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Subject: Audit of Human Source Holdings at the Source Development Unit,
Victoria Police – June 2006

Parameters of Audit

As per request (refer Folio 15), I have undertaken a *procedural, ethical and value for money* audit in respect of active human sources at the Source Development Unit, for which Superintendent, State Intelligence Division has registration responsibility.

The audit involved an examination of Informer Management Files held by the controller, to ensure the following:

- The Informer Management File (IMF) is registered at the Central Informer Registry with the Informer Management Unit (IMU).
- The authorisation for registration has been given by the Local Informer Register (LIR).
- The Informer Registration/Re-activation Application is within the IMF.
- A risk assessment was completed at the time of registration.
- Further risk assessments have been completed when necessary.
- There is evidence on the Activity Log to indicate that the handler has briefed the informer as to responsibilities and expectations (Acknowledgement of Responsibilities document)
- All I.Rs are attached to IMF.
- All Informer Contact reports are attached to the IMF.

- Controllers monthly review of Informer relationship and information provided endorsed on IMF.
- Handler has submitted quarterly reports detailing all contacts with informer and assessment of continuance of registration.
- Evidence of quarterly inspection conducted by LIR is endorsed on file.
- The true identity of the informer is not recorded anywhere within the IMF.

Audited Files

The following files were fully audited:

- [REDACTED]
- 3838 (Tony Biggin)
- [REDACTED]

Non Audited Files

The following files were either classified as transfer (T) or deactivated (D):

- [REDACTED]

Two files, listed as active on the computer system, were not logged in the Controller's folder. They were as follows:

- [REDACTED]

Opportunities for Improvement

The audit has revealed the following opportunities for improvement:

File [REDACTED]:

- awaiting IRs re contacts on log
- Change of handler form not logged in database

File [REDACTED]

- 16.12.04 - a change of handler form was submitted, but form has not been logged in database
- ICR 12 - handler change from **Black-O** to **Green-O** but no change of handler form logged in database
- Contact on 18/8/05 - no ICR ref
- Contact on 23/8/05 - no ICR ref
- ICR019 - listed on activity log but form not logged in database
- Some S51 are saved to database but some not - eg: 24/8/05 not saved to database but subsequent ones are.

File [REDACTED]:

- 22.3.06 – Contact occurred but no ICR/IR submitted.
- 20.4.06 – as above
- No ICRs listed or logged from 34-43 (ie 34 is listed, and then the numbering skips to 43)
- No monthly review in March 2006
- No AOR apparent.
- Current status (ie is this file deactivated?)

File [REDACTED]:

- 09.2.05 – ICR07 missing
- 18.2.05 – ICR10 missing
- 05.5.05 and 06.5.05 – No ICR18, but 2 x ICR19.
- ICR013 – SID reference but has no logged number, and no IR attached or submitted.
- 11.8.05 and 3.10.05 – Contact but no ICR ref number
- 09.11.05 – Contact and noted that ICR is pending.
- 21.01.06 – No ICR submitted
- 04.2.06 – No ICR submitted
- 16.2.06 – No ICR submitted
- 17.2.06 – as above
- 18.2.06 – as above
- 21.2.06 – as above
- 22.2.06 – as above
- 24.2.06 – as above
- 05.3.06 – as above
- 07.3.06 – as above
- 08.3.06 – as above
- 15.3.06 – as above
- 12.5.06 – No ICR submitted and intelligence received, but no IR ref.
- No May Monthly source review
- No AOR form evident?

File [REDACTED]:

- 14.3.05 – IR submitted but not listed on log
- 27.4.06 – last entry on log.
- No management monthly source review since then.

File [REDACTED]:

- Contact reports 44, 45, 49, 50 and 65 are not saved in the directory.
- 08.3.06 – IR SID379 submitted, but not listed on log
- 30.5.06 – IR submitted but not listed on log.

File [REDACTED]:

- To be deactivated?

File 3838:

- Audit completed by Superintendent Biggin.

File [REDACTED]:

- 23.1.06 – IR 359 and IR 360 not listed on log.
- 27.1.06 – IR 362 not listed on log
- 24.4.06 – Monthly Source Review – no further update.

File [REDACTED]:

- 10.2.05 – IR064 not listed on log
- 27.10.05 – last contact listed. No update or monthly source review since then. No ICR submitted re last contact.

File [REDACTED]:

- 18.3.05 – IR SID133 submitted but not listed on log.

Conclusion

The audit revealed that the current management of human sources at the Source Development Unit is being conducted at a high level – in all three audit areas of procedural, ethical and value for money. Risk management of issues is exceptional, and documentation professional and concise. However, the appropriate management of files is clearly affected by the lack of administrative assistance. This lack of administrative assistance is impacting on the timeliness of report and form submission both at the local level as well as at the Informer Management Unit (see attached audit of received files by IMU, folios 18 to 25 refer). At this stage, the unit is managing, however if this is allowed to continue, then morale and work pressures may become evident. Given the high stress and risk nature of the unit, priority should be given to providing administrative support as soon as practicable.

Recommendations

The following recommendations are made:

- The identified opportunities for improvement in respect to this audit are undertaken as soon as practicable;
- The identified opportunities for improvement in respect to the IMU audit are undertaken as soon as practicable (folios 18 to 25 refer);
- Priority administrative support is considered for the Source Development Unit.

Forwarded for your information and consideration,

Lucinda Nolan
Superintendent