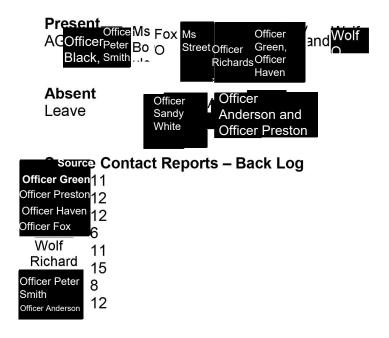
UNIT MEETING Minutes for 06-01-09



SDU Office Management

- (a) Reminder from Sup't BIGGIN
 - In-light of the recent unauthorised release of surveillance documents
 - Vigilant to Office and document security
 - Dissemination of intelligence
 - Documents in vehicles and on jump drives
 - Security of e-mail system

(b) Office Security

SDU PREMISES

- Commenced audit of allocated office and safe keys
- Commenced audit of allocated 10 torches

SDU CAR PARK

- Looking like a junk yard
- Motor bike, gym invaded & assorted personal effects

SDU VEHICLES - CAR PARK

- Vehicles are an expensive asset
- Common practise of leaving keys in vehicle overnight to cease
- SDU negligent if a vehicle was ever stolen from our car park
- Please clean up the area
- (c) Good Work
 - Acknowledgement of efforts and good results achieved for 2008 by all

Petty Cash

- Parking claims on ONE form, not separate claims each fortnight
- Record in Ledger and Diaries on claim number against your diary claim

Imprest

Need manual diary with the claim Op Expenses:-

- Code for Source related mobile expenses must be 53426
- · Applies to diverted land lines which are also Operational Expenses
- Not 50834 / 35 which should only be used for our mobile expenses
- Licence are coming up for renewal, please don't pay them.

 Contact D/I GLOW with renewal arrangements with

Vehicles

LAMPS funding for 3 new vehicles
Safe installation to be arranged via Annual Orders = Officer Green

Mail Boxes

Great improvement on recent months, continue to check at least once a week

Assignment / Member Movement

Nil

Leave

<u>Current:</u>

Officer Sandy White 22-12-08 to 23-01-09

Presto n DS

15-12-08 to 09-01-09

Future:

Smith

Anders 12.01.09 to 02.02.09

on-DS

12-01-09 to 11-04-09 (with LSL)

Wolf Ms

19-01-09 to 09-02-09 19-01-09 to 09-02-09

Leave Roster needs all 9 weeks allocated to 30th June 2009

= Secured all 9 week allocations, excep

= Please rectify asap

& Officer
Haven

Portfolios

Beware of your responsibilities Attend to your allocated tasks Reminder of your Support roles if primary on Leave

OSTT Qualification

- Final reminder that Fox has secured an office OSTT Day at Academy Please ensure you make yourself available for Thursday 8th January '09

Availability / Alarm Response

<u>'Week:</u>

Next Week: Richard 0_0

Alarm Response: Officer Black & Fox-O

Disruption Allowance

Update from Richa = No change, no agreement and still no decision

Learning

Controlled Ops Meeting with their staff on 05-01-09

Ongoing issue with Controlled Ops permitting unauthorised

persons access to our records

Social Club

Issues to report? = Nil

HANDLER WORKLOAD

