



VICTORIA POLICE

Human Source 3838 Document Review Steering Committee

MINUTES

Date:	Thursday 14 March 2013		
Commenced:	8.05 am	Concluded:	9.20 am
Location:	Legal Services Conference Room, Tower 1 Level 8, VPC		
Chairperson:	Detective Superintendent Gerry Ryan (GR) for Assistant Commissioner Stephen Fontana (SF)		
Attendees:	Assistant Commissioner Emmett Dunne (ED), Commander Doug Fryer (DF), Superintendent Paul Sheridan (PS), Acting Inspector Mark Galliot (MG)		
Minutes:	Mark Galliot (MG)		

1. APOLOGIES

Assistant Commissioner Stephen Fontana (SF), Fin McRae (FM)

2. CONFLICT OF INTEREST

- Discussion on conflict of interest and the need for the conversation to be up front at the beginning of each Steering Committee meeting (ED)
- Each Committee member to submit conflict of interest forms
- (MG) to consider / research practice in other industries on managing conflict
- Once the terms of reference are finalised there may be meetings / issues where a person is conflicted and abstains from that issue / meeting.

Action Item 1: (MG) to look at managing conflict in other industries and to incorporate findings into the Project Plan.

3. EXECUTIVE SPONSOR

- The Executive Sponsor is yet to be determined
- It will be either D/C Cartwright or D/C Nolan
- (DF) and (SF) to discuss and approach preferred choice.

4. GENERAL OVERVIEW

- General discussion on the background to the Comrie Report, the transfer of the HS to Witness and timelines for this occurring (DF)
- Discussion on the proposed themes that will remain fluid depending on the findings of the project team
- General discussion on some of the intelligence material discovered to date and how this fits into the varying themes (DF).



5. PROJECT TERMS OF REFERENCE

- The current Project Plan was considered by the Committee and in particular the Terms of Reference. The committee agreed the current Terms of Reference captured the essence of Recommendation 1 of the Comrie Report
- The current draft Project Plan is to be amended to include a more expansive section on conflict of interest and how this is to be managed.

Action Item 2: (MG) to amend draft Project Plan to include a section on declaring and managing conflict of interest. The revised Project Plan is then to be circulated to the Steering Committee members.

6. STEERING COMMITTEE DECISION ON THE REVIEW OF PETRA MATERIAL

- Recommendation 1 of the Comrie Review states: - That Victoria Police reconstruct the full Interpose file for 3838 so that to the fullest extent possible it presents as a complete, factual, sequential and accountable record of the utilization of this human source (MG)
- To fulfil the specific wording of the recommendation there is no requirement to go into the Petra files (MG)
- The project timeframe will be increased if the Project Team is required to look at the Petra material (MG)
- The essence of the Project Team's work is to collect and analyse all of the intelligence holdings so that it may be used at a later date (MG)
- There was a blurring of positions between 3838 being a HS and a witness and there was a grey period until this transition was complete (PS)
- The Steering Committee agreed the Project team should not consider the Petra material and should only look at intelligence and dealings with the SDU. This timeframe will include the transition period to Petra
- (PS) commenced in position on 15/02/2010 and 3838 was not a source at this time
- Project team to define scope to cover period prior to 15/02/2010.

7. PROJECT TEAM ACCESS TO COMRIE REPORT

- General discussion on potential conflict of interest with the Project Team and the contents of the Comrie Report (ED)
- Project team want access to the Report and table created by Steve Gleeson as a cross reference point and to prevent duplication
- In principle, the Steering Committee agreed the Project Team should have access to the Comrie Report and table
- (DF) and (PS) to prepare a background document on the Comrie Report and the list of affected persons / parties to determine if any of the Project Team may be conflicted
- The Project Team should sign "no conflict declarations" noting an ongoing requirement to report any actual, possible or perceived conflicts of interest.

Action Item 3: (DF) and (PS) to prepare a background document on the Comrie Report and the list of affected persons / parties to aid the Project Team in determining if any potential conflict may arise.



Action Item 4: (MG) to draft conflict of interest declarations for the Project Team.

8. PROJECT TEAM STAFF INCREASE

- Request for one further investigator and one further TIO / Analyst (MG)
- Request for 2 Specialist Resource Monitors for the audio product (500+ hours) (MG)
- Project team on leave first week of April (School Holidays) with Barbara taking 5 weeks in June and Damian to take 2 weeks before July (MG)
- (GR) to enquire on the availability of supplying the 2 Monitors to analyse the audio product - previous Driver Taskforce staff
- (DF) requested (GR) to consider appointing D/Insp. Mick Frewen and D/Supt Peter De Santo in a part time capacity to oversee the work of the Project Team, to provide an escalation point and to replace (MG)
- (DF) to seek a further investigator and analyst to increase the staffing of the Project Team
- Agreed by the Steering Committee the current Project Team will be in position for 6 months and then reviewed.

Action Item 5: (GR) to enquire and consider supplying 2 Specialist Resource Monitors to analyse audio product.

Action Item 6: (GR) to consider appointing D/Insp. Mick Frewen and D/Supt Peter De Santo in a part time capacity to oversee the project team.

Action Item 7: (DF) to seek a further investigator and analyst to increase the staffing of the Project Team.

9. RELOCATION OF PROJECT TEAM

10. BUDGET CENTRE CODE FOR PROJECT COSTS

- The Project Team have inspected a new work location in Tower 4, Level 6 that is available (MG)
- This area is secured and shared with CAD and other IT Units and is available immediately for approximately 6 months (MG)
- This location will require activation of data points, office set up (further computers / phones / printer / scanner) and the relocation of the safe and existing equipment (MG)
- Increased security required for the office (locks to internal doors). The Project Team will determine security requirements (MG)
- The Steering Committee agreed the set up costs were unavoidable – (DF) to determine appropriate cost centre – Possibly use D/C Taskforce work centre.



Action Item 8: (DF) to determine Cost Centre for project costs.

11. IT

- The Project Team require access to a secured shared network drive to accommodate all project electronic material (MG)
- The Project Team are currently using external drives and this will not be sufficient when the project team is expanded (MG)
- Anticipated creation of Interpose Security Group for project to assist with Stage 3 (Themes) (MG)
- The Steering Committee agreed it was not the position of the Committee to work through IT challenges. The Project team to meet with Supt's. Steve Gleeson and Phillip Green to work through an IT solution.

12. SELECTION OF AN IT PROGRAM / DATABASE FOR FILE RECONSTRUCTION

- For information only – Interpose and RecFind are not suitable for the file reconstruction (MG)
- Given the specific wording of the recommendation in the Comrie report that the file was to be reconstructed within Interpose, the Steering Committee agreed the Executive Sponsor (once determined) should write to Mr Comrie informing him of this development and the need to consolidate this file in a more usable format. (MG) to supply reasons to (DF) on the need for this change so that a full explanation may be supplied to Mr Comrie
- The *Fotobase DAM* program is under consideration (Used by Phoenix and Echo Taskforces)
- This program has high security and works like Interpose where you have an area secured
- The Project Team is awaiting confirmation that the data is able to be sorted / manipulated and entered out of sequence prior to data transfer.

Action Item 9: (MG) to supply (DF) with reasons for not using Interpose to manage this file.

13. ACCESS TO SDU MATERIAL

- Access to the SDU material will occur after 25/3/13 (MG)
- The Project Team is satisfied all of the hard copy material is secure and a mirror copy of the SDU electronic drive has been obtained by the Project Team (MG)
- Interpose Access to HS file 3838/2958 approved A/C POPE with a condition that a register is maintained for any searches outside the human source shell (MG)
- Project team has been supplied with the hard copy of all Contact Reports and some located unencrypted audio files. (MG)



14. FUTURE MEETINGS

- The Steering Committee agreed the next meeting should be held in 2 weeks to report on action items and then to meet monthly.

15. NEXT MEETING

- Thursday 28 March, 8.00 am.

16. OTHER BUSINESS

Action Item 10: (MG) to supply (ED) with a copy of the Comrie Report.

Meeting concluded at 9.20 am.

DRAFT