



Source Development Unit
Covert Support Division
6 / 412 St. Kilda Road
Melbourne Vic 3004
DX 210094
Phone [REDACTED]

16th July 2009

Officer In Charge,
Source Development Unit.

Subject: Request for authorisation to conduct a workshop and training seminar
for the Source Development Unit at [REDACTED]

Situation

1. It has been 14 months since the Source Development Unit (SDU) took an opportunity to review its performance and assess its strategic position within the Organisation. It is proposed that an office workshop seminar be conducted.
2. To maximise the benefit of such a workshop and training seminar, I believe it needs to be hosted away from metropolitan Melbourne and conducted over a three day period. This will minimise outside disruption to members whilst at the seminar and thus maximising the time for the SDU to work through the agenda.

Agenda

3. The items for discussion during the workshop and training seminar are as follows:-
 - Review SDU Standard Operating Procedures;
 - Best Practice for Human Source Management;
 - SDU Learning Outcomes;
 - [REDACTED] Course;
 - Proposed new [REDACTED] Course;
 - Operations;
 - Tradecraft;
 - Interpose issues;

- SDU Training;
 - Welfare;
 - PDA Review and specific assessment criteria for SDU
 - Strategic Plan;
 - Future Direction;
 - Reward application process for 3838.
4. Minutes will be compiled and will document the outcomes of the seminar.

Members

5. The seminar has been scheduled to maximise the availability of all 14 members:-

Detective Inspector GLOW
Sandy White-O
Black-O
Peter Smith-O
Green-O
[REDACTED]
Richards-O
Fox-O
[REDACTED]
Wolf-O
[REDACTED]

Venue & Dates

6. SDU has sourced suitable accommodation at [REDACTED] which will be an adequate venue for the seminar and overnight accommodation. A single booking can secure the rooms and the conference facilities at the [REDACTED] Surf Lifesaving Club, [REDACTED] (Contact Phone for bookings: [REDACTED])
7. It is proposed to commence the seminar at [REDACTED] on Monday 20th July 2009 and return to Melbourne on Wednesday 22nd July 2009.
8. The proposed timetable is;
- Day 1. 21803838 Reward Application
 - Day 2. Review SDU SOP's, Source Management Learning outcomes, Discuss new [REDACTED] Source management courses.
 - Day 3. Return to Melbourne.

Costs

9. The costs for the seminar can be broken up into three areas:-

(i) **Accommodation**

Bunk accommodation (\$20 per person per night) x 14	\$ 560.00
The conference facility will be provided at no charge	\$ 0.00
No meals will be provided by the facility.	\$ 0.00

(ii) **Personal Claims**

14 x Non-Capital Dinner (\$34.60 per person per night) x 2	\$ 968.80
14 x Non-Capital Incidental (\$17.79 per person per night) x 2	\$ 498.12
14 x Non-Capital Lunch (\$24.28 per person) x 2	\$ 679.84
14 x Non-Capital Breakfast (\$12.09 per person) x 2	\$ 338.52
14 x Travel hardship allowance (\$27.32 per person per night) x 2	\$ 764.96

10. The all inclusive cost of the seminar is \$3,810.24.

11. I would be seeking authorisation for:-

- (i) Invoice to the Division for the accommodation;
- (ii) Off line cheque to cover costs associated with conference refreshments and seminar incidentals. I estimate this to be \$540.
- (iii) Personal claims to be processed and approved by way of the usual Oracle process.

Request

12. I request approval for the seminar and the associated costs.

13. Forwarded for your authorisation.

Fox-O

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