictions.

Routine preventative maintenance windows each month continue to ensure that the existing CrimTrac Police Reference System (CPRS) applications remain stable. These measures have ensured that police continue to receive optimum performance from CrimTrac information systems.

Systems support

The agency operates a helpdesk to manage and resolve calls from authorised users or from other jurisdiction and agency helpdesks. Support is provided on a 24-hour, seven day a week basis with duty officers responding to calls out of standard business hours.

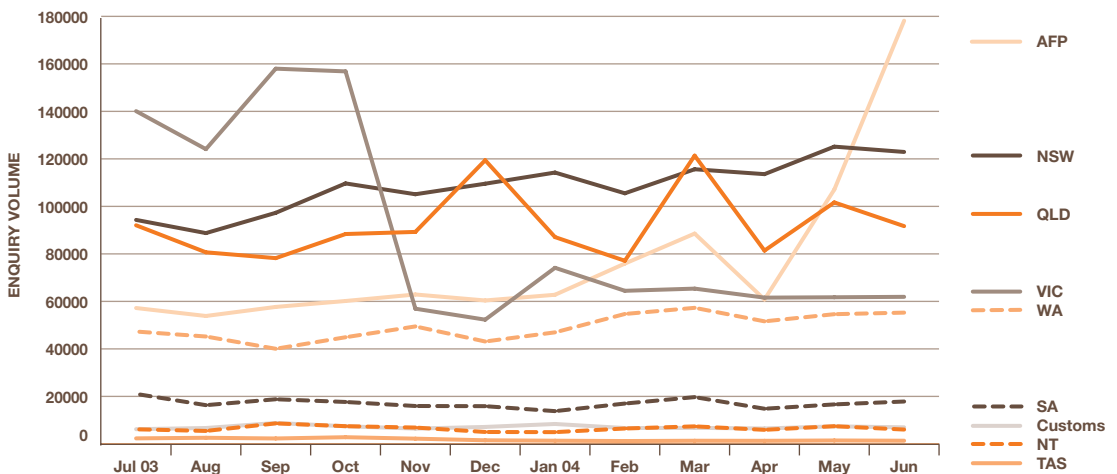
Most helpdesk calls were resolved within 24 hours, the majority being resolved within an hour. The helpdesk has been effective in providing feedback on the progress of problems reported and keeping other jurisdiction and agency helpdesks informed about scheduled maintenance outages.

During the year 95 per cent of all requests for system access were actioned within one working day. These time frames are well within service provision standards.

National Names Index (NNI)

The annual NNI enquiry volume increased from 4.36 million enquiries in 2002–03 to 5.41 million enquiries in 2003–04, a 24 per cent increase. The increased usage is attributed to an increased user base.

Chart 6: NNI enquiry volume by month



National Firearms Licensing and Registration System (NFLRS)

Average monthly enquiry volume increased from 6903 enquiries in 2002-03 to 9636 enquiries in 2003-04. This is an increase of 2733 in the monthly average.

The 39 percent increase in the use of the NFLRS has in part been due to the added awareness of firearm issues as a result of the government’s national handgun buyback initiative as well as the processing associated with the buyback. The completion of the buyback scheme in June 2004 should see the usage of the system return to normal volumes in 2004-05.

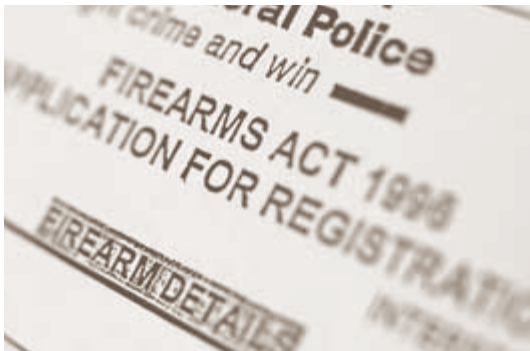
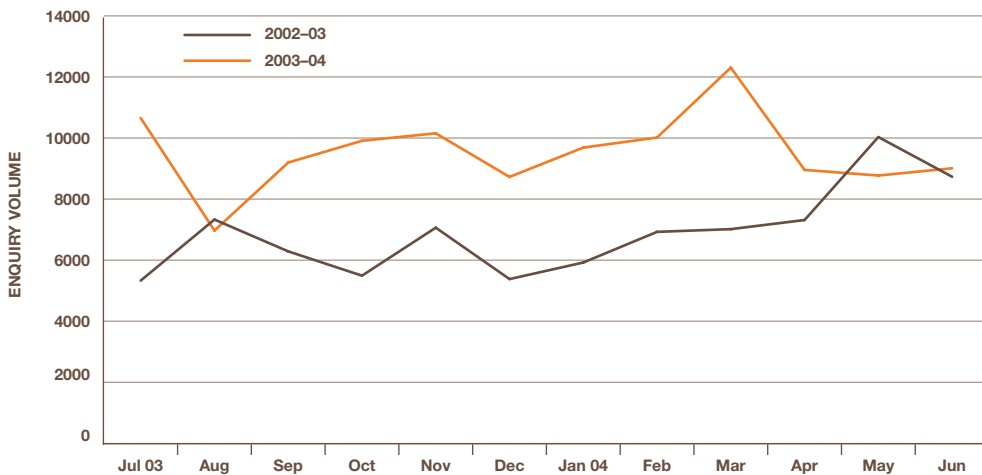


Photo: www.geoffcomfort.com

Chart 7: National Firearms Licensing and Registration System enquiries

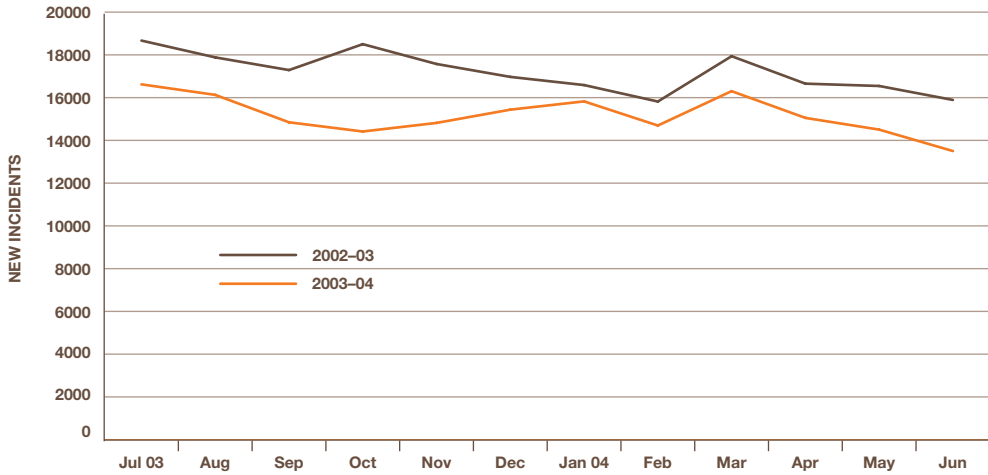


National Vehicles of Interest (NVOI) system

The total number of new incidents decreased from 206 322 in 2002-03 to 182 147 in 2003-04, a decrease of almost 12 per cent.

This decrease reflects a lower incidence of stolen vehicles recorded throughout the 2003-04 year and continues a trend from previous years.

Chart 8: National Vehicles of Interest system—new incidents by month



Online Telephone Directory (OTD)/Electronic White Pages (EWP)

Average OTD enquiries decreased from 8092 per month in 2002-03 to 7843 per month in 2003-04.

Users consider these applications as important tools, however the reduction in enquiries appears to be a consequence of more targeted and cost-conscious use of the functions they provide.

Chart 9: OTD enquiry volume per month

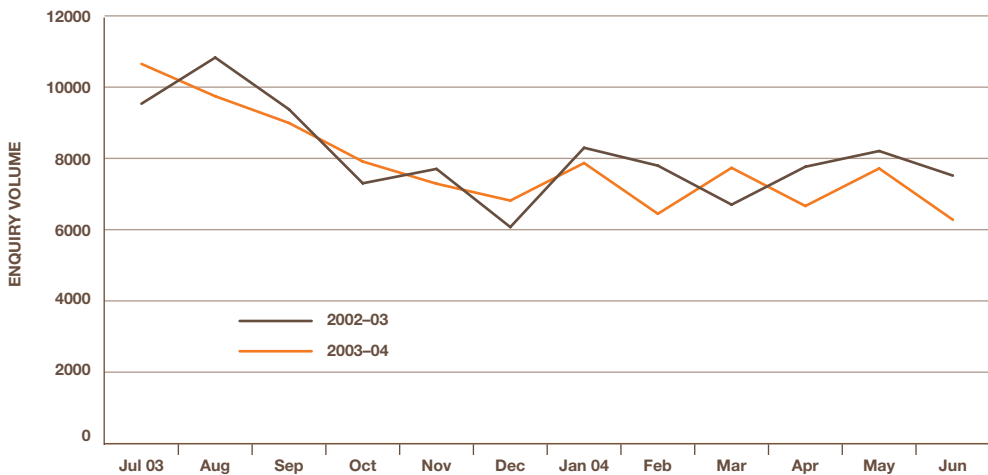
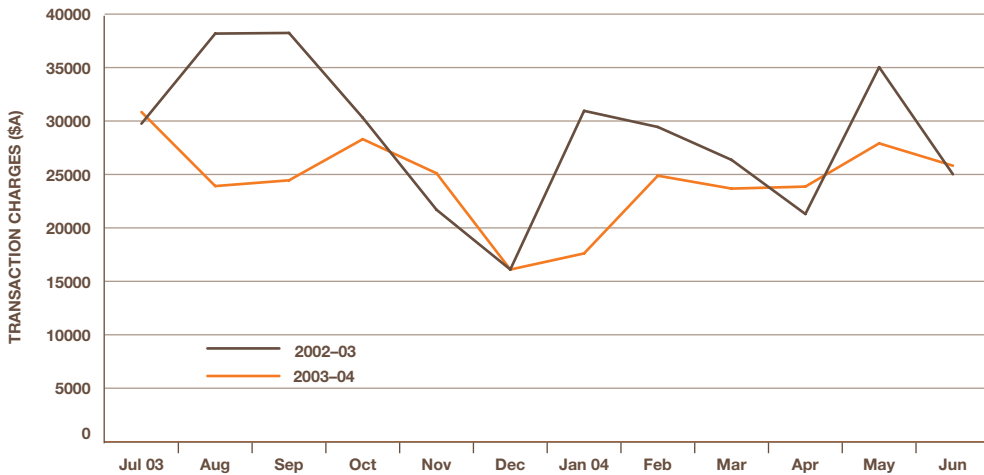


Chart 10: EWP charges by month



Price

- The recurrent costs for PRS systems are within projected levels and are regarded as value for money.

Priorities for 2004-05

- Maintain the high level of support and access to end users of CrimTrac services.
- Continue to contribute to PRS Programme capability development, particularly MNPP and ANCOR.
- Continue to improve IT Service Management capability through the use of the Information Technology Infrastructure Library (ITIL) Best Practice Framework.
- Redevelop the OTD and EWP systems to provide cost-effective and up to date telephone subscriber information to end users.

CrimTrac Police Reference System (CPRS) Redevelopment Programme

Contribution to CrimTrac outcome

CPRS redevelopment contributes to rapid, efficient and cost-effective access to operational policing information and information-related services required by police nationwide in the performance of their duties and for their improved safety.

CPRS Redevelopment Systems output

Redevelopment and enhancement of existing PRS within an integrated CPRS and an Australian National Child Offender (ANCOR) register.

Performance measures

Quality

- The requisite policy and regulatory framework for exchanging police information is developed parallel with the system.
- The information content delivered by CPRS meets the needs of police.
- The information services are integrated so they are efficient to use.
- The information is as current as the information in the jurisdictional source systems.
- The information services are controlled and audited in accordance with the inter-agency agreements and business rules specified by police.
- System performance meets that specified in service level agreements.

Quantity

- CPRS supports the volume of enquiries that police require and these are in accordance with approved service level agreements.

Price

- The components of CPRS redevelopment are delivered within budgets agreed by the CrimTrac Board of Management.
- The National Handgun Buyback Support System (NHBSS) is delivered within a budget agreed by the sponsor.

Performance summary 2003–04

Quality

- NHBSS was operational from 1 July 2003 to 30 June 2004.
- CPRS has started to improve the exchange and access of policing information between police jurisdictions.
- The first CPRS output is the MNPP capability that was under development through the reporting period and was in the 'build' stage as at 30 June 2004.

Quantity

- NHBSS supported all jurisdictions during the buyback period.
- CPRS has defined police needs for sharing information about persons of interest and the design of the MNPP system will support a national check each time a local check is performed in a jurisdiction.

Price

- CPRS spent \$17.5 million of the estimated total budget of \$22 million (refer to individual components under 'performance').
- NHBSS operated within sponsor approved budget.

Overview

All police services have separate information management systems to support police operations within their respective jurisdictions, and police share information with other jurisdictions in a variety of ways, both manually and electronically. Trans-border crimes and mobility of criminals between jurisdictions have significantly increased the need for police to have rapid access to an Australia-wide view of operational policing information about people, objects, locations and events of interest.

The aims of the CPRS Redevelopment Programme are to:

- complete the development of capabilities mandated in recitals D(iii) and D(iv) of the IGA, namely 'the provision of rapid access to national operational policing data', and 'a National Child Sex Offender System' now referred to as the Australian National Child Offender Register (ANCOR); and
- develop new capabilities to meet emerging policing requirements as identified in recital E of the IGA.

The CPRS Programme, in collaboration with all Australian police, is developing new systems to achieve these aims.

The primary factors that shape the design and development of CPRS are:

- each police service will continue to evolve its information environment in accordance with its own priorities and resources, and any whole-of-government strategies that apply in that jurisdiction;
- the police services will control the extent and timing of their information disclosure and adoption of CPRS capabilities as the system evolves;
- the CPRS capability must integrate with existing police capabilities to allow a seamless transition between nationwide and jurisdictional information sets;
- the CPRS capability must support different methods of accessing inter-jurisdictional information; and
- the CPRS capability must meet, complement and where possible, enhance the security, access and audit requirements and capabilities of each jurisdiction.

The programme this year has progressed with three active projects:

- The National Handgun Buyback Support System project (NHBSS)
- The National Child Sex Offender System project (NCSOS) through ANCOR
- The Minimum Nationwide Person Profile project (MNPP)

Performance

National Handgun Buyback Support System (NHBSS)

Quality

- NHBSS was operational from 1 July 2003 to 30 June 2004.

Quantity

- NHBSS supported all jurisdictions during the buyback period.

Price

- NHBSS operated within sponsor approved budget.

NHBSS was developed in partnership with Victoria Police. It is hosted at the secure CrimTrac central site with secure web access for authorised users in jurisdictions over the AFP secure network.



Photo: www.geoffcomfort.com

The support system comprises an enhanced Weapons Identification System (WIDS), based on one used by the Victoria Police Licensing Services Branch, and laptop computers with remote dial-in connections that were provided to jurisdictions to handle remote location transactions

NHBSS was operational from 1 July 2003. The initial project planning was based on a buyback period of six months from 1 July 2003 to 30 December 2003 with a project budget of \$2.725 million. The Commonwealth, states and

territories agreed to variances in the start and end dates for some jurisdictions. This has required the system to remain operational until 30 June 2005. Several system releases were required during the period to enhance functionality and implement user recommendations to improve utility. The project budget was revised to \$3 525 690 to accommodate this extension to the project.

All parties that use this system report that despite a range of difficulties that arose as a direct consequence of the very short development time for this system (four months from project approval to the operational deadline) it has been very successful in supporting the correct identification of weapons, determining the compensation to be paid to people surrendering guns and the reimbursement to the jurisdictions by the Commonwealth.

National Child Sex Offender System project (NCSOS)

Quality

- CPRS has started to improve the exchange and access of policing information between police jurisdictions.

Price

- NCSOS spent \$0.9 million of the \$17.5 million.

In July 2003 the APMC tasked CrimTrac to complete a business case and concept demonstrator for a national register system. The purpose of this was to achieve a nationally consistent approach to Child Protection Offender Registration, and for the CrimTrac Board of Management to determine the linkages between the proposed register system and the CrimTrac National Child Sex Offender System (NCSOS).

In November 2003 the CrimTrac Board of Management provided APMC with a business case for the Australian National Child Offender Register (ANCOR) and advised that ANCOR will deliver all practical outcomes foreseen for NCSOS.

APMC approved the establishment of ANCOR and allocated an additional \$2.14 million to the \$840 000 already allocated from the Commonwealth's \$50 million, to be shared by the Commonwealth, states and territories on a one third–two third basis.

The major output from this project is ANCOR, a secure web based application to be hosted at CrimTrac. This was to be operational from 1 July 2004 but the deadline was subsequently changed by APMC to 1 September 2004 as no jurisdiction would be ready to use the system before that date. ANCOR assists jurisdictions to case manage and share mandatory information about registered persons as required by legislation.

By the end of the reporting period the ANCOR project was in the 'build' stage and was progressing on schedule and to budget.

Minimum Nationwide Person Profile project (MNPP)

Quality

- The first CPRS output is the MNPP capability that was under development through the reporting period and was in 'build' stage as at 30 June 2004.

Quantity

- CPRS has defined police needs for sharing information about persons of interest and the design of the MNPP system will support a national check each time a local check is performed in a jurisdiction.

Price

- MNPP spent \$11 million of the \$17.5 million.

MNPP, when complete, will provide all police jurisdictions with 'rapid access to operational policing information about persons of interest to police'. This significantly improves on the present NNI capability as:

- the information will be more accurate and up to date;
- the capacity and design will allow all jurisdictions to do national checks by default;
- officer efficiency is improved as the detailed information they need is readily available through MNPP as opposed to existing manual processes which are predominantly facsimile based;
- officers have access to improved functionality for searching and matching;
- MNPP will operate on a more maintainable technical environment;
- jurisdictions will have access to improved audit reporting about accesses to their information; and
- the MNPP design provides an extensible common information model for incorporating future information requirements, and an extendable and scalable interoperability architecture for data exchange that supports evolving business requirements.

MNPP is being progressed as a pilot project involving New South Wales and Victoria Police, working with CrimTrac to establish initial operational capabilities.

The Board of Management had in the previous reporting period identified this as a high-risk project to be managed in terms of four milestones (requirements, design, build and implementation). The board sponsored an independent review of the project during the December 2003 to February 2004 period because of concerns with revised cost and schedule estimates following completion of the requirements stage.

The review was conducted by an independent consultant with the key findings that the project approach was sound and the CrimTrac and jurisdictional teams had the right skills. The review recommended some changes to project governance and that the project scope must include all the work to be done in the jurisdictions as well as that at CrimTrac.

During this reporting period the design was completed and the full project scope determined. As a consequence the project plan and estimates were revised. The board has approved a revised budget of \$10.54 million and project completion date of February 2005. At the close of the reporting period the project is progressing in accordance with the revised schedule and budget.

Other CPRS entities

The two other major entities of interest to police within the present CPRS work programme are firearms and vehicles of interest. During the reporting period some input was provided to the APMC Firearms Policy Working Group in the development of a proposal for a National Firearms Management System.

Given the priority and resourcing applied to the three active projects listed above CrimTrac was not in a position to progress work identified in the National Vehicles of Interest scoping study conducted in 2002–03.

Priorities for 2004–05

ANCOR

- Deploy the ANCOR system to be operational from 1 September 2004 and assist jurisdictions in their implementation of their registration arrangements.
- Assist jurisdictions define their requirements for achieving interoperability between their operational systems and ANCOR and develop the business case.
- Subject to the success of the ANCOR interoperability business case implement the required enhancements to ANCOR.

MNPP

- Complete the MNPP pilot project between New South Wales and Victoria Police Services.
- Conduct a formal capability review of the MNPP pilot capability and develop a business case to seek approval and additional funding to roll out the MNPP capability to all jurisdictions.
- Subject to approval and funding, work with the other jurisdictions to progress the roll out of MNPP.

Firearms Management

- Provide assistance to the Commonwealth and jurisdictions in the definition of requirements for and development of a proposed National Firearms Management System. This will encompass the capability requirements and shortfalls identified in the Nationwide Firearms Profile Scoping Study conducted in 2002–03.

Functional Integration

- Subject to funding being available extend the MNPP capability to incorporate the firearms and vehicles of interest data sets held by CrimTrac thereby achieving a single fully integrated CrimTrac Police Reference System.
- Develop the business case for re-hosting the existing PRS in the CrimTrac mid-range environment and decommissioning the CrimTrac mainframe environment.

National Criminal History Record Checking (NCHRC) Programme

Contribution to CrimTrac outcome

This programme minimises the risk of employers and other accredited agencies employing a person who is not fit to hold a position of trust. In particular, the risk of abuse of the young, the vulnerable and the infirm is reduced. The use of police data for positive social outcomes is maximised.

Output

Establishment and maintenance of client relationships and agreements delivering national criminal history record checks to accredited agencies and police jurisdictions.

Performance measures

Quality

- 95 per cent of routine checks are processed within ten working days.
- 95 per cent of urgent checks are processed within five working days.
- All work has been undertaken and delivered as agreed in the service level schedules contained within the memoranda of understanding.

Quantity

- All enquiries for accreditation are processed according to extant guidelines and within agreed timeframes.
- All processes comply with privacy and security standards as measured by independent audit.

Price

- Charging is based on cost recovery.
- All billing and invoices are accurate and issued on time.
- Processes are audited and assessed as cost effective.

Performance summary 2003–04

Quality

- More than 95 per cent of routine checks were processed within ten working days.
- 100 per cent urgent checks were processed within five working days.

Quantity

- CrimTrac provided national criminal history record checking services to 23 accredited agencies in accordance with service level schedules.
- A number of new agencies are currently at various stages of the accreditation process.
- CrimTrac processed in excess of 617 000 checks which generated over 150 000 referrals to police jurisdictions.

Price

- A new pricing structure was implemented on 1 October 2003 to ensure that charging is based on cost recovery.

Overview

The NCHRC Programme provides accredited agencies and jurisdictions with national criminal history information to support their process of checking the suitability of people applying for employment, citizenship or being appointed to positions of trust. Checks for positions of trust are conducted on a range of people including those working with children, the elderly and other vulnerable groups or those requiring a security clearance.

Accredited agencies do not directly access data held by police jurisdictions. To obtain a criminal history record check, an accredited agency must first obtain the informed consent of the person concerned and, in some cases agencies have legislated authority that entitles them to request additional information. The request for a national criminal history record check is sent electronically to CrimTrac where the name is loaded into CrimTrac's External Agency Management System (EAMS). It is then checked against the National Names Index (NNI) of persons of interest to police. If a potential match is identified, the name is referred for evaluation to the police jurisdiction holding the record.

A new, more comprehensive national checking process started in October 2003. Where a check shows multiple matches, the name is initially referred for evaluation to the police jurisdictions holding relevant records prior to a final vetting by a nominated coordinating jurisdiction to ensure that the appropriate level of information is released. This revised process was implemented in parallel with a new 'fee per check' charging policy that replaced the previous sliding scale of fees based on the percentage of referrals generated from checks submitted. The enhanced NCHRC process provides more comprehensive criminal history record information. An upgraded searching and matching algorithm was introduced in August 2003 that further enhanced the NCHRC process.

The nature of criminal history information released through the NCHRC Programme varies between agencies, depending upon their individual legislative provisions. An agency can access information under three general release categories based upon state and Commonwealth spent conviction legislation. Categories include no exclusion, partial exclusion and a full exclusion, and on this basis agencies can access information ranging from disclosable court outcomes only to full criminal histories. Varying spent convictions schemes together with differential information release policies across jurisdictions also affect the type and amount of information that can be released to agencies.

During this reporting period the EAMS application was deployed to most jurisdictions. A priority for the 2004–05 financial year is implementation of EAMS Phase 3—the identification, development and rollout of the application to meet agreed jurisdictions' requirements.

As part of CrimTrac's ongoing continuous improvement programme and client service focus, the annual client services conference was held in Canberra in November 2003. This conference was attended by police services and accredited agency representatives involved in the NCHRC process.

Performance

Quality

- 95 per cent of routine checks are processed within ten working days.
- 95 per cent of urgent checks are processed within five working days.
- All work has been undertaken and delivered as agreed in the service level agreement and other schedules contained within memoranda of understanding.

CrimTrac's independent internal auditors, Deloitte Touche Tohmatsu, have conducted an external audit, which has shown that work in the 2003–04 period has been undertaken and delivered as agreed in the service level schedules contained within CrimTrac's Memoranda of Understanding. The audit has shown that CrimTrac's procedures and processes fully comply with the appropriate privacy and security standards that govern the requesting and release of personal information through the NCHRC process for third parties.

In 2003–04, in excess of 95 per cent of all routine checks lodged with CrimTrac were processed within ten working days (compared to 99.5 per cent in 2002–03¹) and all urgent checks lodged with CrimTrac were processed within five working days (100 per cent in 2002–03). The increased time taken to process checks to deliver a higher quality product from 1 October 2003 coupled with the increased volume of checks has increased turn around times and reduced the percentage of routine checks completed within the specified time frames.

Quantity

- All enquiries for accreditation were processed according to extant guidelines and within agreed timeframes.
- All processes comply with privacy and security standards as measured by an independent audit.

In this financial year, CrimTrac and jurisdictions have processed in excess of 617 000 checks (compared to 431 604 in 2002–03). This increase is due to the revised NCHRC processes, which channelled previously state-based checks through CrimTrac for national checks. The number of checks in 2004–05 is expected to exceed 1 million.

In this reporting period 23 accredited agencies were serviced by the NCHRC Programme, including four new agencies that gained accreditation during the year. One agency ceased operating as an accredited agency as it was subsumed by another existing agency.

Price

- Charging is based on cost recovery.
- All billing and invoices are accurate and issued on time.
- Processes are audited and assessed as cost effective.

The pricing policy and structure changed in October 2003. Accredited agencies moved from being charged on a sliding fee scale based on the percentage of referrals generated by checks to a fixed cost per check basis.

All NCHRC billing and invoicing has been delivered in a timely and accurate manner in line with agreed expectations.

Priorities for 2004–05

- Development and rollout of EAMS Phase 3 to jurisdictions.
- Rollout of EAMS to accredited agencies.
- Expanding NCHRC services to the non-government sector.
- Reducing turn around times for criminal history record checks.



Photo: www.geoffcomfort.com

¹ The method of calculating turnaround times for checks employed in previous years has been determined to be unsatisfactory. The alternative method used in the majority of 2003–04, while less precise, provides a more representative result.

Service Management Programme

Contribution to CrimTrac outcome

The CrimTrac computing infrastructure and communications network assists the delivery of outcomes to CrimTrac customers. The main components of the infrastructure include mainframe, midrange, desktop, local area network (LAN), Wide Area Network (WAN) and application services. These services are being progressively modernised to meet changing business needs.

Service Management Programme output

Delivery of a cost-effective CrimTrac communications network and computing infrastructure, which allows CrimTrac information flows to pass securely to and from the police services and to accredited agencies.

Performance measures

Quality

- Service levels for the communications network, mainframe and midrange environments will be met, allowing for the delivery of all CrimTrac services to the required standards and expectations.

Quantity

- The network has sufficient capacity and availability to support the systems and installations required across all programmes in order to achieve its mission.

Price

- Programme budget as approved by the board and delivering the lowest possible price for defined capacity and capability.

Performance summary 2003–04

Quality

- Service levels for IT systems have been under continual review throughout the year to ensure they are of a high quality and standard. CrimTrac has undertaken several workshops with internal and external stakeholders to develop an IT strategic plan.
- The introduction of the CrimTrac Portal as the single point of entry to CrimTrac services was a major innovation.

Quantity

- Network usage has met expectations and provided flexibility for an increase of services to all CrimTrac stakeholders and users.
- Throughout 2003–04 the IT services team has made substantial improvements to mainframe, midrange and WAN infrastructure to allow for increase in demand on IT services and to position the agency for substantial service growth in future years.

Price

- CrimTrac expanded its midrange environment throughout the year to cater for further development of new systems and provide enhanced business continuity. The midrange environment is run by DCB as a service provider arrangement to gain cost savings through economies of scale with a larger organisation.

- Mainframe costs have reduced as a result of previous years work on full service provision.
- WAN costs have reduced as a result of network rationalisation & AFP's continued improvement in communication infrastructure costs.

Overview

Computing infrastructure

The agency currently supports and develops systems on both mainframe and midrange Unix platforms. The future direction for the agency is to migrate from the mainframe to a wholly midrange environment.

During this reporting period there was a focus on the continued migration process from the mainframe environment to the midrange environment via specific projects within the CPRS Programme.

As part of this migration a Common Services and Infrastructure project was initiated to establish CrimTrac's next generation midrange environment—a Sun database server with Intel Web and application servers all utilising a Storage Area Network (SAN). The project will revise and implement common services for security and audit as well as the next generation of the CrimTrac midrange computing environment.

This year also saw the implementation of the CrimTrac Portal as the doorway into CrimTrac. The portal provides a single entry point for users and a single security interface to CrimTrac services. This is one of the key enabling technologies from which CrimTrac projects and services will leverage and probably the most strategically important pieces of computing infrastructure CrimTrac implemented this year.

Communications network

The rationalisation of the CrimTrac secure communications network has continued from previous years.

The process of rationalising the CrimTrac WAN is expected to be an ongoing process for the next few years to allow for the varying speeds of developments and changes within CrimTrac's major stakeholders, such as the police jurisdictions.

The objectives of the communications rationalisation phase remain as:

- converge existing NCIDD, NAFIS, and CPRS communications links into a new CrimTrac network with one main communications link between CrimTrac and each jurisdiction;
- deploy CrimTrac services within the communications network of each jurisdiction; and
- ensure the most cost-effective communication solution is implemented for each jurisdiction.

A priority for this year was to establish a secure connectivity infrastructure for the NCHRC. Remote access is of considerable importance for systems support by helpdesk staff and vital to SAGEM in order to support the NAFIS. To achieve this the agency worked with Defence Signals Directorate (DSD) to develop a suitable remote access architecture for CrimTrac services. CrimTrac then went to tender to get a service provider to implement and run new remote access in line with DSD approved architecture. This tender (yet to be awarded as at 30 June 2004) includes supply of web hosting, email and internet gateway for CrimTrac.

There has been further development of the CrimTrac Project Management methodologies and Project Management Office including the introduction of PrincePlus as a repository of project reference information. This provides a single source of project management information and templates, creating streamlined project management resources.

Additionally, the IT Manager meetings continued as a place to exchange and share ideas across CrimTrac and police services IT teams. The IT Managers meeting was held on 9 March 2004.

Architecture framework

An enterprise architecture framework is a specification for separating an organisation's business and technology landscape into manageable and interrelated information components.

Capturing and delivering this information creates a repository of corporate knowledge and industry best practice, helping to position CrimTrac strategically as a high-quality service provider. Advantages include:

- improving client and stakeholder awareness of CrimTrac systems;
- contributing to improved communication between CrimTrac and its clients and stakeholders;
- improving internal communication between technical, operational and policy elements of CrimTrac;
- contributing to collaborative partnerships with jurisdictions and accredited agencies; and
- improving CrimTrac's ability to assess and adopt new technology.

CrimTrac has continued to evolve the Enterprise Architecture with CrimTrac stakeholders, especially jurisdictions. Additionally the agency has liaised with Metagroup to review and revise the CrimTrac Enterprise Architecture including a new architecture governance structure.

The agency's IT staffing structure has been revised to allow the technical architecture to integrate with core functions and not be a separate project as it has been in the past.

Additionally, an ongoing priority of the agency is to continue to provide improved business continuity of IT services. In this period this has been addressed by:

- commencing a redevelopment of memoranda of understanding and service level agreements with DCB and AFP;
- architecting new IT services with an emphasis on disaster recovery and business continuity plan requirements;
- recruiting an IT Security Advisor as part of an IT staffing and structure review to assist with disaster recovery and business continuity plans;
- tendering for and finalising a new support arrangement for LAN and Desktop services; and
- undertaking several workshops with internal and external stakeholders to develop the first draft of CrimTrac's IT Strategic Plan.

Performance

Quality

- Service levels for the communications network, mainframe and midrange environments will be met, allowing for the delivery of all CrimTrac services to the required standards and expectations.

High-speed secure communications and computing infrastructure for all CrimTrac systems supported nationally at agreed levels of availability. Memoranda of understanding and service level agreements are also being reviewed and revised to ensure they meet current and future expectations.

CrimTrac has undertaken an ITIL (Information Technology Infrastructure Library) assessment to assist with best practice Service Management and Service Support processes.

As part of ongoing quality assurance of IT solutions, the CrimTrac IT director and all police service IT managers meet on a regular basis to discuss the technology issues associated with the delivery of CrimTrac services. These forums are for the exchange of information, standards and development ideas between jurisdictions.

CrimTrac also subscribes to IT industry information services (Metagroup) to provide an external perspective on CrimTrac's IT activities in relation to the broader IT industry and world best practice. As a small agency this is a valuable way to gain industry expertise.

The CrimTrac secure WAN is supported 24 hours a day, seven days a week by the AFP Data Network Team within their information technology area. AFP continually reviews and revises the network technology used with CrimTrac systems to ensure the agency is provided with the best performance and price on our network.

Quantity

- The network has sufficient capacity and availability to support the systems and installations required across all programmes in order to achieve its mission.

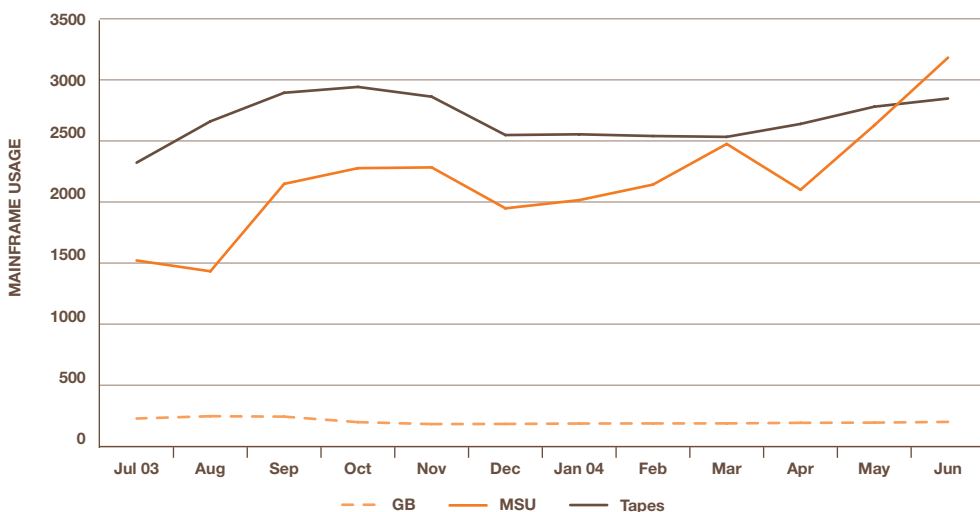
The network and computer infrastructure has sufficient capacity and flexibility to support the systems and installations required across all programmes in order for CrimTrac to achieve its mission.

The DCB full service provision environment has shown that online processing response times have been reduced and the performance of batch processing has increased significantly. There has also been a considerable increase in the CPU utilisation, allowing CrimTrac to process more work.

The increase in demand for access to CrimTrac services for Livescan, NHBSS, CPRS and general information sharing has facilitated the acceleration of network rationalisation as well as requiring an increase in bandwidth to many jurisdictions.

The following table represents usage in CPU, Disk storage and tape storage for the mainframe system for the year, a major indicator in showing system use and capacity. As the usage is charged by volume CrimTrac only pays for what it uses and can retain a very flexible usage pattern.

Chart 11: DCB mainframe usage



Financial overview

In 1998 the Australian Government committed \$50 million to CrimTrac for the establishment of national policing information systems. During 2003–04 the agency drew \$7.5 million of the appropriation to fund development projects in accordance with the IGA and the directions of the board. A balance of \$11.5 million remains available and is committed to ongoing CPRS developments.

Funding received from the Australian Government for completion of the National Handgun Buyback Support System was \$1.518 million.

During the year the partners to the IGA committed additional funding of \$2.140 million to development of the Australian National Child Offender Register.

The agency received appropriations for interest and budget estimates supplementation for the first time in 2003–04.

Financial results

Total revenue for 2003–04 was \$28.058 million compared with \$28.858 million for 2002–03. Revenue generated from sales was consistent at \$18.158 million and \$18.397 million respectively.

The balance of revenues from government, recorded on a cash basis in accordance with the Finance Minister's Orders, used either for asset acquisitions or developments was \$3.615 million. The balance unspent at 30 June 2004 was \$1.549 million.

Human resource and associated expenses increased by \$1.315 million and supplier expenses decreased by \$4.443 million.

Depreciation and amortisation expenses increased by \$1.805 million. \$1.151 million of software developments were capitalised in 2002–03 and were amortised in 2003–04. The majority of the movement arises from the independent asset revaluation and reassessment of useful lives conducted at 30 June 2003.

On an accrual basis, with the exception of unspent appropriations booked as revenue (\$1.549 million), the net surplus recorded for the agency was \$9.097 million in 2003–04. Equity increased by \$9.097 million to \$43.828 million represented by the net surplus.

Work in progress

Work in progress capitalised during the year included the External Agency Management System at \$0.333 million.

Work in progress at 30 June 2004 represented:

Project	Total
External Agency Management System	\$0.049m
Minimum Nationwide Person Profile	\$2.765m
Australian National Child Offender Register	\$0.757m
	\$3.571m

The value of intangible software assets less amortisation was \$14.921 million at 30 June 2004.

Forecast

The agency's primary source of funds for recurrent operations is sales of services for National Criminal History Record Checking (NCHRC). The agency prepared its budget for 2004–05 based on significant changes in process and pricing within the NCHRC Programme. Sales from NCHRC are budgeted at \$22.286 million.

The CPRS Programme will complete development of both ANCOR and the MNPP Pilot in 2004–05 with budgeted cash appropriation requirements of \$9.771 million. Deployment of these new systems will increase recurrent expenses including hardware and software maintenance, service provision and depreciation and amortisation.

Priorities for 2004–05

- Implement AASB Equivalents to International Financial Reporting Standards in accordance with the agency's project plan.
- Manage financial relationships with stakeholders ensuring transparency of funding arrangements, accountability for expenditures and works in progress turnover.
- Continue and enhance liaison with police jurisdiction finance personnel.
- Continue progressive review of costing and pricing of services, and explore revenue opportunities.
- Maintain fixed costs at an efficient level.
- Continue to provide asset management information to senior management to maximise the productivity of assets employed.
- Continue to manage credit risk and value impairment of debts by using active collection methods.
- Refine benefits realised from the implementation of a new financial management information system, including documentation of project financial guidance and policy, and implement the forecasting tool.
- Meet compliance obligations and implement agreed recommendations of both internal and external audit findings.

Table 2: Summary of resources

Outcome 1 – Co-ordinated national policing information systems for a safer Australia.

Price of departmental outputs	Budget*	Actual	Budget**
Output 1.1: Facilitation of the delivery of high-quality national policing information services	2003–04	expenses	2004–05
	\$'000	2003–04	\$'000
		\$'000	\$'000
Revenue from Government (appropriation) departmental outputs***	716	716	721
Revenue from other sources	30,942	27,342	33,876
Total price of outputs (total revenue)	31,658	28,058	34,597
Total for outcome 1 (total expenses)	31,658	18,961	23,529
		2003–04	2004–05
Average staffing level		44	63

* Full year budget including additional estimates

** Budget prior to additional estimates

*** Excludes the initial Australian Government commitment of \$50 million and additional NHBS funding in accordance with Portfolio Budget Statements

Part 3

Management and Accountability



Corporate Governance

Corporate governance encompasses processes by which organisations are directed, controlled and held accountable. It includes authority, accountability, stewardship, leadership, direction and control exercised in the organisation. CrimTrac's main corporate governance features are published in the Charter of Governance as described in this section. The charter recognises the CEO's responsibility and accountability to the Minister for Justice and Customs and to the Federal Parliament, while also being accountable to the states and territories as indicated by the terms of the IGA.

The charter also provides board processes, sets out board functions and sets suggestions for continuing improvement and board performance.

Australasian Police Ministers' Council (APMC)

Advised by its Senior Officers Group (SOG), the council considers and approves the agency's strategic direction and approves the CrimTrac Strategic Plan. The APMC also:

- approves the development of initiatives for CrimTrac which require legislation or special funding consideration;
- approves the policy on data control and release of information to third parties; and
- considers and approves the appointment of members of the Board of Management in accordance with the provisions of the IGA.

CrimTrac Board of Management

The CrimTrac IGA requires that a Board of Management be established to be responsible and accountable for the efficient and effective delivery of the CrimTrac initiative. The board consists of voting and non-voting members. Four of the five voting members are appointed by the APMC while the fifth is appointed by the Australian Government. The SOG appoints non-voting members. Board members are generally appointed for a three-year term with a rotation of members to ensure that each jurisdiction is represented on an equitable basis. Appointments are staggered to ensure the retention of corporate knowledge.

The board has:

- one voting member nominated by the Australian Government;
- two voting members appointed from the large jurisdictions (NSW, Vic or Qld), each member from a different large jurisdiction;
- two voting members from the small jurisdictions (WA, SA, Tas, NT or ACT), each member from a different small jurisdiction; and
- two non-voting members appointed by SOG to provide specialist advice in each of the areas of information technology and finance.

The chairman is elected by the board from among the voting board members.

The board met six times in the reporting year:

- 11 July 2003—Teleconference
- 25 September 2003—Melbourne
- 11 November 2003—Special meeting, Melbourne
- 24 February 2004—Canberra

- 28 April 2004—Special meeting, Canberra
- 13 May 2004—Hobart

Board members

Voting members

Commonwealth member

- to March 2004—Mr Ian Carnell, Deputy Secretary, Criminal Justice and Security, Attorney-General's Department (Chair during this period)
- from March 2004—Mr Peter Ford, acting General Manager, Criminal Justice and Security, Attorney-General's Department

Small Jurisdiction member

- Commissioner Richard McCreddie APM, Tasmania Police (Chair from March 2004)
- to June 2004—Commissioner Barry Matthews, Western Australia Police Service
- from June 2004—Chief Police Officer John Davies APM OAM, ACT Police

Large Jurisdiction member

- Chief Commissioner Christine Nixon APM, Victoria Police
- Commissioner Bob Atkinson APM, Queensland Police

Non-voting members

- Mr Ken Latta, Executive Director, Corporate Services, Victoria Police—(finance specialist)
- Professor Sheryle Moon—(Information Technology specialist)
- Commissioner Ken Moroney APM—Specialist Adviser, CPRS

Chief Executive Officer

The CEO reports to the CrimTrac board and the Minister for Justice and Customs, provides the agency's executive leadership and oversees the establishment and management of IT systems, services and infrastructure to position the agency as a high-quality service provider.

Strategic Issues Group (SIG)

CrimTrac's SIG first met in May 2004, in Adelaide, where it settled the group's terms of reference and initial work plan.

The SIG was established to improve the agency-police partnership by providing strategic direction and to co-ordinate jurisdictional responses. It will also enable more authoritative communication arrangements as well as identifying obstacles to information exchange. The members of SIG are:

Jurisdiction	Name	Position
NSW	Ms Gillian O'Malley (Deputy Chair) Supt Carlene York	Manager CrimTrac Coordination Commander, Criminal Identifications Specialist Branch
VIC	Supt Warren Murdoch	National Projects, Business Applications & Development Division
SA	Mr Denis Patriarca	Director, Business Service
WA	Exec Supt Ross Tomasini (Chair) Inspector Graham Moon	Director Corporate Research and Development National Projects and Conference Coordination Unit
NT	Asst Commissioner Grahame Kelly Ms Audrey Ko	Crime and Support Command Exec Director, Corporate Services
QLD	Supt Paul Stewart	Forensic Services Branch
TAS	Asst Commissioner Darren Hine Mr Frank Ogle	Planning and Development Director, Corporate Services
ACT AFP	Supt Greg Ranse Dr Tony Murney	Communications Director Corporate Services
AFP National	Mr Peter Jones	Manager, Policy and Strategic Services
CrimTrac	Mr John Mobbs	CEO
Secretariat	Ms Vivienne Howe Schneider	Strategic Support and Communications, CrimTrac

The initial work plan will provide high level support, guidance and commitment to the direction and outcomes of the NCHRC initiative, including advising the board on NCHRC policies, monitoring NCHRC performance, overseeing the NCHRC operational advisory committee, and identifying business initiatives.

The plan will also scope legislative issues affecting agency programmes, initially focusing on spent conviction, DNA and child protection registration legislation. It will also consider personal information protection and firearms legislation and registration.

Internal senior management committees

The agency has two main internal committees for the management and monitoring of CrimTrac activities. They are the Executive Committee and the Project Coordination Committee.

The Executive Committee is chaired by the CEO and meets weekly, or as required, to set management policy, review current and planned agency activities, and make decisions on matters of corporate and governance significance subject to any specific legal obligations imposed on the CEO. It also assists in setting strategic direction and maintains a general oversight of corporate performance.

As at 30 June 2004, the CrimTrac Executive Committee comprised:

- Mr Jonathan Mobbs, CEO
- Mr Cliff Van Lohuizen, Director of IT Services and Deputy CEO
- Mr Stewart Cross, Director of Business Operations

- Mr Karl Ovijach, Director of Strategic Support and Communications
- Ms Nicole McLay, Director of Finance and Business Services incorporating the role of Chief Finance Officer (CFO)
- Mr Rob Gough, Director NAFIS
- Mr Duncan Burns, CPRS Programme Manager
- Ms Slazana Ristevska, NCIDD Programme Manager

The Project Coordination Committee is chaired by a Director (currently Director of Finance and Business Services) and includes all other directors and all programme managers. It meets monthly to review progress on current projects to determine the priority of and approval process for any new projects, and to make recommendations to the CEO on major new initiatives or changes to existing programmes.

Fraud control

CrimTrac has a fraud control plan that was prepared in January 2002 and will be reviewed in the latter part of 2004. A corporate risk register is regularly reviewed by the Executive Committee and reported to the board.

This regime complies with the Commonwealth Fraud Control Guidelines and provides assurance that appropriate fraud prevention, detection, investigation, reporting and data collection procedures are in place.

Management audits

CrimTrac's Audit Committee assists business practices and assures appropriate procedures and practices are maintained. In this reporting period the committee met to approve financial statements for 2003–04 and review audit reports and the audit programme.

CrimTrac User Advisory Groups

A number of consultative groups which include representatives from all police jurisdictions assist and advise CrimTrac in project development and implementation.

The NAFIS User Advisory Group provides a forum for exchange of user information regarding the NAFIS and associated systems (for example Livescan), and to formulate recommendations and assist CrimTrac in identifying jurisdictional user issues.

The DNA User Advisory Group oversees the development, implementation and ongoing usage of the NCIDD. It meets every six months.

The CrimTrac Police Reference System User Advisory Group is comprised of representatives from all jurisdictions and the Commonwealth. It meets as required.

Strategic planning

CrimTrac's integrated approach to activities coordinates delivery of specific programmes, policy development, planning, accountability, reporting and evaluation. The strategic work programme links programme activity with corporate goals and supports the performance management framework from the individual staff level through to broad organisational levels.

The strategic work programme is linked to the Strategic Plan, which outlines the strategic direction for the agency.

The Strategic Plan for 2004–07 was approved by the APMC.

Communications

The agency's communication strategy stipulates what aspects of the agency's programs will be promoted to whom, when and how. It is appropriate that CrimTrac's vision of excellence should, by implication, also involve appropriate recognition.

While many agency activities have wide ramifications for the broader community (such as systems assisting police clear-up rates or legislative initiatives) many are only of esoteric interest to police, accredited agencies and other clients/service users.

Mindful of such stringencies, the priority has been to exclusively direct messages using appropriate media, to defined target groups.

Prominent among these have been high-level interviews over IT developments in the so-called 'trade press' as well as national media. Police service newsletters and publications have been approached with picture stories of internal agency developments (such as staff changes) in an effort to ensure agency clients and service users are as up to date as possible.

Furthering this objective, the agency's intranet website has been transformed into an multi-function portal, opening access to data to users for whom it was previously unavailable, without compromising data or management security.

Even the small growth in agency staff has highlighted internal communications importance: the need for all staff—regardless of level, status or responsibility—to be conversant with the diversity of activities and pending development is obvious. An electronic newsletter, the new portal and e-mailed updates from project managers combine to provide a sound internal base on which external communications can be consolidated.

CrimTrac's communications adviser continues to develop articles for inclusion in police journals and magazines. These topical stories around current affairs give all police an insight into CrimTrac's role and contribution to a safer Australia. The agency contacts relevant police, public and internal media relations areas to have articles published.

Budgeting

The agency's budgeting, accountability and reporting mechanisms are aligned to the government's accrual based budgeting, outcomes and outputs framework. The executive is supported by financial and human resource management systems and project management structures.

Work on CrimTrac's three-year business plan was completed during the period and action is being undertaken to implement outcomes. The process has involved board members and other police commissioners at appropriate intervals. The development of the business plan was highlighted as a priority by the board and the finance committee.

Project management framework

CrimTrac uses a project management framework based on the PRINCE2 methodology. The framework, known as the CrimTrac Programme Project Management Framework (CPPMF), is product-based, focused, and has a strong risk management component. It also contains an inbuilt quality management system. This framework applies improved rigour to planning and risk management processes and strengthens accountability for project outcomes. By emphasising project organisation, planning and structure, the framework ensures projects are structured and adequately resourced.

The CPPMF helps the agency initiate and manage projects in terms of objectives, resources, cost and quality. It has lifted the agency's project management methodology to comply with international standards and better practice. The framework, which was updated during the reporting period, is coordinated by a project management office.

Establishment and maintenance of appropriate ethical standards

CrimTrac has taken a number of steps to establish and maintain appropriate ethical standards and to incorporate openness, transparency and accountability into its corporate governance, as set out below.

External scrutiny

An independent audit of Part 1D of the *Commonwealth Crimes Act 1914* was conducted on NCIDD in the 2002–03 reporting period. The recommendations to come out of this audit have been taken into account in the implementation of the NCIDD system.

The agency's operations are also subject to external scrutiny from a variety of sources, such as parliamentary committees, the Australian Government Ombudsman and the Federal Privacy Commissioner.

It is worth noting that the report by the Auditor-General concerning the financial statements was unqualified for the fourth year in a row, a significant achievement for a new agency.

The agency's memoranda of understanding with its clients articulate the nature and level of services provided, and provides a reference point against which those clients can comment or complain to the agency. There were no judicial decisions or decisions at administrative tribunals.

The ANAO's audit report on the implementation of CrimTrac was tabled 17 June 2004.

The overall objective of the audit was to assess CrimTrac's progress in achieving the key deliverables it was established to provide, given that the agency had been in operation for some three years. The Australian Government provided \$50 million for the implementation of CrimTrac, with an expectation that significant progress would be made within the first three years. The audit further examined whether CrimTrac had progressed the key deliverables efficiently and effectively, and whether the data either held by CrimTrac, or accessed through CrimTrac, for matching purposes is secure.²

Overall audit conclusion

CrimTrac has faced significant challenges in its role of developing and delivering IT solutions to service Australia's police, as well as maintaining the former NEPI mainframe systems, and establishing itself as a new Australian Government executive and prescribed agency. Although progress in delivering the key deliverables under the IGA has been variable, the CrimTrac Agency has exerted significant effort to initiate all of the deliverables, and appears to have successfully replaced its predecessor, NEPI.³

² ANAO Performance Audit Brochure 'The implementation of CrimTrac' page 1. Brochure available from the ANAO website www.anao.gov.au

³ ANAO Performance Audit Brochure 'The implementation of CrimTrac' page 4. Brochure available from the ANAO website www.anao.gov.au

CrimTrac has accepted the ANAO recommendations and considers that the audit has been a valuable opportunity to take stock of the agency's progress and to note constructive criticism that should strengthen the agency in its contributions to improved community safety.

In May 2004 an external audit was undertaken on the NCHRC programme. The audit considered the security and processes of both CrimTrac and the agencies to which criminal checks are provided. The audit found that the method of transferring information to the agencies is secure, that CrimTrac's information processing area is appropriately secure and that agencies are retaining information in accordance with specified legislation or CrimTrac expectations. The audit also highlighted areas that could be improved; such as improving storage facilities for criminal history checks and improving records of destruction of information.

Privacy

Protecting personal information privacy is critical to the agency's activities, so the agency is strongly committed to ensuring the privacy of the personal information it holds on behalf of the jurisdictions. During the reporting period, CrimTrac continued consultation with the Federal Privacy Commissioner in developing and implementing policies, systems and procedures. CrimTrac's privacy policy is based on the Information Privacy Principles from the *Privacy Act 1988* (Commonwealth).

Social justice

CrimTrac is part of the Attorney-General's portfolio, which has a social justice agenda directed to principles of access and equity, and the right of all citizens to live in a just and secure society. The agency therefore helps make Australia more secure by providing national information services and investigative tools to the country's police services.

Fingerprint science and DNA analysis contribute to our social justice outcomes. Applying new technologies to these established sciences means that suspects or persons of interest not connected with a crime or crime scene should be exonerated faster, even if they have a previous criminal record.

For the law-abiding citizen, the use of the agency's services by police should, over time, engender a greater sense of social justice through the knowledge that the latest and fastest technologies are being applied in the timely identification of lawbreakers and the fight against crime.

CrimTrac's pricing policy for criminal history checking acknowledges the value and importance of volunteers to society. The policy provides for concessional charges for volunteer checks.

CrimTrac Client Service Charter

Work has commenced to develop a CrimTrac Service Charter and a more specific CrimTrac Client Services Charter. These charters will set out expected service levels for our clients and provide information about the services that are offered, set expectations for service levels and provide means of communicating with the agency. These charters are expected to be completed during the 2004–05 year.

Staffing profile

The agency operates on a permanent workforce of 44 Australian Public Service (APS) staff, augmented by contractors and consultants who assist to deliver specific programmes, particularly those in the IT sphere. The secondment of police officers and forensic scientists on an ad hoc basis also greatly assists in ensuring that CrimTrac's programmes are relevant and targeted.

As at 30 June 2004 there were 48 ongoing APS staff employed within the agency. This compares to 36 ongoing and three non-ongoing staff employed at the same time last year. During the year four ongoing employees ceased employment with the agency, with a number of staff on temporary assignment from other agencies, non-ongoing staff, contractors and consultants leaving during the year on the expiry of their contracts or when their services were no longer required.

Table 3: CrimTrac staffing as at 30 June 2004

Class	Full-Time		Part-Time		Total
	Male	Female	Male	Female	
APS3	1	1			2
APS4	2	7			9
APS5		3			3
APS6	8	2			10
EL1	12	6			18
EL2	3	1			4
SES1	1 (non-ongoing)				1 (non-ongoing)
CEO	1				1
Total	28	20			48

All staff are located in Canberra.

Certified Agreements and Australian Workplace Agreements

With the exception of the CEO, staff at CrimTrac are covered by The CrimTrac Agency Agreement 2003. In addition staff have access to Australian Workplace Agreements (AWAs), which provide for performance payments of up to 15 per cent of salary, and non-salary benefits such as airline club membership, and reimbursements for professional memberships, training and materials. AWAs still provide access to the certified agreement for general conditions of employment. All employees are able to access salary packaging through the agency.

During the reporting period CrimTrac staff and management commenced negotiations to replace the 2003 Certified Agreement which nominally expired on 30 June 2004.

Table 4: Agreement Coverage as at 30 June 2004

Class	Certified Agreement	AWA	Other
APS3		2	
APS4		9	
APS5		3	
APS6		10	
EL1		18	
EL2		4	
SES1		1	
CEO			1
Total		47	1

Table 5: Agency salary ranges by utilised classification

Class	Salary Range
APS3	\$38 268–\$41 302
APS4	\$42 651–\$46 309
APS5	\$47 572–\$50 444
APS6	\$51 380–\$59 022
EL1	\$65 867–\$86 128
EL2—SES1	\$75 968–\$111 000

Table 6: Performance pay outcomes

Class	Number	Amount	Average	Range
APS3—APS6	21	\$75 302	\$3 586	\$1 226–\$8 768
EL1	20	\$138 798	\$6 940	\$901–\$11 844
EL2—SES1	5	\$68 637	\$13 727	\$9 299–\$15 422
Total	46	\$282 737	\$6 146	\$901–\$15 422

Note: Payments were actually made within the 2004–2005 reporting period, however are being reported as funds were accrued for 2003–2004. Pro-rata payments were also made to employees that separated during the reporting period.

Occupational Health and Safety (OH&S)

The agency is committed to providing a safe and healthy workplace. CrimTrac positively integrates OH&S into the business of the organisation to provide a working environment that meets needs of staff. Ongoing initiatives include:

- provision of trained first aid officers and equipment;
- hepatitis vaccinations for first aid officers;
- influenza vaccinations for staff;
- work station assessments;
- provision of health and safety representatives; and
- fire drills and equipment testing in accordance with legislation.

During the year there were no incidents arising out of agency operations that required giving of notice under section 68 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (Commonwealth) and no investigations were conducted relating to agency operations.

Disability strategy

CrimTrac is committed to workplace diversity principles with a Workplace Diversity Programme in place. This programme contains strategies and actions designed to further the Commonwealth Disability Strategy within the agency including ensuring that the CrimTrac website complies with accessibility standards for the disabled, and the ongoing collection of staff workplace diversity information including information on disabilities. CrimTrac ensures that employment policies and procedures comply with Workplace Diversity principles and the requirements of the *Disability Discrimination Act 1992*. The principle of reasonable adjustment is applied across all recruitment and staffing processes, with procedures in place to ensure managers receive appropriate assistance and advice in meeting their obligations to applicants with disabilities.

Training and development

CrimTrac is committed to assisting employees with achieving their full potential by encouraging formal study that balances the strategic direction of the agency with the personal and career development needs of employees. CrimTrac provides assistance with studies for approved students including leave or financial support.

Training is available to all staff to support them in performing their work effectively, with formal personal development planning being conducted regularly and integrated within the Performance Management Framework.

Purchasing

As a prescribed agency, CrimTrac staff observe the requirements of the CrimTrac Chief Executive Instructions (CEIs) which include a chapter dealing with the spending of public money. The CEIs reflect Australian Government procurement policies and principles. To augment the CEIs, CrimTrac staff may also refer to an internal purchasing and procurement policy approved by the Board of Management. Staff are required to comply with these instructions when undertaking purchasing activities, and are provided with reference material to guide them in purchasing processes.

Stores and office services are purchased through leverage agreements where possible, enabling the agency to realise improved value for money based on prices usually provided only to large government departments. There are also contracts and agreements in place for the provision of travel and other services that provide cost benefits and efficiency gains.

CrimTrac utilises a number of purchasing methods from open tender, to credit card for smaller acquisitions. At all times staff must comply with the delegations issued under the CEIs along with other relevant policies such as asset management and credit cards. The purchasing delegations issued under the CEIs not only reflect spending limits by position but also by nature of acquisition.

Assets management

CrimTrac's major assets are IT software and hardware. A financial presentation of the CrimTrac asset base can be found in the Financial Statements.

All software assets are recognised at cost value in accordance with the *Financial Management and Accountability Act 1997* (Commonwealth) (FMA Act).

Purchases of property, plant and equipment are recognised initially at cost value in the Statement of Financial Position, except for purchases costing less than \$2000, which are expensed in the year of acquisition.

CrimTrac's full asset accounting policies can be found in Note 1 to the Financial Statements, Summary of Significant Accounting Policies.

In accordance with Australian Government guidelines on capitalisation of internally developed software, CrimTrac complies with an Internally Developed Software Policy. Work in progress recognised at 30 June 2004 under the policy was \$3.571 million with completion of some developments transferred to the asset register during the year and other major projects still within the development stages. Internally developed software assets include costs generated during the application development phase of a project, but exclude costs relating to preliminary and post implementation phases—these costs are expensed.

CrimTrac manages assets in accordance with the CEIs, which include a chapter on asset management and the complimentary internal Asset Management Policy.

Consultancy services, competitive tendering and contracting

Competitive tendering and contracting

The agency adheres to Commonwealth requirements when tendering to obtain contracted services.

The CEIs contain a chapter on spending of public money, in addition to which the agency has developed a purchasing and procurement policy, both of which provide comprehensive guidance to agency staff.

The main category of purpose for which consultants were engaged relate to technical advice associated with the development of the agency's systems.

Consultancy services

Consultancy services are one particular type of service delivered under a contract for services. They are distinguished from other contracts for services by the nature of the work performed. According to the *Requirements for Annual Reports*, a consultant is defined as an entity, whether an individual, a partnership or a corporation, engaged to provide professional independent and expert advice or services. In this context the consultancy services would entail the application of expert professional skills to investigate or diagnose a defined issue or problem; carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to assist the agency in management decision making. Consultancy services do not include fees paid to counsel for legal services.

Five consultancy services contracts were let during 2003–04. Total expenditure on consultancy services during the year was \$3 574 295 This expenditure relates to continuing consultancies as well as new consultancy contracts let during the year.

Table 7: Consultancy Contracts \$10 000 or more

Consultant	Contract Price	Purpose	Selection Key	Justification Key
Convergent Systems Pty Ltd	\$13 600	Provision of IT advisory services	e	b
Deloitte Touche Tohmatsu	\$111 178	Provision of Internal Audit Service	b	a
Hoadley Budge Ophert & Edwards Madigan Torzillo Briggs (ACT) Pty Ltd	\$10 085	Design and Documentation services	f	a
KAZ Technology Services Pty Ltd	\$3 424 432	Applications Development & Maintenance Services	b	a
Sigma Management Science	\$15 000	MNPP/CPRS support assignment	d	e

Code	Selection Key	Justification Key
a	Publicly advertised	Special skills not available within the agency
b	Public tender	Special skills available within the agency, but because of other staff resource priorities consultant engaged
c	Selective tender	Participation of outside professional is a requirement of the Department of Finance and Administration
d	Direct engagement of recognised and pre-eminent expert	Requirement to use particular consultant a condition of conducting project for client
e	Direct engagement of consultant previously undertaking closely related work for agency	Need for independent study or assessment
f	Direct engagement of consultant known to have requisite skills where the value of the project did not justify expense or delay associated with seeking tenders	Need for change agent or facilitator
g		Need for rapid access to latest technology or experience with application

Advertising and market research

There was no expenditure on market research, polling or direct mail. The agency did not conduct any marketing and advertising campaigns in the period.

Records management

The records manager is working with staff to identify records and classifying these in accordance with *Archives Act 1983* (Commonwealth) requirements. Parallel to this, work is continuing in establishing an information management strategy and on the DIRKS (Designing and Implementing a Record Keeping System) project advocated by National Archives of Australia.

Implementation of an electronic document and records management system is expected by the end of the calendar year.

Freedom of Information (FOI)

Establishment

CrimTrac was established by the Governor-General under section 65 of the *Public Service Act 1999* (Commonwealth) as an executive agency on 1 July 2000. CrimTrac provides support for the national law enforcement and crime prevention environment, through the specification, delivery and maintenance of modern, high-quality electronic police information services and investigative tools. This includes the provision of criminal history checks to accredited agencies.

Organisation

CrimTrac is headed by a CEO appointed by the Minister for Justice and Customs under section 65 of the *Public Service Act*. The CEO is assisted by the staff of CrimTrac, who are appointed or employed under the *Public Service Act* or on contract. CrimTrac is presently staffed by the CEO, five directors and 42 other persons.

Functions and powers

The functions of CrimTrac, as set out in the IGA are:

- (1) to implement the CrimTrac initiative comprising a new National Automated Fingerprint Identification System, a National Criminal Investigation DNA Database System, a National Child Sex Offender System, the provision of rapid access to national operational policing data and other emerging policing requirements across jurisdictions.
- (2) to perform the administrative functions required to fulfil the objectives and obligations in the CrimTrac IGA including assistance to the CrimTrac Board of Management.

The functions of the CEO, as set out in the IGA are:

- (1) The CEO shall be responsible to the board for the effective delivery of services in accordance with the board's functions and responsibilities.
- (2) The CEO shall lead the CrimTrac Agency and ensure that all CrimTrac operations are compliant with relevant Australian Government, state and territory acts, including the Commonwealth *Privacy Act* and the *Freedom of Information Act*.

The CEO has the powers, duties and functions of an agency head under the *Public Service Act*, in addition, special responsibilities as a chief executive under the *Financial Management and Accountability Act*.

Decision-making process

The CrimTrac initiative was developed in consultation with all Australian police services. Under the IGA, the APMC oversees CrimTrac's high-level strategic plans and directions. CrimTrac's Board of Management oversees the operations and financial management of CrimTrac and is responsible and accountable for the efficient and effective delivery of the CrimTrac initiative.

To further its functions, CrimTrac liaises with its User Advisory Groups, comprising representatives of state and territory law enforcement agencies, other law enforcement agencies and common police services and related expert advisory groups.

Arrangements for outside participation

CrimTrac is also a national common police service and was declared a law enforcement agency via an amendment to the *Crimes Act* in 2001. It relies on the participation of all police jurisdictions in aspects of its operations. The CrimTrac IGA [under clause 9.1], provides for freedom of information access.

Categories of documents

CrimTrac holds the following categories of documents, in accordance with the Freedom of Information Act.

1. Documents available from CrimTrac free of charge and electronically on the CrimTrac web site:
 - information brochures on CrimTrac programmes;
 - IGA for the establishment and operation of CrimTrac;
 - CrimTrac Strategic Plan; and
 - CrimTrac annual reports.
2. The following categories of documents are held by CrimTrac:
 - agendas, submissions, papers and minutes of board meetings, conferences and executive meetings;
 - correspondence between CrimTrac and the Australian Government, state and territory governments and their agencies;
 - documents and other material comprising information made available by law enforcement agencies and other agencies and individuals;
 - documents and other material comprising information made available by commercial and other private sector companies in relation to the CrimTrac projects;
 - documents, files and other materials relating to internal management and administration, including personnel, staffing, finance and related matters;
 - policy documents, including recommendations and decisions;

- general correspondence files;
- papers relating to the activities of the APMC and other similar bodies;
- media releases and speeches; and
- procedural instructions and guidelines.

These documents are maintained in paper form and many are in electronic form.

3. CrimTrac collects library and other research materials to support its analytical functions. These are maintained in paper form. CrimTrac also subscribes to information services.

Facilities for access

All applications for access to documents in the possession of CrimTrac are handled according to the requirements of the IGA in conjunction with the Freedom of Information Act. Physical viewing of documents at the CrimTrac office would be facilitated wherever practicable.

Freedom of Information procedures and initial contact point

Initial inquiries concerning access to documents or other matters relating to freedom of information should be directed to the CrimTrac FOI Coordinator, either by letter, phone or email.

Formal requests under the provisions of the Freedom of Information Act (Section 15) should be addressed to:

The FOI Coordinator
CrimTrac
GPO Box 1573
CANBERRA CITY ACT 2601
Phone: 02 6245 7700
Fax: 02 6245 7788
crimtrac@crimtrac.gov.au

Table 8: Freedom of Information Statistics 2003–2004

Requests on hand 1 July 2003	Nil
Requests received	1
Granted in full	1
Granted in part	Nil
Refused (includes cases where no relevant documents were found)	Nil
Deferred	Nil
Transferred	Nil
Withdrawn or lapsed	Nil
Requests outstanding at end of this period	Nil

Ecologically Sustainable Development

Although the agency's activities or outcomes are less related to Ecologically Sustainable Development (ESD) principles than other bodies, it nonetheless realises there are direct and indirect environmental impacts from its activities.

During the 2003–04 year, the agency's Environmental Management System (EMS) was developed and made available to all staff to enable thorough adherence to ESD principles.

The agency's EMS has been drafted in accordance with the guidelines set out by the Department of the Environment and Heritage to enable the agency to achieve its environmental goals and ensure legal obligations are met.

The agency's EMS includes:

- environmental objectives and targets;
- EMS procedures manual;
- environmental management policy; and
- standard operating procedures.

Additionally, the agency has implemented a number of recycling strategies during the 2003–04 year including the recycling of plastics, glass, cardboard and other materials. The agency also encourages the continuation of office management practices including encouraging the effective use of electricity through efficient office machinery and the recycling of paper and toner cartridges.

Low wattage lights are used throughout the office and after-hours lighting is at a minimum, and the air conditioning operates to the ACT Code and Australian Standard AS3666.

Discretionary grants

This category does not apply to CrimTrac.

Correction of material errors in previous annual report

There were no material errors in the 2002–03 annual report.

Annual report compliance checklist

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Part 4

Financial Statements



CrimTrac Agency

Financial Statements

30 June 2004

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Statement by the Chief Executive and Chief Finance Officers

In our opinion, the attached financial statements for the year ended 30 June 2004 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability ACT 1997*.



Jonathan Mobbs
Chief Executive Officer

10 September 2004



Nicole McLay
Chief Finance Officer

10 September 2004



INDEPENDENT AUDIT REPORT

To the Minister for Justice and Customs

Scope

The financial statements comprise:

- Statement by the Chief Executive and Chief Finance Officer;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Commitments and Contingencies;
- Schedule of Administered Items; and
- Notes to and forming part of the Financial Statements

of the CrimTrac Agency for the year ended 30 June 2004.

The CrimTrac Agency's Chief Executive is responsible for the preparation and true and fair presentation of the financial statements in accordance with the Finance Minister's Orders. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

Audit Approach

I have conducted an independent audit of the financial statements in order to express an opinion on them to you. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing and Assurance Standards, in order to provide reasonable assurance as to whether the financial statements are free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive, rather than conclusive, evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

While the effectiveness of management's internal controls over financial reporting was considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

I performed procedures to assess whether, in all material respects, the financial statements present fairly, in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the CrimTrac Agency's financial position, and of its performance as represented by the statements of financial performance and cash flows.

The audit opinion is formed on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements; and
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the Chief Executive.

Independence

In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate Australian professional ethical pronouncements.

Audit Opinion

In my opinion, the financial statements:

- (i) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997* and applicable Accounting Standards; and
- (ii) give a true and fair view, of the matters required by applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the Finance Minister's Orders, of the financial position of the CrimTrac Agency as at 30 June 2004, and of its performance and cash flows for the year then ended.

Australian National Audit Office



Richard Rundle
Executive Director

Delegate of the Auditor-General

Canberra
10 September 2004

**Statement of Financial Performance
for the year ended 30 June 2004**

	Note	2004 \$'000	2003 \$'000
Revenues from ordinary activities			
Revenues from Government	4a	9,822	10,025
Goods and services	4b	18,158	18,397
Interest		-	375
Revenue from sale of assets	4c	2	3
Other	4d	76	58
Total revenues from ordinary activities		28,058	28,858
Expenses from ordinary activities			
Employees	5a	4,732	3,417
Suppliers	5b	10,201	14,644
Depreciation and amortisation	5c	4,028	2,223
Write-down of assets	5d	-	80
Total expenses from ordinary activities		18,961	20,364
Net surplus		9,097	8,494
Net credit / (debit) to the asset revaluation reserve		-	(223)
Decrease in accumulated results on initial application of fair value under accounting standard AASB 1041 <i>Revaluation of Non-current Assets</i>		-	(467)
Total valuation adjustments recognised directly in equity		-	(690)
Total changes in equity other than those resulting from transactions with the Australian Government as owners		9,097	7,804

The Statement of Financial Performance should be read in conjunction with the accompanying notes.

Statement of Financial Position as at 30 June 2004

	Note	2004 \$'000	2003 \$'000
Assets			
Financial assets			
Cash	6a	21,230	14,062
Receivables	6b	5,158	4,685
Total financial assets		26,388	18,747
Non-financial assets			
Land and buildings	7a,d	534	492
Plant and equipment	7b,d	7,324	9,687
Intangibles	7c,d	14,921	12,446
Other	7e	130	16
Total non-financial assets		22,909	22,641
Total assets		49,297	41,388
Liabilities			
Employee provisions	8	1,192	1,062
Payables			
Suppliers	9a	3,350	4,945
Other	9b	927	650
Total payables		4,277	5,595
Total liabilities		5,469	6,657
Net assets		43,828	34,731
Equity			
Reserves	10	677	677
Retained surplus	10	43,151	34,054
Total equity		43,828	34,731
Current assets		26,517	18,747
Non-current assets		22,780	22,641
Current liabilities		5,371	6,589
Non-current liabilities		98	68

The Statement of Financial Position should be read in conjunction with the accompanying notes.

Statement of Cash Flows for the year ended 30 June 2004

	Note	2004 \$'000	2003 \$'000
Operating activities			
Cash received			
Goods and services		21,281	21,085
Appropriations		8,255	8,747
Interest		-	407
GST received from the Australian Taxation Office		310	-
Total cash received		29,846	30,239
Cash used			
Employees		4,602	3,272
Suppliers		16,731	13,985
GST paid to the Australian Taxation Office		356	138
Total cash used		21,689	17,395
Net cash from operating activities	11	8,157	12,844
Investing activities			
Cash received			
Proceeds from sale of property, plant and equipment	4c	2	3
Proceeds from maturity of term deposits		-	51,857
Total cash received		2	51,860
Cash used			
Purchase of property, plant and equipment		716	3,849
Purchase of term deposits		-	50,786
Purchase of intangibles		275	3,976
Total cash used		991	58,611
Net cash (used by) investing activities		(989)	(6,751)
Net increase in cash held		7,168	6,093
Cash at the beginning of the reporting period		14,062	7,969
Cash at the end of the reporting period	6a	21,230	14,062

The Statement of Cash Flows should be read in conjunction with the accompanying notes.

Schedule of Commitments as at 30 June 2004

	Note	2004 \$'000	2003 \$'000
Commitments by type			
Capital commitments			
Property, plant and equipment	(i)	-	161
Total capital commitments		-	161
Other commitments			
Operating leases	(ii)	1,518	2,037
Other operating commitments	(iii)	7,881	10,140
Total other commitments		9,399	12,177
Commitments receivable		(854)	(1,122)
Net commitments		8,545	11,216
Commitments by maturity			
Capital commitments			
One year or less		-	161
From one to five years		-	-
Over five years		-	-
Total capital commitments by maturity		-	161
Operating commitments			
One year or less		7,551	5,031
From one to five years		1,848	7,146
Over five years		-	-
Total operating lease commitments by maturity		9,399	12,177
Commitments receivable		(854)	(1,122)
Net commitments by maturity		8,545	11,216

NB: Commitments are GST inclusive where relevant.

(i) Capital commitments in 2002-03 comprised outstanding contractual payments for fit-out under construction.

(ii) Operating leases are effectively non-cancellable and comprise leases for office accommodation. Lease payments are subject to increase every 2 years. The current contract for office accommodation expires in 2007.

(iii) Other operating commitments are primarily agreements for support services.

2002-03 comparatives have been restated to reflect the same method of calculation used in 2003-04. Operating commitments were increased by \$9.173m and commitments receivable by \$1.122m.

The Schedule of Commitments should be read in conjunction with the accompanying notes.

Schedule of Contingencies as at 30 June 2004

As at 30 June 2004 the agency has no contingent gains or losses and there are no remote or unquantifiable contingences that require separate disclosure (2002-03: Nil).

The Schedule of Contingencies should be read in conjunction with the accompanying notes.

Notes to the Financial Statements for the year ended 30 June 2004

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Notes to the Financial Statements for the year ended 30 June 2004

1 Summary of significant accounting policies

1.1 Objectives of the CrimTrac Agency

CrimTrac's objectives as set out in the Inter-Governmental Agreement signed in July 2000 are:

- a) the provision of high quality information services that:
 - i) meet the needs of the Australian policing community;
 - ii) establish best practice service models in relation to the provision of information to support policing; and
 - iii) are project-oriented and cost-benefit driven to achieve outcomes;
- b) support of jurisdictions in the implementation and use of CrimTrac services; and
- c) to provide controlled access to appropriate information by duly accredited third parties.

CrimTrac has continued to carry out the financial and operational functions assigned to it in the July 2000 Inter-Governmental Agreement. It continues to operate as an executive agency within the Australian Government Attorney-General's portfolio having assumed prescribed agency status on 1 July 2002.

During 2003-04 CrimTrac reported under outcome 1 - coordinated national policing information systems for a safer Australia and output 1.1 - facilitation of the delivery of high quality national policing information services.

1.2 Basis of accounting

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997*.

This general purpose financial report has been prepared in accordance with:

- the Finance Minister's Orders (or FMO's, being the *Financial Management and Accountability Orders (Financial Statements for reporting periods ending on or after 30 June 2004)*);
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board; and
- Consensus Views of the Urgent Issues Group.

The Statements of Financial Performance and Financial Position have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets, which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or financial position.

Notes to the Financial Statements for the year ended 30 June 2004

1 Summary of significant accounting policies (continued)

Assets and liabilities are recognised in the Statement of Financial Position when and only when it is probable that future economic benefits will flow and the amount of the assets or liabilities can be reliably measured. However, assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an accounting standard. Liabilities and assets which are unrecognised are reported in the Schedule of Commitments.

Revenues and expenses are recognised in the Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

The continued existence of the agency in its present form, and with its present internal programs, is dependent on Government policy and the support of State and Territory police services and accredited agencies.

1.3 Change in accounting policy

The accounting policies used in the preparation of these financial statements are consistent with those used in 2002-03, except as described in Note 1.12.

1.4 Revenue

(a) Revenues from Government

Appropriations for the agency output are recognised as revenue to the extent that the appropriations are received into the agency's bank account.

(b) Resources received free of charge

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as revenue at their fair value when the asset qualifies for recognition, unless received from another government agency as a consequence of a restructuring of administrative arrangements.

(c) Other revenue

Revenue from the sale of goods and services is recognised upon the delivery of goods and services to customers.

Receivables for goods and services are recognised at the nominal amount due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is judged to be less rather than more likely.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the disposal of non-current assets is recognised when control of the asset has passed to the buyer.

Notes to the Financial Statements for the year ended 30 June 2004

1 Summary of significant accounting policies (continued)

1.5 Employee benefits

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

(a) Measurement

Liabilities for wages and salaries (including non-monetary benefits) and annual leave are measured at their nominal amounts. Other employee benefits expected to be settled within 12 months of the reporting date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured at the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

(b) Leave

The liability for employee benefits includes provisions for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave to be taken in future years by employees of the agency is estimated to be less than the annual entitlement for sick leave.

Leave liabilities are calculated on the basis of the employees' remuneration, including the agency's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

(c) Superannuation

CrimTrac staff are members of the Commonwealth Superannuation Scheme or the Public Sector Superannuation Scheme. The liability for their superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

The liability for superannuation recognised at 30 June represents outstanding contributions for the final fortnight of the year.

1.6 Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets and operating leases under which the lessor effectively retains substantially all such risks and benefits.

Notes to the Financial Statements for the year ended 30 June 2004

1 Summary of significant accounting policies (continued)

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the inception of the lease and a liability recognised for the same amount. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a basis which is representative of the pattern of benefits derived from the leased asset. The net present value of future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

Lease incentives taking the form of 'free' leasehold improvements and rent holidays are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of the liability. There are no finance leases.

1.7 Cash

Cash includes notes and coins held, and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

1.8 Financial instruments

Accounting policies relating to financial instruments are stated at Note 15a.

1.9 Acquisition of assets

Assets are recorded at cost on acquisition except as stated below (1.10 (a)). The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as a consequence of a restructuring administrative arrangement. In the latter case, the assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

1.10 Property, plant and equipment

(a) Asset recognition threshold

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Notes to the Financial Statements for the year ended 30 June 2004

1 Summary of significant accounting policies (continued)

(b) Basis of revaluations

Property, plant and equipment are carried at valuation. Revaluations are conducted at fair value.

Fair values for each class of asset are determined as shown below:

Asset class	Fair value measurement
Leasehold improvements	Depreciated replacement cost
Plant and equipment	Market selling price

(c) Frequency of valuations

Property, plant and equipment assets are revalued at least every 5 years.

At the end of the 2002-03 reporting period property, plant and equipment were revalued by the Australian Valuation Office in accordance with the fair value method of valuation. A full asset stocktake was carried out to facilitate the revaluation.

The financial effect of the change was given by the difference between the fair values obtained for assets in the previous period and the values recognised at the end of the period prior.

(d) Conduct of valuations

All valuations are conducted by an independent qualified valuer.

(e) Depreciation

Depreciable plant and equipment assets are written-down to their estimated residual values over their estimated useful lives to the agency using, in all cases, the straight line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation and amortisation rates (useful lives) and methods are reviewed at each reporting date and necessary adjustments are recognised in the current and future reporting periods, as appropriate. Residual values are re-estimated only when assets are revalued.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2003-04	2002-03
Leasehold improvements	Lease term	Lease term
Plant and equipment	3-10 years	3-10 years

The aggregate amount of depreciation and amortisation allocated for each class of asset during the reporting period is disclosed in Note 5c.

Notes to the Financial Statements for the year ended 30 June 2004

1 Summary of significant accounting policies (continued)

1.11 Impairment of non-current assets

Non-current assets carried at up to date fair value at the reporting date are not subject to impairment testing.

Non-current assets carried at cost and held to generate net cash inflows have been tested for their recoverable amounts at the reporting date. The test compared the carrying amounts against the net present value of future net cash inflows. No write-down to recoverable amount was required (2003:\$nil).

Non-current assets carried at cost, which are not held to generate net cash inflows, have been assessed for indications of impairment. Where indications of impairment exist, the carrying amount of the asset is compared to the higher of its net selling price and depreciated replacement cost and is written down to that value if greater.

No property, plant and equipment assets were written down to recoverable amount in 2003-04.

1.12 Intangibles

The agency's intangible assets comprise internally developed and acquired software for internal use. These assets are carried at cost.

All software assets were assessed for indications of impairment as at 30 June 2004. No impairment adjustments have been recorded.

Software is amortised on a straight-line basis over its anticipated useful life as follows:

	<u>2003-04</u>	<u>2002-03</u>
Internally developed and acquired software	3-10 years	5-10 years

The assessed useful life of items of acquired software during the year was 3 years in some cases.

A useful life of 3 years rather than 5 years for these items has resulted in an estimated additional depreciation expense of \$2,021 for 2003-04.

1.13 Taxation

The agency is exempt from all forms of taxation with the exception of Fringe Benefits Tax and the Goods and Services Tax. Revenues, expenses and assets are recognised net of GST except where the amount of GST incurred is not recoverable from the Australian Taxation Office and for receivables and payables.

1.14 Insurance

The agency has insured for risks through the Government's insurable risk managed fund Comcover. Workers compensation is insured through the Government's Comcare Australia.

Notes to the Financial Statements for the year ended 30 June 2004

2 Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006

The Australian Accounting Standards Board has issued replacement Australian Accounting Standards to apply from 2005-06. The new standards are the AASB Equivalents to International Financial Reporting Standards (IFRSs) which are issued by the International Accounting Standards Board. The new standards cannot be adopted early. The standards being replaced are to be withdrawn with effect from 2005-06, but continue to apply in the meantime.

The purpose of issuing AASB Equivalents to IFRSs is to enable Australian entities reporting under the *Corporations Act 2001* to be able to more readily access overseas capital markets by preparing their financial reports according to accounting standards more widely used overseas.

For-profit entities complying fully with the AASB Equivalents will be able to make an explicit and unreserved statement of compliance with IFRSs as well as with the AASB Equivalents.

It is expected that the Finance Minister will continue to require compliance with the Accounting Standards issued by the AASB, including the AASB Equivalents to IFRSs, in his Orders for the Preparation of Agency Financial Statements for 2005-06 and beyond.

The AASB Equivalents contain certain additional provisions which will apply to not-for-profit entities, including Australian Government agencies. Some of these provisions are in conflict with the IFRSs and therefore CrimTrac will only be able to assert compliance with the AASB Equivalents to the IFRSs.

Existing AASB standards that have no IFRS equivalent will continue to apply, including in particular AAS 29 *Financial Reporting by Government Departments*.

Accounting Standard AASB 1047 *Disclosing the Impacts of Adopting Australian Equivalents to IFRS* requires that the financial statements for 2003-04 disclose:

- an explanation of how the transition to the AASB Equivalents is being managed, and
- a narrative explanation of the key differences in accounting policies arising from the transition.

The purpose of this note is to make these disclosures.

Notes to the Financial Statements for the year ended 30 June 2004

2 Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006 (continued)

Management of the transition to AASB Equivalents to IFRSs

CrimTrac has taken the following steps for preparation towards the implementation of AASB Equivalents:

- The Chief Finance Officer is formally responsible for the project and reports to the CEO on progress against the formal plan.
- The plan requires the following key steps to be undertaken and sets deadlines for their achievement:
 - Identification of all major accounting policy differences between current AASB standards and the AASB Equivalents to IFRSs.
 - Identification of systems changes necessary to be able to report under the AASB Equivalents, including those necessary to enable capture of data under both sets of rules for 2004-05, and the testing and implementation of those changes.
 - Preparation of a transitional balance sheet as at 1 July 2004, under AASB Equivalents.
 - Preparation of a AASB Equivalent balance sheet at the same time as the 30 June 2005 statements are prepared.
 - Meeting reporting deadlines set by Finance for the 2005-06 balance sheet under AASB Equivalent Standards.
- The plan also addresses the risks to successful achievement of the above objectives and includes strategies to keep implementation on track to meet deadlines.
- To date, all major accounting and disclosure differences and system changes have been identified.
- Contract support will be used where necessary to assist with the implementation.

Major changes in accounting policy

Changes in accounting policies under AASB Equivalents are applied retrospectively i.e. as if the new policy had always applied. This rule means that a balance sheet prepared under the AASB Equivalents must be made as at 1 July 2004, except as permitted in particular circumstances by AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards*. This will enable the 2005-06 financial statements to report comparatives under the AASB Equivalents also.

Changes to major accounting policies are discussed in the following paragraphs.

Property, plant and equipment

It is expected that the Finance Minister's Orders will require property, plant and equipment assets carried at valuation in 2003-04 to be measured at up-to-date fair value from 2005-06. Further, the transitional provisions in AASB 1 will mean that the values at which assets are carried as at 30 June 2004 under existing standards will stand in the transitional balance sheet as at 1 July 2004.

The AASB Equivalent standard provides an option for the treatment of accumulated depreciation when undertaking a revaluation. It is expected that the Finance Minister will make this election in the Finance Minister's Orders.

Notes to the Financial Statements for the year ended 30 June 2004

2 Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006 (continued)

Intangible assets

CrimTrac currently recognises internally-developed software assets on the cost basis. The AASB Equivalent on intangibles does not permit intangibles to be measured at valuation unless there is an active market for the intangible. CrimTrac's internally-developed software is specific to the needs of the agency and is not traded. It will continue to be carried at cost less accumulated depreciation.

CrimTrac's policy on the capitalisation of internally developed software costs will be revised against the AASB Equivalent standard. The standard provides guidance on expenses that may and may not be capitalised and also stipulates that expensed items cannot later be capitalised.

CrimTrac's assessment of the specific criteria provided in the standard for the capitalisation of costs is that the agency will continue to be able to recognise costs incurred in the development stage of an internally generated software project as a depreciable intangible asset.

In accordance with the standard CrimTrac's intangible assets will be assessed for indicators of impairment and useful life at the end of each reporting period.

Impairment of non-current assets

CrimTrac's policy on impairment of non-current assets is at note 1.11. Under the new AASB Equivalent standard, non-current assets will be subject to assessment for impairment and, if there are indications of impairment, measurement of any impairment. (Impairment measurement must also be done, irrespective of any indications of impairment, for intangible assets not yet available for use). The impairment test is that the carrying amount of an asset must not exceed the greater of (a) its fair value less costs to sell and (b) its value in use. 'Value in use' is the net present value of net cash inflows for for-profit assets and depreciated replacement cost for other assets which would be replaced if CrimTrac were deprived of them.

The most significant changes are that, for for-profit assets, the recoverable amount is only generally to be measured where there is an *indication* of impairment and that assets carried at up-to-date fair value, whether for-profit or not, may nevertheless be required to be written down if costs to sell are significant.

Employee benefits

The provision for long service leave is measured at the present value of estimated future cash outflows using market yields as at the reporting date on national government bonds.

Under the new AASB Equivalent standard, the same discount rate will be used, as provided by the Department of Finance, unless there is a deep market in high quality corporate bonds, in which case the market yield on such bonds must be used.

3 Events occurring after reporting date

No significant events occurred after reporting date, which warrant disclosure, or are required to be brought to account in the financial statements.

Notes to the Financial Statements for the year ended 30 June 2004

	Note	2004 \$'000	2003 \$'000
4			
Operating revenues			
4a			
Revenues from Government			
Appropriations for outputs	16	9,749	9,954
Resources received free of charge	13	73	71
Total revenues from Government		<u>9,822</u>	<u>10,025</u>
4b			
Sales of goods and services			
Services		<u>18,158</u>	<u>18,397</u>
Provided to:			
Related entities		3,908	4,452
External entities		<u>14,250</u>	<u>13,945</u>
Total services provided		<u>18,158</u>	<u>18,397</u>
4c			
Net gain from sale of assets			
Plant and equipment:			
Proceeds from disposal		2	3
Net book value of assets sold		-	-
Net gain from sale of plant and equipment		<u>2</u>	<u>3</u>
4d			
Other revenue			
Assets first found		-	58
Gifted assets		76	-
Total other revenue		<u>76</u>	<u>58</u>

Notes to the Financial Statements for the year ended 30 June 2004

	Note	2004 \$'000	2003 \$'000
5			
Operating expenses			
5a			
Employee expenses			
Salary and wages	(i)	3,613	2,552
Superannuation		591	415
Leave entitlements	(i)	362	356
Other		137	79
Total employee benefits expense		<u>4,703</u>	<u>3,402</u>
Worker compensation premiums		29	15
Total employee expenses		<u>4,732</u>	<u>3,417</u>

(i) 2002-03 comparatives have been restated to reflect the same method of calculation used in 2003-04. Leave entitlements expense has been increased by \$301k with a corresponding decrease in salary and wages.

5b			
Supplier expenses			
Goods from external entities		628	144
Services from related entities		4,457	3,947
Services from external entities		4,635	10,239
Operating lease rentals	(ii)	481	314
Total supplier expenses		<u>10,201</u>	<u>14,644</u>

(ii) Operating lease rentals comprise minimum lease payments only.

5c			
Depreciation and amortisation			
Depreciation:			
Property, plant and equipment		2,481	1,038
Amortisation:			
Intangibles – computer software		1,547	1,185
Total depreciation and amortisation		<u>4,028</u>	<u>2,223</u>

The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:

Leasehold improvements	167	53
Plant and equipment	2,314	985
Internally developed and acquired software	1,547	1,185
Total depreciation and amortisation	<u>4,028</u>	<u>2,223</u>

No depreciation or amortisation was allocated to the carrying amounts of other assets.

Notes to the Financial Statements for the year ended 30 June 2004

	2004 \$'000	2003 \$'000
5 Operating expenses (continued)		
5d Write-down of assets		
Non-financial assets:		
Plant and equipment – write-off on disposal	-	80
6 Financial assets		
6a Cash		
Cash on hand in special account	21,230	14,062
6b Receivables		
Goods and services	3,640	3,432
Less provision for doubtful debts	-	-
	3,640	3,432
GST receivable from the Australian Taxation Office	-	22
Interest receivable	-	24
Appropriation receivable	1,518	1,207
Net receivables	5,158	4,685

All receivables are current assets.

Appropriation receivable represents the balance of funds invoiced for development of the National Handgun Buyback Support System.

Gross receivables are aged as follows:

Not overdue	3,199	4,672
Overdue by:		
Less than 30 days	328	5
30 to 60 days	1,578	3
60 to 90 days	53	5
More than 90 days	-	-
Total overdue	1,959	13
Total gross receivables	5,158	4,685

**Notes to the Financial Statements
for the year ended 30 June 2004**

	2004 \$'000	2003 \$'000
7 Non-financial assets		
7a Land and buildings		
Leasehold improvements:		
At cost	210	-
Accumulated amortisation	(45)	-
	<u>165</u>	<u>-</u>
At fair value 2002-03	492	492
Accumulated amortisation	(123)	-
	<u>369</u>	<u>492</u>
Total land and buildings	<u>534</u>	<u>492</u>
7b Plant and equipment		
At cost	598	645
Accumulated depreciation	(109)	(10)
	<u>489</u>	<u>635</u>
At fair value 2002-03	9,052	9,052
Accumulated depreciation	(2,217)	-
	<u>6,835</u>	<u>9,052</u>
Total plant and equipment	<u>7,324</u>	<u>9,687</u>
7c Intangibles		
Computer software:		
Internally developed – assets under construction	3,571	-
Internally developed and acquired – in use	15,107	14,656
Accumulated amortisation	(3,757)	(2,210)
Total intangibles	<u>14,921</u>	<u>12,446</u>

Notes to the Financial Statements for the year ended 30 June 2004

7 Non-financial assets (continued)

7d Analysis of property, plant, equipment and intangibles

Reconciliation of the opening and closing balances of property, plant, equipment and intangibles

	Buildings - Leasehold improvements \$'000	Plant and equipment \$'000	Computer software \$'000	Total \$'000
As at 1 July 2003				
Gross book value	492	9,697	14,656	24,845
Accumulated depreciation/amortisation	-	(10)	(2,210)	(2,220)
Net book value at 1 July 2003	492	9,687	12,446	22,625
Additions:				
Purchases	210	506	608	1,324
Assets previously unrecognised	-	-	-	-
Other movements	-	(555)	(157)	(712)
Depreciation/amortisation expense	(168)	(2,314)	(1,547)	(4,029)
Disposals	-	-	-	-
Net book value at 30 June 2004	534	7,324	11,350	19,208
Gross book value at 30 June 2004	702	9,649	15,107	25,458
Accumulated depreciation/amortisation	(168)	(2,325)	(3,757)	(6,250)
Net book value at 30 June 2004	534	7,324	11,350	19,208

Assets at valuation

	Buildings - Leasehold improvements \$'000	Plant and equipment \$'000	Total \$'000
As at 30 June 2004			
Gross book value	492	9,052	9,544
Accumulated depreciation/amortisation	(123)	(2,217)	(2,340)
Net book value	369	6,835	7,204
As at 30 June 2003			
Gross book value	492	9,052	9,544
Accumulated depreciation/amortisation	-	-	-
Net book value	492	9,052	9,544

**Notes to the Financial Statements
for the year ended 30 June 2004**

	2004 \$'000	2003 \$'000
7 Non-financial assets (continued)		
7d Analysis of property, plant, equipment and intangibles (continued)		
Assets under construction		
Computer software	<u>3,571</u>	<u>-</u>
7e Other non-financial assets		
Prepayments	<u>130</u>	<u>16</u>
8 Provisions		
Employee provisions		
Salary and wages	307	329
Leave	885	721
Superannuation	-	12
Aggregate employee benefit liability	<u>1,192</u>	<u>1,062</u>
Current	1,094	994
Non-current	98	68
9 Payables		
9a Supplier payables		
Trade creditors	<u>3,350</u>	<u>4,945</u>
9b Other payables		
Income received in advance	714	650
GST payable to the Australian Taxation Office	213	-
Total other payables	<u>927</u>	<u>650</u>

Notes to the Financial Statements for the year ended 30 June 2004

10 Equity

	Accumulated results		Asset revaluation reserve		Total equity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Opening balance as at 1 July	34,054	25,560	677	1,367	34,731	26,927
Net surplus/(deficit)	9,097	8,494			9,097	8,494
Net revaluation increment (decrement)			-	(223)	-	(223)
Decrease in retained surpluses on application of transitional provisions in accounting standard AASB 1041 <i>Revaluation of Non-current Assets</i>			-	(467)	-	(467)
Closing balance as at 30 June	43,151	34,054	677	677	43,828	34,731

**Notes to the Financial Statements
for the year ended 30 June 2004**

	2004 \$'000	2003 \$'000
11 Cash flow reconciliation		
Reconciliation of cash from Statement of Financial Position to Statement of Cash Flows		
Cash at year end from Statement of Cash Flows	21,230	14,062
Statement of Financial Position items comprising cash:		
‘Financial assets – Cash’	21,230	14,062
Reconciliation of net surplus to net cash from operating activities		
Net surplus	9,097	8,494
Depreciation/amortisation	4,028	2,223
Recognition of assets	(3,904)	(58)
Other asset movements	712	80
Gain on sale of assets	(2)	(3)
(Increase)/decrease in net receivables	(473)	(646)
(Increase)/decrease in other assets	(114)	219
Increase/(decrease) in employee provisions	130	145
Increase/(decrease) in supplier payables	(1,595)	1,878
Increase/(decrease) in other liabilities	278	512
Net cash from operating activities	8,157	12,844

Notes to the Financial Statements for the year ended 30 June 2004

12 Executive remuneration

	2004	2003
The number of executives who received or were due to receive total remuneration of \$100,000 or more were:		
\$120,000 to \$129,999	2	-
\$130,000 to \$139,999	-	2
\$140,000 to \$149,999	2	2
\$150,000 to \$159,999	1	-
\$170,000 to \$179,999	-	1
\$180,000 to \$189,999	1	-
The aggregate amount of total remuneration of executives shown above:	<u>\$878,905</u>	<u>\$735,053</u>

2002-03 comparatives have been restated to reflect the same method of calculation used in 2003-04. Aggregate remuneration has been decreased by \$177,996.

13 Remuneration of auditors

Financial statement audit services are provided free of charge to the agency. The fair value of audit services provided was:

<u>\$72,600</u>	<u>\$71,140</u>
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No other services were provided by the Auditor-General.

14 Average staffing levels

The average staffing levels for the agency during the year were:

<u>44.35</u>	<u>38.35</u>
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**Notes to the Financial Statements
for the year ended 30 June 2004**

15 Financial instruments

15a Terms, conditions and accounting policies

Financial instrument	Note	Accounting policies and methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows)
Financial assets		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Cash	6a	Cash is recognised at its nominal amount. Interest is no longer receivable on cash at bank, however the agency receives an appropriation in lieu of interest.	The agency's official account is held with the Reserve Bank of Australia; Interest is no longer receivable on cash at bank (2003: 2.00%).
Receivables for goods and services	6b	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collection of the debt is judged to be less rather than more likely.	Credit terms are net 30 days (2003: 30 days).
Term deposits		No term deposits were held during the year, in previous financial years term deposits were recognised at cost.	No interest on term deposits was earned during the year (average rate 2003: 4.72%).
Financial liabilities		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of liabilities can be reliably measured.	
Trade creditors	9a	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	Creditors include both the Commonwealth legal entity and other suppliers. Settlement is usually made net 30 days except where an agreement provides for alternate terms.

Notes to the Financial Statements for the year ended 30 June 2004

15 Financial instruments (continued)

15b Interest rate risk

Financial instrument	Note	Floating interest rate		Fixed interest rate maturing in 1 year or less		Non-interest bearing		Total		Weighted average effective interest rate	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assets											
Cash at bank	6a	21,230	14,062	-	-	-	-	21,230	14,062	0%	2.00%
Receivables for goods & services (gross excl. GST)	6b	-	-	-	-	3,640	3,456	3,640	3,456	n/a	n/a
Appropriation receivable	6b	-	-	-	-	1,518	1,207	1,518	1,207	n/a	n/a
Total		21,230	14,062	-	-	5,158	4,663	26,388	18,725		
Total assets								49,297	41,388		
Financial liabilities											
Trade creditors	9a	-	-	-	-	3,550	4,945	3,550	4,945	n/a	n/a
Total liabilities								5,469	6,657		

2002-03 comparatives have been restated to exclude GST receivable and / or payable. Receivables for goods and services have been reduced by \$0.022m.

15c Net fair value of financial assets and liabilities

Departmental	Note	2004		2003	
		Total carrying amount \$'000	Aggregate net fair value \$'000	Total carrying amount \$'000	Aggregate net fair value \$'000
Financial assets					
Cash at bank	6a	21,230	21,230	14,062	14,062
Receivables for goods and services	6b	3,640	3,640	3,456	3,456
Appropriation receivable	6b	1,518	1,518	1,207	1,207
Total financial assets		26,388	26,388	18,725	18,725
Financial liabilities (recognised)					
Trade creditors	9a	3,550	3,550	4,945	4,945

The net fair values of cash, non-interest-bearing monetary financial assets and trade creditors approximate their carrying amounts.

Notes to the Financial Statements for the year ended 30 June 2004

15 Financial instruments (continued)

15d Credit risk exposures

The agency's maximum exposures to credit risk at reporting date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the Statement of Financial Performance.

The agency has no significant exposures to any concentrations of credit risk.

16 Appropriations

In 1998, the Commonwealth committed \$50m to establish national policing information systems. During 2003-04 the agency drew \$7.5m of the appropriation to fund development projects in accordance with the Inter-Governmental Agreement. Of the \$7.5m drawn down, \$1.549m was unexpended at balance date. In 2002-03 drawings were \$8.747m.

In addition, CrimTrac received \$1.518m, the balance of a total appropriation of \$2.725m from the Attorney-General's Department, for development of the National Handgun Buyback Support System.

The Government also provided CrimTrac with funding of \$0.731m during the year for budget estimates support, Comcover supplementation and interest.

Notes to the Financial Statements for the year ended 30 June 2004

16 Appropriations (continued)

16a Acquittal of authority to draw cash from the consolidated revenue fund (appropriations) from Acts 1 and 3

Particulars	Departmental outputs
	\$
Year ended 30 June 2004	
Balance carried forward from previous year	-
Appropriation Act (No. 1) 2003-2004	-
Appropriation Act (No. 3) 2003-2004	656,000
Total appropriations available for payments	656,000
Payments made (GST inclusive)	-
Appropriations credited to special account	(656,000)
Balance carried forward to next year	-
Represented by:	
Cash at bank	-
Appropriations not drawn from the Official Public Account	-
Total	-
Reconciliation for Appropriation Acts (Nos. 1 and 3)	
Paid to the entity from the Official Public Account	656,000
Not drawn from the Official Public Account	-
Total	656,000

Notes to the Financial Statements for the year ended 30 June 2004

16 Appropriations (continued)

16b Acquittal of authority to draw cash from the consolidated revenue fund (appropriations) from Acts 2 and 4

Particulars	Departmental outputs
	\$
Year ended 30 June 2004	
Balance carried forward from previous year	-
Appropriation Act (No. 2) 2003-2004	-
Appropriation Act (No. 4) 2003-2004	39,000
Total appropriations available for payments	39,000
Payments made (GST inclusive)	-
Appropriations credited to special account	(39,000)
Balance carried forward to next year	-
Represented by:	
Cash at bank	-
Appropriations not drawn from the Official Public Account	-
Total	-
Reconciliation for Appropriation Acts (Nos. 2 and 4)	
Paid to the entity from the Official Public Account	39,000
Not drawn from the Official Public Account	-
Total	39,000

Notes to the Financial Statements for the year ended 30 June 2004

16 Appropriations (continued)

16c Special account

CrimTrac Official Departmental Head Office Account

Legal authority

Financial Management and Accountability Act 1997; s20(1) (FMA Act)

Purpose

For expenditure incurred to develop, procure, implement and operate new information systems and to ensure that appropriate services are provided to CrimTrac clients in relation to the new and the existing Information Technology systems.

	2004 \$'000	2003 \$'000
Balance brought forward from previous year	14,060	8,325
Appropriations for the reporting period	8,255	8,747
Costs recovered from non-government sector:		
Provision of services to external entities	17,186	16,719
Other receipts:		
Provision of services to related entities	4,599	55,868
Interest on deposits	-	407
GST credits (FMA Act s30a)	1,658	1,349
Available for payments	45,758	91,415
Payments made to suppliers	<u>(24,577)</u>	<u>(77,355)</u>
Balance carried forward to next year	<u>21,181</u>	<u>14,060</u>
Represented by:		
Cash	21,230	14,062
Add receivables – GST receivable from customers	469	426
Add receivables – net GST receivable from the ATO	-	22
Less payables – suppliers – GST portion	(213)	-
Less other payables – net GST payable to the ATO	<u>(305)</u>	<u>(450)</u>
Total	<u>21,181</u>	<u>14,060</u>

Notes to the Financial Statements for the year ended 30 June 2004

17 Reporting of outcomes

CrimTrac's outcome and output statements are as follows:

Outcome 1: Coordinated national policing information systems for a safer Australia.

Output 1.1: Facilitation of the delivery of high quality national policing information services.

	2004 \$'000	2003 \$'000
Net cost of outcome delivery		
Departmental expenses	<u>18,961</u>	<u>20,364</u>
Costs recovered from the provision of goods and services to the non-government sector	<u>14,250</u>	<u>13,945</u>
Other external revenues		
Interest on cash deposits	-	375
Revenue from disposal of assets	2	3
Other	76	58
Goods and services from related entities	<u>3,908</u>	<u>4,452</u>
	3,986	4,888
Net cost/(contribution) of outcome	<u><u>(725)</u></u>	<u><u>(1,531)</u></u>

Notes to the Financial Statements for the year ended 30 June 2004

17 Reporting of outcomes (continued)

	2004	2003
	\$'000	\$'000
Major classes of departmental revenues and expenses by output		
Departmental expenses		
Employees	4,732	3,417
Suppliers	10,201	14,644
Depreciation and amortisation	4,028	2,223
Other expenses	-	80
Total departmental expenses	18,961	20,364
Funded by:		
Revenues from Government	9,822	10,025
Sale of goods and services	18,158	18,397
Other revenues	78	436
Total departmental revenues	28,058	28,858

18 Specific payment disclosures

Act of Grace payments	-	-
Waivers of amounts owing to the Commonwealth pursuant to subsection 34(1) of the <i>Financial Management and Accountability Act 1997</i>	-	-
Ex-gratia payments	-	-
Payments made under section 73 of the <i>Public Service Act 1999</i>	-	-
Payments made under the 'Defective Administration Scheme'	-	-

Appendix

Inter-Governmental Agreement



INTER-GOVERNMENTAL AGREEMENT

AN AGREEMENT

between

THE COMMONWEALTH OF AUSTRALIA

and

THE STATE OF NEW SOUTH WALES

and

THE STATE OF VICTORIA

and

THE STATE OF QUEENSLAND

and

THE STATE OF WESTERN AUSTRALIA

and

THE STATE OF SOUTH AUSTRALIA

and

THE STATE OF TASMANIA

and

THE AUSTRALIAN CAPITAL TERRITORY

and

THE NORTHERN TERRITORY OF AUSTRALIA

FOR THE ESTABLISHMENT AND OPERATION OF "CRIMTRAC",
A NATIONAL LAW ENFORCEMENT INFORMATION SYSTEM
FOR AUSTRALIA'S POLICE SERVICES

THIS AGREEMENT IS MADE ON 2000***Between***

The Commonwealth of Australia (“Commonwealth”); and
The State of New South Wales (“New South Wales”); and
The State of Victoria (“Victoria”); and
The State of Queensland (“Queensland”); and
The State of Western Australia (“Western Australia”); and
The State of South Australia (“South Australia”); and
The State of Tasmania (“Tasmania”); and
The Australian Capital Territory (“Australian Capital Territory”); and
The Northern Territory of Australia (“Northern Territory”).

Recitals

- A. CrimTrac is a major initiative being undertaken by the Commonwealth, State and Territory Governments.
- B. The Commonwealth, State and Territory Governments now wish to enter into a formal agreement to establish the basis, including details of governance, for CrimTrac.
- C. The aim of CrimTrac is to enhance Australian law enforcement with an emphasis on information-based policing facilitated through rapid access to detailed, current and accurate police information.
- D. It is intended that CrimTrac will, in the coming years, include the following components:
- (i) a new National Automated Fingerprint Identification System (NAFIS);
 - (ii) a National DNA Criminal Investigation System;
 - (iii) a National Child Sex Offender System; and
 - (iv) the provision of rapid access to national operational policing data.
- E. The CrimTrac framework is intended to provide the means by which these components and other emerging policing requirements across jurisdictions can be considered and met as appropriate.
- F. On 8 March 1990, the Commonwealth, the six States and the Northern Territory entered into an agreement concerning the National Exchange of Police Information as a National Common Police Service (the NEPI Agreement).
- G. On 17 November 1998, the Australasian Police Ministers’ Council met in New Zealand and resolved to support the Commonwealth’s proposal to provide a central infrastructure for national law enforcement systems and to request the development of a mechanism for the future management of CrimTrac.
- H. In December 1998, a Request for Information was issued as a mechanism of consultation with industry in relation to the envisaged components of CrimTrac.
- I. This was followed in July 1999 by a Request for Tender, as a result of which a contract has been entered into to establish the new NAFIS.
- J. In November 1999, the Australasian Police Ministers’ Council resolved to note a proposed governance model for CrimTrac and to establish an inter-governmental agreement.

It is agreed

1. INTERPRETATION

1.1 Definitions

In this Agreement, unless a contrary intention is apparent:

“**Agency**” and “**CrimTrac Agency**” mean that administrative unit or body however known or designated comprising those personnel engaged or appointed pursuant to clause 7.2;

“**Agreement**” means this document and includes all Schedules, Attachments and Appendices;

“**APMC**” means the Australasian Police Ministers’ Council;

“**Appendix**” means an appendix to this Agreement;

“**Attachment**” means an attachment to this Agreement;

“**Australasian Police Ministers’ Council**” means that body comprising the Ministers who have responsibility for police services in the Commonwealth and all States of the Commonwealth and the Australian Capital Territory and the Northern Territory of Australia and which meets from time to time as a formal council of Ministers;

“**Board**” and “**Board of Management**” mean the body established pursuant to clause 5;

“**Board Member**” means a Board Member as provided by clause 5.2.1;

“**CrimTrac**” means the law enforcement information system known by that name and established on a national co-operative basis pursuant to this Agreement;

“**Intellectual Property Rights**” means copyright (including future copyright), trade mark, design, patent, circuit layout rights and all other intellectual property rights, whether registered or unregistered and whether registrable or not;

“**Jurisdiction**” means the policing jurisdiction of any of the Parties;

“**Large Jurisdiction**” means the police service of either New South Wales or Victoria or Queensland and

“**Large Jurisdictions**” means any two (2) or three (3) of them;

“**NEPI**” means the National Exchange of Police Information as provided for in the NEPI Agreement;

“**NEPI Agreement**” means the agreement called the “Agreement Between the Commonwealth, the States and the Northern Territory Concerning the National Exchange of Police Information as a National Common Police Service” which was made on 8 March 1990 between the Commonwealth, of Australia, the State of New South Wales, the State of Victoria, the State of Queensland, the State of Western Australia, the State of South Australia, the State of Tasmania and the Northern Territory of Australia;

“**Party**” means any of the Commonwealth of Australia, the State of New South Wales, the State of Victoria, the State of Queensland, the State of Western Australia, the State of South Australia, the State of Tasmania, the Australian Capital Territory and the Northern Territory of Australia;

“**Small Jurisdiction**” means the police service of either Western Australia or South Australia or Tasmania or the Northern Territory of Australia or the Australian Capital Territory and “**Small Jurisdictions**” means any two (2) or any three (3) or any four (4) or all five (5) of them;

“**Schedule**” means a schedule to this Agreement;

“**Senior Officers’ Group**” and “**SOG**” mean the Senior Officers’ Group of the Australasian Police Ministers’ Council (“APMC”);

1.2 *Construction*

In this Agreement, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular include the plural and vice versa; and
 - (ii) any gender includes the other gender;
- (b) if a word or phrase is defined cognate words and phrases have corresponding definitions;
- (c) a reference to:
 - (i) a person includes a firm, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes its legal personal representatives, successors and assigns;
 - (iii) a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
 - (iv) a right includes a benefit, remedy, discretion, authority or power;
 - (v) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (vi) a reference to a clause is a reference to a clause of this Agreement.

2. **COMMENCEMENT**

2.1 *Commencement*

This Agreement commences to operate with effect from and including 1 July 2000.

3. **OBJECTIVES OF CRIMTRAC**

3.1 *Broad objectives*

The broad objectives of CrimTrac are to enhance Australian policing through:

- (a) the provision of high quality information services that:
 - (i) meet the needs of the Australian policing community; and
 - (ii) establish best practice service models in relation to the provision of information to support policing; and
 - (iii) are project-oriented and cost-benefit driven to achieve outcomes;
- (b) support for the Jurisdictions in the implementation and use of CrimTrac services; and
- (c) providing controlled access to appropriate information by duly accredited third parties.

3.2 *Jurisdictions to cooperate*

The parties agree to cooperate fully with each other to develop and deliver the objectives of CrimTrac through the entities and processes set out in this Agreement so that:

- (a) CrimTrac is delivered in line with a long term strategic vision which is to be developed and updated through close consultation with all Jurisdictions;
- (b) the benefits, opportunities, costs, and risks of CrimTrac are transparent to each Jurisdiction;
- (c) Jurisdictions which choose to participate in a CrimTrac project meet the costs of that project in a manner which is equitable and agreed to by all participating Jurisdictions; and
- (d) CrimTrac is conducted in accordance with sound business principles and high standards of financial accountability.

4. **ROLE OF APMC AND SOG**

4.1 *APMC*

The Australasian Police Ministers' Council shall:

- (a) consider and approve the high level strategic policy directions for CrimTrac; and
- (b) approve the CrimTrac strategic plan; and
- (c) approve the development of new initiatives for CrimTrac which require legislation or special funding consideration; and
- (d) approve the policy on data control and release of information to third parties; and
- (e) consider and approve the appointment of members to the Board of Management in accordance with the provisions of clauses 5.2 and 5.3.

4.2 *SOG*

The Senior Officers' Group, as the recognised professional advisory body on policing issues, shall:

- (a) advise APMC in relation to CrimTrac including, in particular, all those matters specified in clause 4.1; and
- (b) perform such functions as shall be determined from time to time by resolution of APMC; and
- (c) appoint non-voting members of the Board in accordance with the provisions of clause 5.2.1(d).

5. **ESTABLISHMENT OF CRIMTRAC BOARD OF MANAGEMENT**

5.1 *Board of Management established*

There shall be a Board of Management of CrimTrac, which is responsible and accountable for the efficient and effective delivery of the CrimTrac initiative.

5.2 *Composition of Board*

5.2.1 The Board of Management of CrimTrac shall be constituted as follows:

- (a) One voting member who shall be nominated by the Commonwealth; and

- (b) Two voting members who shall be appointed from the Large Jurisdictions such that the nominees of two separate such Large Jurisdictions are appointed; and
- (c) Two voting members who shall be appointed from the Small Jurisdictions such that the nominees of two separate such Small Jurisdictions are appointed; and
- (d) Two non-voting members to be appointed by SOG to provide specialist advice in each of the following areas:
 - (i) information technology; and
 - (ii) finance.

5.2.2 The Board may call upon such other expert assistance including in the area of forensic science, as it considers necessary.

5.3 Rotation of Board members

Members will generally be appointed for a term of three years. There will be a rotation of members of the Board of Management to ensure that each jurisdiction is represented on an equitable basis in accordance with the requirements set out in clause 5.2.1. The rotation of Board members is to be determined by APMC with a view to ensuring a reasonable level of stability within the membership of the Board.

5.4 Election of the Chair

The inaugural Chairperson shall be the person appointed by the Commonwealth pursuant to clause 5.2.1 (a). This appointment shall be for a term of three years, after which the Chair shall be elected by the Board from among the voting Board members.

5.5 Proceedings of the Board of Management

- (a) Where the Chairperson is absent from a meeting, the Board shall elect another voting member of the Board who is present at that meeting to act temporarily as Chairperson; and
- (b) A quorum for a meeting of the Board shall be four voting members; and
- (c) A member of the Board may, at any time, appoint in writing a deputy to act in his absence and any deputy so appointed may, in the absence of the member, exercise all the powers and functions of the member and his presence shall be deemed to be the presence of the member; and
- (d) At a meeting of the Board each voting member shall have one vote and the Chairperson shall not have a casting vote; and
- (e) The decisions of the Board shall be by majority vote; and
- (f) The Board shall meet as necessary, but at least four times in each financial year; and
- (g) The Board shall develop protocols to ensure that the interests of all jurisdictions are considered in its deliberations; and
- (h) Any decision of the Board involving the expenditure of the initial Commonwealth funding of \$50 million will require the agreement of the Commonwealth member.

6. ROLE OF THE BOARD OF MANAGEMENT

6.1 Role of the Board

The responsibilities and functions of the Board of Management are:

- (a) to oversee the operation and financial management of CrimTrac; and
- (b) to recommend new initiatives for CrimTrac which require legislation or special funding consideration and oversee the implementation of agreed new initiatives; and
- (c) to monitor annual work plans of the CrimTrac Agency; and
- (d) to approve and monitor, in respect of each project, the evolving business case; and
- (e) to be satisfied as to the implementation and ongoing operation of appropriate data access controls, security and privacy regimes; and
- (f) to recommend to the relevant Commonwealth Minister the appointment of the Chief Executive Officer and to monitor the performance of the Chief Executive Officer.

6.2 Board to ensure appropriate standards in business

The Board of Management shall be responsible for the adoption within CrimTrac of business practices to ensure appropriate prudential standards are maintained, including:

- (a) ensuring that financial statements of the CrimTrac Agency are audited by the Commonwealth Auditor-General; and
- (b) ensuring accounts are available upon request to Jurisdictions; and
- (c) keeping accounting records that properly record and explain CrimTrac's transactions and financial position and which enable the preparation of financial statements and which allow the convenient and proper auditing of the financial statements.

6.3 Board Members to perform duties diligently

Members of the Board of Management shall perform their duties as Board members diligently and in good faith and, in particular, shall endeavour to attend Board meetings regularly.

7. CHIEF EXECUTIVE OFFICER AND THE CRIMTRAC AGENCY

7.1 The Chief Executive Officer

- (a) The Chief Executive Officer shall be responsible to the Board for the effective delivery of services in accordance with the Board's functions and responsibilities.
- (b) The Chief Executive Officer shall lead the CrimTrac Agency and ensure that all CrimTrac operations are compliant with relevant Commonwealth, State and Territory Acts, including the Commonwealth *Privacy Act 1988* and the *Freedom of Information Act 1982*.

7.2 CrimTrac Agency

The CrimTrac Agency shall comprise personnel engaged or appointed to implement the CrimTrac initiative and to provide relevant services. The CrimTrac Agency will be a body established on behalf of all the parties which, for administrative purposes, will be established as an Executive Agency under the Commonwealth *Public Service Act 1999* within the Commonwealth Attorney-General's portfolio.

7.3 *Chief Executive Officer to have power to delegate etc.*

The Chief Executive Officer shall have the power to:

- (a) oversee the engagement, whether by way of employment pursuant under contracts for services or otherwise, of personnel to assist the Chief Executive Officer either within the CrimTrac Agency or otherwise; and
- (b) delegate appropriate duties and responsibilities to any of those personnel engaged pursuant to clause 7.3(a) to assist the Chief Executive Officer; and
- (c) authorise any of those personnel engaged pursuant to clause 7.3(a), to assist the Chief Executive Officer, to perform appropriate functions or duties.

8 INTELLECTUAL PROPERTY

8.1 *Ownership of CrimTrac Intellectual Property*

The Intellectual Property Rights in any and all items and things produced or created by any party (or on behalf of any party) under or in relation to CrimTrac (the "CrimTrac Intellectual Property") will vest in the Commonwealth.

8.2 *All parties expressly licensed by the Commonwealth*

For the purposes of sub-clause 8.1, the Commonwealth grants to each of the other parties a perpetual, non-revocable, non-exclusive licence to reproduce, modify, adapt, use and sub-license to third parties, the item or thing for any purpose directly or indirectly associated or connected with CrimTrac.

8.3 *States' and Territories' prior intellectual property rights*

- (a) Where a State or Territory owns the intellectual property in any item or thing and that item or thing is subsequently used as part of CrimTrac, the intellectual property continues to be owned by the State or Territory but that State or Territory grants to the Commonwealth and every other party a perpetual, non-revocable, non-exclusive licence to reproduce, modify, adapt, use and sub-license to third parties, the item or thing for any purpose directly or indirectly associated or connected with CrimTrac.
- (b) Where a State or Territory develops any item or thing in which it owns the intellectual property, and that item or thing is used by the State or Territory as a means of communicating with, or as an interface with, the CrimTrac system, the intellectual property rights continue to be owned by the State or Territory.

8.4 *Exploitation of CrimTrac Intellectual Property*

Any and all proceeds derived from any commercial exploitation of the CrimTrac Intellectual Property will accrue to, and be held by, the Commonwealth, subject to the following:

- (a) the proceeds will be recorded and accounted for as part of the CrimTrac financial and accounting requirements, including those required by the *Financial Management and Accountability Act 1997* of the Commonwealth; and
- (b) the proceeds will be used only for CrimTrac purposes or such other purposes as APMC may, from time to time, determine.

8.5 *Request by Board of Management*

The Board of Management may, at its discretion, request the Commonwealth to enter into an arrangement, which may be contractual or otherwise, for the exploitation of any Intellectual Property vested in the Commonwealth on behalf of all parties pursuant to this clause.

8.6 *All parties to co-operate in executing documents etc*

Each party shall, at its cost, promptly execute all documents and do all things that any other party from time to time reasonably requires of it to effect, perfect or complete the provisions of this document and any transaction contemplated by it.

9 FREEDOM OF INFORMATION

9.1 *Consultation*

- (a) Subject to 9.1(b), the parties agree that, in the event of a request for access to documents or information under a freedom of information law, however described or characterised, being received in any Jurisdiction, no access to information or documents of or relating to CrimTrac will be granted without prior consultation with all other parties whose interest in the documents or information is either obvious or apparent.
- (b) This clause 9.1 does not prevent any Jurisdiction from giving access to documents without consultation in circumstances where there is clearly no basis to deny access to the documents to which access is sought under the relevant freedom of information law.

9.2 *Contact officers to be known*

Each party undertakes to provide, and update as necessary, to all other parties the name or names and contact details, including postal addresses, e-mail addresses, telephone and facsimile numbers, of the freedom of information officer or officers or contact personnel to whom freedom of information requests are to be referred in the first instance.

10. FINANCIAL COMMITMENT BY PARTIES

10.1 *Agreement as to financial contribution*

- (a) Each party agrees that, following any decision by APMC pursuant to 4.1(c), it will become bound to make the financial contribution strictly in accordance with the APMC decision; and
- (b) The parties acknowledge that other financial commitments may be made by, or jointly entered into, from time to time between any of the parties or jurisdictions as decided or agreed between them; and
- (c) Where jurisdictions are liable to make contributions or other payments to CrimTrac, these payments will be made in a timely fashion in accordance with agreed procedures.

10.2 *Integrity of parties' finances and processes*

For the removal of doubt:

- (a) The funds provided by the Commonwealth in establishing CrimTrac and including, but not limited to, the new National Automated Fingerprint Identification System, the National DNA Criminal Investigation System, National Child Sex Offender System and integrated police access to national operational

policing data will be spent in accordance with Commonwealth budgetary appropriation of those funds; and

- (b) nothing in this Agreement is intended to qualify or affect in any way the rights of any of the parties to make decisions about the expenditure or commitment of their own funding; and
- (c) nothing in the administrative arrangements under this Agreement is intended to be inconsistent with the arrangements for the administration of an Executive Agency under the *Public Service Act 1999*.

11. VARIATION OF AGREEMENT

- 11.1 *This Agreement may be varied from time to time by the unanimous agreement of the parties.*
- 11.2 *A variation pursuant to this clause shall be in writing, signed by all parties to this Agreement, and notice thereof shall immediately following such signature be given to all the parties.*

12. ADDITION OF PARTIES

- 12.1 *Other parties may become signatories to this Agreement following the unanimous resolution of APMC, from time to time.*

13. WITHDRAWAL FROM AGREEMENT

- 13.1 *A party to this agreement may, by written notice to all other parties, withdraw from this Agreement and such notice shall take effect six months from the date of that notice, but shall not release that party from meeting its agreed funding commitments unless this is agreed by all the parties.*
- 13.2 *On withdrawal of a party, the party will have no right to claim compensation or payment in respect of any assets (including intellectual property rights) or monies which it has contributed to CrimTrac.*

14. TERMINATION

14.1 Termination

This Agreement may be terminated at any time by agreement in writing by all the parties and under any terms and conditions as agreed by all the parties.

Signed and witnessed by

(names of Police Ministers signing on behalf of jurisdictions)

Glossary



Glossary

accredited agency	An organisation other than a police service authorised through an accreditation process to access information through the CrimTrac systems.
allele	One of two or more alternative forms of a gene or other defined region of DNA.
APMC Firearms Policy Working Party	A working group focused on a development of nationally consistent firearms policies.
APMC Firearms Managers Group	A working group focused on operational management and development of firearms registries.
AustRoads	The association of Australian and New Zealand road transport and traffic authorities whose purpose is to contribute to the achievement of improved Australian and New Zealand transport-related outcomes.
automated jurisdictional laboratory interface	The computer process for passing data from LIMS to the NCIDD.
biometrics	Automated methods of identifying, or authenticating the identity of a person(s) based on physiological or behavioural characteristics.
central site	Central computer site for NAFIS system.
Commonwealth Model Criminal Code (CMCC)	The CMCC is a national model criminal code for Australia jurisdictions developed by the Model Criminal Code Officers Committee, including model forensic procedures.
digital fingerprint images	Fingerprint images (arrest set or crime scene images) captured by electronic means. NAFIS stores images with 256 grey scale levels and at a resolution of 500 dpi (dots per square inch) or above.
DNA profile matching	Comparison of two or more DNA profiles for similarity between the two alleles of each of the ten genes analysed by the laboratory.
employment probity	Suitability for employment with regards to character and honesty.
external interface booking units	Desktop PC and SAGEM proprietary software that enables Livescan messages (NAFIS search requests) to be translated and processed on the CrimTrac NAFIS system.
front-end application	A computer application which is used by a person, as opposed to a back-end application which performs complex computer processing on the basis of instructions issued by another computer or application.
full function NAFIS workstation	Desktop PC and flat bed scanner incorporating SAGEM proprietary automated fingerprint identification system software that enables access by a jurisdictional user to the CrimTrac NAFIS system.
future proofing	A way of developing computer systems so they are less susceptible to rapid changes in technical requirements.

interface	The point of connection between a user and a computer system (usually a screen), or two computer systems (usually transactions).
inter-operability	The ability of systems, implemented on different hardware and/or software platforms, to interact with each other.
junk DNA	Non-coding DNA of unknown function or purpose.
jurisdiction	A state or territory within which a common set of legislative rules apply.
large jurisdiction	The police service of New South Wales, Victoria or Queensland.
latent	Fingerprint images originating from latent prints lifted from crime scenes. Also known as marks.
Livescan	The electronic scanning of live fingerprints for entry to or query of the NAFIS. Livescan removes the requirement for tenprint cards.
Local Area Network (LAN)	The computer communications network linking a group of computers together, enabling the sharing of resources such as files, email servers and printers.
mainframe application	A computer application, which runs on large commercial computers.
match	A match resulting from the search and verification of matching a record with other records in the database.
matching rules	The rules derived from State/Commonwealth legislation and associated with each legal category of DNA sample, which govern whether NCIDD is permitted to compare any two DNA profiles.
memorandum of understanding (MOU)	An MOU sets out the terms and conditions between CrimTrac and service providers, police services and accredited agencies.
midrange applications	Computer programmes that run on all computers positioned between mainframes and workstation PCs.
motor vehicle rebirthing	A new identity of a stolen vehicle that has been taken from another vehicle.
name matching algorithms	The computer code which interprets variations in spelling of names, and compares two or more interpretations for commonality.
name search	A demographic search transaction made on the Police Reference System (PRS). A name search can be made with any combination including name, date of birth, sex.
outcomes	The results, impacts or consequence of actions by the Commonwealth on the Australian community. They should be consistent with those listed in agencies' PBS/PAES.
outputs	The goods or services produced by agencies on behalf of government for external organisations or individuals. Outputs include goods and services produced for other areas of government external to an agency.
person of interest (POI)	An individual of interest to police.

Police Reference System	The Police Reference System (PRS) facilitates the current electronic exchange of jurisdictional information on a national basis.
Projects in Controlled Environments Version 2 (PRINCE2)	A structured method for effective project management.
profile	The uniquely identifiable genotype sequence.
real time	An immediate response to a request sent to a computer, as opposed to batch processing where computer requests may be stored for later processing when computer resources become available.
Service Level Agreement (SLA)	An SLA defines the standards of services between CrimTrac and service providers, police services and accredited agencies.
small jurisdiction	The police service of Western Australia, South Australia, Tasmania, the Northern Territory or the Australian Capital Territory.
tenprint	A term used to describe a fingerprint form completed when a person is arrested (Livescan or paper based) comprising of rolled and flat fingerprint impression and the left and right palm friction ridge detail.
Unix environment	A computer operating system and hardware which, in processing capacity, usually falls between the desktop/server PC systems, and the very large mainframe systems.
User Advisory Group (UAG)	The UAGs assist and advise CrimTrac in the development and implementation of its projects; for example, the NCIDD UAG, the NAFIS UAG, and the CPRS UAG.
volume crimes	Statistically prevalent crimes.

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