

Issued to ALC VIEN LAY	A0008/
Rank & No. 1415 150	Date <u>\$1812008</u>
Completed and returned to:-	
Date//	

This document has been redacted for Public Interest Immunity claims made by Victoria Police. These claims are not yet resolved. INSTRUCTIONS FOR USE AND INSPECTION

Purpose of an Official Diary

A PB 13 is kept as a record of daily duties performed including rest days, leave, etc. Its object is to:-

- afford accurate information to supervisors as to the manner in which duties are carried out.
- protect and assist employees on all occasions of future reference to their conduct.

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Responsibility for Inspection

Supervisors must inspect PB 13s on a regular basis to ensure proper completion of entries. District Inspectors, Station Managers and Divisional Managers have the overall responsibility.

When to Inspect

- Station Managers at least fortnightly where possible
- Inspecting Officers random checks during inspections

Arrangements for Inspection

Must be made to avoid the excuse of the PB 13 not being available. If necessary, arrange for inspection while the employee is absent from work to avoid them needing it on the day of inspection.

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VICTORIA POLICE

OFFICIAL DIARY PB13

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	Rank & No. DERITY COMISSIONE	6 Date 24712009
	Completed and returned to:-	
	Date / /	

INSTRUCTIONS FOR USE AND INSPECTION

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	Monthly Overtime	Monthly Court Hours	Rest Days Owe	d
ate / Time		Particulars of Duties		Claims
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ay, Ken (DEPL	TY COMMISSIONER]	1	11/03/2010 11/0	

211 Monthly Overtime Monthly Court Hours **Rest Days Owed** Particulars of Duties Claims Date / Time R/2 HE (10 CONNOA), 12/12/09 (2 \$ 10 16 APKIL - 1 MAY ROFE (IN CANADA) 12/12/09 (3) 10 BEST DAYS. RETURN TO DUNY / MESDAY This document has been redacted for Public Interest Immunity claims made by Victoria Police. These claims are not yet resolved. R/0 F/E 12/12/09 (4) SUN 2/5/10 e o FIE 26/12/09 (1) Mon 3/5/10 × 10 + 15 26/12/09 (2) TUES 4/5/10 KB 8/E 26/12/09 NED (3 \$15/10 20 FE 26/12/09 (4) THU 6/5/10 FRI RO FK 9/1/10 1.) 15/10 SAT RO HE 9/1/10 (2) 8/5/10 SUN ROFE 9/10 (2).





VICTORIA POLICE

OFFICIAL DIARY PB13

Issued to DC. KIEN LAY	
Rank & No. DC VPISLST Date 26	61812010.
Completed and returned to:-	
Date//	

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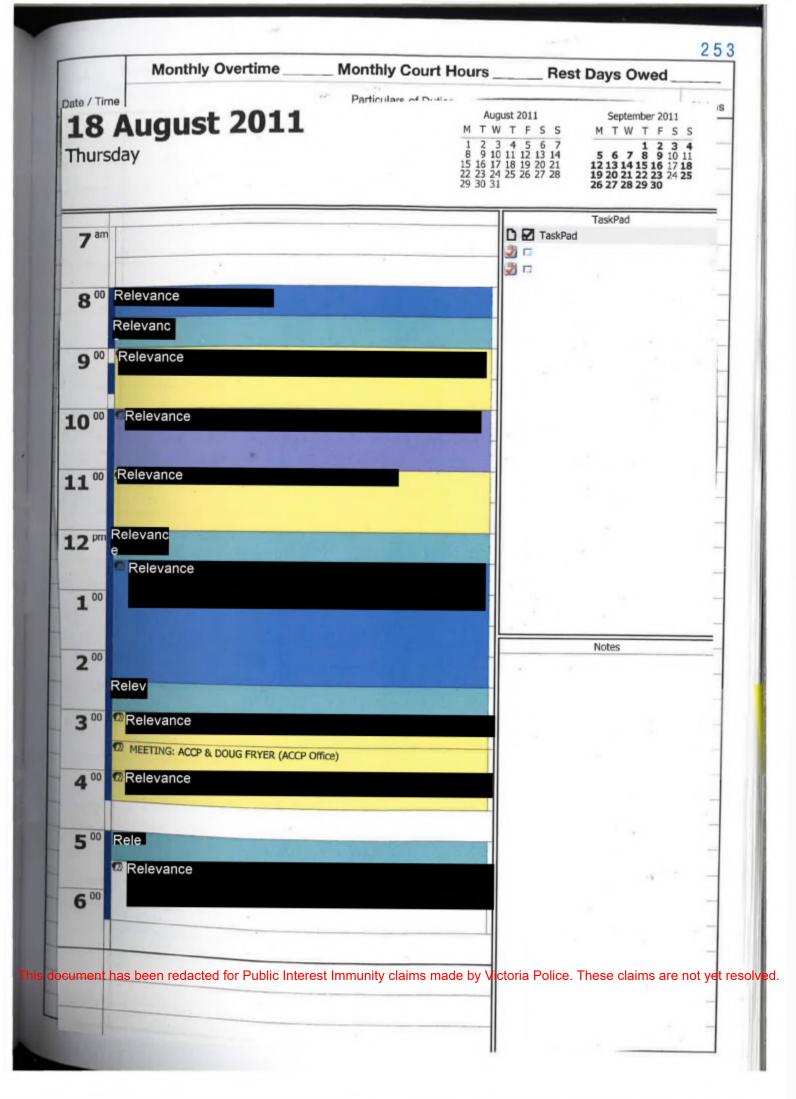
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ay, Ken (DEPUT	Y COMMISSIONER]	-		

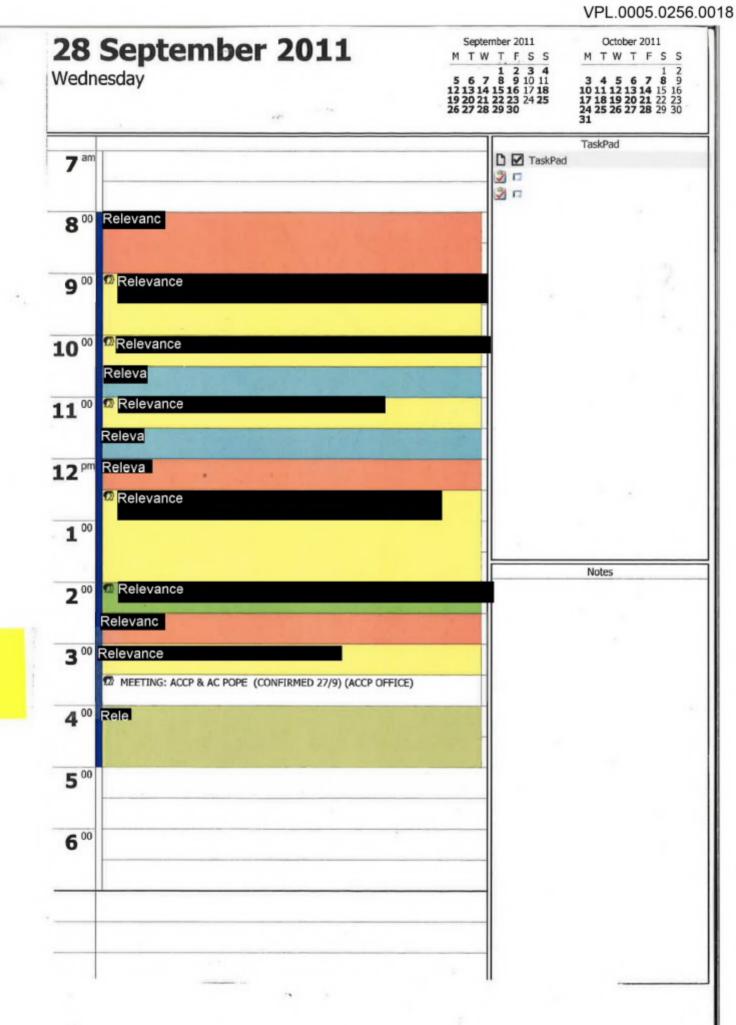
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Date / Time		Particulars of Duties		Claim
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	Monthly Overtime	Monthly Court Hours	Rest Days Owed	
Date / Time		Particulars of Duties		Claims
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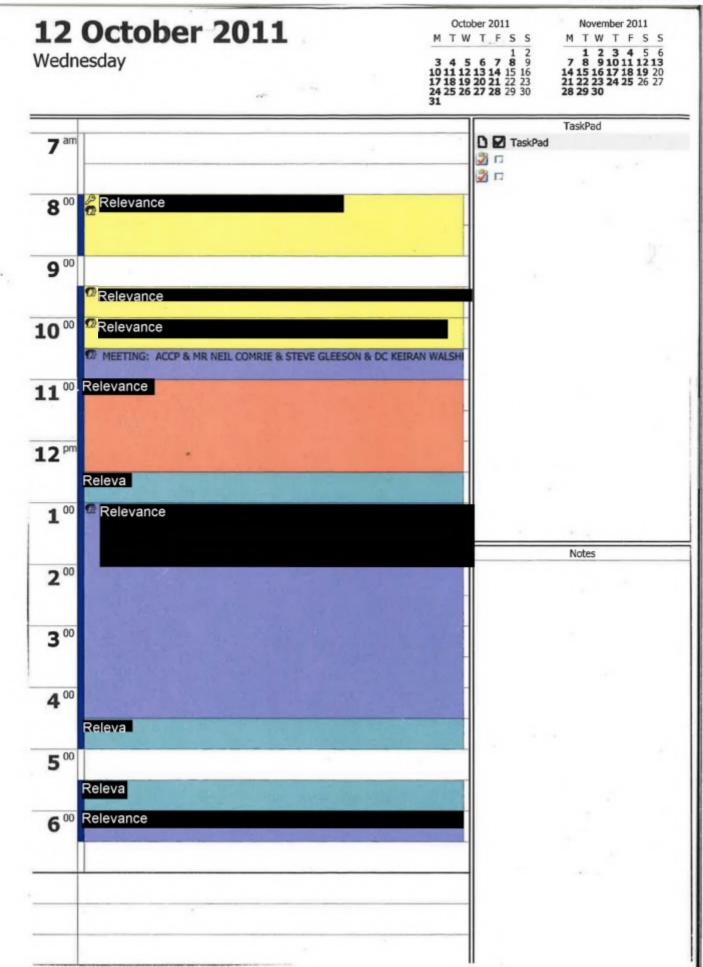
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	Monthly Overtime	Monthly Court Hours	Rest Days Owed	
ate / Time		Particulars of Duties		Claims
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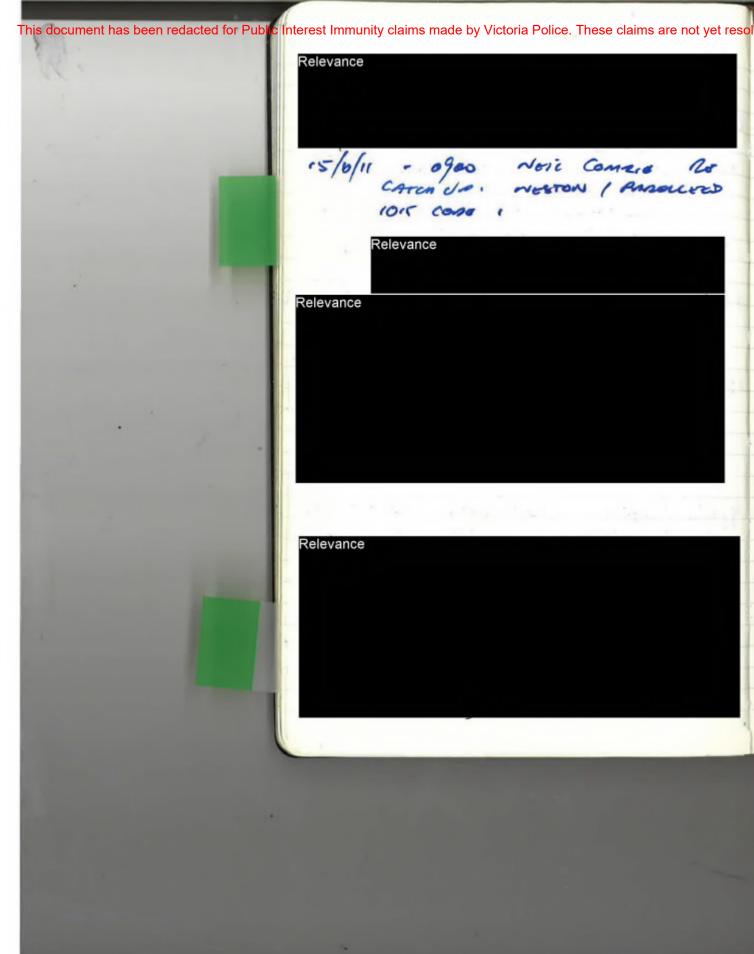




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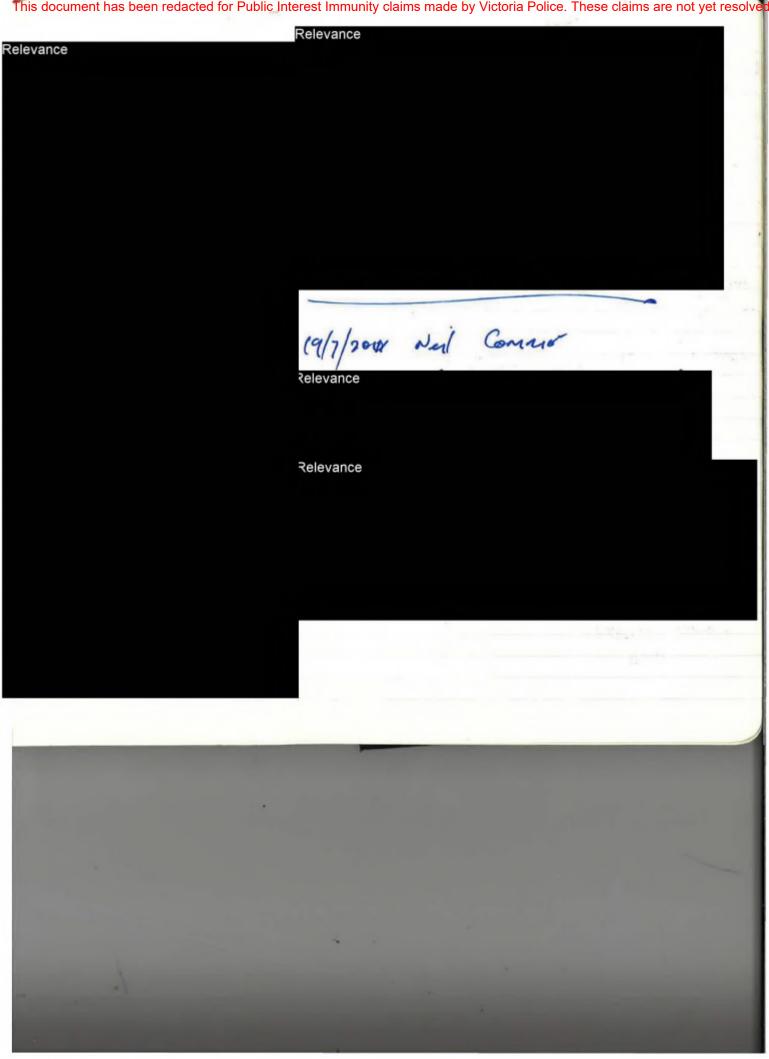


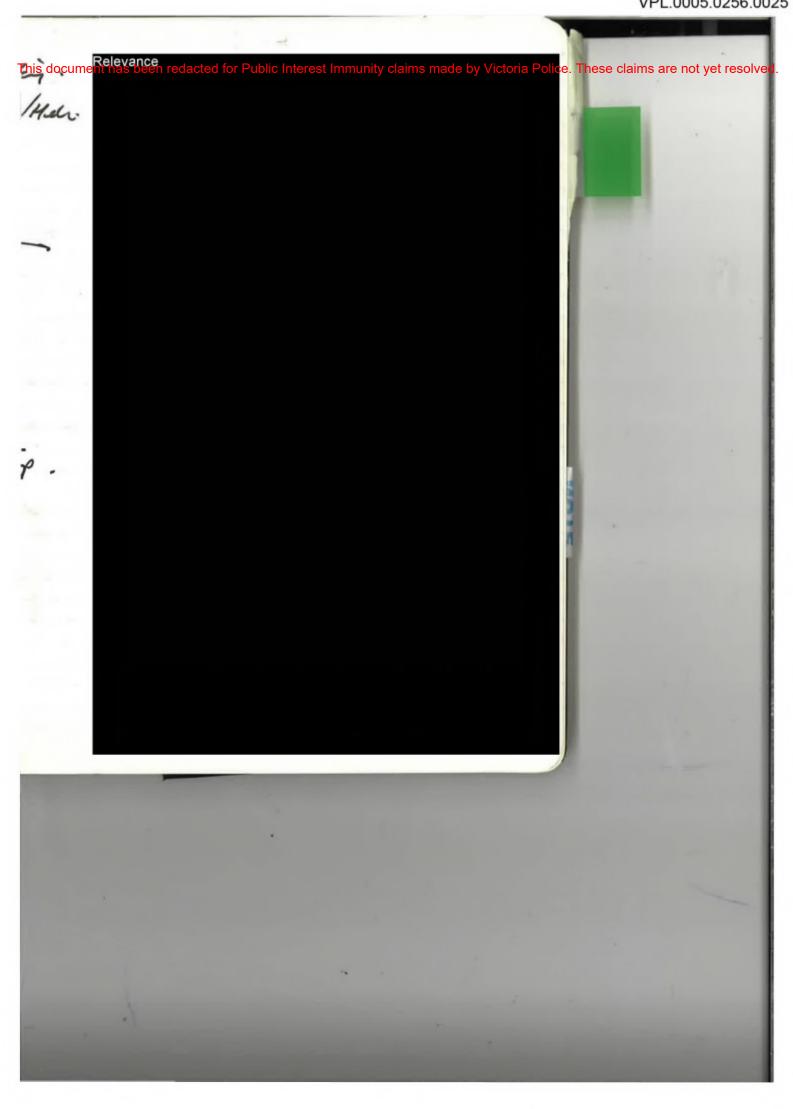
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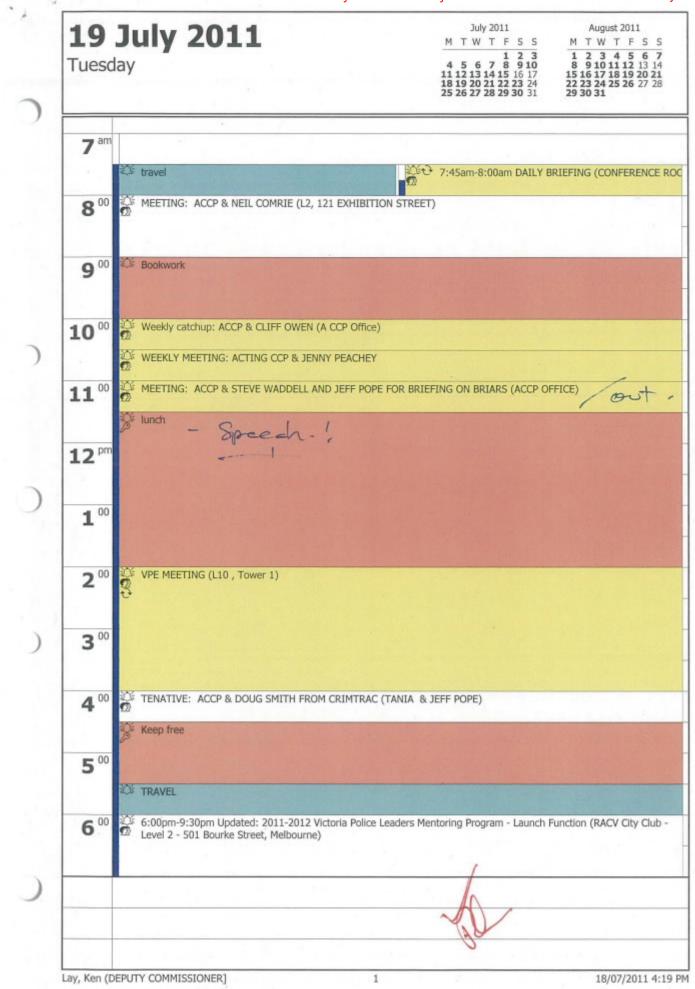
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VPL.0099.0150.0001

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Subject: Location:	MEETING: ACCP & STEVE WADDELL AND JEFF POPE FOR BRIEFING ON BRIARS ACCP OFFICE
nd:	Tue 19/07/2011 11:00 AM Tue 19/07/2011 11:30 AM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Required Attendees:	Waddell, Stephen; Pope, Jeff; Patton, Shane

VPL.0099.0150.0003

This document has been redacted for Public Interest Immunity claims made by Victoria Police. These claims are not yet resolved.

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22	NG FOR ACCP	ON DRIVER: ACCP,	AC Ashton (ACCP	Office)	
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	al Boundaries soner's Board	Presentation by CCP Room Level 10, Tow	(Presenting Certif er 1)	icates etc to Regional	Boundaries Staff) (Chief
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6 ⁰⁰ 5:30pm			n for	10 mins	

Subject: Location:	BRIEFING FOR ACCP ON DRIVER: ACCP, AC Ashton ACCP Office
Jtart: End:	Fri 8/07/2011 1:30 PM Fri 8/07/2011 2:30 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Required Attendees:	Ashton, Graham; Patton, Shane; Walshe, Kieran (Deputy Commissioner); Cartwright, Tim

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2 ⁰⁰ VPE Finance Sub-Committee Meeting (Towe	ar 1 Loual 10 CCD Masting Boom)	
2 ⁰⁰ VPE Finance Sub-Committee Meeting (Towe	er 1, Level 10 - CCP Meeting Room)	
3 ⁰⁰ MEETING: CCP & ALAN BYRNES ON EMERG	GENCY MANAGEMENT (CCP OFFICE)	
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Subject:	MEETING: ACTING CCP & AC ASHTON & STEVE WADDELL - UPDATE OF BRIARS TASKFORCE CCP OFFICE
Start: End:	Mon 27/06/2011 10:30 AM Mon 27/06/2011 11:00 AM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Required Attendees:	Waddell, Stephen; Ashton, Graham; Patton, Shane

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5.22	₩ Weekly meeting CCP & DC (L10, Tower 1)		
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	MEETING: ACCP & LORIS (ACCP OFFICE)		
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Subject: Location:	MEETING: ACCP & LORIS ACCP OFFICE
nrt: ⊨nd:	Mon 10/10/2011 10:30 AM Mon 10/10/2011 11:00 AM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Required Attendees:	Meadows, Loris

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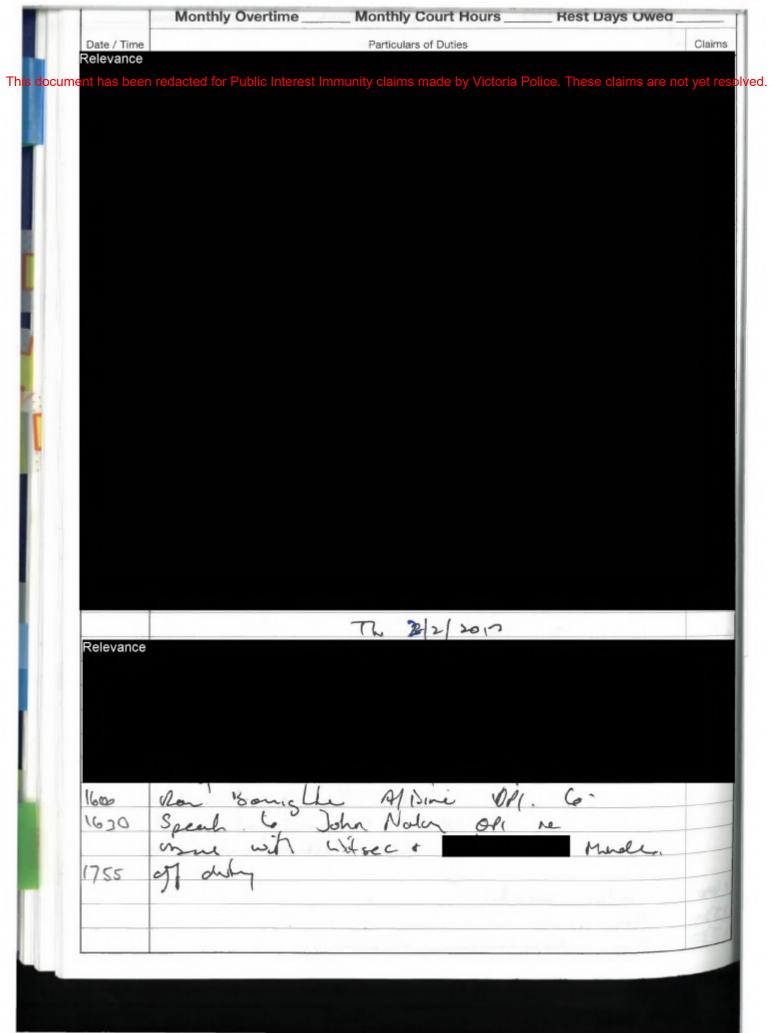
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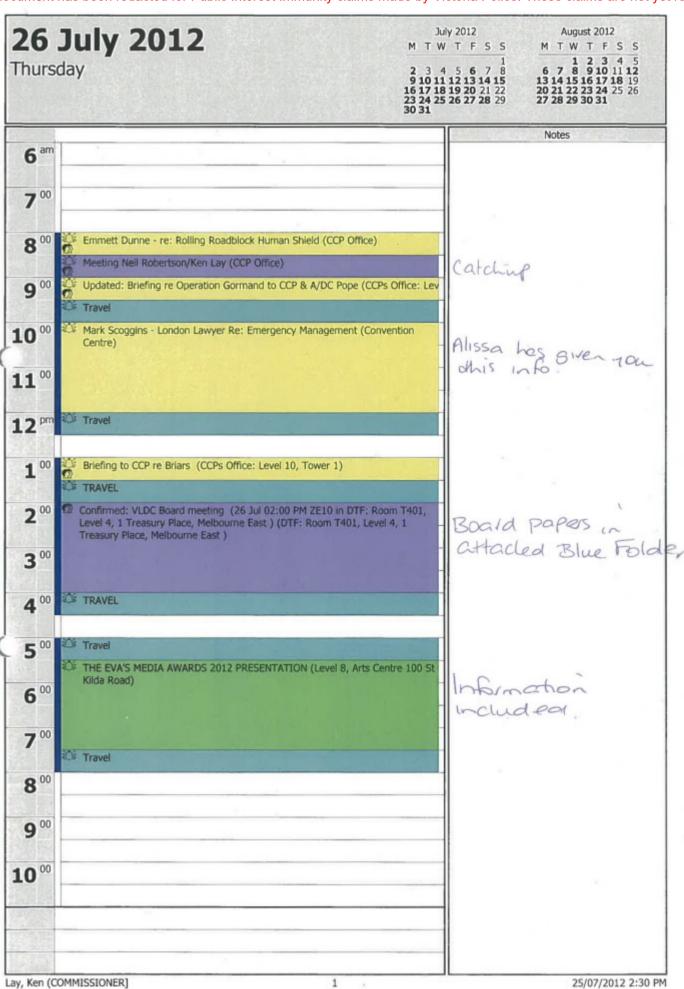
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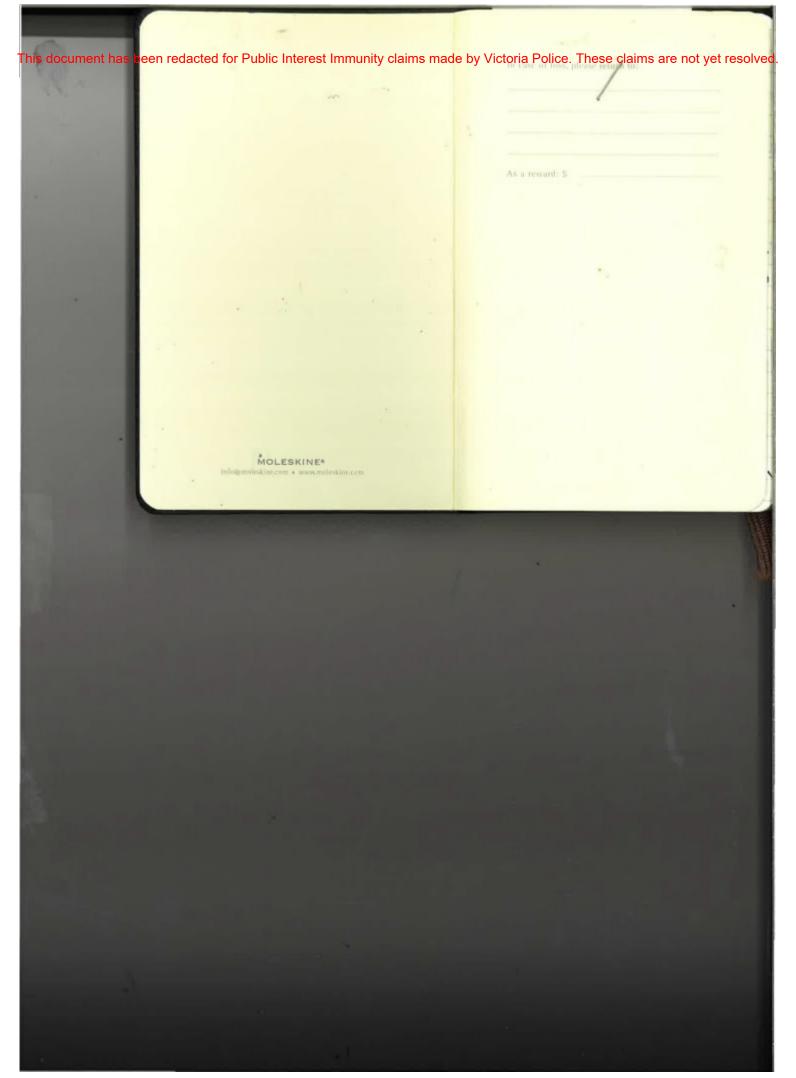
Subject: Location:	Briefing to CCP re Briars CCPs Office: Level 10, Tower 1
Start: End:	Thu 26/07/2012 1:00 PM Thu 26/07/2012 1:30 PM
Recurrence:	(none)
Meeting Status:	Accepted
Required Attendees:	Pope, Jeff; Waddell, Stephen; Lay, Ken (COMMISSIONER]; Rust, Clive

When: Thursday, 26 July 2012 1:00 PM-1:30 PM (GMT+10:00) Canberra, Melbourne, Sydney. Where: CCPs Office: Level 10, Tower 1

Note: The GMT offset above does not reflect daylight saving time adjustments.

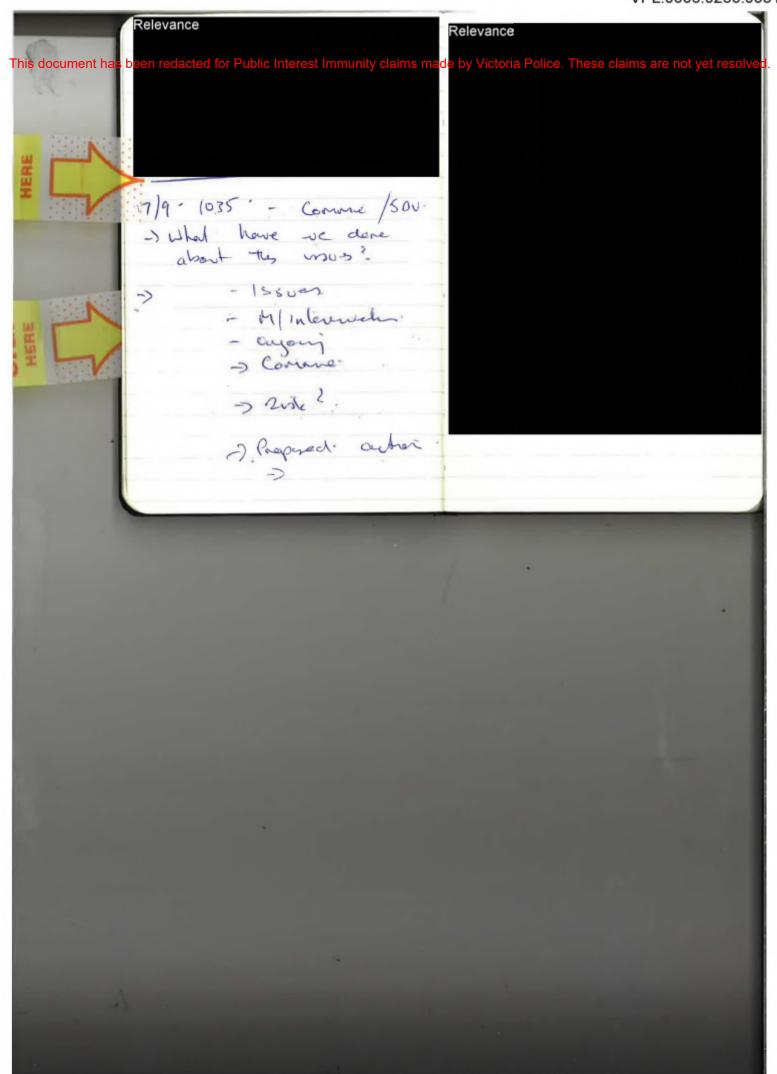
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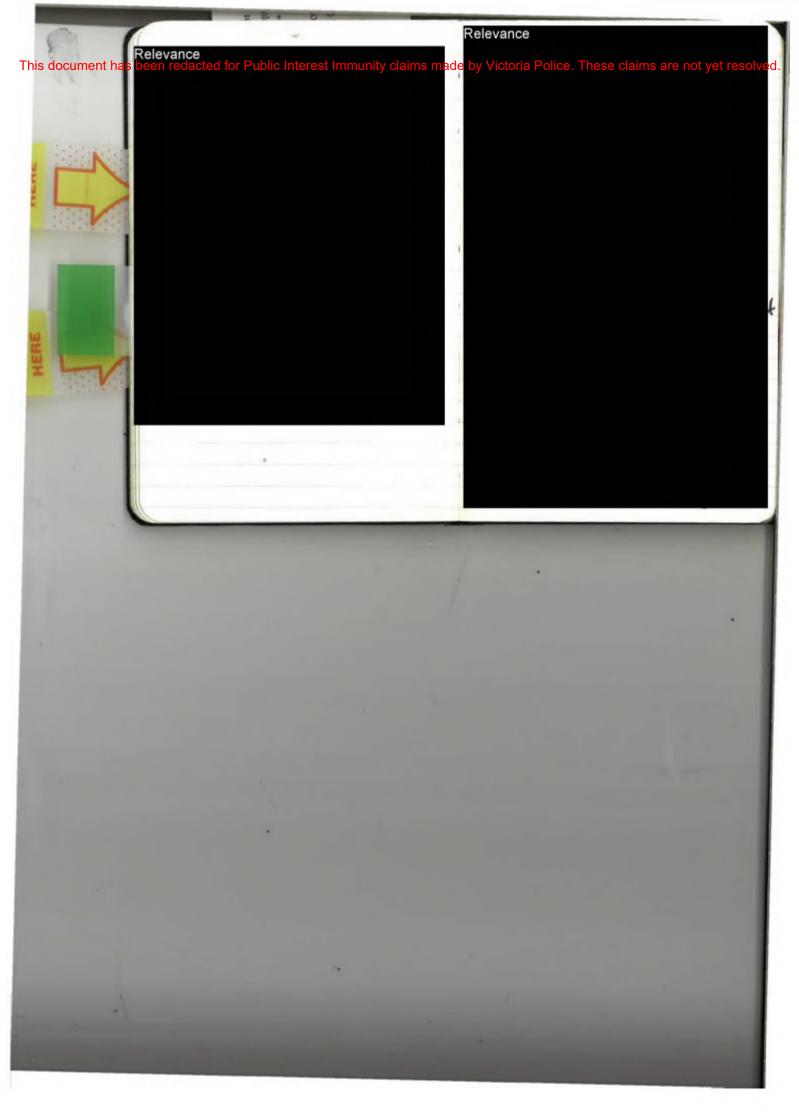


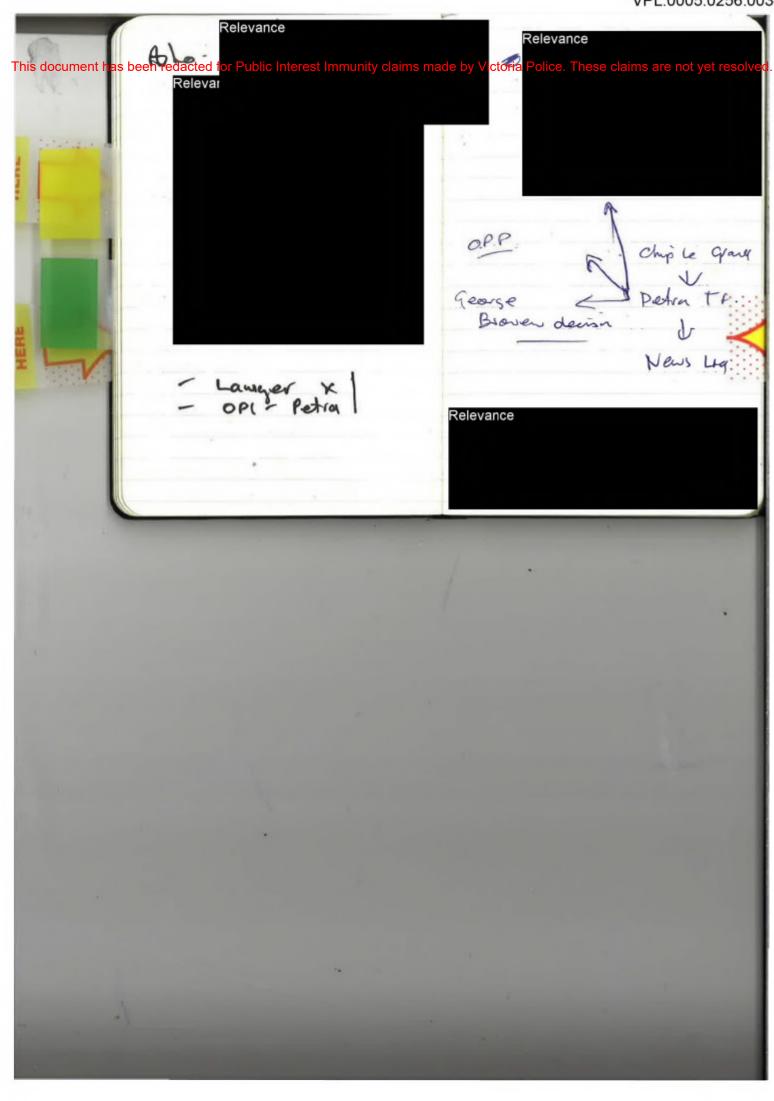






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10 00	 TRAVEL Updated: Victoria Police Portal Demonstration (Lay, Ken (COM) Ashton, Graham; CONFERENCE RODM-CCP-MGR) 	MISSIONER];	8.30799 1 hour. beiro.etc.
11 ⁰⁰	C Riars Briefing (CCP Office)		
12 ^{pm}	Bi LUNCH	an	
1 00	MEETING KEN LAY & JEFF JARRETT (CCP OFFICE)		
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VICTORIA POLICE

OFFICIAL DIARY PB13

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INSTRUCTIONS FOR USE AND INSPECTION

Purpose of an Official Diary

A PB 13 is kept as a record of daily duties performed including rest days, leave, etc. Its object is to:-

- afford accurate information to supervisors as to the manner in which duties are carried out.
- protect and assist employees on all occasions of future reference to their conduct.

Use of a Day-Book

Employees may record details of their duties performed and contemporaneous notes in a day-book. This is not a corporate document and does not replace the need to complete other records as required by the policy.

A PB 13 may be used as a day-book however a day-book does not replace a PB 13. PB 13 and patrol duty return entries can not include a cross-reference to a day-book entry.

Security of an Official Diary

Employees are responsible for the security of the PB 13 issued to them:

- only take away from the work location when necessary.
- give to the OIC for security and reference if going to be absent for a length of time, e.g. on leave.

Inspection of an Official Diary

Responsibility for Inspection

Supervisors must inspect PB 13s on a regular basis to ensure proper completion of entries. District Inspectors, Station Managers and Divisional Managers have the overall responsibility.

When to Inspect

- Station Managers at least fortnightly where possible
- Inspecting Officers random checks during inspections

Arrangements for Inspection

Must be made to avoid the excuse of the PB 13 not being available. If necessary, arrange for inspection while the employee is absent from work to avoid them needing it on the day of inspection.

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