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Operation Loricated
Steering Committee

Team Notes

Date:	Thursday 06 June 2013		
Commenced:	8.02 am	Concluded:	8.35 am
Location:	Legal Services Conference Room, Tower 1 Level 8, VPC		
Chairperson:	Assistant Commissioner Stephen Fontana (SF)		
Attendees:	Commander Doug Fryer (DF), Superintendent Paul Sheridan (PS), Detective Superintendent Gerry Ryan (GR), Findlay McRae (FM), Inspector Mark Galliot (MG)		
Minutes:	Mark Galliot (MG)		

1. APOLOGIES

- Assistant Commissioner Emmett Dunne (ED), Michael Frewen (MF).

2. MINUTES

- Minutes of the meeting held on 02/05/13 accepted.

3. ACTION ITEMS

Action Item 1

- Seek a further investigator and analyst to increase the staffing of the Project Team (DF)
- Action: Jim Kalogris commenced with the project team on 27/5/13 and Jim Hilliard already part of the project team. Discussion about PSC providing another analyst. **New Action item:** SF to speak with ED on PSC providing another analyst to assist the project team.
- **Action: Complete.**

Action Item A: (SF) to speak with (ED) on PSC providing another analyst to assist the project team.

Action Item 2

- Circulate and collect Conflict of Interest form (MG)
- Action: All members of the Steering Committee and Project Team have now submitted their forms. Discussion about certification. Originally proposed in document the Chair would authorise the documents, however this may create it's own conflict. (ED) suggested (out of sessions) that IBAC be approached to authorise

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any potential conflict. Steering Committee agreed the documents should be evaluated by the Executive Sponsor – avoids conflict / adequate oversight.

- **Action: Complete.**

Action Item B: (MG) to present Conflict of Interest forms to D/C Cartwright for consideration / endorsement.

Action Item 3

- Arrange a media holding statement with the Media Unit (DF)
- On 30/5/13 (DF) met with Merita Tabain, Director of Media and Charlie Morton, Assistant Director of Media and gave a general overview of the project. Not on media log. Charlie will be the main media contact and will prepare a generic media statement.
- **Action: Complete.**

Action Item 4

- (GR) (MF) and Damian Jackson to meet with A/Director Steve Gleeson from IMSSD to determine and satisfy IMSSD & CLEDS requirements for the continued use of this product – Fotoware DAM
- Discussions held with Fotoware DAM representative – discussed below – product unsuitable for project team
- **Action: Complete.**

Action Item 5

- (GR) (MF) to meet with Detective Inspector John Piazza T&C to source analysts
- As per Action Item 1 – further analysts sourced
- **Action: Complete.**

Action Item 6

- (ED) to speak with Supt. Zammit on a possible analyst replacement
- Rolled into new Action Item (A) from Action Item 1 – (SF) to speak with (ED) in supplying an analyst from PSC
- **Action: Complete.**

4. CONFLICT OF INTEREST

- None noted for current meeting.

5. GENERAL BUSINESS

Report from the Project Team – General Achievements (MG)

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- Collected further SDU material from D/Inspector O'CONNOR including member diaries and imprest receipts. Returned stand alone computer.

Accommodation

- Project team relocated to Airlie Leadership Development Centre on Monday 03/06/13 - Obtained access to MFD and a vehicle.

Staffing

- TIO LSC Jim KALOGRIIS commenced with project team on Monday 27/05/13
- Barbara WOJTASIAK on leave from 31/05/13 to 08/07/13 inclusive.

IT

- (MF), the project team and other VicPol staff had a teleconference on 17/5/13 with Fotoware DAM representative. It was established the program was designed specifically for media such as photographs and has limited search functionality across documentary items. It was determined the program was not suitable for the project
- Purchase of standalone laptop and Adobe Dreamweaver software to finish build of web based menu system approved (\$1,100)
- Project Team have obtained access to a larger restricted network folder to store project material.

Phase 1 Achievements

- Objective – Collect all DSU / SDU documents / files and related documents held in relation to 3838 and catalogue into sequential / chronological arrangement
- This phase is now complete – pending recovery / addition of further material
- Some material unable to be located including several member diaries, 1 x Imprest receipt and audio recording for meeting on 19/10/2006
- Diary for Peter Smith 16/04/2005 - 01/02/2006 in particular needs to be recovered as there are 6 identified contacts with source not recorded on Source Contact Reports. Recovery of this material will potentially require overt enquiries
- Some of the unencrypted audio files are corrupted / require enhancement. D/Insp O'CONNOR to supply details of audio software contact that may be able to assist with recovery / enhancement
- The Steering Committee acknowledged the great work of the project team to achieve this objective given the limited staffing, IT issues and timeframes.

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Action Item C: (PS) to enquire on location of missing Peter^{Smith}diary (16/4/2005 – 01/02/2006), Imprest receipt and 19/10/2006 audio recording.

Phase 2 Achievements

- Objective - Review and Migrate / reconstruct all DSU / SDU documents / files and related documents to one secure location / format
- Project Team have designed web based database and commenced review and reconstruction of material
- Commenced paragraphing of source contact reports in compliance with COMRIE recommendations and migration of documents into database. Commenced reconstruction of IR's
- IMSSD satisfied the IT solution complies with CLEDS. IMSSD to provide reviews to ensure ongoing compliance
- The final product will be housed in a restricted network folder and made up of:
 - A web based menu system that mirrors the existing Interpose Human Source Module (without the restrictions and limitations of Interpose)
 - The system will categorise all contacts and related documents including source contact reports, information reports, audio recordings, summaries of audio recordings, diary entries and imprest receipts
 - Copies of all relevant documents appropriately linked to the database which will act as an index
 - ISYS index across all documents will act as the search engine for the database.
- Estimated timeframe to complete phase 2 – approximately 2 months.

Phase 3 Achievements

- Objective - Identify Relevant Issues and Group into Investigation Themes
- The project team have commenced processes for identifying relevant issues and grouping into themes
- Further potential themes have been identified including:
 - Drugs
 - OMCG
 - Gambling
 - Money Laundering
 - Welfare
 - Guns
 - Homicide
 - Petra.

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- Once the review is complete, further suggested themes may be put to the steering committee for ratification
- Steering Committee clarification was required from the project team on the theme based material. If these themes / materials were to be disseminated to other workgroups for review / intelligence / investigation then the information needs to be sanitised to protect the identity of the source. However, sanitisation of this information by the project team will significantly impact on the project timeframes
- Without sanitisation of information, it is estimated this phase will take approximately 2 months.

Phase 3 Discussion

- The Steering Committee noted the further identified themes. The preferred approach would be to have a number of master themes with a series of sub themes given the amount of potential cross over in the data. (GR) & (MF) to work with the project team on the development of the themes / sub themes
- The steering Committee noted and discussed the issues surrounding sanitising material prior to dissemination for investigation. The Steering Committee agreed the project team should continue categorising material according to their themes without sanitisation. This process will occur at a later date if the material is to be passed on to investigators / other bodies.

6. OTHER BUSINESS

- Discussion by the Steering Committee on appropriate framework to triage material identified by the project team, to allocate this work and to oversee its progress. Agreed that a T&C process will be required and to consist of representatives from Crime Command (GR) (MF), PSC (Supt. Rust), Intelligence & Covert Support Command
- Discussion on audio transcription. (MG) to clarify how long left to transcribe audio material

Action Item D: (MG) to clarify how long left to transcribe audio material.

- Discussion re risks of material. Agreed that legal issues (eg; past trials conducted unfairly) currently represents the greatest risk. (FM) & (DF) have briefed the DPP on the issue. Discussion and agreement by the Steering Committee that the project team should complete their objectives in accordance with the terms of

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reference, this material should then be analysed and then any relevant matters would be presented to the DPP or IBAC. In this way, a complete picture of events will be revealed at the one time. However, an exception to this would be if a clear and serious issue arose that required immediate intervention / notification to a relevant individual / organisation

- D/C Cartwright as Executive Sponsor has been provided with a general overview of the operation and has sought a full briefing

Action Item E: (MG) to schedule briefing between D/C Cartwright, (SF) & (DF).

- (PS) advised the Steering Committee witness 3838 has been the subject of increased LEAP interest recently. LEAP result reports are sent to Insp. Waddell at IC&SC. Likely to be interest from Crime Command members.

Action Item F: (GR) to meet with Insp. Waddell and peruse list of members accessing LEAP data to verify legitimate business need for this information.

7. NEXT MEETING

- Agreed by Committee – one month
- Scheduled 8.00 am, 04/07/2013.