

The CrimTrac Agency

Statement of Intent

The CrimTrac Agency formally commits to meeting the Minister for Home Affairs' Statement of Expectations and will demonstrate this commitment by:

1. Keeping the Minister informed of all activities and alerting him to any significant events related to CrimTrac's business through clear, concise and timely advice:
 - Providing regular reports to the Minister on the activities of CrimTrac;
 - Providing submissions to the Minister on important issues in a timely fashion;
 - Preparing briefings on hot issues in a timely manner for use in Parliament.
2. Providing to the Minister and to the Ministerial Council for Police and Emergency Management – Police (MCPEM-P), via its Senior Officers Group, regular progress reports against the delivery of all aspects of the Inter-Governmental Agreement that established CrimTrac and the CrimTrac Strategic Plan 2007-2010:
 - Preparing papers for the Minister to present to the MCPEM-P on specific matters concerning CrimTrac deliverables that require the support or endorsement of all Police Ministers;
 - Providing regular status reports to the MCPEM-P, through the Minister, on CrimTrac systems and activities;
 - Providing input into briefings on matters that affect CrimTrac either directly or indirectly coming before the MCPEM-P.
3. Take a leadership role in generating national and cost effective approaches to information sharing solutions for Law Enforcements Agencies, for a safer Australia:
 - Scanning the environment for new technological developments with law enforcement applications of value to CrimTrac's stakeholders;
 - Providing a forum for the discussion of potential new initiatives that CrimTrac, with the support of its partners and stakeholders, might pursue through business cases to the Board and MCPEM-P.
4. Continue to develop, implement and manage advanced information systems that assist police nationally in their law enforcement and crime prevention roles:
 - Facilitating the staged national rollout of the Minimum Nationwide Person Profile (MNPP) as a major element of the CrimTrac Police Reference System;
 - Managing existing CrimTrac systems and the remaining activity for the National Handgun Buyback System effectively;
 - Rationalising communications networks to achieve maximum functionality at minimal cost;
 - Maintaining high levels of data protection, with controls for all CrimTrac systems meeting appropriate security and privacy standards;
 - Providing effective user support to police users and accredited third party agencies, including the provision of effective help desk arrangements;
 - Developing and maintain preparedness for rapid assistance to law enforcement in the event of major incidents;
 - Consolidating and enhancing the Australian National Child Offender Register (ANCOR) according to the Board-agreed budget and timeframe;
 - Improving the efficiency of the national criminal history checking service for existing and new clients through streamlining and automating the process;
 - Developing a business case for new and improved arrangements to provide a centrally managed national police checking service.
5. Work collaboratively with Australian, State and Territory law enforcement agencies to achieve cost effective outcomes for police services:

- Developing new proposals for funding that contribute to collective governments' objectives for the agency and the broader law enforcement environment;
 - Establishing the necessary planning, human and financial resources to enable the achievement of the objectives set out in the Strategic Plan 2007-2010;
 - Monitoring and reporting to the Board against the agreed milestones for achieving the objectives of the Strategic Plan.
6. Manage its resources efficiently and responsively in accordance with the *Financial Management and Accountability Act 1997* and the Finance Minister's Orders:
- Ensuring effective financial management;
 - Maintaining an active and responsive internal Audit Committee;
 - Receiving unqualified audits on the end of year financial statements;
 - Complying with and regularly reviewing the Chief Executive's Instructions;
 - Effectively implementing and regularly reviewing the fraud control policy and plan and risk management policy and plan;
 - Providing a comprehensive and timely annual report to the Minister for Home Affairs.
7. Maintain high standards of corporate governance, including in risk management, and foster a culture of continuous improvement throughout the organisation:
- Providing a high degree of support to the Board of Management and ensure that board decisions are acted on in a timely fashion;
 - Updating periodically the capital investment plan for the Agency, approved by the Board of Management;
 - Overseeing the implementation of the approved disaster recovery plan for the Agency;
 - Ensuring that internal management committees are effective and transparent in operation;
 - Encouraging all staff to participate in training opportunities for professional and personal development;
 - Ensuring that the personnel policies aimed at ensuring consistent and transparent processes for staff are developed and promulgated.
8. Promote and uphold the Australian Public Service Values and Code of Conduct as set out in sections 10 and 13 of the *Public Service Act 1999*:
- Incorporating the APS Values and Code of Conduct into relevant CrimTrac policies and guidelines, and make those policies and guidelines available to all staff;
 - Providing training to staff concerning their rights, responsibilities and obligations under the APS Values and Code of Conduct and provide for ways in which staff can discuss the application and implementation of the Code and Values in everyday work;
 - Establishing, applying and reviewing formal procedures for determining breaches of the Code and for addressing whistleblowers' reports;
 - Against the backdrop of the broader APS values, actively promoting the CrimTrac guiding principles of responsiveness, innovation and accountability.