Action Items:

- Morpho to update HM136771
- Morpho to Update M13-17
- Morpho to follow up an update from DIAC
- Conference call to be organized in relation to the data server and data receiver issues – Morpho, CrimTrac and Police Agencies.
- Information to be modified on the monthly report to CrimTrac so that there is better and more useful information.
- Yvonne Dillon to work with Morpho in the ~~next~~ coming weeks to help correct ongoing issues with information being received. Dates to be confirmed.
- A Meeting for the 19th of February 2014 to be organized for sign off of the SODD. Michael Goeldner to finalise once he is back in the office.
- ~~Michael Goeldner, Darryl … and Morpho to organize a meeting.~~
- ~~Jasson Paz to attend next meeting which will be held at Morpho.~~

Meeting Minutes

CrimTrac staff bought up issues with the data server and data receiver and highlighted a requirement to understand ~~wanted to know~~ what investigations were being conducted. Morpho ~~have said~~advised that fundamentally everything seems to be working fine, but the issues lie with the lack of speed. They are running network tests and the CrimTrac network staff are aware of the issues.

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HelpMaster jobs are to be updated more often on Morpho's side, and are to be closed only when the problem has been identified and resolved. ~~Morpho are~~Morpho is happy to relay this information to staff and try to make the updates more frequent.

In relation to the monthly report, CrimTrac ~~are~~ is not entirely happy with some of the information that is being put into the report. Some of the information is irrelevant and unnecessary. ~~Morpho have~~Morpho has mentioned the report is currently the way it is because of previous CrimTrac management. Morpho are happy to make changes where needed to accommodate.

- CrimTrac ~~are~~ is happy to have a 3 year comparison in the report.
- Trend analysis should be in the report.
- More information on the meaning behind the tables in the report.
- Information about what the impact is.
- Information to help preempt issues that may occur.
- If there is need for CrimTrac to be concerned about issues, this needs to be in the report.
- The report needs to be more consistent.

~~Morpho have~~Morpho has said that they are happy to put more information in the report when exceptional jobs are entered.

As the report was received later than expected, CrimTrac will let Morpho know if there are any further concerns when the report has been looked at with more detail.

A discussion will need to happen in relation to incident reports surrounding who is dealing with what. This needs to have more information.

Yvonne Dillon is to work closely with the Morpho staff to correct issues on what is being received. Live feedback is welcomed. Dates are yet to be confirmed.

SLA 2014 – waiting on reports to make further decisions. ~~Morpho are~~Morpho is happy to forward a draft to CrimTrac for review and feedback.

Morpho advised the meeting that ~~F~~formal sign off for RDD and SODD is outstanding ~~are wanted from Morpho's end.~~ CrimTrac advised that ~~T~~there are changes that have been discovered from CrimTrac's end that are being worked on. There have been contradictions found that need correcting. Section 9 has been completed, RDD has been completed. ~~The further changes that are being made a more BAU related~~. Paul Griffith~~s~~ and Andy Wall to sit down and have further discussions around this. ~~Morpho to have s~~Sign off to be undertaken -in scheduled meeting with Paul Griffith, the date has yet to be confirmed.

G20 – Phase 2 outage very close, this may impact dates. The finance ministers meeting will not affect the ~~CrimTrac~~project.

DBM's to be in the country next Monday.

Jasson Paz will need to be informed that the destination for the Workstation Refresh hardware has not yet been finalized.

Bruno Pattyn has asked to have a meeting with Doug Smith. Dates to be confirmed.

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Rebecca Dale

From: Paul Griffith
Sent: Tuesday, 12 May 2015 8:33 AM
To: 'CARTI Jonathan (MORPHO)'; 'LESEIGNEUR Thomas (MORPHO)'
Subject: PIR and Weekly Meetings Minutes [SEC=UNCLASSIFIED]
Attachments: NAFIS CU Project Weekly Status Meeting Minutes.docx; NAFIS PIR Minutes.docx

UNCLASSIFIED

Jonathan/Thomas,

Attached are the minutes from the two meetings we have held. There are a number of action items in each, but some of these have already been closed.

Paul

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CrimTrac FOI p A3

NAFIS Capacity Upgrade Project Weekly Status Meeting at CrimTrac at 1:00pm on Friday 08 May 2015.

Attendees: Jurij Bondaruk (CrimTrac), Carmen Eckhoff (CrimTrac), Yvonne Dillon (CrimTrac), Paul Griffith (CrimTrac), Steve Arundel (CrimTrac), Thomas Leseigneur (Morpho) and Jonathan Carti (Morpho)

DIBP Gabor Scores

Discussions were held concerning the issue DIBP is experiencing because of the reduced Gabor scores in V11.

- Morpho to provide statistics on the average Gabor scores being returned on V11 for DIBP.

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- The DIBP Quality Control settings need to be changed so that the number of dossiers returning for quality control is the same as was occurring in V10.
- BSS to discuss with DIBP about switching on their BAMS on Monday morning or delaying to after the thresholds are reset.
    - Update: BAMS is not to be turned off as score thresholds provided to DIBP and implemented.
- Yvonne advised that some LE users were also experiencing issues with an increase return rate for quality control. Morpho is to provide statistics on the average Gabor scores for Law Enforcement fingerprint images.

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Lights Out Tracking Thresholds

Carmen and Yvonne discussed the teleconference held with users on Thursday.

- Overall users were happy with the upgrade:
    - advised that they had concerns with the latency issue

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- Morpho is to continue collecting data on returns for validation and provide a report to CrimTrac on 4 June.

<<s11C(1)>>

NPBI

The meeting discussed the NPBI issue and expected resolution timeframe.

- Morpho advised they were commencing investigation into the issue next week. They will require assistance from Datacom. CrimTrac BSS to liaise.
- NPBI not working on the training environment. Same issue as the production environment.
- This will impact on DIBP testing of the Bridging Visas project and the BatB project.
  - BATB needs the NAFIS training environment to test their PoC next week. The project needs to be able to upload NIST files prior to the test, and connect to this environment during the tests.

FCC Tool

- Morpho have commenced investigations and will advise.

AFP NIST Import

- Morpho has a solution. They will submit a standard minor change and be ready to test next week.

Latency Issue

- Morpho believes they have a solution:
  - Possibly tuning in remote sites Oracle environment
  - Updated in VIC on Wednesday. Tested on Thursday with positive results
  - All sites updated today
  - Advice from users indicates the fix is successful
  - Morpho will continue to monitor for a week and advise CrimTrac Agency
  - Morpho also wanted to stress that there will be delays when opening a new dossier as all the candidates need to be loaded. Network latency may also be a contributing factor.

Dossiers Crashing

- Morpho is investigating.

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<<s11C(1)>>

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NAFIS CAPACITY UPGRADE POST PHASE 2 UPGRADE REVIEW

A meeting was held between CrimTrac and Morpho at CrimTrac on 5/05/2015 at 1:30-2:30pm to discuss the Phase 2 upgrade findings.

Attendees: Jurij Bondaruk (CrimTrac), Carmen Eckhoff (CrimTrac), Yvonne Dillon (CrimTrac), Paul Griffith (CrimTrac), David Mellink (Morpho) and Jonathan Carti (Morpho)

Upgrade Overview

1. Full migration to the V11 algorithm.
2. Database consistency checks completed.
3. MAP Database restored.
4. Remote clusters updated.
5. Extensive testing of the system conducted prior to the upgrade.

Upgrade Outcomes

6. No dossiers are queuing in the system.
    a. Data migration between V10 and V11 has been reconciled with all records matching.
    b. One record is in error which may need to be re-inserted into NAFIS.
7. There has been anecdotal evidence suggesting an improvement to latent matching.
8. New matcher proving responsive and robust.

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Issues

1. Gabor score threshold settings for DIBP (while they have not changed) appear to be too high with the new coder, as DIBP are experiencing a large increase in the number of records being returned to Quality Control.
    a. DIBP needs urgent solution as they cannot manage the workload increase.
    b. Each finger has a different score and threshold.
    c. DIBP require the same percentage of returns as under V10.
    d. Morpho to provide statistics for each finger and threshold recommendations on 6/05/15

<<s11C(1)>>

3. Users are experiencing latency between screens.
    a. The problem is intermittent and not all jurisdictions have advised of the issue.
    b. Morpho has raised this as a Severity 1 with France.
4. 3 dossiers have crashed workstations which have to be rebooted. Dossier can be processed after this. Morpho has not seen this issue before. They are investigating.
    a. Update from QLD on 6 May reveals that the dossiers cannot be processed after rebooting the workstation.

7. Morpho to investigate the NBPI issue and provide a permanent solution before the Phase 2 upgrade is accepted.
8. Data server problem record is still open.
9. Morpho to provide a summary of the data collected over the last week to advise threshold settings for the future.

Lessons Learned

1. Pre-outage preparation proved invaluable:
   a. QPS testing on actual system with production data proved the system worked.
   b. The 8:00pm start enabled Morpho to thoroughly prepare.
   c. Always have a Plan B for each major step.
   d. Having V10 available for major crime searching.
2. Staggered re-start reduced the load on the system. 24x7 states first up.
3. Make sure to advise users to leave their machines on to enable the updates to be loaded.
4. Do not use the V10 machines after the upgrade
   a. Morpho to investigate locking these out.

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Future Steps

1. SDC fully tested.
2. PDC/SDC fully synchronised.
3. DRL7 back-up and restore conducted.
   a. Morpho requested a back-up SOP be provided to ensure Datacom/CrimTrac are aware of the processes.
4. DR Test planning commenced.
   a. CIO advised that he will entertain an August test timeframe but not September.
   b. Morpho advised that using the V10 system for pre-testing is not technically feasible.
   c. Thomas L recommendation is to use the Training System.

BATB Discussion

1. Morpho would like to keep the same project team for this and therefore, would like to commence work in mid-May, but cannot do so without a purchase order. A June start may result in a different team.
2. Morpho advised that July/August is summer holidays in France which will impact on the project.

Action Items

<<s11C(1)>>

4. Morpho to provide a summary on the data collected to date by Wednesday afternoon to inform future threshold settings. Provided and closed

<<s11C(1)>>

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Rebecca Dale

From: Paul Griffith
Sent: Thursday, 23 January 2014 12:26 PM
To: Michael Goeldner; Andrew Wall; Yvonne Dillon; Melissa Saint
Cc: Carmen Eckhoff; Brendan Hall
Subject: Weekly NAFIS Project Meeting [DLM=For-Official-Use-Only]

For Official Use Only

Good Morning All,

Below is a summary of the discussions we had with Jonathan Carti this morning:

- The DAS Project Manager and Architect wish to meet with Morpho to discuss the storage requirements for NAFIS. A meeting is to be arrange by me for tomorrow afternoon.
- The SADD is being reviewed by Brendan and will be returned with our comments to Morpho at COB today. The document is looking good and only requires minor modification
- The draft Data Migration Plan and Phase 1 Site Preparation Plan will be delivered next week.
- Testing requirements for Phase 1 and Phase 2 were discussed. I advised Jonathan that we will have a requirement to conduct UAT involving the end users for the Phase 2 update. Test planning will commence next week and will involve appropriate stakeholders. Phase 1 testing will be fairly straight forward, but Phase 2 testing will be more comprehensive. Brendan raised the issue of having appropriate infrastructure available (new DBMs connected to the new MBSS and accessible by external users plus sufficient storage) to conduct the tests. This will be discussed in detail during the planning phase and will be put to CrimTrac executives for resolution.
- Security agreement to configuring the DBMs in France and also enabling Morpho staff to log into the NAFIS has yet to be received. I will follow this up.
- V11 recoding of prints:
    - Jonathan advised that to test the migration process required a specialist tool that had not been developed yet (this will take up to 6 weeks to do) and therefore, we would not be able to put the prints provided by Andy through the process to ascertain the results. I asked whether we could use one from a previous installation and Jonathan advised that once completed the tool wasn't retained. Eg the South African instance was not able to be used.
    - Jonathan advised that advice regarding the South African migration indicated the existing, manually modified prints were not changed. He is going to seek prints from them that may show what we are after.
    - Jonathan also advised that a full suite of testing would be conducted on this process prior to migration of the production data. If the results were not as expected (ie no change to the minutiae) then Morpho would be required to fix the problem.

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Paul Griffith
Senior Project Manager | National Automated Fingerprint Identification System Capacity Upgrade Project
CrimTrac Agency
496 Northbourne Avenue, Dickson, ACT 2602
<<s11C(1)>>

Rebecca Dale

From: Paul Griffith
Sent: Thursday, 16 January 2014 2:30 PM
To: Michael Goeldner; Carmen Eckhoff; Yvonne Dillon; Andrew Wall
Cc: Melissa Saint; Brendan Hall
Subject: Weekly NAFIS Project Meeting [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi All,

Here is a brief summary of our discussions with Jonathan Carti today:

1. Jonathan advised that Morpho had prepared a letter and presentation for CrimTrac that may provide a satisfactory solution to the V11 re-encoding issue. He was confident that their solution (which provides and assurance that all existing expert adjusted minutiae would be retained and be visible to users and the V11 would only add "mathematical information" in the background that is essential to the matching engine) would be acceptable to CrimTrac. I advised him that a telecon had been arranged for tomorrow.
2. We discussed the updated schedule:
    a. I advised that I had added relevant public holidays to the Morpho schedule which slightly changed some dates, none of which are critical.
    b. I advised that the schedule could not be changed to suit revised timelines as this gave a false indication that things were being delivered on time. We agreed that if a deliverable timeframe needed changing, an additional line with the revised date would be added to the schedule.
    c. The dates of the Site Preparation Plans have been changed to:
        i. Phase 1 – end of January
        ii. Phase 2 – end of March (this has been delayed as details of the hardware we are purchasing for the Data Centre upgrade is required)
3. Jonathan outlined Morpho's approach to testing and reporting. They wish to write a test report each day with CrimTrac reviewing the following day while further testing occurs (very much Agile testing). Any defects/bugs found would be analysed and the patches retested at the end of the process. CrimTrac would then review the final report. This approach will remove the delay following testing while CrimTrac reviews the full report as we will have done so throughout the process. We agreed to that approach.
4. Jonathan advised that the DBMs had been delivered to France and were ready to be configured. Morpho's preferred approach is for them to do this work in France and then deliver the DBMs to Canberra. They would be tested prior to installation. Brendan advised that he was happy with this approach but Security would have to agree. I have emailed them with this request.
5. Jonathan asked whether Morpho personnel (foreign nationals) would be able to log into the NAFIS network (with CrimTrac/CGI supervision) for the DBM install. Brendan was not sure if this would be allowed or whether CrimTrac/CGI staff would have to do the work with Morpho providing direction. I have emailed security with this request.
6. Jonathan advised that the draft SADD would be delivered next week for our review with the 29th/30th January for a review workshop. This would be attended by Brendan, Jamie Ericson and myself.

Paul Griffith
Senior Project Manager | National Automated Fingerprint Identification System Capacity Upgrade Project
CrimTrac Agency
496 Northbourne Avenue, Dickson, ACT 2602
<<s11C(1)>>

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CrimTrac FOI p A11

Rebecca Dale

From: Paul Griffith
Sent: Tuesday, 10 December 2013 8:30 AM
To: Michael Goeldner; Carmen Eckhoff; Melissa Saint
Subject: FW: Morpho Meeting 09/12/2013 [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi All,

Here are the discussion points from our meeting with Morpho yesterday.

Paul

From: Yvonne Dillon
Sent: Tuesday, 10 December 2013 8:04 AM
To: Paul Griffith
Cc: Andrew Wall
Subject: Morpho Meeting 09/12/2013 [SEC=UNCLASSIFIED]

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UNCLASSIFIED

Hi Paul,

As requested, below is a summary of our discussions from Mondays meeting:

1. Morpho again brought up the re-encoding of the tenprints to V11.
   Morpho stated that when tenprints return for quality control the end users should not be modifying the minutiae. Rather they should be modifying the area of interest or the core and delta. This is something that we had not been previously told so has not been occurring. Action for Morpho to consider this issue in a training package. This should also be included in the risk register.
   Morpho requested that we change the wording in the requirements document in order to keep the option open to re-encode to V11. Paul stated that they could alter the wording only if it was clearly written that CrimTrac did not wish to have any manually adjusted latents or tenprints re-encoded, however the option was there to re-encode them only if Morpho could convince CrimTrac of the benefits, and CrimTrac then approved this.

2. TPTP Any finger search
   Currently a TPTP search is conducted using 4 of the 6 search fingers (the thumbs, the index fingers and the middle fingers), for both rolled and slaps. The new version will use any of the ten fingers for rolled and slaps (therefore all 20 impressions).
   Currently if there is less than 4 of these search fingers, a latent search will be conducted against the rolled and slap impressions from the MRS and the rolled fingers from the next two best registration events. It was agreed that the system after the upgrade should remain as it is now. Therefore if there are less than 4 fingers, the remaining fingers will be searched as latents against the rolled and slap impressions of the MRS and the rolled impressions from the next 2 best registration events.

3. LTTP Closed Search
   The current system uses the micromatcher. It will load more than just the MRS from each candidate, therefore causing issues when trying to conduct searches against 2000 candidates. The new system will use the MBSS directly. It was agreed by both Morpho and CrimTrac that the closed

searches would only be against the MRS for each candidate. Therefore a search should be able to be conducted against 2000 candidates, using the MRS only.

Kind regards,

Yvonne Dillon
Assistant Manager Fingerprint Services
CrimTrac Agency | Australian Government
<<s11C(1)>>

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Rebecca Dale

Subject: Op Meeting - MSC Boardroom
Location: MSC Boardroom

Start: Thu 27/08/2015 10:30 AM
End: Thu 27/08/2015 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Categories: NAFIS Capacity Upgrade Project

All,

Moved to Thursday as requested by Paul.

Jonathan

#
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Rebecca Dale

Subject:	NAFIS CU Project - Weekly Stand-up
Location:	MSC - 103 Northbourne Ave
Start:	Thu 3/09/2015 10:30 AM
End:	Thu 3/09/2015 11:00 AM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Carmen Eckhoff; Yvonne Dillon; CARTI Jonathan (MORPHO); TSE Phillip (MORPHO) <<s11C(1)>>
Categories:	NAFIS Capacity Upgrade Project

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CrimTrac FOI p A15

Rebecca Dale

Subject:	NAFIS CU Weekly Status Meeting
Location:	MSC
Start:	Wed 16/09/2015 3:30 PM
End:	Wed 16/09/2015 4:30 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	CARTI Jonathan (MORPHO); Yvonne Dillon
Categories:	NAFIS Capacity Upgrade Project

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CrimTrac FOI p A16

Rebecca Dale

Subject:	NAFIS CU Project Weekly Meeting
Location:	MSC Offices
Start:	Tue 29/09/2015 3:30 PM
End:	Tue 29/09/2015 4:30 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	CARTI Jonathan (MORPHO); Yvonne Dillon; HAYDON Rob (MORPHO); LESEIGNEUR Thomas (MORPHO); TSE Phillip (MORPHO) <<s11C(1)>>
Categories:	NAFIS Capacity Upgrade Project
Importance:	High

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CrimTrac FOI p A17

Rebecca Dale

Subject:	NAFIS CU Project Catch-up
Location:	MSC
Start:	Thu 8/10/2015 11:00 AM
End:	Thu 8/10/2015 12:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	CARTI Jonathan (MORPHO); HAYDON Rob (MORPHO); LESEIGNEUR Thomas (MORPHO); Yvonne Dillon
Categories:	NAFIS Capacity Upgrade Project

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CrimTrac FOI p A18

Rebecca Dale

Subject:	NAFIS CU Project Catch-up
Location:	MSC
Start:	Thu 15/10/2015 10:30 AM
End:	Thu 15/10/2015 11:00 AM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Yvonne Dillon; 'CARTI Jonathan (MORPHO)'; LESEIGNEUR Thomas (MORPHO)
Categories:	NAFIS Capacity Upgrade Project

Change of date due to other commitments. Easier to roll into the monthly meeting.

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CrimTrac FOI p A19

Rebecca Dale

Subject:	NAFIS Password Reset Issue
Location:	Morpho Support Centre - Level 2/103 Northbourne Avenue
Start:	Thu 15/10/2015 1:00 PM
End:	Thu 15/10/2015 2:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Paul Griffith; Yvonne Dillon; LESEIGNEUR Thomas (MORPHO); 'CARTI Jonathan (MORPHO)'; Michael Brown
Optional Attendees:	Kitty Zhang; Shawn Zhu; John Hardy; TSE Phillip (MORPHO); Michael Sutton
Categories:	NAFIS Capacity Upgrade Project

Sorry for the late notice, but we have to move this meeting to tomorrow. Same place.

Paul Griffith
Senior Project Manager | Project Delivery – Persons
National Automated Fingerprint Identification System – Capacity Upgrade Project
CrimTrac Agency | Australian Government
<<s11C(1)>>

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CrimTrac FOI p A20

Rebecca Dale

Subject:	NAFIS Screen Latency Issue
Location:	Morpho Support Centre - 103 Northbourne Avenue
Start:	Mon 19/10/2015 2:00 PM
End:	Mon 19/10/2015 3:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Paul Griffith; Yvonne Dillon; David Brayshaw; LESEIGNEUR Thomas (MORPHO); 'CARTI Jonathan (MORPHO)'; John Hardy; Michael Brown
Optional Attendees:	Heidi Gill
Categories:	NAFIS Capacity Upgrade Project
Importance:	High

During today's NAFIS Management meeting it was suggested that we should meet to discuss the screen latency issue. A meeting of the minds might raise possible avenues to pursue to determine the cause of the issue and any possible strategies to resolve it. Please feel free to invite other people who may be able to help.

Regards,

Paul G

Senior Project Manager
NAFIS Capacity Upgrade Project
<<s11C(1)>>

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Rebecca Dale

Subject:	NAFIS CU Weekly Meeting
Location:	Morpho
Start:	Mon 26/10/2015 2:00 PM
End:	Mon 26/10/2015 3:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Yvonne Dillon; CARTI Jonathan (MORPHO); LESEIGNEUR Thomas (MORPHO)
Categories:	NAFIS Capacity Upgrade Project
Importance:	High

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CrimTrac FOI p A22

Rebecca Dale

Subject:	NAFIS Capacity Upgrade Weekly Meeting
Location:	MSC
Start:	Thu 5/11/2015 2:00 PM
End:	Thu 5/11/2015 3:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Yvonne Dillon; CARTI Jonathan (MORPHO); LESEIGNEUR Thomas (MORPHO)
Categories:	NAFIS Capacity Upgrade Project

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CrimTrac FOI p A23

Rebecca Dale

From: Yvonne Dillon
Sent: Thursday, 2 April 2015 8:08 AM
To: Paul Griffith; Carmen Eckhoff
Cc: Paul Cologon
Subject: Morppho Performance Report - Comments for discussion

Good morning,

Below (and attached) are my comments/concerns with the performance testing. We had a brief chat with Thomas regarding this yesterday, and he has answered some of my questions already.

1. The throughput injections only allowed for;
    a. Person Entry with Livescan
    b. Fast Identification
    c. New Criminal Case

    This uses the term "Creation of Criminal Case" – does this even include searching at all? What about the LTUL process? (I believe these are included)
    There are so many different types of searches (as seen in the below table) which aren't included in this test? They are all supposed to be able to be run consecutively. (However, Thomas has said that the other transactions hardly place any impost on the system. Is this enough to negate the need to test them?)

Type of Transaction	Go-Live 2014
	PDC
Outputs Related	
LTTP search or LTTP closed search	600 /h
LTTP resubmit	6 /h
TP insertion (including victim elimination)	360 /h
TP Registration Event insertion	239 /h
TP update	16 /h
TP deletion (or Registration Event)	144 /h
ID query verification	239 /h
LTUL Search (including retrieval)	600 /h
LTUL Retrieval (no LTUL Search)	360 /h
Latent Related	
LLTP search (including resubmit)	378 /h
Latent insertion	378 /h
LL update	23 /h
LL deletion	23 /h
LTUL search (including retrieval)	378 /h
LLTP search (including resubmit)	180 /h
LLTP Retrieval (including retrieval)	180 /h
LLL (Archived Search (part of LTTP searches and retrieval))	45 /h
Misc Search Types	
Print Service SOC + 1 (SOC TP insertion or TP Registration Event insert)	135 /h
TPTP with Offline Adjudication of Close Scoring Matches	6 /h
TPTP Fast ID	135 /h

Figure 1: Throughput target 2014 (Hourly)

2. There was a peak seen during LTTP searching. Morpho stated that they were able to tune the number of Metamorpho services. Is this going to be an ongoing issue in production? Will it need to be constantly reviewed?

CrimTrac FOI p A24

3. I'm not sure what is meant by the "remote extracted dossiers amount" table – section 4.3.1

4. In section 4.4 Morpho has set a margin for each type of search; however I'm not sure if this was based on anything.

5. It appears that the closed searches take longer now in some circumstances and the last search failed. This is still an issue. (However, Thomas stated that in V10 a basis list of 2000 candidates with one registration event each was used, whereas in V11 the problematic Tasmanian list was used with many registration events.)

<<s11C(1)>>

Kind regards,

Yvonne Dillon
Business Systems Support (BSS) – NAFIS
CrimTrac Agency | Australian Government
<<s11C(1)>>

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Rebecca Dale

From: CARTI Jonathan (MORPHO) <<s11C(1)>>
Sent: Thursday, 17 July 2014 4:14 PM
To: Paul Griffith
Subject: NAFIS Phase 2 Action Items 20140717.xlsx
Attachments: NAFIS Phase 2 Action Items 20140717.xlsx

Paul,

See attached our actions list updated with our comments from this morning,

Regards,

Jonathan

#
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CrimTrac FOI p A26

Item	Action Item	Status	Owner (Individual Names)	Initial Date	Planned date
1	Letter on V10 / V11 validated by Lee	Open	P.GRIFFITH	4/07/2014	17/07/2014
2	Validation for Morpho to use the training bench for testing	Closed	P.GRIFFITH	4/07/2014	
3	Confirm that training system can be transferred to SDC by the 8th of July	Closed	P.GRIFFITH	4/07/2014	

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4	Check the possibility to have additional storage allocated during the migration phase (as per Site Prep 2)	Open	P.GRIFFITH	14/07/2014	14/07/2014
5	Confirm the closure of phase 1	Open	J.CARTI	4/07/2014	
7	Review the UAT phase 2	Closed	P.GRIFFITH	15/07/2014	
8	Assess possibility to improve storage allocation for phase 2.	Closed	P.GRIFFITH	14/07/2014	
9	Agree with Crimtrac on the date to deliver the Gold Image and its format	Open	P.GRIFFITH	4/07/2014	14/07/2014

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10	Provide in writing the version of the software to be used, with configuration	Open	P.GRIFFITH	4/07/2014	14/07/2014
11	Review the different delivery (dataset) and confirm the delivery dates	Closed	P.GRIFFITH	4/07/2014	17/07/2014
12	Requirements and go ahead to extract 100 000 prints	Closed	P.GRIFFITH	4/07/2014	
14	Provide last version of site prep 2 (no additional comments received)	Open	J.CARTI	4/07/2014	14/07/2014
15	Provide RDD and SODD with updated change request (Windows 2012 and Micromatcher)	Closed	J.CARTI	14/07/2014	
16	Detailed schedule to be provided by the end of the week. The following milestones to be included in schedule: 1. New Training system set up and ready for testing 2. Gold image provided to CGI 3. PDC and SDC ready (hardware + imaged)	Open	P.GRIFFITH	4/07/2014	14/07/2014
17	Performance Testing: Discuss first with Morpho project team to see if there is a potential impact / risk to the SAN.,	Open	J.CARTI	24/07/2014	

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18	Provide an estimate of the duration of the outage for phase 2.	Open	**J.CARTI**	24/07/2014	
19	Update date of dataset deliveries based on new schedule	Open	**J.CARTI**	25/07/2014	
20	Paul to send ATP to end users with requirements for dataset to get their confirmation asap	Open	**P.GRIFFITH**	18/07/2014	
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Comments	Column1
Send file to Paul again (JC) - Done 01/07. PG, 10/07: Variation of deed to be written by Legal. Paul to check with Greame for sign off. 16/07. Variation to Deed written and brief for CEO being reviewed. Will be signed next week when Graeme is back. 17/07: Melisa to sign the deed	
Morpho can used the training system for testing. However, training system will not be ready 8th July Detailed schedule to be provided by the end of the week. The following milestones to be included in schedule: 1. New Training system set up and ready for testing 2. Gold image provided to CGI 3. PDC and SDC ready (hardware + imaged) High risk of delay on the milestones of the 23rd. Executive has been informed of potential delay (January 2015)	
The SDC cannot be transferred before the 8th of July. The contract with CGI needs to be finalised first. PG and BH to provide schedule to Morpho	

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PG to discuss issue with GD. Potentially key issue for the project. PG to advise on next step.
PG, 10/07: Meeting to occur on the 11/07. PG to inform JC of outcome
16/07: Meetings held with tech team and the extra storage will be provided.
17/07: BH confirmed that 77TB will be allocated as soon as required.

Morpho to confirm: Tuning completed + Performance testing completed. If so, Phase 1 can be close. PG, 10/07: Waiting for report to be released. 16/07: Will have GT accept Phase 1 completion. Morpho to provide as built documentation for AIX and IBM P series hardware	

Document sent to Yvonne. PG to organise meeting on the 08/07 for JC to gather comments for Yvonne on the migration part.
PG, 10/07: Done, still a few comments open, to be closed by Morpho.
16/07: PG to send migration testing part to users today.
17/07: PG and JC to meet to discuss the schedule to send accuracy and functional testing to end users (detailed schedule)

First improvement provided by Morpho. Outcome from action 4 required before moving forward.	

Actions allocated to BH. Rough estimate : 1 week before hardware is ready. To be confirmed with schedule.
JC: training system very likely to be ready on the 01/08.
Morpho to provide date of delivery of gold image .
17/07: Information still not available - Paul to escalate

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Email sent by BH 10 days ago to CGI. Still no answer. BH / PG to contact CGI to get an answer. PG, 10/07:: Still no update from CGI	
PG and YD to confirm this for meeting on 08/07. PG, 10/07: Dataset reviewed. To be sent to end user at the end of the week for validation. 17/07: Information still not available - Paul to escalate	
Go ahead confirmed. PG to send limitations by the 04/07 JC, 17/07: PG confirmed go ahead without any restrictions for the duration to keep the prints on the test system. Prints to be deleted on the training system after testing.	
Morpho to add tables regarding storage JC, 17/07: Paul verbally agreed, email to be sent.	
PG: First draft schedule provided. Waiting from input from CGI to validate the estimated dates. 16/07: CGI to commence installation work 21/7. A detailed schedule is being written by CGI and will be available on Friday.	

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Rebecca Dale

Subject:	NAFIS WR and CU Update Meeting
Location:	Morpho
Start:	Tue 22/07/2014 4:00 PM
End:	Tue 22/07/2014 5:00 PM
Show Time As:	Out of Office
Recurrence:	(none)
Organizer:	Paul Griffith
Categories:	NAFIS Workstation Refresh, NAFIS Capacity Upgrade Project
Importance:	High

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CrimTrac FOI p A34

Rebecca Dale

Subject: Schedule Review
Location: MSC

Start: Mon 15/09/2014 4:30 PM
End: Mon 15/09/2014 5:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Categories: NAFIS Capacity Upgrade Project

All,

This meeting to review and finalise the schedule. Paul, if you can come to the MSC that will be great, as I would like to use the video call. Pascal, I booked a room with visio for you too.

Thanks,

Jonathan

#
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CrimTrac FOI p A35

Rebecca Dale

Subject: NAFIS Hardware refresh project closure meeting
Location: Morpho Boardroom

Start: Tue 16/09/2014 2:00 PM
End: Tue 16/09/2014 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MAIZONNIAUX Francis (MORPHO)

Categories: NAFIS Workstation Refresh

Agenda:
Final Report sign-off
Updated HSCG delivery
Remaining hard drives coming from the Crimtrac/Morpho admin stations delivery

#
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CrimTrac FOI p A36

Rebecca Dale

Subject: Morpho [SEC=UNCLASSIFIED]
Location: Security

Start: Thu 18/09/2014 3:00 PM
End: Thu 18/09/2014 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Heidi Hart
Required Attendees: Paul Griffith

Categories: NAFIS Capacity Upgrade Project

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CrimTrac FOI p A37

Rebecca Dale

Subject:	NAFIS Performance Testing
Location:	Morpho Office
Start:	Fri 28/11/2014 3:00 PM
End:	Fri 28/11/2014 5:00 PM
Show Time As:	Out of Office
Recurrence:	(none)
Organizer:	Paul Griffith
Categories:	NAFIS Capacity Upgrade Project
Importance:	High

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CrimTrac FOI p A38

Rebecca Dale

Subject:	NAFIS CU Project - UAT Discussions
Location:	Morpho Support Centre
Start:	Thu 5/03/2015 1:30 PM
End:	Thu 5/03/2015 4:30 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	David Mellink; 'LESEIGNEUR Thomas (MORPHO)'; 'CARTI Jonathan (MORPHO)'
Categories:	NAFIS Capacity Upgrade Project
Importance:	High

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CrimTrac FOI p A39

Rebecca Dale

Subject: NAFIS Phase 2 UAT
Location: MSC - 103 Northbourne Ave

Start: Thu 26/03/2015 8:00 AM
End: Fri 27/03/2015 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Paul Griffith
Required Attendees: <<s11C(1)>> <<s11C(1)>> Yvonne Dillon; 'LESEIGNEUR Thomas (MORPHO)'; <<s11C(1)>>

Categories: NAFIS Capacity Upgrade Project

Damian,

Thanks for attending the testing. It will be held at the Morpho offices at 103 Northbourne Avenue. I will book accommodation for you across the road and let you know the details. Testing is scheduled to start around 09:00am and will finish early afternoon on the Friday. If you have any questions please let me know.

Regards,

Paul G

Senior Project Manager
NAFIS Capacity Upgrade Project
<<s11C(1)>>

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CrimTrac FOI p A40

Rebecca Dale

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From: Lee Walton
Sent: Thursday, 28 August 2014 12:58 PM
To: Nicole Mayo; Michael Goeldner; Matthew Jones
Subject: Take Away Points from NEC AFIS Conference [DLM=Sensitive:Legal]

Sensitive: Legal

Michael, Nicole, Matt,

THIS DOCUMENT CONTAINS COMMERCIALLY SENSITIVE DATA

Here are my take away messages from this trip. It is a stream of consciousness. Michael and I should meet later next week for an hour or so to discuss.

1. It was very beneficial to have an intense period to focus on future capability in biometrics. It provided me with access to several experts in the field. Not only from NEC but also from many customers who also attended. We should approach Cogent and Morpho (market testing confirms that the are the other leading suppliers in this field) to provide them with an opportunity to hold a road sho to advise us on current and future capabilities from their view.

3. We need to as PWC to review the recent NIST results for tenprint fingerprint, palm print, latent, facial etc. NEC is arguing that they lead in almost every category. I have no way to judge whether this is true.
4. NEC has implemented a multimodal biometrics capability where scoring can be influenced by several modes. Scoring from a poor quality fingerprint and photo (and iris and voice) could be combined to improve the likelihood of success.
5. The Western Identification Network is similar in size and configuration (WIN provides services to 8 bordering states in the western USA).

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c. Timescale
   i. Jan 13 Start developing RFP
   ii. Jul 13 Release RFP
   iii. Sep 13 Close RFP
   iv. Dec 13 Select preferred
   v. Sep 14 Sign contract
   vi. Jan 16 Complete implementation (8th state)

7.

8. NEC facial recognition seems to be quite advanced and I see no real reason why it should not be included in the scope of the tender (perhaps as a later deployment). They are working on advanced video analytics and say that the capability will be very mature well before 2017. I suspect that Morpho offer similar capability. We need to check.
9. WIN has configured their network so each state has capability to operate locally without the central facility being available.

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<<s11C(1)>>

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That's it!!! What a very valuable 3 days.

Lee

Lee Walton
Chief Information Officer
CrimTrac Agency | Australian Government
<<s11C(1)>>

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Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL –International				
1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times) Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.				
Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
LEE WALTON		<<s11C(1)>>	BRACKET 3	24-29 AUGUST 2014
2. ***Full Address*** of organisation being visited and the local person involved at that location.			Hilton Salt Lake Center, 255 South West Temple, Salt Lake City, Utah, United States	
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.			24th August – *travel from Canberra to Salt Lake City, U.S.* 25th August – 8:00am – 4:45pm 26th August – 8:00am – 5:15pm 27th August – 8:00am – 4:45pm 27th -29th August - *travel from Salt Lake City US to Canberra*	
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.			**Automated Fingerprint Identification System Internet Conference.** *It is essential that a CrimTrac representative attend this conference to ensure the agency's biometric strategy is aligned with the current biometrics solutions that are being developed and applied internationally. Further justification can be found in the attached brief.*	
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).			Breakfast:	Lunch: 3 Dinner:
6. Does the air fare require baggage allowance?			Yes	
7. Rental Car Required? If yes, why?			No	
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.			**Total Estimated: $12,690.00 AUD** Airfares (business class): $10,000.00 Accommodation: $1000.00 Transfers: $350.00 Travel Allowance: $850.00 Conference Registration: $450.00 USD	
9. Specify the CrimTrac cost centre and/or project code to incur the costs.			Cost centre: 140	Project code: N/A Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.			Doug Smith CEO, Nicole May COO	
11. Specify any unusual circumstances such as travelling over a weekend/public holiday, utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.				N/A
Requesting officer: Mr Lee Walton, CIO Signature:_____ Date: July 2014				
I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9. Delegate officer: Mr Doug Smith, CEO Signature:_____ Date: August 2014				

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 2104 **Travel:** SES

Name(s): LEE WALTON **Booking class:** Business

Accommodation details:	Check in date	Check out date
Hilton Salt Lake Center, 255 South West Temple, Salt Lake City, Utah, United States	24th August 2014	27th August 2014

Cost centre: 140	Project code: n/a	
Account Code	**Cost details:**	
7220	Travel Allowance	$379.42 AUD
7210	Airfares	$8,905.15 AUD
7200	Accommodation	$347.93 USD = $373.10 AUD approx.
7230	Car Hire	$N/A
7220	Part day TA ($50)	$N/A
	Total	$9,657.67 AUD approx.

Attachments:

- Signed Part 1 Travel Proposal;
- Itinerary from QBT;
- Accommodation details from AOT;
- TA calculations (if travel is more than 1 day);
- Car Hire details (if required); and
- Additional approvals/paperwork if required – such as Internal Minute for International Travel.

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CrimTrac Travel Consultant

Name: Nalani Gregory Position: Executive Assistant to the CIO Phone: <<s11C(1)>>

Signature: _____ Date: August 2014

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Authorised Delegate Name: _____ Position: _____

Signature: _____ Date: _____

Delegate comments:

Part 3 - Travel Acquittal

Name: Lee Walton

Req #: **2-104 Travel to the United States to attend the AFIS Internet Conference – August 2014**

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. **AGREED / NOT AGREED** If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change): **You must advise your delegate of any changes to travel which has already been planned and approved.** **Any changes required to the travel allowance?**: Yes/No *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?* If yes, TA amount to be **paid to/reimbursed by** staff member: $ ***Amended flight itinerary & TA calculations to be attached.***	
Travelling Officer signature	**Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

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The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

Rebecca Dale

From: Hilton Hotels & Resorts Confirmed <hiltonhotels&resorts@res.hilton.com>
Sent: Thursday, 7 August 2014 5:53 AM
To: Nalani Gregory
Subject: Hilton Hotels & Resorts Confirmation #3145742114

CONSIDER YOURSELF BOOKED

Hilton HOTELS & RESORTS

Hilton Salt Lake City Center
255 South West Temple | Salt Lake City | UT | United States 84101
T: 1-801-328-2000 | F: 1-801-238-4888

We're pleased to confirm your reservation and look forward to welcoming you to Hilton.



Rooms & Suites | Dining | Amenities & Services | Map & Directions

Thank you for booking with us, Lee Walton

Confirmation: 3145742114 **Modify Reservation**

Arrival: 24 Aug 2014 3:00 PM
Departure: 27 Aug 2014 12:00 PM

Rate Information:

Rate Type:
AFIS INTERNET USERS
Rate per night: 103.00 USD
Total for Stay per Room:
Rate 309.00 USD
Taxes 38.93 USD
Total 347.93 USD

Total for Stay: **347.93 USD**
Includes estimated taxes and service charges. (Gratuities not included.)

Tax:
- 12.60% per room per night

Additional Charges:
- Valet parking: 18.00/night Self parking: 15.00/night

Room Information:

We are a smoke-free hotel

Rooms: 1
Clients: 1 Adult
Room Type: 2 QUEEN BEDS

Rate Rules and Cancellation Policy:

- Your reservation is guaranteed for late arrival.
- Please contact us should you need to cancel your reservation.
- Cancellations are required by 11:59 PM on 23 Aug 2014 local hotel time.
- Cancellation penalties may apply.

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AND EARN UP TO 3X POINTS.
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CrimTrac FOI p A48

28th Annual
AFIS Internet Conference

August 24 - August 28, 2014

Hilton Salt Lake City Center Hotel
Salt Lake City, UT
For Hotel Reservations call
1-800-HILTONS or 801-328-2000

The deadline for booking your hotel stay at the contracted rate is ***August 1, 2014,***
Refer to the group name AFIS Internet, Inc. or code AFIS.

Registration Form

This form can be filled out electronically and saved. Please complete and include with your payment.

Name LEE WALTON
(As you would like it to appear on your name tag)

Title CHIEF INFORMATION OFFICER

Agency Name CRIMTRAC

Address GPO BOX 1573

City / State / Zip CANBERRA CITY ACT 2601

Phone _____ Fax _____ E-Mail <<s11C(1)>> @crimtrac.gov.au

AFIS Internet Membership

If you have not yet renewed your membership, you may do so here.

Type of Membership Requested:

- ◯ ***Active:*** Any individual employed by or exclusively retained by an agency that has purchased/installed or contractually committed to NEC AFIS equipment.
- ◯ ***Associate:*** Any Individual who was an Active Member in good standing upon retirement or any individual employed by a non profit agency.
- ◯ ***Emeritus/Honorary:*** This type of membership is granted by the AFIS Internet Board of Directors and is exempt from dues.

		AMOUNT
Membership dues if paid by June 1st 2014	$ 40	
Membership dues if paid by after June 1st 2014	$ 45	
I am a current member - **OR** - I am interested in becoming a member at this time.	√	☐

Check here if this is your first conference. ☑

Conference Registration Fee Schedule

****The registration fee covers the cost of the Reception, Daily Lunch, Monday and Wednesday Banquet*

AFIS Users	Registration if paid by August 1st, 2014	Late Registration if paid after August 1st, 2014	
Member (Includes Emeritus)	$ 300	$ 400	
Non-Member	$ 400	$ 450	450.00
	Additional Registration Types:	**Flat Fees:**	
	Spouse / Guest	$ 250	
	Daily registration (Per Day)	$ 150	
	Additional Banquet Ticket (Per Event)	$ 60	
	NEC Personnel	$ 300	
		TOTAL AMOUNT OWED	450

All fees must be paid prior to admittance to the Conference. AFIS Internet Inc. Tax ID # 36-3865715

Please use the contact information provided below if you have any questions regarding registration.

Payment

Please Check One

◯ Check

U.S. Mail / UPS or FedEx this completed form with check (in US Dollars) to:
Carol Tonges
Secretary / AFIS Internet Inc.
IT Assistant Manager
Regional Crime Information Center
138 E. Court Street, 10th Floor
Cincinnati, Ohio 45202

◯ Cash

Cash payments can only be accepted at the annual conference.

◉ Credit Card Via PayPal

1)Email or Fax this completed form to:
Carol Tonges
Secretary / AFIS Internet Inc.
IT Assistant Manager
Regional Crime Information Center
Fax: 513.352.1648
Email: carol.tonges@clear-rcic.org

2) A PayPal invoice from vwebster@utah.gov will be emailed to you upon receipt of this completed form.

3) Follow instructions on invoice to complete the transaction.

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CRIMTRAC
OVERSEAS TRAVEL ALLOWANCE CALCULATION
For use in 2013-14

Instructions:
1. Complete all fields highlighed in yellow.
2. Use the exchange rate from: http://www.oanda.com/currency/converter/
3. Use the exchange rate applicable as close as possible to the date of TA payment (attach a copy of the foreign exchange rate calculation).
4. For more than 2 locations, please use an additional calculation sheet.

NAME	LEE WALTON
CLASSIFICATION	SES1
TRIP DESCRIPTION	Travel to Salt Lake City, Utah, United States to attend the AFIS Conference

					Meal Deductions			CALCULATION						
LOCATION 1	**Arrival Date**	**Arrival Time**	**Departure Date**	**Departure Time**	**Breakfast**	**Lunch**	**Dinner**	**Meals**	**Incidentals**	**Deductions**	**TOTAL Local**	**Currency**	**Exchange Rate $1AUD**	**Total AUD**
United States of America Los Angeles CA	24/08/2014	10:05:00 AM	27/08/2014	4:52:00 PM	0	3	1	394.00	122.50	163.00	353.50	USD	0.9317	379.42

LOCATION 2	**Arrival Date**	**Arrival Time**	**Departure Date**	**Departure Time**	**Breakfast**	**Lunch**	**Dinner**	**Meals**	**Incidentals**	**Deductions**	**TOTAL Local**	**Currency**	**Exchange Rate $1AUD**	**Total AUD**
Select from drop down menu:					0	0	0	#N/A	#N/A	#N/A	#N/A	#N/A	0.0000	0.00

TOTAL AUD for LOCATION 1 & LOCATION 2 **$379.42**

PREPARED BY: Nalani Gregory
Name **Signature**

CHECKED BY:

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D14-2915

CRIMTRAC CREDIT CARD RECONCILIATION FOR AUGUST 2014

Cardholder declaration

I, LEE WALTON acknowledge that, for the above charges, except where noted otherwise:

- the goods/services have been received;
- the purchases were for CrimTrac business purposes and represent proper use of Commonwealth resources (efficient, effective, economical and ethical use of funds); and
- where my card has been used for travel purposes, the expenditure has been acquitted against any travel allowance received.

<<s11C(1)>>

Signature of cardholder: _____ Date: 10/9/14

Supervisor/Reviewer declaration

I, DON SMITH acknowledge that I have reviewed the above charges and agree that the purchases represent proper use of Commonwealth resources (except as noted otherwise).

Signature: _____ Date: 16/9/14

Position: CHIEF EXECUTIVE OFFICER (CEO)

INSTRUCTIONS

Cardholder

1. Verify each charge that appears on your reconciliation report by reviewing supporting documentation. Note anything that is not correct and take appropriate action to rectify (advise credit card provider and Finance Team).
2. Where you have used your card for travel purposes, ensure that you have acquitted the travel (Note: For each flight itinerary booked through QBT, there will be a WoAG fee of $3.96 and either a QBT online booking fee of $11 or a QBT offline booking fee of $22).
3. Staple all original transaction documentation to the credit card statement.
4. Complete the account code, cost centre and project code for each transaction.
5. Sign the cardholder declaration and submit to the relevant Supervisor or Reviewer for review.

Supervisor / Reviewer

1. Please review each transaction and supporting documentation to ascertain a level of assurance that the purchases were for appropriate CrimTrac business use and represent proper use of Commonwealth resources. Resolve any issues with credit card holder. Where appropriate take action or seek advice.
2. Once you have completed your review, please return the credit card statement, reconciliation coversheet and original transaction documentation to the Finance Team by the advised due date.

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#REF! <<s11C(1)>> @CRIMTRAC.GOV.AU

	Total Amount	Transaction Date	Description 1	Description 2	Description 3	Description 4	Description 5	Account Code	Cost Centre	Project Code (if applicable)	Description
1	$28.06	24/08/2014	UTE CAB COMPANY	USD 25.00 AT .8909				7230	140	n/a	INTERNATIONAL TAXI FARE - Lee Walton travel for AFIS Conference ✓
2	$16.10	27/08/2014	SQ *HAROON TRANSPORTAT	USD 14.40 AT .8944				7230	140	n/a	INTERNATIONAL BUS FARE - Lee Walton travel for AFIS Conference ✓
3	$104.42	4/08/2014	QBT PTY LTD	P/N : WALTON/LEE MR	DATE TRAVEL : REF:182605	AGS #:140	PC/CC:	7250	140	n/a	QBT INTERNATIONAL BOOKING FEE - Lee Walton travel to the US for AFIS Conference ✓
5											
6	$11.72	11/08/2014	QBT PTY LTD	P/N : WALTON/LEE MR	DATE TRAVEL : REF:219093	AGNCY FEE:TRAVEL AGENCY FEES	Req Number:104	7250	140	n/a	INTERNATIONAL WOAG ADMIN FEE - Lee Walton travel to the US for AFIS Conference ✓

	Total Amount	Transaction Date	Description 1	Description 2	Description 3	Description 4	Description 5	Account Code	Cost Centre	Project Code (if applicable)	Description
11	$8,795.78	11/08/2014	VIRGIN AUSTRALIA AGENCY S	P/N : WALTON/LEE MR	VA :Y /CBR/SYD - VA :J /SYD/LAX	DATE TRAVEL : 24/08/14 REF:219092	Req Number:104	7250	140	n/a	**INTERNATIONAL FLIGHTS** - Lee Walton travel to the US for the AFIS Conference
12	$109.37	12/08/2014	QANTAS AIRWAYS	P/N : WALTON/LEE MR	QF :B /SYD/CBR	DATE TRAVEL : 29/08/14 REF:219228	Req Number:104	7250	140	n/a	**INTERNATIONAL FLIGHTS** - Lee Walton travel to the US for the AFIS Conference
20	$125.00	29/08/2014	CANBERRA INTERNATION					7230	140	n/a	**AIRPORT PARKING** - Lee Walton travel to US For AFIS Conference

$13,510.96

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(1).

International
Taxi Fare –
Lee Walton
travel for ~~AFIS~~
Conference U.S.

Ute Cab

1800-

738 So 400 West
Salt Lake City, Ut 84101
801-359-7788

SALE 2014-08-24 17:04

Fare:	$25.00
TOTAL:	$25.00
Card#:	9682
Order#:	UTE103-20
140824170356	
Ref#:	52776498
Auth#:	003493

MSD

Cardholder will pay card issuer the above amount

pursuant to Cardholder Agreement.

Thank you! Have a great day.

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Nalani Gregory

From: Lee Walton
Sent: Thursday, 28 August 2014 7:14 AM
To: Nalani Gregory; Deirdre Rodgers
Subject: Fw: Receipt from Haroon Transportation Inc

Airport shuttle receipt is attached.

(2)

Lee

Lee A Walton

Chief Information Officer

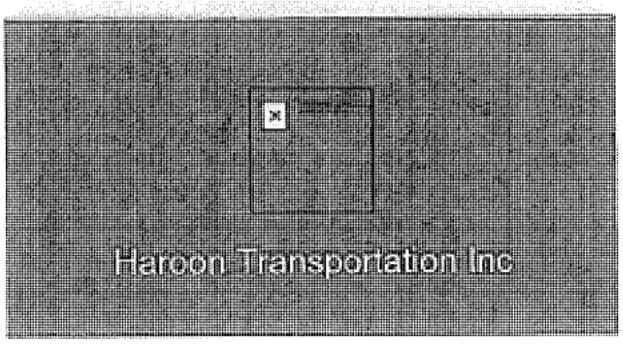
CrimTrac

<<s11C(1)>>

From: Square <noreply@messaging.squareup.com>
Sent: Wednesday, 27 August 2014 14:34
To: Lee Walton
Subject: Receipt from Haroon Transportation Inc

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Things just got easier.
Now when you shop at sellers who use Square, your receipts will be delivered automatically.
Learn more.

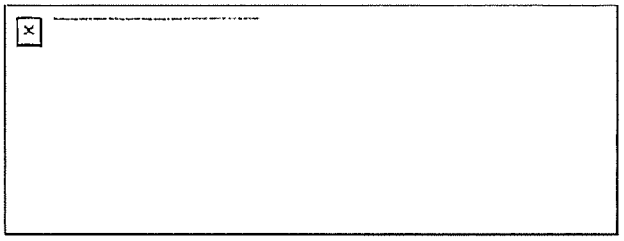


$14.40 *USD

Custom Amount $12.00
Sm

Subtotal	$12.00
Sales Tax (0%)	$0.00
Tip	$2.40
Total	$14.40





Haroon Transportation Inc

288 South Dempsey Lane

Salt Lake City, UT 84104

801-652-9956

Discover 9682 8/27/14, 1:33 PM

#PAWB

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Not your receipt?



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Please consider the environment before printing this email.

QBT
THE BUSINESS OF TRAVEL

Tax Invoice Receipt

Printed: 4/08/14

QBT Pty Limited
ABN: 50 128 382 187
QBT
197-201 Coward Street
Mascot NSW
Australia 2020

INVOICE

Customer Details

CRIMTRAC
Gpo Box 1573
Canberra Act 2601

Document Number	Date of Issue
182605	04/08/2014
Travel File Reference	**Customer Number**
2716727 / Y66GOI	00007407

Your Details

Service Details	Passenger Name	Other Information	Dep-Date	From	Arr-Date	To	Quantity	Base Price	GST	Total
Booking Int Bundled	Walton Lee Mr	COST CENTRE OR PROJECT CODE: 140 Requisition Number: 104 DC360536******9682	24/08/2014		29/08/2014		1	104.42	0.00	104.42

TOTAL:	**104.42**	**0.00**	**104.42**
		Balance Owing:	0.00

International QBT Booking Fee.

(3)

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CrimTrac FOI p A56

QBT
THE BUSINESS OF TRAVEL

Tax Invoice Receipt

Printed: 11/08/14

QBT Pty Limited
ABN: 50 128 382 187
QBT
197-201 Coward Street
Mascot NSW
Australia 2020

INVOICE

Customer Details

CRIMTRAC
Gpo Box 1573
Canberra Act 2601

Document Number	Date of Issue
219093	11/08/2014
Travel File Reference	**Customer Number**
2716727 / Y66GOI	00007407

Your Details

Service Details	Passenger Name	Other Information	Dep-Date	From	Arr-Date	To	Quantity	Base Price	GST	Total
WoAG Admin Charge	Walton Lee Mr	COST CENTRE OR PROJECT CODE: 140 Requisition Number: 104 DC360536******9682	24/08/2014		29/08/2014	SLC	1	10.65	1.07	11.72

TOTAL:			10.65	1.07	11.72
		Balance Owing:			0.00

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6

CrimTrac FOI p A57

e-ticket itinerary/receipt

(11)

QBT
THE BUSINESS OF TRAVEL

WALTON/LEE MR
<<s11C(1)>>

Airline Booking Reference:
Virgin Australia: AXSRZJ

Endorsements:
VLD VA ONLY/NONENDNO MILEAGE ACCRUAL-BG VA

Ticket no.	**795-5465905254**
Date of Issue:	11 August 2014
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	VIRGIN AUSTRALIA
For:	QBT WOAG
Reservation Number:	Y66GOI

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Sunday, 24 August 10:05	**Virgin Australia VA641** ECONOMY, Seat: 8D (non-smoking aisle) Confirmed (HK)	**Sydney / SYD** Terminal 2 Kingsford Smith Arpt, Australia Sunday, 24 August 11:05	Baggage Allowance: 2PC Duration: 01 hours, 00 minutes Aeritalia ATR
Sydney / SYD Terminal 1 Kingsford Smith Arpt, Australia Sunday, 24 August 13:40	**Virgin Australia VA001** BUSINESS, Seat: 3H (non-smoking) Confirmed (HK)	**Los Angeles / LAX** Terminal B USA Sunday, 24 August 10:25	Baggage Allowance: 2PC Duration: 13 hours, 45 minutes Boeing 777-300ER
Los Angeles / LAX Terminal 5 USA Sunday, 24 August 13:20	**Virgin Australia VA6627** FIRST Operated by Delta Airlines Confirmed (HK)	**Salt Lake City / SLC** Terminal 2 USA Sunday, 24 August 16:11	Baggage Allowance: 2PC Duration: 01 hours, 51 minutes Boeing 757-200
Salt Lake City / SLC Terminal 2 USA Wednesday, 27 August 16:52	**Virgin Australia VA6694** FIRST Operated by Delta Airlines Confirmed (HK)	**Los Angeles / LAX** Terminal 5 USA Wednesday, 27 August 17:44	Baggage Allowance: 2PC Duration: 01 hours, 52 minutes Airbus A320v
Los Angeles / LAX Terminal 3 USA Wednesday, 27 August 22:15	**Virgin Australia VA002** BUSINESS, Seat: 3H (non-smoking) Confirmed (HK)	**Sydney / SYD** Terminal 1 Kingsford Smith Arpt, Australia Friday, 29 August 06:20	Baggage Allowance: 2PC Duration: 15 hours, 05 minutes Boeing 777-300ER

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ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 11 Aug 2014

Flights for AFIS Conference.

PAYMENT

Air Fare		AUD	0.00
Taxes	30.00 YR 16.68 QR 55.24 WY 55.00 AU 7.41 QR 3.75 WG 6.20 YC 19.60 US 19.60 US 5.60 XA 7.90 XY 12.60 AY 10.20 XF	AUD	249.78
Service Fees		AUD	8546.00
TOTAL		AUD	8795.78

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A58

e-ticket itinerary/receipt

QBT
THE BUSINESS OF TRAVEL

WALTON/LEE MR
<<s11C(1)>>

Airline Booking Reference:
Qantas Airways: Y66GOI

Endorsements:
INTTKT 5465905254CBRSYD VALID QF ONLY /NON END

Ticket no.	**081-5465905277**
Date of Issue:	11 August 2014
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	Y66GOI

DEPART	FLIGHT DETAILS	ARRIVE	
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Friday, 29 August 08:45	**Qantas Airways QF1467** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Friday, 29 August 09:40	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes DHC8 Dash 8-400

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 11 Aug 2014

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(12)

Travel Pol AFIS Conf

PAYMENT

Air Fare		AUD	75.00
Taxes	3.79 QR 18.05 QR 5.53 WG 0.00 UO	AUD	27.37
Airline Card Payment Fees	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	109.37

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A59

provider is able to accommodate the ancillary request.

Thank you for booking with AOT Hotels.

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under the FOI Act 1982

IMTRAC CREDIT CARD RECONCILIATION FOR AUGUST 2014

rdholder declaration

alani Gregory acknowledge that, for the above charges, except where noted otherwise:
the goods/services have been received;
the purchases were for CrimTrac business purposes and represent proper use of Commonwealth resources (efficient, effective, economical and ethical use of funds); and
where my card has been used for travel purposes; the expenditure has been acquitted against any travel allowance received.

<<s11C(1)>>

nature of cardholder: ___ Date: 10 Sep 2014

pervisor/Reviewer declaration

EE WALTON ackno <<s11C(1)>> he above charges and agree that the purchases represent proper use of Commonwealth resources (except as noted otherwise).

nature: _____ Date: 10 Sept 2014

ition: CIO

TRUCTIONS

rdholder

. Verify each charge that appears on your reconciliation report by reviewing supporting documentation. Note anything that is not correct and take appropriate action to rectify (advise credit card provider and Finance Team).
. Where you have used your card for travel purposes, ensure that you have acquitted the travel (Note: For each flight itinerary booked through QBT, there will be a WoAG fee of $3.96 and either a QBT online booking fee of $11 or a QBT offline booking fee of $22).
. Staple all original transaction documentation to the credit card statement.
. Complete the account code, cost centre and project code for each transaction.
. Sign the cardholder declaration and submit to the relevant Supervisor or Reviewer for review.

pervisor / Reviewer

. Please review each transaction and supporting documentation to ascertain a level of assurance that the purchases were for appropriate CrimTrac business use and represent proper use of Commonwealth resources. Resolve any issues with credit card holder. Where appropriate take action or seek advice.
. Once you have completed your review, please return the credit card statement, reconciliation coversheet and original transaction documentation to the Finance Team by the advised due date.

S NALANI GREGORY <<s11C(1)>> CRIMTRAC.GOV.AU

al Amount	Transaction Date	Description 1	Description 2	Description 3	Description 4	Description 5	Account Code	Cost Centre	Project Code (if applicable)	Description
$500.29	18/08/2014	PAYPAL *AFISINTERNE					5370	140		CONFERENCE REGISTRATION FEE - Lee Walton - AFIS Internet Conference Fee ($450.00 USD)

$1,987.49

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INVOICE

AFIS Internet, Incorporated
<<s11C(1)>>
3888 West 5400 South
Salt Lake City, UT 84129
United States

Phone: 801-965-3858
<<s11C(1)>>
www.afis-internet.org

Invoice number	2014-0127
Invoice date	14/8/2014
Payment terms	Due on receipt
Due date	14/8/2014

Bill To
<<s11C(1)>> @crimtrac.gov.au
CRIMTRAC
<<s11C(1)>>

Description	Quantity	Unit price	Amount
Conference Registration Fee - Non-Member	1	$450.00	$450.00

Note to recipient(s)
AFIS Internet Conference fees for Lee Walton

Subtotal	$450.00
Total	$450.00 USD

No GST has been charged

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Secure payments by

Payment Receipt

Receipt ID.
4987-5101-1360-0537

Total
$450.00 USD = $500.10 AUD

We'll send a confirmation email to <<s11C(1)>> @crimtrac.gov.au. This transaction will appear on your statement as PayPal *AFISINTERNE.

Paid to
AFIS Internet, Incorporated
<<s11C(1)>> @clear-rcic.org

Shipped to
NALANI GREGORY
496 NORTHBOURNE AVE
DICKSON, Australian Capital Territory 2602
Australia

Your shopping cart

Description	Price	Quantity	Amount
Payment to AFIS Internet, Incorporated for invoice 2014-0127	$450.00	1	$450.00
		Item total:	**$450.00**
		Total	**$450.00 USD**

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Course Details

Course	NEC AFIS Internet Conference
Course Code	AFISIN
Program	ICT Technical 2014/15
Description	Overseas
Learning Area	IT / Technical
From	25-AUG-2014 09:00
To	27-AUG-2014 17:00
Duration	18.00
Status	Accepted
Outcome	To be advised
Document	

Other Details

Type	Internal
Training Method	Classroom
Administered By	
Contact	
Presenter	
Location	Canberra
Venue	External Training
Registration Fee	409.09

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CrimTrac FOI p A64

D14 - 5120

CRIMTRAC CREDIT CARD RECONCILIATION FOR SEPTEMBER 2014

Cardholder declaration

I, LEE WALTON acknowledge that, for the above charges, except where noted otherwise:

- the goods/services have been received;
- the purchases were for CrimTrac business purposes and represent proper use of Commonwealth resources (efficient, effective, economical and ethical use of funds); and
- where my card has bee <<s11C(1)>> ; the expenditure has been acquitted against any travel allowance received.

Signature of cardholder: _____ Date: 13 Oct 2014

Supervisor/Reviewer declar

I, DOUG SMITH acknowledge [illegible] above charges and agree that the purchases represent proper use of Commonwealth resources (except as noted otherwise).

Signature: _____ <<s11C(1)>> Date: 14 Oct 2014

Position: CHIEF EXECUTIVE OFFICER (CEO)

INSTRUCTIONS

Cardholder

1. Verify each charge that appears on your reconciliation report by reviewing supporting documentation. Note anything that is not correct and take appropriate action to rectify (advise credit card provider and Finance Team).
2. Where you have used your card for travel purposes, ensure that you have acquitted the travel (Note: For each flight itinerary booked through QBT, there will be a WoAG fee of $3.96 and either a QBT online booking fee of $11 or a QBT offline booking fee of $22).
3. Staple all original transaction documentation to the credit card statement.
4. Complete the account code, cost centre and project code for each transaction.
5. Sign the cardholder declaration and submit to the relevant Supervisor or Reviewer for review.

Supervisor / Reviewer

1. Please review each transaction and supporting documentation to ascertain a level of assurance that the purchases were for appropriate CrimTrac business use and represent proper use of Commonwealth resources. Resolve any issues with credit card holder. Where appropriate take action or seek advice.
2. Once you have completed your review, please return the credit card statement, reconciliation coversheet and original transaction documentation to the Finance Team by the advised due date.

#N/A <<s11C(1)>> @CRIMTRAC.GOV.AU

	Total Amount	Transaction Date	Description 1	Description 2	Description 3	Description 4	Description 5	Account Code	Cost Centre	Project Code (if applicable)	Description
1	$388.99	27/08/2014	HILTON HOTELS SALT LK	USD 347.94 AT .8944				7240	140	N/A	INTERNATIONAL ACCOMMODATION - LEE WALTON - Travel to US for NEC AFIS Conference

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(1)

Hilton
SALT LAKE CITY CENTER

HILTON SALT LAKE CITY CENTER
255 S. West Temple | Salt Lake City, UT | 84101
T: 801 328 2000 | F: 801 238 4799
W: hilton.com

NAME AND ADDRESS:
WALTON, LEE
<<s11C(1)>>

Room: 725/Q2R
Arrival Date: 8/24/2014 5:09:00PM
Departure Date: 8/27/2014
Adult/Child: 1/0
Room Rate: 103.00

RATE PLAN C-AFS

HH# 793152607 BLUE
AL
BONUS AL CAR

Confirmation Number : 3145742114

8/27/2014 PAGE 1

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
8/24/2014	GUEST ROOM	KELSON	5082294	$103.00		
8/24/2014	RM SALES TAX 6.85%	KELSON	5082294	$7.06		
8/24/2014	RM OCCUPANCY TAX 5.75%	KELSON	5082294	$5.92		
8/25/2014	GUEST ROOM	BLAIN	5083439	$103.00		
8/25/2014	RM SALES TAX 6.85%	BLAIN	5083439	$7.06		
8/25/2014	RM OCCUPANCY TAX 5.75%	BLAIN	5083439	$5.92		
8/26/2014	GUEST ROOM	BLAIN	5084575	$103.00		
8/26/2014	RM SALES TAX 6.85%	BLAIN	5084575	$7.06		
8/26/2014	RM OCCUPANCY TAX 5.75%	BLAIN	5084575	$5.92		

WILL BE SETTLED TO DC *9682 $347.94

EFFECTIVE BALANCE OF $0.00

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Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900 hotels and resorts in 91 countries, please visit HHonors.com.

Thank you for choosing Hilton. You'll get more when you book directly with us - more destinations, more points, and more value. Book your next stay at hilton.com.

DATE OF CHARGE | FOLIO NO./CHECK NO. 938180 A

Zip-Out Check-Out®

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

Please review this statement. It is a record of your charges as of late last evening.

For any charges after your account was prepared, you may:
+ pay at the time of purchase.
+ charge purchases to your account, then stop by the Front Desk for an updated statement.
+ or request an updated statement be mailed to you within two business days.

If the statement meets with your approval, simply press the Zip-Out Check-Out button on your guest room telephone. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room. *Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.*

AUTHORIZATION | INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

PAYMENT DUE UPON RECEIPT

CrimTrac FOI p A66

Rebecca Dale

Subject:	SAN Migration Plan
Location:	Morpho Offices - 103 Northbourne Avenue
Start:	Mon 24/02/2014 6:00 PM
End:	Mon 24/02/2014 7:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Paul Griffith
Required Attendees:	Paul Griffith; MELLINK David (MORPHO); 'CARTI Jonathan (MORPHO)'; 'LESEIGNEUR Thomas (MORPHO)'; LEROY Pascal (MORPHO); <<s11C(1)>> @cgi.com'; '; <<s11C(1)>> @cgi.com'; Brendan Hall; Jasson Paz; Shayne Weston
Optional Attendees:	Anthony Lowe; Lowe, Anthony; Jimmy Chan
Categories:	CrimTrac, NAFIS Capacity Upgrade Project
Importance:	High

All,

I have requested this meeting at this time to enable us to have a video conference with Thomas and Pascal. We need to agree on a solution and individual responsibilities. I will be organising regular meetings over the next 2-3 weeks to ensure the migration remains on track and everyone's jobs are fully understood.

Paul

Simon,

It would be very useful if you could make it to Canberra for this meeting; but if you can't the conference numbers will be the same as you used today.

Paul

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CrimTrac FOI p A67

Rebecca Dale

Subject: Workstation refresh
Location: Boardroom at Morpho

Start: Wed 12/03/2014 11:00 AM
End: Wed 12/03/2014 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MELLINK David (MORPHO)

Categories: NAFIS Workstation Refresh

Hello all,

Just a quick touch base to answer a couple of questions surrounding the workstation rollout and additional works. There is no formal agenda so it's more a meet and greet and then work through a few issues that are open and answer a few questions.

Thanks

David

#
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CrimTrac FOI p A68

Rebecca Dale

Subject: NAFIS Hardware refresh weekly meeting
Location: Morpho office

Start: Fri 11/04/2014 3:00 PM
End: Fri 11/04/2014 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MAIZONNIAUX Francis (MORPHO)

Categories: NAFIS Workstation Refresh

#
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CrimTrac FOI p A69

Rebecca Dale

Subject: NAFIS Hardware refresh project meeting
Location: Morpho office Canberra

Start: Fri 4/04/2014 2:00 PM
End: Fri 4/04/2014 3:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MAIZONNIAUX Francis (MORPHO)

Categories: NAFIS Workstation Refresh

#
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CrimTrac FOI p A70

Rebecca Dale

Subject: Presentation User Acceptance Test Plan
Location: MSC or Crimtrac (as preferred by Crimtrac)

Start: Thu 6/02/2014 1:00 PM
End: Thu 6/02/2014 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Categories: NAFIS Capacity Upgrade Project

Hi Paul,

We would like to present you a first draft of the UAT document. This will give you an overview of the different tests we are aiming at doing for phase 1. It will also allow us to have a first set of feedback,

Feel free to forward this invitation to other relevant stakeholders ,

Regards,

Jonathan

#
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#

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CrimTrac FOI p A71

Rebecca Dale

Subject: Crimfrac- Architecture Workshop
Location: MSC

Start: Wed 29/01/2014 9:00 AM
End: Wed 29/01/2014 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Categories: NAFIS Capacity Upgrade Project

Importance: High

All,

During these 2 days, we will review the SADD together.

Regards,

Jonathan

#
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CrimTrac FOI p A72

Rebecca Dale

Subject: NAFIS Hardware refresh weekly meeting
Location: Morpho Office

Start: Thu 17/04/2014 3:30 PM
End: Thu 17/04/2014 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Tentatively accepted

Organizer: MAIZONNIAUX Francis (MORPHO)

Categories: NAFIS Workstation Refresh

#
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#

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CrimTrac FOI p A73

Rebecca Dale

Subject: NAFIS Hardware refresh weekly meeting
Location: Morpho office

Start: Tue 29/04/2014 3:30 PM
End: Tue 29/04/2014 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: MAIZONNIAUX Francis (MORPHO)

Categories: NAFIS Workstation Refresh

#
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#

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CrimTrac FOI p A74

Rebecca Dale

Subject: Root Cause Analysis
Location: MSC

Start: Wed 7/05/2014 3:00 PM
End: Wed 7/05/2014 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Categories: NAFIS Capacity Upgrade Project

Hi Paul,

As discussed, we would like to present you the results of the root cause analysis. If possible, I would like to have this meeting at the MSC.

Please feel free to invite additional participants if required,

Regards,

Jonathan

#
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CrimTrac FOI p A75

Rebecca Dale

Subject: NAFIS HW Refresh Weekly meeting
Location: Morpho office Boardroom

Start: Tue 13/05/2014 9:30 AM
End: Tue 13/05/2014 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MAIZONNIAUX Francis (MORPHO)

Categories: NAFIS Workstation Refresh

#
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CrimTrac FOI p A76

Rebecca Dale

Subject: Oracle consultant debrief
Location: Morpho Canberra office boardroom

Start: Wed 14/05/2014 3:00 PM
End: Wed 14/05/2014 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MELLINK David (MORPHO)

Categories: NAFIS Capacity Upgrade Project

#
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CrimTrac FOI p A77

Rebecca Dale

Subject: Review of the schedule
Location: #R_SEC_OSN Bat B Rdc Salle Cezanne (MORPHO)

Start: Fri 16/05/2014 4:00 PM
End: Fri 16/05/2014 5:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Categories: NAFIS Capacity Upgrade Project

All,

This meeting to review the schedule and confirm the final dates,

We will use the video conf

Regards,

Jonathan

#
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CrimTrac FOI p A78

Rebecca Dale

Subject: WAPOL server refresh and ABIN server requirements [SEC=UNOFFICIAL]
Location: Morpho - MSC

Start: Wed 21/05/2014 11:00 AM
End: Wed 21/05/2014 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Carmen Eckhoff
Required Attendees: Paul Griffith; Justin Gardiner; Robert Loxton; MELLINK David (MORPHO) (<<s11C(1)>> @morpho.com)
Optional Attendees: Graeme Toms

Categories: NAFIS Workstation Refresh, Project Delivery - Persons

As discussed we need to review options for WAPOL server refresh (NAFIS/Livescan) and ABIN server requirements to endeavor to help out the ABIN install due in WA from 2nd June 2014.

Regards,

Carmen

Please note that this email is a CrimTrac record subject to Commonwealth record retention requirements, legislative obligations of non-disclosure and that officers are bound by the CrimTrac Information Security Policy

Please consider the environment before printing this email.

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CrimTrac FOI p A79

Rebecca Dale

Subject:	NAFIS Hardware refresh project meeting
Location:	boardroom
Start:	Tue 24/06/2014 2:00 PM
End:	Tue 24/06/2014 2:30 PM
Recurrence:	(none)
Meeting Status:	Accepted
Organizer:	MAIZONNIAUX Francis (MORPHO)
Categories:	NAFIS Capacity Upgrade Project

#
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CrimTrac FOI p A80

CRIMTRAC

Biometric Identification Services Steering Committee Meeting 3

27 April 2015

Agenda Item 2.2 – Attachment B
Executive Summary - Significant Travel
CIO Lee Walton travel to the United Kingdom and France

Traveling CrimTrac Staff	Lee Walton, Chief Information Officer
Destination	1. **INTERPOL Headquarters** Lyon, France 2. **Leicestershire Police** Leicester, United Kingdom 3. **London Metropolitan Police** London, United Kingdom 4. **UK Home Office** London, United Kingdom
Date of Travel	17 – 24 March 2015
Purpose of Travel	The purpose of the travel was to twofold:- ***(1) To attend the second meeting of the INTERPOL Facial Experts Working Group in Lyon, France.*** The group is aimed at maturing the discipline of facial recognition for law enforcement and to aim for a consistent approach where possible between member countries. Representing CrimTrac at this working group will ensure the agency's biometric strategy is aligned with the current biometrics solutions that are being developed internationally. ***(2) To attend arranged meetings with Interpol, Metropolitan Police, Home Office and Leicestershire Police in the United Kingdom.*** Information sourced at these meeting will assist with informing CrimTrac's Biometrics Identification Services (BIS) Project, on the developments and technologies in biometrics and facial recognition capabilities.
Key Meetings and Outcomes / Findings	**INTERPOL Facial Experts Working Group** • This is the second meeting of the facial experts working group. The group is aimed at maturing the discipline of facial recognition for law enforcement and to establish a consistent approach where possible between member countries.

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CrimTrac FOI p A81

CRIMTRAC

Biometric Identification Services Steering Committee Meeting 3

27 April 2015

- The agenda included an update on the Interpol Facial recognition project, country updates, image best practice, facial image sharing and a demonstration of the Interpol mobile facial recognition device.
- The working group was somewhat disappointing in that there was a good opportunity to leverage the expertise in the room and have meaningful discussion on some of the challenges facing the facial recognition community. However the group lacked focus and direction and much of the input came from Australia and the USA. At the conclusion of the meeting there was a discussion about the future direction of the group and many good suggestions on future agenda items were put forward. If these are adopted by Interpol it may be worthwhile to have Australian attendance in the future.

<<s11C(1)>>

- Only Australia (AFP and CrimTrac), Netherlands and USA of the 17 countries represented provided country updates.

). We emphasised the importance of these updates and asked that Interpol give this increased focus in future meetings.

<<s11C(1)>>

- CrimTrac provided an update on the BIS project and the AFP on their work in facial recognition and the development of standards.
- The group reviewed the draft Interpol Facial Image Best Practice Guide and provide comment. The guide was agreed subject to Interpol incorporating the changes. It will provide useful input for Australian image standards as BIS progresses.

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CrimTrac FOI p A82

CRIMTRAC

Biometric Identification Services Steering Committee Meeting 3

27 April 2015

	• The next meeting will be in Lyon from 5-8 October 2015. I would only support the use of CrimTrac funds to enable attendance if there is much greater focus on the purpose for the group and the agenda is much more comprehensive.
	Interpol Side Meetings • One day was set aside for aide meetings with Interpol on CrimTrac related activities. This was very valuable. The topics discussed included : <<s11C(1)>> ***Leicestershire Police Facial Recognition Unit*** • Met with f Leicestershire Police facial recognition unit. This was an extremely useful visit and provided valuable input to the BIS project. <<s11C(1)>> They highly recommend this approach as it will result in much improved matching outcomes in the long run. CrimTrac should develop an agreed approach for BIS through the user group. • They suggest isolating (but still making available) legacy images so that in time as a greater of high quality images become available then the operator can chose to refine their search as necessary. They also recommend categorising the images by geographical location to provide further search options. <<s11C(1)>>

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C R I M T R A C

Biometric Identification Services Steering Committee Meeting 3

27 April 2015

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UK Home Office

- Met with to discuss face recognition in the Police National Database (PND). who is responsible for face and finger recognition standards also attended for part of the time.
-

CRIMTRAC

Biometric Identification Services Steering Committee Meeting 3 — **27 April 2015**

	Metropolitan Police • Met with on facial recognition. <<s11C(1)>>
Recommendation:	1. Note the report.

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CrimTrac FOI p A85

EFT REMITTANCE ADVICE

C R I M T R A C

Responsive · Innovative · Accountable

To: Paterson, Andrew

CrimTrac Agency
GPO Box 1573
Canberra ACT 2601

Supplier ID: PATE01

Payment Number EFT0906-00027
Cheque Date 29/05/2014

Invoice Number	Invoice Date	Reference	Description	Amount Paid
TA 361	26/05/2014	VCH030769	TA 27-29/5/14-SYD ASIA PACIFIC	$293.45

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REMITTANCE TOTAL **$293.45**

TA 361

Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL – Domestic ☑ International ☐

1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times)

Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Andrew Paterson			B	27-29 May 2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Dockside, Sydney NSW		
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.	28 May 2014 - 8:30am to 5pm 29 May 2014 – 8:30am to 4:30pm		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	Biometrics Institute Asia-Pacific Conference 2014		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 2	Dinner: 0
6. Does the air fare require baggage allowance?	Yes		
7. Rental Car Required? If yes, why?	No		
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Flights - $250 return Accomodation - $460		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 600	Project code:	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Ms Nicole Mayo (COO)		
11. Specify any unusual circumstances such as travelling over a weekend/public holiday, utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.	N/A		

ENTERED
21 MAY 2014
BY: .....

Requesting officer: Lauren Stores Signature: <<s11C(1)>> Date: 20/5/2014

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Delegate officer: NICOLE MAYO Signature: <<s11C(1)>> Date: 20/5/14

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 361 **Travel:** Non - SES

Name(s): Andrew Paterson **Booking class:** Economy

Accommodation details:	Check in date	Check out date
Oaks Goldsbrough Apartments	27 May 2014	29 May 2014

Cost centre:140	Project code:	
Account Code	**Cost details:**	
7220	**Travel Allowance**	**$293.45**
7210	**Airfares**	**$352.82**
7200	**Accommodation**	**$390**
7230	**Car Hire**	**$**
7220	**Part day TA ($50)**	**$**
	Total	**$1036.27**

Attachments:

- **Signed Part 1 Travel Proposal;**
- **Itinerary from QBT;**
- **Accommodation details from AOT;**
- **TA calculations (if travel is more than 1 day);**
- **Car Hire details (if required); and**
- **Additional approvals/paperwork if required – such as Internal Minute for International Travel.**

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CrimTrac Travel Consultant

Name: _Lauren_____ Position: _Admin - EPMO Phone:__ <<s11C(1)>> _____

Signature: _____ Date: _____

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Authorised Delegate Name: _____ Position: _____

Signature: _____ Date: _____

Delegate comments:

e-ticket itinerary/receipt

QBT
THE BUSINESS OF TRAVEL

PATERSON/ANDREW MR

Airline Booking Reference:
Qantas Airways: 6OCY2M

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5222104539**
Date of Issue:	22 May 2014
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	6OCY2M

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Tuesday, 27 May 17:05	**Qantas Airways QF1520** ECONOMY (V) Confirmed (HK)	**Sydney / SYD** Terminal 3 Kingsford Smith Arpt, Australia Tuesday, 27 May 17:55	Baggage Allowance: 1PC Duration: 00 hours, 50 minutes Boeing 717
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Thursday, 29 May 18:15	**Qantas Airways QF1493** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Thursday, 29 May 19:10	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes DHC8 Dash 8-400

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 22 May 2014

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PAYMENT

Air Fare		AUD	256.14
Taxes	3.50 YQ 21.84 QR 21.84 QR 11.06 WG 31.44 UO	AUD	89.68
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	352.82

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A89

aothotels.com.au
- GOVERNMENT SERVICES DIVISION

179 Normanby Road,
South Melbourne, VIC, 3205
Ph: 1300 767 869 /
+61 3 9867 9695
Fax: 03 9867 9559
ABN: 23 106 495 498

BOOKING CONFIRMATION - TRAVEL VOUCHER

Booking Reference:	AOGVQ70521
Travel Itinerary for:	Mr ANDREW PATERSON (Adult)
Date Issued:	26 May 14

Please ensure you check the booking details carefully.

Some hotels do not have 24 hour Reception and Check-in. To avoid any inconvenience, AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to confirm after hours procedure.

Once your travel has commenced our Customer Care Team are here to assist 24 | 7 on your booking. AOT Hotels Customer Care 1300 767 869.

If at any time you are not satisfied with the room allocated to you, we recommend you immediately contact the Hotel Front Desk to resolve. Alternatively if you would prefer AOT Hotels to handle on your behalf, please contact our Customer Care Team advising of the issue who will address any concerns with the accommodation supplier.

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Accommodation	Confirmed
Property:	**Oaks Goldsbrough Apartments** 243 Pyrmont Street,Darling Harbour New South Wales, Australia, 2009 02 9518 5166
Booking Reference:	AOGVQ70521
Booking for:	Mr ANDREW PATERSON (Adult)
Number of People:	1 Adults
Number of Rooms:	1
Room/s Configuration:	1 Single Room/s
Check In:	Tuesday, 27 May 14
Check Out:	Thursday, 29 May 14
Service:	Studio Apartment - Booking Code: Government Rate
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Split King. **Additional Bedding:** No additional bedding available.
Important Information:	**Supplier Confirmation:** 11155152 23MAY14 **Check-in: 2:00pm. Check-out: 10:00am.**

Cancellation Policy:

Valid for 01APR13-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show will be subject to a one (1) night cancellation fee.

Bookings 7 nights to 14 nights:
- Bookings cancelled 3 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 2 and 1 days prior to arrival will be subject to a one (1) night cancellation fee.
- Bookings cancelled on the day of arrival or in the event of a no-show will be subject to a two (2) night cancellation fee.

Bookings 15 nights to 28 nights:
- Bookings cancelled 5 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 4 and 3 days prior to arrival will be subject to a two (2) night cancellation fee.
- Bookings cancelled 2 days or less prior to arrival or in the event of a no-show will be subject to a three (3) night cancellation fee.

Bookings of 29 nights plus:
- Bookings cancelled 7 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 6 and 4 days prior to arrival will be subject to a three (3) night cancellation fee.
- Bookings cancelled 3 days or less prior to arrival or in the event of a no-show will be subject to a four (4) night cancellation fee.

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Service Cost: **AUD $390.00**

PRICING SUMMARY

Total Cost of Booking:	**Cost Inclusive of GST**	**GST**
	AUD $390.00	**$3.64**

IMPORTANT INFORMATION

Check In Requirements:
Upon check-in, many hotels require a security bond in the form of a credit card imprint to cover any non-authorised ancillary charges.
Some hotels do not have 24 hour Reception and check-in. To avoid any inconvenience AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to advise accordingly and receive any after hour procedure that may apply.

Special Requests & Bedding Request:
Please ensure any Special/Bedding requests have been noted for any applicable services. Whilst our suppliers will endeavour to meet these requests, they cannot be guaranteed. Charges for additional requirements including, but not limited to rollaway beds may be applied by the Service Provider and are billed to AOT with the room charge.

Ancillary Charges:
AOT Hotels provides the ability to request ancillary services for authorised travellers including but not limited to Breakfast, Wi-Fi and Car Parking directly with the service provider. Whilst our suppliers will endeavour to meet these requests, the ability to request such services does not imply the service

provider is able to accommodate the ancillary request.

Thank you for booking with AOT Hotels.

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TRAVEL ALLOWANCE

[redacted] Employee's annual salary - $108,811 to 193,520

Staff Name: Andrew Paterson

INSTRUCTIONS

Note: Travel Allowance Form to be used for travel of 2 or more days. Use $50 part-day TA for day trips over 10 hours.
1. Complete all boxes highlighted yellow.
2. Ensure times are inserted 24 hours with collon (e.g. 09:25, 17:26)
3. T/A Paid From begins one hour prior to outbound departure flight time.
4. TA Paid To begins one hour after inbound flight arrival time.
5. The spreadsheet will automatically calculate the TA based on the information inserted.

Note: Formula only applies to Capital City travel allowance calculations. Country travel allowance calculation needs to be done manually.

T/A PAID FROM

Day of the Week	
Time (hh:mm)	4:05:00 PM
Date (dd/mm/yy)	27 May 2014

	Capital City	Country Centre	
Before 7.00 am	$119.15	$99.95	
7.00 am until 1.00 pm	$92.05	$75.05	
1.00 pm until 7.00 pm	$53.70	$49.60	
7.00 pm and after	NIL	NIL	$53.70

NUMBER OF COMPLETE DAYS ABSENCE
Are there any full days between day of departure and day of return?

1	X	daily meals rate	$119.15	$99.95	$119.15

T/A PAID TO

Day of the Week	
Time (hh:mm)	15:00 PM
Date (dd/mm/yy)	29 May 2014

	Capital City	Country Centre	
Before 7.00 am	NIL	NIL	
7.00 am until 1.00 pm	$27.10	$24.90	
1.00 pm until 7.00 pm	$65.45	$50.35	
7.00 pm and after	$119.15	$99.95	$119.15
TOTAL AMOUNT			= $292.00

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$27.10	$24.90	0	$ -
Lunch	$38.35	$25.45	2	$ 76.70
Dinner	$53.70	$49.60	0	$ -

TOTAL MEALS TO BE DEDUCTED $76.70

ACCOMMODATION
^Staying at friend/family's

No. nights		Rate		
0	@	$50.00	=	$0.00

TOTAL ACCOMMODATION AMOUNT

^ An officer may elect to stay with family or friends where their residence is within a reasonable distance to the location of business.
This intent must be specified on the Travel Requisition with the estimated distance from residence to business location.
Where approved an allowance of $50 per night will be paid to the officer.

INCIDENTALS
The rate below will calculate the number of days of travel and/or part thereof.

Days		Rate		
3	@	$26.05	=	$78.15

TRAVELLING ALLOWANCE DUE = $293.45

<<s11C(1)>>

Travel Allowance entered by - Lauren

Travel allowanced checked

26.5.14

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Part 3 - Travel Acquittal

Name: Andrew Paterson.

Req #: 361

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. ~~AGREED~~ / (NOT AGREED)	
If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change): • Flight changed to 17.30 departure, however flight was delay & arrived after 7pm.	
You must advise your delegate of any changes to travel which has already been planned and approved.	
Any changes required to the travel allowance?: ~~Yes~~/(No)	
Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?	
If yes, TA amount to be **paid to/reimbursed by** staff member:	$ _____
Amended flight itinerary & TA calculations to be attached.	
<<s11C(1)>> C / **Travelling Officer signature**	3/6/14 **Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

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The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

QANTAS

Name
PATERSON/ANDREW MR
Carrier
QANTAS AIRWAYS
From
CANBERRA
Terminal
To
MELBOURNE
Terminal 1
Flight
QF 795
Date
12MAY
Seat
11D
Service Information
FF GOLD SAPPHIRE

ETKT

Gate
13
Boarding Time
0624
Class
ECONOMY

oneworld

qantas.com

Name
PATERSON/ANDREW MR
Flight
QF 795
Date
12MAY
Seat
11D
Class
ECONOMY
From
CBR
To
MEL
SEQ No
123
Carrier
QANTAS

QANTAS

Name
PATERSON/ANDREW MR
Carrier
QANTAS AIRWAYS
From
MELBOURNE
Terminal 1
To
CANBERRA
Terminal
Flight
QF 742
Date
12MAY
Seat
14D
Service Information
FF GOLD SAPPHIRE

ETKT

Gate
24
Boarding Time
1730
Class
ECONOMY

oneworld

qantas.com

Name
PATERSON/ANDREW MR
Flight
QF 742
Date
12MAY
Seat
14D
Class
ECONOMY
From
MEL
To
CBR
SEQ No
20
Carrier
QANTAS

Released by CrimTrac under the FOI Act 1982

Part 3 - Travel Acquittal

Name: Andrew Paterson.

Req #: 350

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. (AGREED) ~~NOT AGREED~~	
If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change):	
You must advise your delegate of any changes to travel which has already been planned and approved.	
Any changes required to the travel allowance?: ~~Yes~~ (No) *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?*	
If yes, TA amount to be **paid to/reimbursed by** staff member:	$ ———
Amended flight itinerary & TA calculations to be attached.	
X **Travelling Officer signature**	3/6/14 **Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

Released by CrimTrac under the FOI Act 1982

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

QANTAS

Name
PATERSON/ANDREW MR
Carrier
QANTASLINK
From
SYDNEY
Terminal 3
To
CANBERRA
Terminal
Service Information

OPERATED BY NATIONAL JET ETKT

Gate

Boarding Time
1710

Class
ECONOMY

qantas.com

Flight
QF 1519
Date
29MAY
Seat
14F

Name
PATERSON/ANDREW MR
Flight
QF 1519
Date
29MAY
Seat
14F
Class
ECONOMY
From
SYD
To
CBR
SEQ No
51
Carrier
QF

QANTAS

Name
PATERSON/ANDREW MR
Carrier
QANTASLINK
From
CANBERRA
Terminal
To
SYDNEY
Terminal 3
Service Information
FF GOLD SAPPHIRE

OPERATED BY NATIONAL JET ETKT

Gate

Boarding Time
1649

Class
ECONOMY

qantas.com

Flight
QF 1520
Date
27MAY
Seat
11E

Name
PATERSON/ANDREW MR
Flight
QF 1520
Date
27MAY
Seat
11E
Class
ECONOMY
From
CBR
To
SYD
SEQ No
76
Carrier
QF

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CrimTrac FOI p A97

EFT REMITTANCE ADVICE

C R I M T R A C

Responsive · Innovative · Accountable

To: Wall, Andrew Philip

CrimTrac Agency
GPO Box 1573
Canberra ACT 2601

Supplier ID: WALL01

Payment Number EFT0906-00036
Cheque Date 29/05/2014

Invoice Number	Invoice Date	Reference	Description	Amount Paid
TA 362	26/05/2014	VCH030770	TA 27-29/5/14-SYD ASIA PACIFIC	$293.45

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REMITTANCE TOTAL **$293.45**

TA 362

Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL – Domestic ☑ International ☐

1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times)

Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Peter Nolan			B	27-29 May 2014
Andrew Wall			B	27-29 May 2014
Ian Dempster			B	27-29 May 2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Dockside, Sydney NSW		
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.	28 May 2014 - 8:30am to 5pm 29 May 2014 – 8:30am to 4:30pm		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	Biometrics Institute Asia-Pacific Conference 2014		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 2	Dinner: 0
6. Does the air fare require baggage allowance?	Yes		
7. Rental Car Required? If yes, why?	No		
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Flights - $250 return pp Accomodation - $460 pp		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 600	Project code:	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Mr Andrew Paterson (DBEI)		
11. Specify any unusual circumstances such as travelling over a weekend/public holiday; utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.	N/A		

ENTERED
27 MAY 2014
BY: .....

<<s11C(1)>>

Requesting officer: Lauren Stores Signature: [signature] Date: 20/5/2014

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

<<s11C(1)>>

Delegate officer: Andrew Paterson Signature Date: 26/5/14

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 362 **Travel:** Non - SES

Name(s): Andrew Wall **Booking class:** Economy

Accommodation details:	Check in date	Check out date
Oaks Goldsbrough Apartments	27 May 2014	29 May 2014

Cost centre:140	Project code:	
Account Code	**Cost details:**	
7220	Travel Allowance	$293.45
7210	Airfares	$352.82
7200	Accommodation	$390
7230	Car Hire	$
7220	Part day TA ($50)	$
	Total	$1036.27

Attachments:

- **Signed Part 1 Travel Proposal;**
- **Itinerary from QBT;**
- **Accommodation details from AOT;**
- **TA calculations (if travel is more than 1 day);**
- **Car Hire details (if required); and**
- **Additional approvals/paperwork if required – such as Internal Minute for International Travel.**

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CrimTrac Travel Consultant

Name: _Lauren_____ Position: _Admin - EPMO Phone:__ <<s11C(1)>> _____

<<s11C(1)>>

Signature _____ Date: 26/5/14

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Authorised Delegate Name: Andrew Pattison Position: Director BE+I

<<s11C(1)>>

Signature: _____ Date: 26/5/14

Delegate comments:

e-ticket itinerary/receipt

QBT
THE BUSINESS OF TRAVEL

WALL/ANDREW MR

Frequent Flyer Membership:

Airline Booking Reference:
Qantas Airways: 6OCY2N

Endorsements:
VALID QF ONLY /NON END

Ticket no. 081-5222104541
Date of Issue: 22 May 2014
Issuing Agency: Air Tickets IATA: 02362323
Issued on behalf of: Qantas Airways
For: QBT WOAG
Reservation Number: 6OCY2N

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Tuesday, 27 May 17:05	**Qantas Airways QF1520** ECONOMY (V) Confirmed (HK)	**Sydney / SYD** Terminal 3 Kingsford Smith Arpt, Australia Tuesday, 27 May 17:55	Baggage Allowance: 1PC Duration: 00 hours, 50 minutes Boeing 717
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Thursday, 29 May 18:15	**Qantas Airways QF1493** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Thursday, 29 May 19:10	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes DHC8 Dash 8-400

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 22 May 2014

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	256.14
Taxes	3.50 YQ 21.84 QR 21.84 QR 11.06 WG 31.44 UO	AUD	89.68
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	352.82

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A101

aothotels.com.au
- GOVERNMENT SERVICES DIVISION

179 Normanby Road,
South Melbourne, VIC, 3205
Ph: 1300 767 869 /
+61 3 9867 9695
Fax: 03 9867 9559
ABN: 23 106 495 498

BOOKING CONFIRMATION - TRAVEL VOUCHER

Booking Reference:	AOGVQ70535
Travel Itinerary for:	Mr ANDREW WALL (Adult)
Date Issued:	23 May 14

Please ensure you check the booking details carefully.

Some hotels do not have 24 hour Reception and Check-in. To avoid any inconvenience, AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to confirm after hours procedure.

Once your travel has commenced our Customer Care Team are here to assist 24 | 7 on your booking. AOT Hotels Customer Care 1300 767 869.

If at any time you are not satisfied with the room allocated to you, we recommend you immediately contact the Hotel Front Desk to resolve. Alternatively if you would prefer AOT Hotels to handle on your behalf, please contact our Customer Care Team advising of the issue who will address any concerns with the accommodation supplier.

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Accommodation	Confirmed
Property:	**Oaks Goldsbrough Apartments** 243 Pyrmont Street,Darling Harbour New South Wales, Australia, 2009 02 9518 5166
Booking Reference:	AOGVQ70535
Booking for:	Mr ANDREW WALL (Adult)
Number of People:	1 Adults
Number of Rooms:	1
Room/s Configuration:	1 Single Room/s
Check In:	Tuesday, 27 May 14
Check Out:	Thursday, 29 May 14
Service:	Studio Apartment - Booking Code: Government Rate
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Split King. **Additional Bedding:** No additional bedding available.
Important Information:	**Check-in: 2:00pm. Check-out: 10:00am.**

Cancellation Policy:

Valid for 01APR13-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show will be subject to a one (1) night cancellation fee.

Bookings 7 nights to 14 nights:
- Bookings cancelled 3 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 2 and 1 days prior to arrival will be subject to a one (1) night cancellation fee.
- Bookings cancelled on the day of arrival or in the event of a no-show will be subject to a two (2) night cancellation fee.

Bookings 15 nights to 28 nights:
- Bookings cancelled 5 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 4 and 3 days prior to arrival will be subject to a two (2) night cancellation fee.
- Bookings cancelled 2 days or less prior to arrival or in the event of a no-show will be subject to a three (3) night cancellation fee.

Bookings of 29 nights plus:
- Bookings cancelled 7 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 6 and 4 days prior to arrival will be subject to a three (3) night cancellation fee.
- Bookings cancelled 3 days or less prior to arrival or in the event of a no-show will be subject to a four (4) night cancellation fee.

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Service Cost: **AUD $390.00**

PRICING SUMMARY

	Cost Inclusive of GST	GST
Total Cost of Booking:	**AUD $390.00**	**$3.64**

IMPORTANT INFORMATION

Check In Requirements:
Upon check-in, many hotels require a security bond in the form of a credit card imprint to cover any non-authorised ancillary charges.
Some hotels do not have 24 hour Reception and check-in. To avoid any inconvenience AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to advise accordingly and receive any after hour procedure that may apply.

Special Requests & Bedding Request:
Please ensure any Special/Bedding requests have been noted for any applicable services. Whilst our suppliers will endeavour to meet these requests, they cannot be guaranteed. Charges for additional requirements including, but not limited to rollaway beds may be applied by the Service Provider and are billed to AOT with the room charge.

Ancillary Charges:
AOT Hotels provides the ability to request ancillary services for authorised travellers including but not limited to Breakfast, Wi-Fi and Car Parking directly with the service provider. Whilst our suppliers will endeavour to meet these requests, the ability to request such services does not imply the service

provider is able to accommodate the ancillary request.

Thank you for booking with AOT Hotels.

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under the FOI Act 1982

TRAVEL ALLOWANCE

[redacted]

Staff Name: Andrew Wall

INSTRUCTIONS

Note: Travel Allowance Form to be used for travel of 2 or more days. Use $50 part-day TA for day trips over 10 hours.
1. Complete all boxes highlighted yellow.
2. Ensure times are inserted 24 hours with collon (e.g. 09:25, 17:26)
3. T/A Paid From begins one hour prior to outbound departure flight time.
4. TA Paid To begins one hour after inbound flight arrival time.
5. The spreadsheet will automatically calculate the TA based on the information inserted.

Note: Formula only applies to Capital City travel allowance calculations. Country travel allowance calculation needs to be done manually.

T/A PAID FROM

Day of the Week	
Time (hh:mm)	4:05:00 PM
Date (dd/mm/yy)	27 May 2014

	Capital City	Country Centre	
Before 7.00 am	$119.15	$99.95	
7.00 am until 1.00 pm	$92.05	$75.05	
1.00 pm until 7.00 pm	$53.70	$49.60	$53.70
7.00 pm and after	NIL	NIL	

NUMBER OF COMPLETE DAYS ABSENCE
Are there any full days between day of departure and day of return?

1 X daily meals rate | $119.15 | $99.95 | $119.15

T/A PAID TO

Day of the Week	
Time (hh:mm)	7:15:00 PM
Date (dd/mm/yy)	29 May 2014

	Capital City	Country Centre	
Before 7.00 am	NIL	NIL	
7.00 am until 1.00 pm	$27.10	$24.90	
1.00 pm until 7.00 pm	$65.45	$50.35	
7.00 pm and after	$119.15	$99.95	$119.15

TOTAL AMOUNT = $292.00

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$27.10	$24.90	0	$ -
Lunch	$38.35	$25.45	2	$ 76.70
Dinner	$53.70	$49.60	0	$ -

TOTAL MEALS TO BE DEDUCTED $76.70

ACCOMMODATION
^Staying at friend/family's

No. nights		Rate
0	@	$50.00

TOTAL ACCOMMODATION AMOUNT = $0.00

^ An officer may elect to stay with family or friends where their residence is within a reasonable distance to the location of business.
This intent must be specified on the Travel Requisition with the estimated distance from residence to business location.
Where approved an allowance of $50 per night will be paid to the officer.

INCIDENTALS
The rate below will calculate the number of days of travel and/or part thereof.

Days		Rate		
3	@	$26.05	=	$78.15

TRAVELLING ALLOWANCE DUE = $293.45

<<s11C(1)>>

Travel Allowance entered by - Lauren

Travel allowanced checked by - 26.5.14

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Part 3 - Travel Acquittal

Name: Andrew Wall

Req #: 362

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel.	AGREED / ~~NOT AGREED~~
If **not agreed,** please attach amended travel details (e.g. meals, flight changes and cost of flight change):	
You must advise your delegate of any changes to travel which has already been planned and approved.	
Any changes required to the travel allowance?: ~~Yes~~/No *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?*	
If yes, TA amount to be **paid to/reimbursed by** staff member:	$
Amended flight itinerary & TA calculations to be attached.	
<<s11C(1)>>	3/6/14
Travelling Officer signature	**Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

Released by CrimTrac under the FOI Act 1982

QANTAS

Name
WALL/ANDREW MR
Carrier
QANTASLINK
From
SYDNEY
Terminal 3
To
CANBERRA
Terminal
Service Information
FF GOLD SAPPHIRE

OPERATED BY NATIONAL JET ETKT

Gate

Boarding Time
1710

oneworld

qantas.com

Flight
QF 1519
Date
29MAY
Seat
14D

Class
ECONOMY

Name
WALL/ANDREW MR
Flight
QF 1519
Date
29MAY
Seat
14D
Class
ECONOMY
From
SYD
To
CBR
SEQ No
52
Carrier
QF

Released by CrimTrac under the FOI Act 1982

FF GOLD QF555744

QANTAS AIRWAYS

NATIONAL JET ETKT

QANTAS

EFT REMITTANCE ADVICE

C R I M T R A C

Responsive · Innovative · Accountable

To: Dempster, Ian

CrimTrac Agency
GPO Box 1573
Canberra ACT 2601

Supplier ID: DEMP01

Payment Number EFT0906-00010
Cheque Date 29/05/2014

Invoice Number	Invoice Date	Reference	Description	Amount Paid
REIMBURS 16/5/14	16/05/2014	VCH030780	TAXI 2 RETURN TRIPS TO AGD	$104.80
TA 364	26/05/2014	VCH030772	TA 27-29/5/14-SYD ASIA PACIFIC	$293.45

Released by CrimTrac under the FOI Act 1982

REMITTANCE TOTAL **$398.25**

TA 364

Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL – Domestic ☑ International ☐

1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times)

Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Peter Nolan			B	27-29 May 2014
Andrew Wall			B	27-29 May 2014
Ian Dempster			B	27-29 May 2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Dockside, Sydney NSW		
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.	28 May 2014 - 8:30am to 5pm 29 May 2014 – 8:30am to 4:30pm		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	Biometrics Institute Asia-Pacific Conference 2014		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 2	Dinner: 0
6. Does the air fare require baggage allowance?	Yes		
7. Rental Car Required? If yes, why?	No		
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Flights - $250 return pp Accomodation - $460 pp		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 600	Project code:	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Mr Andrew Paterson (DBEI)		
11. Specify any unusual circumstances such as travelling over a weekend/public holiday, utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.	N/A ENTERED 27 MAY 2014 BY:		

<<s11C(1)>>

Requesting officer: Lauren Stores _____ Signature _____ Date: 20/5/2014

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

<<s11C(1)>>

Delegate officer: Andrew Paterson Signature: _____ Date: 26/5/14

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 364 **Travel:** Non - SES

Name(s): Ian Dempster **Booking class:** Economy

Accommodation details:	Check in date	Check out date
Oaks Goldsbrough Apartments	27 May 2014	29 May 2014

Cost centre:140	Project code:	
Account Code	**Cost details:**	
7220	**Travel Allowance**	**$293.45**
7210	**Airfares**	**$352.82**
7200	**Accommodation**	**$390**
7230	**Car Hire**	**$**
7220	**Part day TA ($50)**	**$**
	Total	**$1036.27**

Attachments:

- **Signed Part 1 Travel Proposal;**
- **Itinerary from QBT;**
- **Accommodation details from AOT;**
- **TA calculations (if travel is more than 1 day);**
- **Car Hire details (if required); and**
- **Additional approvals/paperwork if required – such as Internal Minute for International Travel.**

Released by CrimTrac under the FOI Act 1982

CrimTrac Travel Consultant

Name: _Lauren_____ Position: _Admin - EPMO Phone:_ <<s11C(1)>> _____

<<s11C(1)>>

Signature: _____ Date: 26/5/14

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Authorised Delegate Name: Andrew Rickerson Position: Director BE+I

<<s11C(1)>>

Signature: _____ Date: 26/5/14

Delegate comments:

e-ticket itinerary/receipt

QBT
THE BUSINESS OF TRAVEL

DEMPSTER/IAN MR

Airline Booking Reference:

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5222104543**
Date of Issue:	22 May 2014
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	6L8SYP

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Tuesday, 27 May 17:05	**Qantas Airways QF1520** ECONOMY (V) Confirmed (HK)	**Sydney / SYD** Terminal 3 Kingsford Smith Arpt, Australia Tuesday, 27 May 17:55	Baggage Allowance: 1PC Duration: 00 hours, 50 minutes Boeing 717
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Thursday, 29 May 18:15	**Qantas Airways QF1493** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Thursday, 29 May 19:10	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes DHC8 Dash 8-400

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 22 May 2014

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	256.14
Taxes	3.50 YQ 21.84 QR 21.84 QR 11.06 WG 31.44 UO	AUD	89.68
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	352.82

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A111

aothotels.com.au
- GOVERNMENT SERVICES DIVISION

179 Normanby Road,
South Melbourne, VIC, 3205
Ph: 1300 767 869 /
+61 3 9867 9695
Fax: 03 9867 9559
ABN: 23 106 495 498

BOOKING CONFIRMATION - TRAVEL VOUCHER

Booking Reference: AOGVQ70530

Travel Itinerary for: Mr IAN DEMPSTER (Adult)

Date Issued: 23 May 14

Please ensure you check the booking details carefully.

Some hotels do not have 24 hour Reception and Check-in. To avoid any inconvenience, AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to confirm after hours procedure.

Once your travel has commenced our Customer Care Team are here to assist 24 | 7 on your booking. AOT Hotels Customer Care 1300 767 869.

If at any time you are not satisfied with the room allocated to you, we recommend you immediately contact the Hotel Front Desk to resolve. Alternatively if you would prefer AOT Hotels to handle on your behalf, please contact our Customer Care Team advising of the issue who will address any concerns with the accommodation supplier.

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Accommodation — Confirmed

Property:	**Oaks Goldsbrough Apartments** 243 Pyrmont Street,Darling Harbour New South Wales, Australia, 2009 02 9518 5166
Booking Reference:	AOGVQ70530
Booking for:	Mr IAN DEMPSTER (Adult)
Number of People:	1 Adults
Number of Rooms:	1
Room/s Configuration:	1 Single Room/s
Check In:	Tuesday, 27 May 14
Check Out:	Thursday, 29 May 14
Service:	Studio Apartment - Booking Code: Government Rate
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Split King. **Additional Bedding:** No additional bedding available.
Important Information:	**Check-in: 2:00pm. Check-out: 10:00am.**

Cancellation Policy:

Valid for 01APR13-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show will be subject to a one (1) night cancellation fee.

Bookings 7 nights to 14 nights:
- Bookings cancelled 3 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 2 and 1 days prior to arrival will be subject to a one (1) night cancellation fee.
- Bookings cancelled on the day of arrival or in the event of a no-show will be subject to a two (2) night cancellation fee.

Bookings 15 nights to 28 nights:
- Bookings cancelled 5 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 4 and 3 days prior to arrival will be subject to a two (2) night cancellation fee.
- Bookings cancelled 2 days or less prior to arrival or in the event of a no-show will be subject to a three (3) night cancellation fee.

Bookings of 29 nights plus:
- Bookings cancelled 7 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 6 and 4 days prior to arrival will be subject to a three (3) night cancellation fee.
- Bookings cancelled 3 days or less prior to arrival or in the event of a no-show will be subject to a four (4) night cancellation fee.

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Service Cost: **AUD $390.00**

PRICING SUMMARY

	Cost Inclusive of GST	GST
Total Cost of Booking:	**AUD $390.00**	**$3.64**

IMPORTANT INFORMATION

Check In Requirements:
Upon check-in, many hotels require a security bond in the form of a credit card imprint to cover any non-authorised ancillary charges.
Some hotels do not have 24 hour Reception and check-in. To avoid any inconvenience AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to advise accordingly and receive any after hour procedure that may apply.

Special Requests & Bedding Request:
Please ensure any Special/Bedding requests have been noted for any applicable services. Whilst our suppliers will endeavour to meet these requests, they cannot be guaranteed. Charges for additional requirements including, but not limited to rollaway beds may be applied by the Service Provider and are billed to AOT with the room charge.

Ancillary Charges:
AOT Hotels provides the ability to request ancillary services for authorised travellers including but not limited to Breakfast, Wi-Fi and Car Parking directly with the service provider. Whilst our suppliers will endeavour to meet these requests, the ability to request such services does not imply the service

provider is able to accommodate the ancillary request.

Thank you for booking with AOT Hotels.

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under the FOI Act 1982

TRAVEL ALLOWANCE

[redacted] Employee's annual salary - $103,814 to 107,520 [redacted]

Staff Name: Ian Dempter

INSTRUCTIONS

Note: Travel Allowance Form to be used for travel of 2 or more days. Use $50 part-day TA for day trips over 10 hours.
1. Complete all boxes highlighted yellow.
2. Ensure times are inserted 24 hours with collon (e.g. 09:25, 17:26)
3. T/A Paid From begins one hour prior to outbound departure flight time.
4. TA Paid To begins one hour after inbound flight arrival time.
5. The spreadsheet will automatically calculate the TA based on the information inserted.

Note: Formula only applies to Capital City travel allowance calculations. Country travel allowance calculation needs to be done manually.

T/A PAID FROM

Day of the Week	
Time (hh:mm)	4:05:00 PM
Date (dd/mm/yy)	27 May 2014

	Capital City	Country Centre
Before 7.00 am	$119.15	$99.95
7.00 am until 1.00 pm	$92.05	$75.05
1.00 pm until 7.00 pm	$53.70	$49.60
7.00 pm and after	NIL	NIL

$53.70 ✓

NUMBER OF COMPLETE DAYS ABSENCE
Are there any full days between day of departure and day of return?

1 X daily meals rate — $119.15 | $99.95 — $119.15 ✓

T/A PAID TO

Day of the Week	
Time (hh:mm)	5:15:00 PM
Date (dd/mm/yy)	29 May 2014

	Capital City	Country Centre
Before 7.00 am	NIL	NIL
7.00 am until 1.00 pm	$27.10	$24.90
1.00 pm until 7.00 pm	$65.45	$50.35
7.00 pm and after	$119.15	$99.95

$119.15 ✓

TOTAL AMOUNT = $292.00 ✓

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$27.10	$24.90	0	$ -
Lunch	$38.35	$25.45	2	$ 76.70
Dinner	$53.70	$49.60	0	$ -

TOTAL MEALS TO BE DEDUCTED — $76.70 ✓

ACCOMMODATION
^Staying at friend/family's

No. nights		Rate
0	@	$50.00

TOTAL ACCOMMODATION AMOUNT = $0.00

^ An officer may elect to stay with family or friends where their residence is within a reasonable distance to the location of business.
This intent must be specified on the Travel Requisition with the estimated distance from residence to business location.
Where approved an allowance of $50 per night will be paid to the officer.

INCIDENTALS
The rate below will calculate the number of days of travel and/or part thereof.

Days		Rate		
3	@	$26.05	=	$78.15 ✓

TRAVELLING ALLOWANCE DUE = $293.45

<<s11C(1)>>

Travel Allowance entered by - Lauren

Travel allowanced checked 26.5.14

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CRIMTRAC

Responsive · Innovative · Accountable

Expense Reimbursement Claim

Payee Details

Name: IAN DEMPSTER Phone: 7852

Purchase Details

Description of items purchased and reason for the purchase: 2 x RETURN TRIPS TO AGD FOR FACIAL RECOGNITION MEETINGS.

Amount: $23.70 + 23.70 + 29.92 + 27.48 = $104.80

Account code: 7230 Cost centre: 600 Project code (if applicable):

Requesting Officer

Name: IAN DEMPSTER Signature <<s11C(1)>> Date: 16/5/14

Position: BUSINESS DEVELOPMENT OFFICER

Delegate Approval

Name: ANDREW PATERSON Signature: <<s11C(1)>> Date: 16/5/14

Position: DIRECTOR BE+I

Please attach all relevant receipts/tax invoices to this form.

21 MAY 2014

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CABCHARGE
TAX INVOICE
NAB EFTPOS

AERIAL CG 132227
TAXI TX402 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27213
CLIENT ID: 2160
DRIVER ID: 171204
DRIVER ABN:

PICK UP: DICKSON
DEST: BARTON
############7976 (C)
EXPIRES: 01/18 (C)
VISA DEBIT CRD
AID A0000000031010
AUTH ID 208108

ARE $21.35
THER $0.00
XTRAS $0.00

OTAL FARE $21.35
INC. GST
ERVICE FEE $2.14
ST ON SRVCE FEE $0.21

TAL AUD $23.70

PROVED 00
QC 4E3B8549313B1D12
00000000

* CUSTOMER RECEIPT ***
/04/14 10:30 091261 I

CABCHARGE
TAX INVOICE
NAB EFTPOS

AERIAL CG 132227
TAXI TX402 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27213
CLIENT ID: 2160
DRIVER ID: 171204
DRIVER ABN:

PICK UP: DICKSON
DEST: BARTON
############7976 (C)
EXPIRES: 01/18 (C)
VISA DEBIT CRD
AID A0000000031010
AUTH ID 208108

FARE $21.35
OTHER $0.00
EXTRAS $0.00

TOTAL FARE $21.35
INC. GST
SERVICE FEE $2.14
GST ON SRVCE FEE $0.21

TOTAL AUD $23.70

APPROVED 00
ARQC 4E3B8549313B1D12
0000000000

*** CUSTOMER RECEIPT ***
30/04/14 10:30 091261 I

MERCHANT ID: [illegible]
TERMINAL ID: V27176
CLIENT ID: 2160
DRIVER ID: 5157044
DRIVER ABN:

PICK UP: BARTON
DEST: DICKSON
############7976 (C)
EXPIRES: 01/18 (C)
VISA DEBIT CRD
AID A0000000031010
AUTH ID 550288

FARE $26.95
OTHER $0.00
EXTRAS $0.00

TOTAL FARE $26.95
INC. GST
SERVICE FEE $2.70
GST ON SRVCE FEE $0.27

TOTAL AUD $29.92

APPROVED 00
ARQC C291C7A351643E08
0000000000 1F0000

*** CUSTOMER RECEIPT ***
15/05/14 12:55 072602 I

CABCHARGE
TAX INVOICE
NAB EFTPOS

AERIAL CG 132227
TAXI TX505 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27332
CLIENT ID: 2160
DRIVER ID: 5107924
DRIVER ABN:

PICK UP: OFFICE
DEST: OFFICE
############7976 (C)
EXPIRES: 01/18 (C)
VISA DEBIT CRD
AID A0000000031010
AUTH ID 472785

FARE $21.35
OTHER $0.00
EXTRAS $0.00

TOTAL FARE $21.35
INC. GST
SERVICE FEE $2.14
GST ON SRVCE FEE $0.21

TOTAL AUD $23.70

APPROVED 00
ARQC DDE6C9C9E7D7F7AD
0000000000 1F0000

*** CUSTOMER RECEIPT ***
15/05/14 10:51 048195

CABCHARGE
TAX INVOICE
NAB EFTPOS

AERIAL CG 132227
TAXI TX183 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27249
CLIENT ID: 2160
DRIVER ID: 257627
DRIVER ABN:

PICK UP: BARTON
DEST: DICKSON
############7976 (C)
EXPIRES: 01/18 (C)
VISA DEBIT CRD
AID A0000000031010
AUTH ID 306613

FARE $24.75
OTHER $0.00
EXTRAS $0.00

TOTAL FARE $24.75
INC. GST
SERVICE FEE $2.48
GST ON SRVCE FEE $0.25

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Part 3 - Travel Acquittal

Name: Ian Dempster

Req #: 364

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. ~~AGREED~~ / NOT AGREED	
If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change): There was a flight change, but there was no addelition al cost & the flight returned later than 7pm **You must advise your delegate of any changes to travel which has already been planned and approved.**	
Any changes required to the travel allowance? ~~Yes~~/No *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?* If yes, TA amount to be **paid to/reimbursed by** staff member:	$
Amended flight itinerary & TA calculations to be attached.	
IAN DEMPSTER **Travelling Officer signature** <<s11C(1)>>	5/6/14 **Date**
Authorised Delegate signature (only in case of increase in cost)	5/6/14 **Date**
Print name	**Position**

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

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EFT REMITTANCE ADVICE

C R I M T R A C

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To: Mayo, Nicole Lisa

CrimTrac Agency
GPO Box 1573
Canberra ACT 2601

Supplier ID: MAYO01

Payment Number EFT0905-00016
Cheque Date 22/05/2014

Invoice Number	Invoice Date	Reference	Description	Amount Paid
TA 36	26/05/2014	VCH030693	TA27-30/5/14 UK, FRANCE	$2,285.18

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REMITTANCE TOTAL **$2,033.44**

TA 36

CRIMTRAC
OVERSEAS TRAVEL ALLOWANCE CALCULATION
For use in 2013-14

Instructions:
1. Complete all fields highlighted in yellow.
2. Use the exchange rate from: http://www.oanda.com/currency/converter/
3. Use the exchange rate applicable as close as possible to the date of TA payment (attach a copy of the foreign exchange rate calculation).
4. For more than 2 locations, please use an additional calculation sheet.

NAME	Nicole MAYO
CLASSIFICATION	SES1
TRIP DESCRIPTION	Meetings with Home Office (UK) and INTERPOL (Biometric & Fingerprint Conference)

					Meal Deductions			CALCULATION						
LOCATION 1	**Arrival Date**	**Arrival Time**	**Departure Date**	**Departure Time**	**Breakfast**	**Lunch**	**Dinner**	**Meals**	**Incidentals**	**Deductions**	**TOTAL Local**	**Currency**	**Exchange Rate $1AUD**	**Total AUD**
United Kingdom Central London	27/05/2014	8:20:00 AM	30/05/2014	2:30:00 PM	0	0	0	345.00	105.00	0.00	450.00	GBP	0.5500	818.18

LOCATION 2	**Arrival Date**	**Arrival Time**	**Departure Date**	**Departure Time**	**Breakfast**	**Lunch**	**Dinner**	**Meals**	**Incidentals**	**Deductions**	**TOTAL Local**	**Currency**	**Exchange Rate $1AUD**	**Total AUD**
France Paris	30/05/2014	5:47:00 PM	1/06/2014	4:00:00 PM	2	0	0	236.00	74.00	32.00	278.00	EUR	0.6700	414.93

<<s11C(1)>>

TOTAL AUD for LOCATION 1 & LOCATION 2 $1,233.11

1233.11

PREPARED BY: Deirdre Rodgers (Name) ..... (Signature) <<s11C(1)>>

CHECKED BY: Sophie Galvin

ENTERED 11 MAY 2014

$2285.18 Total to be paid

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CRIMTRAC
OVERSEAS TRAVEL ALLOWANCE CALCULATION
For use in 2013-14

Instructions:
1. Complete all fields highlighted in yellow.
2. Use the exchange rate from: http://www.oanda.com/currency/converter/
3. Use the exchange rate applicable as close as possible to the date of TA payment (attach a copy of the foreign exchange rate calculation).
4. For more than 2 locations, please use an additional calculation sheet.

NAME	Nicole MAYO
CLASSIFICATION	SES1
TRIP DESCRIPTION	Meetings with Home Office (UK) and INTERPOL (Biometric & Fingerprint Conference)

					Meal Deductions			CALCULATION						
LOCATION 1	**Arrival Date**	**Arrival Time**	**Departure Date**	**Departure Time**	**Breakfast**	**Lunch**	**Dinner**	**Meals**	**Incidentals**	**Deductions**	**TOTAL Local**	**Currency**	**Exchange Rate $1AUD**	**Total AUD**
France Strasbourg	1/06/2014	5:56:00 PM	6/06/2014	3:34:00 PM	0	5	0	490.00	135.00	135.00	490.00	EUR	0.6700	731.34

LOCATION 2	**Arrival Date**	**Arrival Time**	**Departure Date**	**Departure Time**	**Breakfast**	**Lunch**	**Dinner**	**Meals**	**Incidentals**	**Deductions**	**TOTAL Local**	**Currency**	**Exchange Rate $1AUD**	**Total AUD**
Switzerland Geneva	6/06/2014	5:15:00 PM	7/06/2014	5:40:00 PM	0	0	0	179.00	84.00	0.00	263.00	CHF	0.8200	320.73

<<s11C(1)>>

TOTAL AUD for LOCATION 1 & LOCATION 2 **$1,052.07**

PREPARED BY: Deirdre Rodgers (Name) _____ (Signature) <<s11C(1)>>

CHECKED BY: Sophia Galeano _____

INTERPOL IS IN LYON, BUT NOT AN OPTION ON THE DROP DOWN. <<s11C(1)>>

9/5/14

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Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL – Domestic ☐ International ☑

1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times)

Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Nicole Mayo		<<s11C(1)>>	COO	26 May – 9 June 2014
Booking Ref : 3294XE				

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Home Office (UK) – 2 Marsham Street, London ICSPA – Commonwealth Secretariat INTERPOL – Lyon, France		
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.	28 May : UK Home Office : 10am – 2.00pm 28 May : ICSPA : 3.00 – 5.00pm 29 May : Commonwealth Secretariat : 11.30 – 1.30pm 2 & 3 June : Fingerprint Conference. 9.00am – 5.00pm 4-6 June : Biometric Conference. 9.30am – 4.30pm		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	To continue international co-operation and information sharing		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 2	Lunch: 5	Dinner:
6. Does the air fare require baggage allowance?	No		
7. Rental Car Required? If yes, why?	No		
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	$16,000.00		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 120	Project code:	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	CEO		
11. Specify any unusual circumstances such as travelling over a weekend/public holiday, utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.			

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<<s11C(1)>>

Requesting officer: DEIRDRE RODGERS Signature: _____ Date: 7/4/14

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

<<s11C(1)>>

Delegate officer: D. A. SMITH Signature: _____ Date: 8/4/14

Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 36 **Travel:** SES

Name(s): NICOLE MAYO **Booking class:** Business

Accommodation details:	Check in date	Check out date
London	27 May 2014	30 May 2014
Paris	30 May 2014	2 June 2014
Lyon	2 June 2014	6 June 2014
Geneva	6 June 2014	7 June 2014

Cost centre:	Project code:	
Account Code	**Cost details:**	
7220	**Travel Allowance**	**$**
7210	**Airfares**	**$**
7200	**Accommodation**	**$**
7230	**Car Hire**	**$**
7220	**Part day TA ($50)**	**$**
	Total	**$**

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Attachments:

- **Signed Part 1 Travel Proposal;**
- **Itinerary from QBT;**
- **Accommodation details from AOT;**
- **TA calculations (if travel is more than 1 day);**
- **Car Hire details (if required); and**
- **Additional approvals/paperwork if required – such as Internal Minute for International Travel.**

CrimTrac Travel Consultant

Name: Deirdre Rodgers Position: EA to COO Phone: <<s11C(1)>>

<<s11C(1)>>

Signature: _____ Date: 7/4/14

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Requesting officer: DEIRDRE RODGERS Signature:_____ Date: 5/5/14

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Delegate officer:_____ Signature:_____ Date:

Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 36 **Travel:** SES

Name(s): NICOLE MAYO **Booking class:** Business

Accommodation details:	Check in date	Check out date
The Cavendish London, 81 Jermyn Street, London	27 May 2014	30 May 2014
Chateuebriand Hotel, 6 Rue Chateaubriand Champs, Paris	30 May 2014	1 June 2014
Hilton Lyon – 70 Quai Charles De Gaulle, Lyon	2 June 2014	6 June 2014
EastWest Hotel – 6 Rue Des Paquis, Geneva	6 June 2014	7 June 2014

Cost centre:	Project code:	
Account Code	**Cost details:**	
7220	Travel Allowance	$
7210	Airfares	$ 7,663.77
7200	Accommodation - London	$ 1,188.10
	Accommodation - Paris	$ 808.85 (incl b'fast)
	Accommodation - Lyon	863.25€
	Accommodation - Geneva	$ 350.13
7230	Car Hire	$
7220	Part day TA ($50)	$
	Total	$

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Attachments:

- Signed Part 1 Travel Proposal;
- Itinerary from QBT;
- Accommodation details from AOT;
- TA calculations (if travel is more than 1 day);
- Car Hire details (if required); and
- Additional approvals/paperwork if required – such as Internal Minute for International Travel.

CrimTrac Travel Consultant

Name: Deirdre Rodgers Position: EA to COO Phone: <<s11C(1)>>

Signature: _____ Date: _____

Your itinerary

QBT Pty Limited
ABN: 50 128 382 187

QBT
Level 2
14 Childers Street
Canberra Act 2601

Tel:

Your Travel Consultant

Akane G

Requested: 28 April 2014
Attention:
CRIMTRAC
Gpo Box 1573
Canberra Act 2601

Your Booking Reference	Travel File Number
3294XE	2555653

We are pleased to advise the following travel arrangements.

Your Details

Customer Name

Mayo Nicole L Ms

Flight	Departing	Arriving	Status	Details
Qantas QF1480	Canberra 14:05 26 May 2014, Mon Terminal	Sydney, Au 15:00 26 May 2014, Mon Terminal 3	Economy (Y) Confirmed	Aircraft type: DE HAVILLAND DHC-8 400 SERIES Flight Duration: 00:55 Meal Type: (R) Refreshment Number of stops: 0 Aircraft:DH4 QBTPH 1300 650 157 DOM @FARE@11B@11K@DJFARE@6Y@6W QBTPH +61 1300 659 109 INT <<s11C(1)>>

Please enter your additional travel arrangements here.

Flight	Departing	Arriving	Status	Details
Qantas QF 001	Sydney, Au 17:15 26 May 2014, Mon Terminal 1	London-Heathrow Airport 08:20 27 May 2014, Tue Terminal 3	Business Class (D) Confirmed	Aircraft type: AIRBUS INDUSTRIE A380-800 Meal Type: (DR) Dinner & Refreshment Number of stops: 1 Seat Number: 15A QBTPH 1300 650 157 DOM @FARE@11B@11K@DJFARE@6Y@6W QBTPH +61 1300 659 109 INT Check-in terminal: 1 Non smoking <<s11C(1)>>

Please enter your additional travel arrangements here.

Flight	Departing	Arriving	Status	Details
British Airways BA 733	Geneva 17:40 07 Jun 2014, Sat Terminal M	London-Heathrow Airport 18:15 07 Jun 2014, Sat Terminal 5	Business Class (D) Confirmed	Aircraft type: AIRBUS INDUSTRIE A319 Flight Duration: 01:35 Meal Type: (M) Meal (non-specific) Number of stops: 0 QBTPH 1300 650 157 DOM @FARE@11B@11K@DJFARE@6Y@6W QBTPH +61 1300 659 109 INT Check-in terminal: M

Please enter your additional travel arrangements here.

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QBT
THE BUSINESS OF TRAVEL

Itinerary Requested: 28 April 2014

Flight	Departing	Arriving	Status	Details
Qantas QF 002	London-Heathrow Airport 21:25 07 Jun 2014, Sat Terminal 3	Sydney, Au 05:10 09 Jun 2014, Mon Terminal 1	Business Class (D) Confirmed	Aircraft type: AIRBUS INDUSTRIE A380-800 Flight Duration: 22:45 Meal Type: (M) Meal (non-specific) Number of stops: 1 Seat Number: 12A Check-in terminal: 3 QBTPH 1300 650 157 DOM @FARE@11B@11K@DJFARE@6Y@6W QBTPH +61 1300 659 109 INT Non smoking <<s11C(1)>>

Please enter your additional travel arrangements here.

Flight	Departing	Arriving	Status	Details
Qantas QF 803	Sydney, Au 07:20 09 Jun 2014, Mon Terminal 3	Canberra 08:15 09 Jun 2014, Mon Terminal	Economy (Y) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 00:55 Meal Type: (R) Refreshment Number of stops: 0 Seat Number: 06A QBTPH 1300 650 157 DOM @FARE@11B@11K@DJFARE@6Y@6W QBTPH +61 1300 659 109 INT Check-in terminal: 3 <<s11C(1)>> Non smoking

Please enter your additional travel arrangements here.

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Pricing Description (Service fees are excluded)	Curr	Price	Tax	GST	Total
Air Fare (CBR/SYD/LHR//GVA/LHR/SYD/CBR) for Mayo Nicole L Ms	AUD	6,381.00	1,282.77	0.00	7,663.77

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

Additional Information (Please read your itinerary carefully)

Customer Remark
==========

A NON-REFUNDABLE QBT FEE FOR SERVICE OF AUD101.48
PER PERSON APPLIES TO EACH NEW BOOKING.
A WOAG ADMIN FEE OF AUD11.72
PER PERSON APPLIES TO EACH NEW BOOKING.
-----QANTAS TICKET & FARE CONDITIONS.----
THIS FARE PERMITS CHANGES SUBJECT TO BOOKING
CLASS AVAILABILITY.
THE ITINERARY MAY HAVE TO BE RECOSTED.
CHANGE FEE - REASSESS FARE PLUS PENALTY OF AUD150
REVALIDATE - REASSESS FARE PLUS PENALTY OF AUD150
REISSUE - REASSESS FARE PLUS PENALTY OF AUD150
CANCELLATION PENALTY - AUD300
CANCELLATION PENALTY BEFORE TRAVEL COMMENCES -AUD300
CANCELLATION PENALTY AFTER TRAVEL COMMENCED - AUD300
THIS FARE HAS A NO SHOW PENALTY OF AUD300
QANTAS BOOKING REFERENCE IS 3294XE

OTHER CONDITIONS APPLY.

FARES, CONDITIONS, TAXES, EXCHANGE RATES AND
AVAILABILITY OF SPECIFIC BOOKING CLASSES ARE ALL
SUBJECT TO CHANGE.
----------PLEASE NOTE THE FOLLOWING IMPORTANT---------

Part 3 - Travel Acquittal

CN

Name: 30

Req #: NICOLE MAYO

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. **AGREED / NOT AGREED**	
If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change):	
You must advise your delegate of any changes to travel which has already been planned and approved.	
Any changes required to the travel allowance?: Yes/No *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?*	
If yes, TA amount to be **paid to/reimbursed by** staff member:	$ 251.74
Amended flight itinerary & TA calculations to be attached.	See attached, for personal flights
Travelling Officer signature	**Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

Released by CrimTrac under the FOI Act 1982

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	11 MAY 2014
What follow on actions are required?	Nil
Any recommendations arising?	
Directors comments and acknowledgement	

Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 30 **Travel:** SES

Name(s): NICOLE MAYO **Booking class:** Business

Accommodation details:	Check in date	Check out date
Private accommodation	8 April 2014	11 April 2014
SOMERSET ON SALAMANCA	8 APRIL 2014	9 APRIL 2014

Cost centre:		Project code:	
Account Code	**Cost details:**		
7220	Travel Allowance	$ 585.65	
7210	Airfares $1268.86	$ 1017.12	*
7200	Accommodation	$ ----------	
7230	Car Hire	$ 144.93	
7220	Part day TA ($50)	$	
	Total	$ 1747.70	

* RETURN FLT CHANGED TO HOBART / PORT MACQUARIE ON 11TH. DIFFERENCE OF $251.74 TO BE PAID BY COO.
T/A PAID UNTIL 1.00pm ON 11TH.
<<s11C(1)>>

Attachments:

- **Signed Part 1 Travel Proposal;**
- **Itinerary from QBT;**
- **Accommodation details from AOT;**
- **TA calculations (if travel is more than 1 day);**
- **Car Hire details (if required); and**
- **Additional approvals/paperwork if required – such as Internal Minute for International Travel.**

24/3/14.

CrimTrac Travel Consultant

Name: Deirdre Rodgers Position: EA to COO <<s11C(1)>> Phone: extn 7661

Signature: _____ Date: 18/3/14

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Authorised Delegate Name: DOUG SMITH <<s11C(1)>> Position: CEO.

Signature: _____ Date: 24/3/14

Delegate comments:

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Part 3 - Travel Acquittal

Name: 36

Req #: NICOLE MAYO

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. **AGREED / NOT AGREED**	
If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change): **You must advise your delegate of any changes to travel which has already been planned and approved.** **Any changes required to the travel allowance?**: Yes/No *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?* If yes, TA amount to be **paid to/reimbursed by** staff member:	$
Amended flight itinerary & TA calculations to be attached. <<s11C(1)>>	
Travelling Officer signature	**Date** 13/6/14
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

Released by CrimTrac under the FOI Act 1982

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

TA 363

Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

COPY

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL – Domestic ☑ International ☐

1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times)

Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Peter Nolan			B	27-29 May 2014
Andrew Wall			B	27-29 May 2014
Ian Dempster			B	27-29 May 2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Dockside, Sydney NSW		
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.	28 May 2014 - 8:30am to 5pm 29 May 2014 – 8:30am to 4:30pm		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	Biometrics Institute Asia-Pacific Conference 2014		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 2	Dinner: 0
6. Does the air fare require baggage allowance?	Yes		
7. Rental Car Required? If yes, why?	No		
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Flights - $250 return pp Accomodation - $460 pp		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 600	Project code:	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Mr Andrew Paterson (DBEI)		
11. Specify any unusual circumstances such as travelling over a weekend/public holiday, utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.	N/A ENTERED 21 MAY 2014 BY:		

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<<s11C(1)>>

Requesting officer: Lauren Stores _____ Signature: _____ Date: 20/5/2014

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

<<s11C(1)>>

Delegate officer: Andrew Paterson Signature Date: 26/5/14

TRAVEL ALLOWANCE

[redacted]

Staff Name: Peter Nolan

INSTRUCTIONS

Note: Travel Allowance Form to be used for travel of 2 or more days. Use $50 part-day TA for day trips over 10 hours.

1. Complete all boxes highlighted yellow.
2. Ensure times are inserted 24 hours with collon (e.g. 09:25, 17:26)
3. T/A Paid From begins one hour prior to outbound departure flight time.
4. TA Paid To begins one hour after inbound flight arrival time.
5. The spreadsheet will automatically calculate the TA based on the information inserted.

Note: Formula only applies to Capital City travel allowance calculations. Country travel allowance calculation needs to be done manually.

T/A PAID FROM

Day of the Week	
Time (hh:mm)	4:05:00 PM
Date (dd/mm/yy)	27 May 2014

	Capital City	Country Centre	
Before 7.00 am	$119.15	$99.95	
7.00 am until 1.00 pm	$92.05	$75.05	
1.00 pm until 7.00 pm	$53.70	$49.60	
7.00 pm and after	NIL	NIL	$53.70

NUMBER OF COMPLETE DAYS ABSENCE

Are there any full days between day of departure and day of return?

1	X	daily meals rate	$119.15	$99.95	$119.15

T/A PAID TO

Day of the Week	
Time (hh:mm)	7:15:00 PM
Date (dd/mm/yy)	29 May 2014

	Capital City	Country Centre	
Before 7.00 am	NIL	NIL	
7.00 am until 1.00 pm	$27.10	$24.90	
1.00 pm until 7.00 pm	$65.45	$50.35	
7.00 pm and after	$119.15	$99.95	$119.15

TOTAL AMOUNT = $292.00

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$27.10	$24.90	0	$ -
Lunch	$38.35	$25.45	2	$ 76.70
Dinner	$53.70	$49.60	0	$ -

TOTAL MEALS TO BE DEDUCTED $76.70

ACCOMMODATION

^Staying at friend/family's

No. nights		Rate
0	@	$50.00

TOTAL ACCOMMODATION AMOUNT = $0.00

^An officer may elect to stay with family or friends where their residence is within a reasonable distance to the location of business.
This intent must be specified on the Travel Requisition with the estimated distance from residence to business location.
Where approved an allowance of $50 per night will be paid to the officer.

INCIDENTALS

The rate below will calculate the number of days of travel and/or part thereof.

Days		Rate		
3	@	$26.05	=	$78.15

TRAVELLING ALLOWANCE DUE = [redacted]

<<s11C(1)>>

Travel Allowance entered by - Lauren

Travel allowanced checked by - [redacted]

27.5.14

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e-ticket itinerary/receipt

QBT
THE BUSINESS OF TRAVEL

NOLAN/PETER MR

Frequent Flyer Membership:

Airline Booking Reference:
Qantas Airways: 6N4GYA

Endorsements:
VALID QF ONLY /NON END

Ticket no. 081-5222104542
Date of Issue: 22 May 2014
Issuing Agency: Air Tickets IATA: 02362323
Issued on behalf of: Qantas Airways
For: QBT WOAG
Reservation Number: 6N4GYA

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Tuesday, 27 May 17:05	**Qantas Airways QF1520** ECONOMY (V) Confirmed (HK)	**Sydney / SYD** Terminal 3 Kingsford Smith Arpt, Australia Tuesday, 27 May 17:55	Baggage Allowance: 1PC Duration: 00 hours, 50 minutes Boeing 717
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Thursday, 29 May 18:15	**Qantas Airways QF1493** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Thursday, 29 May 19:10	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes DHC8 Dash 8-400

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 22 May 2014

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PAYMENT

Air Fare		AUD	256.14
Taxes	3.50 YQ 21.84 QR 21.84 QR 11.06 WG 31.44 UO	AUD	89.68
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	352.82

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A132

aothotels.com.au
- GOVERNMENT SERVICES DIVISION

179 Normanby Road,
South Melbourne, VIC, 3205
Ph: 1300 767 869 /
+61 3 9867 9695
Fax: 03 9867 9559
ABN: 23 106 495 498

BOOKING CONFIRMATION - TRAVEL VOUCHER

Booking Reference:	AOGVQ70549
Travel Itinerary for:	Mr PETER NOLAN (Adult)
Date Issued:	23 May 14

Please ensure you check the booking details carefully.

Some hotels do not have 24 hour Reception and Check-in. To avoid any inconvenience, AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to confirm after hours procedure.

Once your travel has commenced our Customer Care Team are here to assist 24 | 7 on your booking. AOT Hotels Customer Care 1300 767 869.

If at any time you are not satisfied with the room allocated to you, we recommend you immediately contact the Hotel Front Desk to resolve. Alternatively if you would prefer AOT Hotels to handle on your behalf, please contact our Customer Care Team advising of the issue who will address any concerns with the accommodation supplier.

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Accommodation	Confirmed
Property:	**Oaks Goldsbrough Apartments** 243 Pyrmont Street,Darling Harbour New South Wales, Australia, 2009 02 9518 5166
Booking Reference:	AOGVQ70549
Booking for:	Mr PETER NOLAN (Adult)
Number of People:	1 Adults
Number of Rooms:	1
Room/s Configuration:	1 Single Room/s
Check In:	Tuesday, 27 May 14
Check Out:	Thursday, 29 May 14
Service:	Studio Apartment - Booking Code: Government Rate
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Split King. **Additional Bedding:** No additional bedding available.
Important Information:	**Check-in: 2:00pm. Check-out: 10:00am.**

Cancellation Policy:

Valid for 01APR13-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show will be subject to a one (1) night cancellation fee.

Bookings 7 nights to 14 nights:
- Bookings cancelled 3 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 2 and 1 days prior to arrival will be subject to a one (1) night cancellation fee.
- Bookings cancelled on the day of arrival or in the event of a no-show will be subject to a two (2) night cancellation fee.

Bookings 15 nights to 28 nights:
- Bookings cancelled 5 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 4 and 3 days prior to arrival will be subject to a two (2) night cancellation fee.
- Bookings cancelled 2 days or less prior to arrival or in the event of a no-show will be subject to a three (3) night cancellation fee.

Bookings of 29 nights plus:
- Bookings cancelled 7 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 6 and 4 days prior to arrival will be subject to a three (3) night cancellation fee.
- Bookings cancelled 3 days or less prior to arrival or in the event of a no-show will be subject to a four (4) night cancellation fee.

Service Cost: **AUD $390.00**

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PRICING SUMMARY

	Cost Inclusive of GST	GST
Total Cost of Booking:	**AUD $390.00**	**$3.64**

IMPORTANT INFORMATION

Check In Requirements:
Upon check-in, many hotels require a security bond in the form of a credit card imprint to cover any non-authorised ancillary charges.
Some hotels do not have 24 hour Reception and check-in. To avoid any inconvenience AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to advise accordingly and receive any after hour procedure that may apply.

Special Requests & Bedding Request:
Please ensure any Special/Bedding requests have been noted for any applicable services. Whilst our suppliers will endeavour to meet these requests, they cannot be guaranteed. Charges for additional requirements including, but not limited to rollaway beds may be applied by the Service Provider and are billed to AOT with the room charge.

Ancillary Charges:
AOT Hotels provides the ability to request ancillary services for authorised travellers including but not limited to Breakfast, Wi-Fi and Car Parking directly with the service provider. Whilst our suppliers will endeavour to meet these requests, the ability to request such services does not imply the service

provider is able to accommodate the ancillary request.

Thank you for booking with AOT Hotels.

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under the FOI Act 1982

Part 3 - Travel Acquittal

Name: Peter Nolan.

Req #: 363.

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. ~~AGREED~~ / NOT AGREED	
If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change): There was a flight change, but there was no additional cost, & the flight returned later than 7pm. **You must advise your delegate of any changes to travel which has already been planned and approved.**	
Any changes required to the travel allowance?: ~~Yes~~/No *Consider – were any unexpected meals provided? Did you return earlier or later than you planned on your original itinerary?*	
If yes, TA amount to be **paid to/reimbursed by** staff member:	$
Amended flight itinerary & TA calculations to be attached. <<s11C(1)>>	
	5/6/14
Travelling Officer signature	**Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	
What follow on actions are required?	
Any recommendations arising?	
Directors comments and acknowledgement	

Released by CrimTrac under the FOI Act 1982

TA 2-62 D14/318

Officers requesting travel must do so in accordance with the CrimTrac Travel Policy

Part 1 - Travel Proposal

COPY

Travelling officer to complete this form and seek approval from delegate before you approach a travel consultant.

TRAVEL PROPOSAL – Domestic ☑ International ☐

1. CrimTrac Staff covered by this proposal (Please ensure that the officers are prepared to travel at the proposed times)

Salary Brackets - $108,810 and below, $108,811 to $193,520, $193,521 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Melissa Saint			$108,811 to $193,520	27 - 29 May 2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Dockside Sydney Balcony Level, Cockle Bay Wharf, Sydney NSW 2000
3. What are the expected start and finish times of your meeting/conference? Note: In accordance with Commonwealth Government policy, 'Lowest Practical Fare' must be used unless a clear business case can be demonstrated otherwise.	2 day conference 28-29 May 2014 09:00 – 17:00
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	Biometrics Institute Asia-Pacific Conference Topics include: • RealMe creating new opportunities and an update on NZ Post's wider biometric capture programme • The real impacts of voice biometrics on 1 million customers • Reducing Vulnerabilities in Biometrics - An Update from the Biometrics Vulnerability Assessment Expert Group Gaithersburg meeting • Biometrics in a small state jurisdiction
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: Lunch: 2 Dinner:
6. Does the air fare require baggage allowance?	No
7. Rental Car Required? If yes, why?	No
8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Accommodation: Novotel Darling Harbour $440 Flights: $200 return TA: $300 approx Conference Registration: $1050 (if a member) Total: $1990
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 400 Project code: Within budget: Yes/No
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Michael Goeldner, Director NBCPS
11. Specify any unusual circumstances such as travelling over a weekend/public holiday, utilising personal leave with business travel, or deviations from the CrimTrac Travel Policy. Specify the estimated distance from residence to business location, if officer elects to stay with family or friends.	Request that travel to Sydney occur the night before, to prevent flight/traffic delays from the airport to the CBD during peak hour which may cause late arrival for the beginning of the conference.

ENTERED 13 MAY 2014 BY: .....

Requesting officer: MELISSA SAINT Signature: <<s11C(1)>> Date: 12/3/14

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Delegate officer: MICHAEL GOELDNER Signature: <<s11C(1)>> Date: 12/3/14

CrimTrac FOI p A137

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 2-62 **Travel:** (NON-SES/SES/CEO)

Name(s): Melissa Saint **Booking class:** (Economy)/Business

Accommodation details:	Check in date	Check out date
Novotel, Darling Harbour	27/5/14	29/5/14

Cost centre:	Project code:	
Account Code	**Cost details:**	
7220	Travel Allowance	$ 293.45
7210	Airfares	$ 159.06
7200	Accommodation	$ 440.00
7230	Car Hire	$
7220	Part day TA ($50)	$
	Total	$ 892.51

Attachments:

- Signed Part 1 Travel Proposal; ✓
- Itinerary from QBT; ✓
- Accommodation details from AOT;
- TA calculations (if travel is more than 1 day); ✓
- Car Hire details (if required); and
- Additional approvals/paperwork if required – such as Internal Minute for International Travel.

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CrimTrac Travel Consultant

Name: Makenna Gordon Position: Admin Assistant Phone: <<s11C(1)>>

Signature: <<s11C(1)>> Date: 17/4/14.

Delegate Approval (only in case of increase in cost to the estimated amount).

I certify that the travel as proposed complies with the CrimTrac Travel Policy and is necessary for the conduct of the relevant business and I approve the above expenditure in accordance with FMA Regulations 11, 7 and 9.

Authorised Delegate Name: _____ Position: _____

Signature: _____ Date: _____

Delegate comments:

e-ticket itinerary/receipt

QBT
THE BUSINESS OF TRAVEL

SAINT/MELISSA MS

Airline Booking Reference:

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-4823928502**
Date of Issue:	17 April 2014
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT CORPORATE
Reservation Number:	4KR7WA

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Tuesday, 27 May 16:00	**Qantas Airways QF878** ECONOMY (O) Confirmed (HK)	**Sydney / SYD** Terminal 3 Kingsford Smith Arpt, Australia Tuesday, 27 May 16:50	Baggage Allowance: 1PC Duration: 00 hours, 50 minutes Boeing 737-800
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Thursday, 29 May 18:15	**Qantas Airways QF1493** ECONOMY (O) Confirmed (HK)	**Canberra / CBR** Australia Thursday, 29 May 19:10	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes DHC8 Dash 8-400

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.
Itinerary as at 17 Apr 2014

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	80.00
Taxes	3.50 YQ 21.84 QR 21.84 QR 11.06 WG 13.82 UO	AUD	72.06
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	159.06

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

air tickets

CrimTrac FOI p A139

TRAVEL ALLOWANCE

Employee's annual salary - $108,810 to 193,520

Staff Name: Melissa Saint

INSTRUCTIONS

Note: Travel Allowance Form to be used for travel of 2 or more days. Use $50 part-day TA for day trips over 10 hours.
1. Complete all boxes highlighted yellow.
2. Ensure times are inserted 24 hours with collon (e.g. 09:25, 17:26)
3. T/A Paid From begins one hour prior to outbound departure flight time.
4. TA Paid To begins one hour after inbound flight arrival time.
5. The spreadsheet will automatically calculate the TA based on the information inserted.

Note: Formula only applies to Capital City travel allowance calculations. Country travel allowance calculation needs to be done manually.

T/A PAID FROM

Day of the Week	
Time (hh:mm)	3:00:00 PM
Date (dd/mm/yy)	27 May 2014

	Capital City	Country Centre
Before 7.00 am	$119.15	$99.95
7.00 am until 1.00 pm	$92.05	$75.05
1.00 pm until 7.00 pm	$53.70	$49.60
7.00 pm and after	NIL	NIL

$53.70

NUMBER OF COMPLETE DAYS ABSENCE

Are there any full days between day of departure and day of return?

1 X daily meals rate

Capital City	Country Centre
$119.15	$99.95

$119.15

T/A PAID TO

Day of the Week	
Time (hh:mm)	8:10:00 PM
Date (dd/mm/yy)	29 May 2014

	Capital City	Country Centre
Before 7.00 am	NIL	NIL
7.00 am until 1.00 pm	$27.10	$24.90
1.00 pm until 7.00 pm	$65.45	$50.35
7.00 pm and after	$119.15	$99.95

$119.15

TOTAL AMOUNT = $292.00

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$27.10	$24.90	0	$ -
Lunch	$38.35	$25.45	2	$ 76.70
Dinner	$53.70	$49.60	0	$ -

TOTAL MEALS TO BE DEDUCTED $76.70

ACCOMMODATION

^Staying at friend/family's

No. nights		Rate
0	@	$50.00

TOTAL ACCOMMODATION AMOUNT = $0.00

^ An officer may elect to stay with family or friends where their residence is within a reasonable distance to the location of business. This intent must be specified on the Travel Requisition with the estimated distance from residence to business location. Where approved an allowance of $50 per night will be paid to the officer.

INCIDENTALS

The rate below will calculate the number of days of travel and/or part thereof.

Days		Rate
3	@	$26.05

= $78.15

TRAVELLING ALLOWANCE DUE = $293.45

<<s11C(1)>>

Travel Allowance entered by - Makenna Gordon

Travel allowanced checked by

9.5.14

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aothotels.com.au
- GOVERNMENT SERVICES DIVISION

179 Normanby Road,
South Melbourne, VIC, 3205
Ph: 1300 767 869 /
+61 3 9867 9695
Fax: 03 9867 9559
ABN: 23 106 495 498

BOOKING CONFIRMATION - TRAVEL VOUCHER

Booking Reference: AOGVQ19443

Travel Itinerary for: Ms MELISSA SAINT (Adult)

Date Issued: 07 May 14

Please ensure you check the booking details carefully.

Some hotels do not have 24 hour Reception and Check-in. To avoid any inconvenience, AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to confirm after hours procedure.

Once your travel has commenced our Customer Care Team are here to assist 24 | 7 on your booking. AOT Hotels Customer Care 1300 767 869.

If at any time you are not satisfied with the room allocated to you, we recommend you immediately contact the Hotel Front Desk to resolve. Alternatively if you would prefer AOT Hotels to handle on your behalf, please contact our Customer Care Team advising of the issue who will address any concerns with the accommodation supplier.

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Accommodation	Confirmed
Property:	**Novotel Sydney Darling Harbour** 100 Murray Street,Pyrmont New South Wales, Australia, 2009 02 9934 0000
Booking Reference:	AOGVQ19443
Booking for:	Ms MELISSA SAINT (Adult)
Number of People:	1 Adults
Number of Rooms:	1
Room/s Configuration:	1 Single Room/s
Check In:	Tuesday, 27 May 14
Check Out:	Thursday, 29 May 14
Service:	Pyrmont View Room - Booking Code: Government Rate
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Queen or 2 Doubles. **Additional Bedding:** No additional bedding available.
Important Information:	**Supplier Confirmation:** 401477 17APR14 **Check-in 2:00pm. Check-out 11:00am.**

Cancellation Policy:

Valid for 01JUL12-31DEC14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show or amendment after check in will be subject to a one (1) night cancellation fee.

Bookings 7 nights to 14 nights:
- Bookings cancelled 3 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 2 and 1 days prior to arrival will be subject to a one (1) night cancellation fee.
- Bookings cancelled on the day of arrival or in the event of a no-show will be subject to a two (2) night cancellation fee.

Bookings 15 nights to 28 nights:
- Bookings cancelled 5 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 4 and 3 days prior to arrival will be subject to a two (2) night cancellation fee.
- Bookings cancelled 2 days or less prior to arrival or in the event of a no-show will be subject to a three (3) night cancellation fee.

Bookings of 29 nights plus:
- Bookings cancelled 7 days or more prior to arrival - no cancellation fees apply.
- Bookings cancelled between 6 and 4 days prior to arrival will be subject to a three (3) night cancellation fee.
- Bookings cancelled 3 days or less prior to arrival or in the event of a no-show will be subject to a four (4) night cancellation fee.

The cancellation policy takes effect after 2:00pm on the specific days listed above.

Service Cost: **AUD $440.00**

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PRICING SUMMARY

	Cost Inclusive of GST	GST
Total Cost of Booking:	**AUD $440.00**	**$40.00**

IMPORTANT INFORMATION

Check In Requirements:
Upon check-in, many hotels require a security bond in the form of a credit card imprint to cover any non-authorised ancillary charges.
Some hotels do not have 24 hour Reception and check-in. To avoid any inconvenience AOT Hotels recommend if arrival is outside of the indicated reception hours to contact the property directly prior to arrival to advise accordingly and receive any after hour procedure that may apply.

Special Requests & Bedding Request:
Please ensure any Special/Bedding requests have been noted for any applicable services. Whilst our suppliers will endeavour to meet these requests, they cannot be guaranteed. Charges for additional requirements including, but not limited to rollaway beds may be applied by the Service Provider and are billed to AOT with the room charge.

Ancillary Charges:
AOT Hotels provides the ability to request ancillary services for authorised travellers including but not limited to Breakfast, Wi-Fi and Car Parking directly with the service provider. Whilst our suppliers will

Part 3 - Travel Acquittal

Name: Melissa Saint

Req #: 62

*The **Traveller** must return this form to **Finance** within 7 days of return from travel (14 days for international).*

ACQUITTAL OF TRAVEL	
I confirm that I have completed the trip in accordance with the approved travel. **AGREED** If **not agreed**, please attach amended travel details (e.g. meals, flight changes and cost of flight change): **You must advise your delegate of any changes to travel which has already been planned and approved.** **Any changes required to the travel allowance?:** No If yes, TA amount to be **paid to/reimbursed by** staff member:	$0
Amended flight itinerary & TA calculations to be attached.	
<<s11C(1)>> **Travelling Officer signature**	**Date**
Authorised Delegate signature (only in case of increase in cost)	**Date**
Print name	**Position**

The Authorised Delegate may also require an acquittal of the business benefit or outcomes. In this case the following may be used as a guide.

TRAVEL OUTCOMES	
Were all objectives achieved? If not provide details.	yes
What follow on actions are required?	none
Any recommendations arising?	none
Directors comments and acknowledgement	none

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Form Details - Expense Reimbursement Form (Saint, Melissa <<s11C(1)>>

This Form has been closed.

Payee Details

Name	Position <<s11C(1)>>	Date
Melissa Saint	Project Delivery Manager	30/05/2014

Purchase Details

Description of items purchased and reason for the purchase.

Response Cab charges and Parking expenses incurred during biometrics conference (work related travel)

Additional Information

Amount ($)	Account Code	Cost Centre	Project Code (if applicable)
160.31	7230	400	

Receipts/Invoices

Do you have any available receipts or invoices?

(You are required to attach relevant tax invoices and/or receipts. For multiple documents please attach zip file.)

Response Yes

Attachment img-530135848-0001.pdf Open

Delegate Approval

Name	Position	Date
Graeme Toms	Director PDP	05/06/2014

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05 JUN 2014

TAX INVOICE

Canberra Airport Pty Limi
Phone: 02-6275 2226
ABN: 14 080 361 548

1143 CP2 Covered
274 - MID GND MDCP2

From: 27.05.14 15:21:53
To: 29.05.14 19:13:27

Receipt no. 215315

Paid Amount: 64.40 $

GST: 10.00% 5.85 $

Mastercard
MS MELISSA L SAINT
5353 xxxx xxxx 0009

nab EFTPOS

GO PAYMENT
ZETLAND AU

CUSTOMER COPY

Acquirer NAB
Merchant ID 20888111
Terminal ID M21Z98
Country Code AU
Date/Time 27/05/14 17:30
RRN 000422002683
OTH DEBIT CARD
############1223 (S)
Cheque A/C

APPROVED 00

AUTH ID 080169

PURCHASE $58.60
SURCHARGE $6.45

TOTAL AUD $65.05

I AGREE TO ACCEPT THE SURCHARGE AMOUNT

PLEASE RETAIN AS RECORD OF PURCHASE

CABCHARGE
TAX INVOICE
NAB EFTPOS

TAXI COMBINED 133300
TAXI T004 T NSW AU
MERCHANT ID: 24124776
TERMINAL ID: V23530
CLIENT ID: A13484
DRIVER ID:
DRIVER ABN:

PICK UP: CITY
DEST: SYD DOM ARPT
############0009 (I)
EXPIRES: 03/15 (I)
MasterCard CRD
AID A0000000041010
AUTH ID 094773

FARE $27.80
OTHER $0.00
EXTRAS $0.00

TOTAL FARE INC. GST $27.80
SERVICE FEE $2.78
GST ON SRVCE FEE $0.28

TOTAL AUD $30.86

APPROVED 00
TC E0C9925C8C3263AA
0000040000 420300 E800

*** CUSTOMER RECEIPT ***
29/05/14 15:25 027382

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Form Details - Expense Reimbursement Form (Saint, Melissa <<s11C(1)>>

This Form has been closed.

Payee Details

Name	Position	<<s11C(1)>>	Date
Melissa Saint	Project Delivery Manager		05/06/2014

Purchase Details

Description of items purchased and reason for the purchase.

Response cab and parking for work related travel

Additional Information

Amount ($)	Account Code	Cost Centre	Project Code (if applicable)
219.20	7230	400	

Receipts/Invoices

Do you have any available receipts or invoices?

(You are required to attach relevant tax invoices and/or receipts. For multiple documents please attach zip file.)

Response Yes

Attachment img-605093908-0001.pdf Open

Delegate Approval

Name	Position	Date
Graeme Toms	Director PDP	10/06/2014

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CrimTrac FOI p A146

TAX INVOICE

Canberra Airport Pty Limi
Phone: 02-6275 2226
ABN: 14 080 361 548

1143 CP2 Covered
274 - MID GND MDCP2

From: 01.06.14 14:37:08
To: 04.06.14 21:42:56

Receipt no. 370814

Paid Amount: 110.00
$

GST: 10.00% 10.00
$

Mastercard
MS MELISSA L SAINT
5353 xxxx xxxx 0009

CABCHARGE
TAX INVOICE

YELLOWCAB AUS 131924
TAXI 646 QLD AU
MERCHANT ID: 24143644
TERMINAL ID: V40926
CLIENT ID: 7320
DRIVER DA: 40745671
DRIVER ABN: 070064400372

RECEIVED IN CASH
TOTAL FARE $60.00
INC. GST

*** CUSTOMER RECEIPT ***
04/06/14 18:04

CABCHARGE
TAX INVOICE

B/U BRISBANE 131008
TAXI 189 QLD AU
MERCHANT ID: 24143701
TERMINAL ID: V42527
CLIENT ID: 5220
DRIVER DA: 108382189
DRIVER ABN: 040749112122

PICK UP: BRISBANE ARPT
DEST: BRISBANE

RECEIVED IN CASH
FARE $45.90
OTHER $3.30
EXTRAS $0.00

TOTAL FARE $49.20
INC. GST

*** CUSTOMER RECEIPT ***
01/06/14 18:03 I

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Rebecca Dale

Subject: Helpmaster review
Location: Canberra Office

Start: Tue 10/06/2014 11:00 AM
End: Tue 10/06/2014 12:30 PM
Show Time As: Out of Office

Recurrence: (none)

Meeting Status: Accepted

Organizer: HAYDON Rob (MORPHO)

As previously arranged.

Helpmaster review meeting to take place on Tuesday 11am, at Morpho premises.

Kind Regards

Rob Haydon
Service Delivery Manager

<<s11C(1)>>

Level 2, 103-105 Northbourne Avenue
Turner, ACT 2612
AUSTRALIA
www.morpho.com



ATT07638 1.jpg

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Rebecca Dale

Subject: meeting to discuss action items from MM 24_07_2014 [SEC=UNOFFICIAL]
Location: MSC

Start: Tue 29/07/2014 12:00 PM
End: Tue 29/07/2014 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Carmen Eckhoff
Required Attendees: MELLINK David (MORPHO) <<s11C(1)>> @morpho.com); Yvonne Dillon; HAYDON Rob (MORPHO) (<<s11C(1)>> @morpho.com)

Add whoever else needs to be at the meeting...sorry about taking out our lunch break but it makes more sense as we are already there...

Please note that this email is a CrimTrac record subject to Commonwealth record retention requirements, legislative obligations of non-disclosure and that officers are bound by the CrimTrac Information Security Policy.

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CrimTrac FOI p A149

Rebecca Dale

Subject: NAFIS incident reports [SEC=UNCLASSIFIED]
Location: MSC

Start: Mon 24/02/2014 10:30 AM
End: Mon 24/02/2014 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Carmen Eckhoff
Required Attendees: Yvonne Dillon; HAYDON Rob (MORPHO)

When: Monday, 24 February 2014 10:30 AM-1:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: MSC

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

~~*~*~*~*~*~*~*~*

I hope this suits everyone...please extend the invite to the others at MSC

Thought I had better lock in sometime before my calendar fills.

Carmen

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CrimTrac FOI p A150

Rebecca Dale

Subject:	Morpho / CrimTrac Review of HelpMaster jobs
Location:	Morpho Offices
Start:	Wed 25/06/2014 1:00 PM
End:	Wed 25/06/2014 2:30 PM
Recurrence:	Weekly
Recurrence Pattern:	every 2 weeks on Wednesday from 1:00 PM to 2:30 PM
Meeting Status:	Meeting organizer
Organizer:	Yvonne Dillon
Required Attendees:	HAYDON Rob (MORPHO); SINCLAIR Alistair (MORPHO); Alex Jereb

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CrimTrac FOI p A151

Rebecca Dale

Subject: NAFIS - Specification Update workshop
Location: #R_SEC_CBR Boardroom (MORPHO)

Start: Wed 25/02/2015 9:00 AM
End: Wed 25/02/2015 11:00 AM
Show Time As: Out of Office

Recurrence: (none)

Meeting Status: Accepted

Organizer: LESEIGNEUR Thomas (MORPHO)

Good Afternoon Yvonne,

As discussed during the operational meeting, this meeting is to start workshops related to the NAFIS specifications update.

In this first workshop, we want to identify the Main topic/items that needs to be updated in the specifications.
We will then go into more detailed in other workshops following this one.

The best way to proceed will be for both of us to try to go through the specification (not in details though) prior to this workshop in order to have some topic/items already identified.
However, we are both extremely busy in February so let's just try to do our best to be as ready as we can.

I have booked the boardroom in Morpho office, however if you would rather doing this workshop in Crimtrac please feel free to book a room and send us an invite.

Cheers,
Thomas

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CrimTrac FOI p A152

Rebecca Dale

Subject: Helpmaster review and update
Location: Main boardroom - Morpho premises

Start: Wed 28/05/2014 2:00 PM
End: Wed 28/05/2014 3:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: HAYDON Rob (MORPHO)

Hello everyone,

Per Yvonne's recent email, this invite is a placeholder for the Helpmaster record review.

To be held at Morpho premises on Wednesday.

Thanks

Rob Haydon
Service Delivery Manager
<<s11C(1)>>

Level 2, 103-105 Northbourne Avenue
Turner, ACT 2612
AUSTRALIA
www.morpho.com



ATT38522 1.jpg

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CrimTrac FOI p A153

Rebecca Dale

Subject: Updated Loc8 presentation meeting - Crimtrac
Location: Morpho offices, Northbourne Avenue, Turner

Start: Tue 29/07/2014 11:00 AM
End: Tue 29/07/2014 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: HAYDON Rob (MORPHO)

Hello all,

Firstly, apologies for the postponement of this week's Loc8 presentation.

This new scheduled meeting date, onsite at Morpho's office, will cover the following aspects;

1. Loc 8 Company profile / customers etc
2. High level overview of the system
3. Life of an incident (cradle to grave)
4. Escalations
5. Emails to customer - Crimtrac
6. Reporting – real time weekly, monthly
7. Customer logging in and what they can do and see
8. HSCG – Configuration and Asset management
9. Cloud
10. Security
11. Architecture
12. How do Crimtrac log a call, what are the risks, and what protection is in place

If there are any other areas needed please send David or myself an email, also please forward this invite to the appropriate people in IT, as required.

Kind Regards

Rob Haydon
Service Delivery Manager
<<s11C(1)>>

Level 2, 103-105 Northbourne Avenue
Turner, ACT 2612
AUSTRALIA
www.morpho.com



ATT90005 1.jpg

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CrimTrac FOI p A154

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CrimTrac FOI p A155

C | R | I | M | T | R | A | C Responsive Innovative Accountable

Morpho / CrimTrac interim Meeting

29 July 2014

Minutes

This Interim Meeting commenced at 12:00pm and concluded at 1:00 pm.
The meeting was held at Morpho.

PRESENT David Mellink (Morpho General Manager Operations)
Rob Haydon (Morpho Service Delivery Manager)
Carmen Eckhoff (Business Systems Support Manager)
Yvonne Dillon (Business Systems Support Analyst)

Secretariat Yvonne Dillon

	This meeting was called to address items arising from the Monthly management meeting held on the 24th of July
	DIBP request to cease TPUL's for some Business Processes - Dave Mellink is satisfied with the 'Request for Quote' template from the BSS team - Morpho will supply CrimTrac with a quote for this piece of work. The quote will propose timeframes for implementation before and after the Capacity Upgrade project, with associated risks for each. - CrimTrac are cognisant of the fact that normal enhancement requests have been placed on hold until the Capacity Upgrade project has been finalised. Morpho stated that some of these may be able to be progressed prior. <<s11C(1)>> <<s11C(1)>>

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CrimTrac FOI p A156

Morpho / CrimTrac interim Meeting

29 July 2014

Minutes

<<s11C(1)>>

List of Questions pertaining to System Processes and No Associated Minutiae

- Morpho stated that version 2 of this document was received Monday night. The content is suitable however the language needs to be fine-tuned. Dave Mellink will chase this matter up. (See action item M06/05)

<<s11C(1)>>

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EOFY Statistics for Tasmania

- Morpho will provide what answers they can and explain the time it would take to carry out the others. The Business Systems Support team can then manage the expectations of the user. If the requests need to be answered, justification will be required from Tasmania (see Action item M06/06).

Updated Documents – SODD and RDD

- CrimTrac will sign the updated SODD and RDD with a caveat that states that the approval is only for the changes relating to the Capacity Upgrade Project and the retaining of the micro-matcher.
- These documents (the SODD and RDD) still need to be up-to-date. Dave Mellink understands this requirement. It was suggested that nominated persons from both CrimTrac and Morpho should begin work on updating these documents. Yvonne Dillon was nominated from CrimTrac. Yvonne stated the importance of having a person who understands the system and the changes that have taken place since the 4.2 upgrade. Morpho will nominate a person and regular meetings will be held to progress this issue. (See Action item M06/10).

Morpho Reporting

- The regular reporting requirements were discussed. Carmen Eckhoff stated that she finds value in the content of the monthly report, however would also like to see a section on NAGIOS. The Main Critical Issues Update and the Maintenance section will be removed.
- Morpho will change the report for the month of July and it can then be reviewed.

NAFIS Portal

- The NAFIS portal was discussed. Morpho had developed a proof of concept to have the Portal showing NAGIOS information in real time. CrimTrac is now moving the NAFIS portal over to the CTeNET. Will the portal be able to show a snap shot of NAGIOS in real time?
- A question arose regarding WebAFIS as there would be issues if this could be accessed from a corporate machine. Yvonne will chase this up with the CrimTrac service desk.

ACTION A01-02: Yvonne Dillon to see the Service Desk regarding WebAFIS and how it will be accessed after the NAFIS portal is moved.

CrimTrac Public

C | R | I | M | T | R | A | C Responsive Innovative Accountable

Morpho / CrimTrac interim Meeting

29 July 2014

Minutes

<<s11C(1)>>

Loc8 demonstration

- Morpho to provide a report to CrimTrac regarding the adoption of Loc8. Requesting that CrimTrac provide incident and service request information directly in to Morpho's asset and maintenance management system - Loc8.
- David Mellink to raise this at the Executive meeting, if required.

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C R I M T R A C Responsive Innovative Accountable

Morpho / CrimTrac Interim Meeting

29 July 2014

Action Items

Number	Item	Responsibility	Due Date	Status
	<<s11C(1)>>	CrimTrac		
A01-02	Yvonne Dillon to see the Service Desk regarding WebAFIS and how it will be accessed after the NAFIS portal is moved.	CrimTrac		

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CrimTrac FOI p A159

Rebecca Dale

Subject: NUAG review
Location: #R_SEC_CBR Boardroom (MORPHO)

Start: Mon 9/11/2015 11:00 AM
End: Mon 9/11/2015 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: HAYDON Rob (MORPHO)

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