



Operation Bendigo ***Document Management Working Group***

Terms of Reference

OVERVIEW

In recent times there has been significant external debate regarding how Victoria Police managed its relationship with 'Witness F'. As a result, by letter to IBAC, dated 11 April 2014, the Chief Commissioner indicated that a "...complete detailed chronology of the key issues and dates" would be provided to IBAC by 5 May 2014. Additionally, the Chief Commissioner requested that IBAC consider taking primacy of the investigation into potential leaks from Victoria Police regarding 'Witness F'.

PURPOSE

The Operation Bendigo Document Management Working Group is to provide a detailed chronology of the key issues regarding the management of 'Witness F' by Victoria Police and to create a framework for the governance of current and future documents relevant to 'Witness F'.

SCOPE

- To source all higher level reports (detailed in schedule 'A') and ensure IBAC are provided with a copy where they do not already have it
- To facilitate a complete detailed master level chronology relating to the creation of and thematic issues identified within the above reports
- To facilitate a summarised chronology of the individual investigations, operations or themed management files regarding 'Witness F' and the respective issues and associated document types
- Facilitate a master level document catalogue for 'Witness F'
- Ensure that each investigation, operation and themed management file regarding 'Witness F' contains an effective form of document catalogue and that it is referenced within a master level 'Witness F' catalogue
- Create a governance framework for the ongoing management of 'Witness F' materials, including the recording of any provision to IBAC

OUT OF SCOPE

- Any investigation into allegations or potential inappropriate activity associated with 'Witness F' or otherwise identified
- Any assessment of documents other than for the purpose of what is in scope
- Making observations beyond specific matters articulated within any documents

REPORTING

Superintendent Lardner will report directly to the Operation Bendigo Steering Committee, chaired by Deputy Commissioner Cartwright, regarding working group progress, outcomes and issues impacting on the these Terms of Reference.

Any Working Group operational and general business matters will be referred to the Director Legal Services.

STAFFING AND RESOURCING

Accountability for delivery against these Terms of Reference will be with Superintendent Lardner. Superintendent Gleeson will provide document writing support. Additional direct support will be sourced as required from across the organisation.

Work areas (or their respective Commands should the work area no longer exist) with accountability for specific investigations, operations or themed management files may be required to support the Document Management Working Group by; inter alia; providing prompt responses to requests for assistance, compiling summaries of certain documents, providing a chronology for certain activities and introducing a cataloguing system for documents relevant to 'Witness F'.

COSTS

It is not anticipated that any significant costs will be incurred. Costs to establish a secure office area and for general operational needs of the Operation Bendigo Document Management Working Group will be allocated against OCCP work centre

TIMEFRAMES

The report for IBAC is to be completed by 5 May 2014. The target date for completion of the governance framework is 10 May 2014.

Deputy Commissioner Tim Cartwright

Chair – Operation Bendigo

Date:

Schedule A

Documents believed to exist and titled similar to

- SDU Closure File
- ████████ OPI Report
- Petra Taskforce Final Summary/Report Documentation
- 2010 CMRD Report on Human Source Management
- 2011/12 Taskforce Driver Final Report
- Civil Litigation Division – Litigation Finalisation Report
- Ombudsman Victoria Report on ‘Witness F’ Litigation Settlement
- Comrie Review
- Comrie Review Post Implementation Report
- Post Comrie Review Implementation Document (with legal advice component)
- Robinson Review of Witness Protection
- Robinson Review of Witness Protection Post Implementation Review
- Any other documents identified of apparent similar level and relevance as the above reports

In-Confidence