

## UNIT MEETING Minutes for 06-01-09

**Present**  
 AG Officer [redacted] Ms Fox [redacted] Ms [redacted] Street Officer [redacted] Officer Green, [redacted] and Wolf [redacted]  
 Black, Smith [redacted] Officer Richards [redacted] Officer Haven [redacted]

**Absent**  
 Leave [redacted] Officer Sandy White [redacted] Officer Anderson and [redacted] Officer Preston [redacted]

Source	Contact Reports – Back Log
Officer Green	11
Officer Preston	12
Officer Haven	12
Officer Fox	6
Wolf	11
Richard	15
Officer Peter Smith	8
Officer Anderson	12

### SDU Office Management

- (a) Reminder from Sup't BIGGIN
- In-light of the recent unauthorised release of surveillance documents
  - Vigilant to Office and document security
  - Dissemination of intelligence
  - Documents in vehicles and on jump drives
  - Security of e-mail system

- (b) Office Security

#### SDU PREMISES

- Commenced audit of allocated office and safe keys
- Commenced audit of allocated 10 torches

#### SDU CAR PARK

- Looking like a junk yard
- Motor bike, gym invaded & assorted personal effects

#### SDU VEHICLES - CAR PARK

- Vehicles are an expensive asset
- Common practise of leaving keys in vehicle overnight to cease
- SDU negligent if a vehicle was ever stolen from our car park
- Please clean up the area

- (c) Good Work
- Acknowledgement of efforts and good results achieved for 2008 by all

This document has been redacted for Public Interest Immunity claims made by Victoria Police. These claims are not yet resolved

### Petty Cash

- Parking claims on ONE form, not separate claims each fortnight
- Record in Ledger and Diaries on claim number against your diary claim

### Imprest

Need manual diary with the claim

Op Expenses:-

- Code for Source related mobile expenses must be 53426
- Applies to diverted land lines which are also Operational Expenses
- Not 50834 / 35 which should only be used for our mobile expenses
- [REDACTED] Licences are coming up for renewal, please don't pay them.  
Contact D/I GLOW with renewal arrangements with [REDACTED] at [REDACTED]

### Vehicles

LAMPS funding for 3 new vehicles

Safe installation to be arranged via Annual Orders = Officer Green

### Mail Boxes

Great improvement on recent months, continue to check at least once a week

### Assignment / Member Movement

Nil

### Leave

Current:

Officer Sandy White 22-12-08 to 23-01-09

Preston DS 15-12-08 to 09-01-09

Future:

Officer Green	12-01-09 to 02-02-09
Anderson-DS	12-01-09 to 11-04-09 (with LSL)
Wolf	19-01-09 to 09-02-09
Ms Street	19-01-09 to 09-02-09

Leave Roster needs all 9 weeks allocated to 30<sup>th</sup> June 2009

= Secured all 9 week allocations, except [REDACTED] & [REDACTED]

= Please rectify asap

Officer Peter Smith

Officer Haven

### Portfolios

Beware of your responsibilities

Attend to your allocated tasks

Reminder of your Support roles if primary on Leave

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**OSTT Qualification**

- Final reminder that Fox has secured an office OSTT Day at Academy
- Please ensure you make yourself available for Thursday 8<sup>th</sup> January '09

**Availability / Alarm Response**

This Week:  
Wolf

Next Week:  
Richard

Alarm Response:  
Officer Black Fox-O

Disruption Allowance

Update from Richards = No change, no agreement and still no decision

**Learning**

Controlled Ops Meeting with their staff on 05-01-09  
Ongoing issue with Controlled Ops permitting unauthorised persons access to our records

**Social Club**

Issues to report? = Nil

**HANDLER WORKLOAD**

Haven	
Fox-O	
Green-O	
Peter Smith-O	
Preston DS	
Richards	
Wolf	
Anderson	

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**Duty of Care**

Officer Fox	11792958
Officer Preston	[REDACTED]
Officer Preston	[REDACTED]

Witness for Petra Task Force

[REDACTED]