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

NAFIS Operations Meeting – Week 44

4 November 2015 **Minutes**

The NAFIS Weekly Operations meeting commenced at 1pm.
The meeting was held at 103 Northbourne Avenue

PRESENT Rob Haydon (Morpho Business Operations Manager)
Thomas Leseigneur (Morpho Support Manager)
Carmen Eckhoff (Business Systems Support Manager)
Yvonne Dillon (Business Systems Support Analyst)
Wayne Siow (Business Systems Support Analyst)
Andrew Anderson (Service Desk Lead)
Daniel Bourke (Service Desk Analyst)
Michael Sutton (ICT Operations Manager)
Kitty Zhang (COTS Support Manager)

Secretariat Yvonne Dillon

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1	Incident Management
	CrimTrac is in the process of re-evaluating the incident and problem management process and improving communications between and within teams. Michael Sutton initiated this discussion and brought up the recent NAFIS Server upgrades to Windows 2012, and the printer issues that ensued. It was agreed that Andrew Anderson would set up a meeting between the Service Desk, Datacom, Morpho, and the Business Systems Support team to discuss this further and work towards improving the incident management process. **ACTION W44-01:** Andrew Anderson will set up a meeting with Morpho and Datacom and BSS to discuss ways to improve the incident management process and communications between teams.
2	**Action Items**
	• W34-02 – Ongoing – Rob Haydon (Morpho) has undertaken a review of CrimTrac hardware and associated licenses, including administrative licenses. This information is to be provided to CrimTrac in writing. • W34-03 – Ongoing – TasPol has been contacted regarding the two additional workstations they are utilising. <<s11C(1)>> • W37-06: Ongoing – Jonathan Carti is still to review any threshold settings for Finger Sequence Check of tenprint records. • W37-07: Ongoing – Morpho are still to provide the other work that was being undertaken on NAFIS during the closed search exercises conducted by Yvonne Dillon. • W38-01: CLOSED – Datacom are responsible for the Change Management process and are therefore approvers for all changes. • W38-02: CLOSED – CAB process was provided.

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- W38-03: CLOSED – Problem Records were updated in HelpMaster.
- W38-04: CLOSED – A Problem Record was opened in HelpMaster to manage the Finger Sequence Check problems. HMP#212993 refers.
- W38-05: Ongoing – Yvonne Dillon (CrimTrac) to review the specifications with relation to the plain impressions and whether or not they should be highlighted if they require editing.

2 Weekly Report

HMP#135174 – Slow switching between screens

Morpho will provide a full report regarding this as well as recommendations regarding future measures that will be put in place. In addition to this there will be a re-education for end users.

HMP#151302 – Dossiers stuck in Data Retriever

This problem record has been moved from the project and is now being managed in the Business as Usual space.

<<s11C(1)>>

HMP#196103 – NIST Archive Issue

All of the NIST files have been inserted however confirmation is still required regarding those dossiers that were deleted by end users.

Morpho will provide a report on the Finger Sequence Check issues and the Gabor score quality issues by Friday lunch time.

Further information will be provided to CrimTrac on the scheduled change for the [redacted] records.

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3 NUAG

The upcoming NUAG was discussed along with the information that CrimTrac will require from Morpho;

- [redacted]
- The agenda titled "LOT issues" was discussed. Morpho requested more information for this. Yvonne will provide this to them.
  ACTION W44-03 – Yvonne Dillon will provide Morpho with further information concerning the agenda item on the LOTT issues, if it is available.
- Thomas Leseigneur will provide further details on the Lights Out Tracking scores and any outliers over the last few months.
- Thomas Leseigneur will provide further information on the Global Search Exercise.
- The NAFIS portal was discussed. Wayne will review this and show it to the CrimTrac Communication Team for their review.
  ACTION W44-04 – Wayne Siow will show the new NAFIS Portal to the CrimTrac communication team for their review.

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Action Items

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Weekly Action Items

Number	Item	Responsibility	Due Date	Status
W34-02	Rob Haydon has undertaken a review of CrimTrac NAFIS hardware and associated licenses. - This is to be provided to CrimTrac in writing.	Morpho	01/09/2015	Ongoing
W34-03	The two additional NAFIS workstations that are being used by TASPOL will be disconnected from the 31st of December, 2015. Tasmania to be informed.	CrimTrac	01/09/2015	Ongoing
W37-05	Morpho will review the linked records for the Data Server issue in HelpMaster and report on the incident frequency pre and post Capacity Upgrade.	Morpho	22/09/2015	CLOSED
W37-06	Jonathan Carti (Morpho) will look into whether or not there are thresholds in NAFIS regarding Finger Sequence check, and if so, if these have been changed since the NAFIS Capacity Upgrade.	Morpho	22/09/2015	Ongoing
W37-07	Yvonne Dillon (CrimTrac) will request that Morpho provide information on the other work that was being undertaken on NAFIS during the closed search tests.	CrimTrac / Morpho	22/09/2015	Ongoing
W38-01	Yvonne Dillon will re-search the 45 latents against TasPol's list of 2000 CNI's. Morpho will then provide the timings for this.	CrimTrac / Morpho	29/09/2015	Open
W38-01	Yvonne Dillon to investigate why [redacted] (Datacom) was an approver on the DIBP database fix change.	CrimTrac	29/09/2015	CLOSED
W38-02	Yvonne Dillon to investigate why the time stamp change has to go through CAB when Morpho is on site and it may rectify an ongoing issue.	CrimTrac	29/09/2015	CLOSED
W38-03	Rob Haydon (Morpho) is to ensure that all Problem Records are updated in HelpMaster.	Morpho	29/09/2015	CLOSED
W38-04	Morpho to open a problem record to manage the issue of tenprint records returning twice for Finger Sequence checks.	Morpho	29/09/2015	CLOSED
W38-05	Yvonne Dillon (CrimTrac) to review the specifications with relation to the plain impressions and whether or not they should be highlighted if they require editing.	CrimTrac	29/09/2015	Open

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Action Items

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W44-01	Andrew Anderson will set up a meeting with Morpho and Datacom and BSS to discuss ways to improve the incident management process and communications between teams.	CrimTrac	18/11/2015	Open
W44-02		Morpho	10/11/2015	Open
W44-03	Yvonne Dillon will provide Morpho with further information concerning the agenda item on the LOTT issues, if it is available.	CrimTrac	06/11/2015	Open
W44-04	Wayne Siow will show the new NAFIS Portal to the CrimTrac communication team for their review.	CrimTrac	18/11/2015	Open

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CRIMTRAC

NAFIS Monthly Management Meeting
3rd September 2015

MINUTES

Meeting commenced at 11:00 am and concluded at 12.00 noon.
Location: Morpho Board Room

Board Attendance	
Carmen Eckhoff (Manager Business Systems Support) Yvonne Dillon (Business Systems Support Analyst) Jurij Bondaruk (Director, Project Delivery – Persons) Paul Griffith (Senior Project Manager) David Mellink (Morpho Director of Criminal Justice and Defence) Jonathan Carti (Morpho Deputy Program Manager) Rob Haydon (Morpho Business Operations Manager) Phillip Tse (Morpho Senior Systems Administrator)	**Apologies:** Thomas Leseigneur (Morpho Service Delivery Manager) Daryl Roos (Director – Service Delivery & Security) **CrimTrac Secretariat:** Yvonne Dillon

1. Standing Items

1.1 Actions/matter arising from the previous minutes

- Action Item M08/03 – CLOSED

- Action Item 2015-M1/03 – Ongoing
  CrimTrac has spoken briefly with from the Canberra Institute of Technology regarding the NAFIS training component of the Fingerprint Diploma. This is something that still needs to be followed up with (NSW).

- Action Item 2015-M6/03 – Ongoing
  Morpho needs to ensure that all HelpMaster jobs are adequately updated. This is ongoing.

- Action Item 2015-M7/01 – CLOSED
  Morpho has updated the NAFIS Severity Matrix.

- Action Item 2015-M7/02 – Ongoing
  The timings for the closed searches being undertaken on NAFIS was discussed in length during the project meeting. Further data and information is still required on this issue.

- Action Item 2015-M7/03 – CLOSED
  Morpho has invoiced CrimTrac for the Oracle licenses for 2015 and this has been finalised and paid.

- Action Item 2015-M7/04 – CLOSED
  Morpho has provided the up to date NAFIS specifications to be posted on the NAFIS Portal.

- Action Item 2015-M7/05– Ongoing
  Morpho is still to provide information regarding tenprints returning for quality control.

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C R I M T R A C

NAFIS Monthly Management Meeting
3rd September 2015

MINUTES

2.	**Standing Item – Business as Usual**
2.1	**Monthly Report and Service Level Compliance**

Morpho noted the monthly report for July;

- The major piece of work conducted in July was the successful Disaster Recovery test. The success of this was directly related to the planning and meticulous pre-programs leading up to the test.
- July saw a significant increase to the incidents reported. This was the highest NAFIS had seen. The <<s11C(1)>>
- The throughput of Tenprints was slightly elevated from previous months.

2.2	**Other Business Matters Arising**

Biometrics at the Border is progressing and CrimTrac is finalising the Purchase Order.

Morpho has requested a brief meeting with a technician to discuss connection to the current NPBI.

3	**Standing Item – NAFIS Capacity Upgrade Project**
3.1	**Update**

This meeting incorporated the weekly project meeting:

A number of items have been closed since the last meeting. These include the NPBI issue; the WebAFIS pop up message; and the Web AFIS Maximum retry error. The remaining issues are listed below:

- Latent type inconsistency - A patch is being tested in France
- QC required update in LOTT – Morpho is currently testing this patch. Second pass CAB is still required.
- NIST Archive - Migration is continuing and should be completed by the 18th of September.
- Data Server Crash – This was a previous problem record that was exacerbated by Phase 2 of the Capacity Upgrade project. However a workaround has signification reduced the occurrences of this issue. Morpho is to investigate the frequency of this issue pre and post upgrade and provide CrimTrac with the data. This can inform a decision to remove it from the project space.

ACTION 2015-M9/01: Morpho is to investigate the frequency of the Data Server issue, both pre and post the Phase 2 NAFIS Capacity Upgrade. This will inform the decision to remove this issue from the project space.

<<s11C(1)>>

- Latency Issue (slowness between screens) – Morpho acknowledge that there is an issue, regardless of whether or not it is being reported. Members also acknowledge that this was an issue prior to the project. Morpho stated that the project had exacerbated it on one side and improved it on another. Morpho suggested that this issue would be better resourced and managed by the Business as Usual team. <<s11C(1)>>

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NAFIS Monthly Management Meeting
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<<s11C(1)>>

Morpho also pointed out that the system is still functioning and the impact is relative.
This will need to be decided by the NAFIS Capacity Upgrade Board members. In order to progress this, CrimTrac will require metrics concerning frequency of this issue both pre and post upgrade.

ACTION 2015-M9/02: Morpho is to investigate the frequency of the latency issue, both pre and post the Phase 2 NAFIS Capacity Upgrade and provide metrics to CrimTrac. In addition to this, David Mellink will request the transfer of this problem record to the BAU space, and provide a letter of assurance with regard to the work that will be undertaken, should this be transitioned.
This will inform the decision by the Project Board to remove this issue from the project space.

CLOSED SEARCHES – The item of closed searches was debated. CrimTrac wish to know what NAFIS is capable of handling with regard to closed searches.
ACTION 2015-M9/03: Yvonne Dillon will undertake a number of closed searches on the NAFIS Production System and will subsequently request metrics from Morpho regarding these searches.

QUALITY CONTROL – Morpho are still to provide information pertaining to the percentages of records returning for quality control for DIBP. This is to specify those returning due to Gabor Scores, Finger Sequence check and both.

Yvonne Dillon is to request jurisdictions provide examples of correct tenprint records that are returning unnecessarily for Finger Sequence Check.
ACTION 2015-M9/04: Yvonne Dillon will request that the partner agencies supply examples of tenprint records that are correct, however and unnecessarily returning for Finger Sequence Check.

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4 Next Meeting

Due to the absence of both Carmen Eckhoff and Yvonne Dillon on the 17th of September, the next meeting will be rescheduled.

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C R I M T R A C

NAFIS Monthly Management Meeting — ACTION ITEMS

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Number	Action Item Description	Responsibility	Due Date	Status
M08/03	Morpho (General Manger Operations, Dave Mellink) will provide CrimTrac with an appropriate version of the results from the [redacted] that will be able to be published on the NAFIS Portal.	Morpho	16/10/2014	CLOSED
2015-M1/03	CrimTrac is to contact <<s11C(1)>> with regard to the Fingerprint Diploma and what is offered with regard to NAFIS training.	CrimTrac	20/03/2015	Ongoing
2015-M6/03	Morpho to review all older HelpMaster jobs and update where necessary.	Morpho	16/07/2015	Ongoing
2015-M7/01	Morpho is to update the NAFIS Severity Matrix to reflect the current hardware.	Morpho	01/08/2015	CLOSED
2015-M7/02	Morpho is to review the timings for the closed searches undertaken in TASPOL and provide CrimTrac with a response regarding the ability to meet the designed throughput values. In addition to this, Morpho should provide the current peak throughputs for all search types listed in the System Architecture Design Document and ensure that each search is returning within the designated time.	Morpho	20/08/2015	Ongoing
2015-M7/03	Morpho is to invoice CrimTrac for the Oracle licenses for 2015.	Morpho	01/08/2015	CLOSED
2015-M7/04	Morpho is to provide CrimTrac with the most current signed version of the NAFIS Specifications. Once these have been received they will posted on the NAFIS Portal.	Morpho	01/08/2015	CLOSED
2015-M7/05	Morpho is to provide CrimTrac with the percentage of dossiers returning for quality control for DIBP and Law Enforcement agencies, pre and post the NAFIS Capacity Upgrade Phase 2 work.	Morpho	01/08/2015	Ongoing
2015-M9/01	Morpho is to investigate the frequency of the Data Server issue, both pre and post the Phase 2 NAFIS Capacity Upgrade. This will inform the decision to remove this issue from the project space.	Morpho	04/09/2015	Open

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CRIMTRAC

NAFIS Monthly Management Meeting — ACTION ITEMS

2015-M9/02	Morpho is to investigate the frequency of the latency issue, both pre and post the Phase 2 NAFIS Capacity Upgrade and provide metrics to CrimTrac. In addition to this, David Mellink will request the transfer of this problem record to the BAU space, and provide a letter of assurance with regard to the work that will be undertaken, should this be transitioned. This will inform the decision by the Project Board to remove this issue from the project space.	Morpho	04/09/2015	Open
2015-M9/03	Yvonne Dillon will undertake a number of closed searches on the NAFIS Production System and will subsequently request metrics from Morpho regarding these searches.	Morpho	04/09/2015	Open
2015-M9/04	Yvonne Dillon will request that the partner agencies supply examples of tenprint records that are correct, however and unnecessarily returning for Finger Sequence Check.	CrimTrac	11/09/2015	Open

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CRIMTRAC

NAFIS Monthly Management Meeting
15th October 2015

MINUTES

Meeting commenced at 11:00 am and concluded at 11.55am.
Location: Morpho Meeting Room

Board Attendance	
Michael Sutton (ICT Operations Manager) Luke McGaghey (Manager Business Systems Support) Yvonne Dillon (Business Systems Support Analyst) Jurij Bondaruk (Director, Project Delivery – Persons) Paul Griffith (Senior Project Manager) David Mellink (Morpho Director of Criminal Justice and Defence) Jonathan Carti (Morpho Deputy Program Manager) Rob Haydon (Morpho Business Operations Manager) Thomas Leseigneur (Morpho Service Delivery Manager)	**Apologies:** Daryl Roos (Director – Service Delivery & Security) **CrimTrac Secretariat:** Yvonne Dillon

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1. Standing Items

1.1 Actions/matter arising from the previous minutes

- Action Item 2015-M1/03 – CLOSED
  CrimTrac briefly discussed the NAFIS training component of the Fingerprint Diploma with [redacted] from the Canberra Institute of Technology. This is something that still needs to be followed up with [redacted] (NSW). This action item can be moved to the Business Systems Support team (in HelpMaster) as it does not require regular discussion at the NAFIS Monthly Management meeting. HMP#212298 now refers.

- Action Item 2015-M6/03 – CLOSED
  Morpho needs to ensure that all HelpMaster jobs are adequately updated. This was completed at the time but is an ongoing task. This action item can be closed.

- Action Item 2015-M7/02 – CLOSED
  Yvonne Dillon undertook a series of tests for the LTTP closed search matching in NAFIS. At this time, Morpho provided metrics for all tests and the system was seen to be performing as per the System Architecture Design Document. Further tests will be conducted specifically against TasPol's list of CNI's.
  It was determined by the members present that the closed search tests, results from the Disaster Recovery exercise where NAFIS was run at the Secondary Data Centre and the Performance Report adequately showed the system was performing as per the requirements. Any information pertaining to current throughputs would not add to this claim as the capacity of NAFIS far exceeds the current throughput at this time.
  The results mentioned above have been presented to the NAFIS Capacity Upgrade Project Board members.

- Action Item 2015-M7/05– CLOSED
  Morpho provided statistics on the number of tenprints returning for quality control before and after Phase 2, for both law enforcement and immigration agencies.

- Action Item 2015-M9/01– CLOSED

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CRIMTRAC

NAFIS Monthly Management Meeting
15th October 2015

MINUTES

Morpho has investigated the frequency of the Data Server issue (both pre and post Phase 2 NAFIS Capacity Upgrade) and has provided this information to CrimTrac.

- Action Item 2015-M9/02 – CLOSED
  Morpho has investigated the frequency of the latency issue and has provided metrics to CrimTrac. David Mellink submitted a request that this problem record be transferred to the Business As Usual (BAU) space; however the NAFIS Capacity Upgrade Project Board members rejected this request. This action item can be considered closed.

- Action Item 2015-M9/03 – CLOSED
  Yvonne Dillon undertook a series of closed search tests on the NAFIS production system and Morpho subsequently provided the metrics for these searches. Results have been disseminated to the NAFIS Capacity Upgrade Project Board members.

- Action Item 2015-M9/04 – CLOSED
  Yvonne Dillon requested jurisdictions to provide examples of correct tenprint records that are returning incorrectly for Finger Sequence Check. To date, many of these examples have been supplied by the jurisdictions.

2. Standing Item – Business as Usual

2.1 Monthly Report and Service Level Compliance

Morpho noted the monthly report for September;

- September saw a consistency in the number of severity incidents reported. This was still an improvement from the June and July numbers but a slight increase from August. The latency between screens problem contributed to 15 out of the 17 severity two incidents that were raised.
- The number of outages at a state and national level remained very low.
- September saw the largest number of Livescan transactions to date.

<<s11C(1)>>

2.2 Other Business Matters Arising

David Mellink stated that the NAFIS User Advisory Group (NUAG) meeting was approaching and he would like to be involved in the planning discussions for this. A number of agenda items have been submitted which will require Morpho to undertake some investigation and preparation. CrimTrac will set up a meeting to discuss the relevant items on the agenda.

ACTION 2015-M10/01: Yvonne Dillon (BSS) will arrange a meeting for early Friday morning (16/10/2015) to brief Morpho on the items that will be discussed at the upcoming NUAG.

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15th October 2015

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3	Standing Item – NAFIS Capacity Upgrade Project
3.1	Update

Paul Griffith provided a status update for the NAFIS Capacity Upgrade Project:

A number of items can be closed since the last meeting;

- Palm Dossier Crash Problem Record; this was rectified <<s11C(1)>> workstations across regional sites, DIBP and CrimTrac.
- NIST Archive issue; this will be considered closed once Morpho have provided details on the dossiers that were reinserted into the NIST archive, and those that were not due to registration event deletion activities.
- Latent Type Inconsistency; a patch has been developed and tested for this. The change due to go through first pass CAB next Thursday (22-10-2015). Implementation is expected to occur after CAB on the following Tuesday (27-10-2015).

Outstanding issues;

<<s11C(1)>>

- Finger Sequence Check has increased for Law Enforcement Users – Some tenprint records are returning for Finger Sequence check even when the fingerprints have been correctly taken. This is being investigated in France and it has been determined that this matching is more sensitive since the Phase 2 upgrade.

- Random lag between screens;
  This is ongoing. Morpho is approaching this in two different ways. One is to fix the problem and the other is to provide a workaround to alleviate the impact this it is having on end users.
  A server upgrade to 2012 is occurring at 10pm in NSW tonight. There are currently three servers in NSW that will be upgraded from 2003. This work is also specified as being part of the NAFIS Capacity Upgrade Project.
  In addition to this, Morpho is exploring other options such as putting high speed discs in place.
  A new workstation has been set up at the NSW site to test the regional configuration of workstations.
  Morpho is also bringing over Benoit Menard from France to contribute to the investigation of this problem.
  CrimTrac suggested conducting a 'round table' discussion with technical resources from CrimTrac, Datacom and Morpho. Paul Griffith will set this meeting up to occur once Benoit has arrived in the country.

ACTION 2015-M10/02: Paul Griffith will organise a 'round table' discussion between Morpho, CrimTrac and Datacom to investigate the random lag between screens issue.

Morpho also stated that they may wish to request remote access to NAFIS from France to further investigate the latency issue. This is a practice that they have used previously under different circumstances. Morpho proposed that CrimTrac could initiate the process now (prepare a brief), in order to expedite the work.

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C R I M T R A C

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	ACTION 2015-M10/03: Paul Griffith will write a minute on behalf of Morpho to request permission for them to have remote access to NAFIS from France to investigate the latency issue. Morpho stated that NSW have been very accommodating and helpful with their willingness for Morpho to undertake testing at their site. Morpho also thanked CrimTrac for supporting their Master Change record with regards to testing in NSW.
4	**Next Meeting**
	The project manager of the Biometrics and the Border (BATB) project will be invited to future meetings.

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C R I M T R A C

NAFIS Monthly Management Meeting — ACTION ITEMS

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Number	Action Item Description	Responsibility	Due Date	Status
2015-M1/03	CrimTrac has spoken briefly with [redacted] from the Canberra Institute of Technology regarding the NAFIS training component of the Fingerprint Diploma. This is something that still needs to be followed up with [redacted] (NSW). This has been moved to the Business Systems Support team as it does not require discussion regularly at this meeting. HMP#212298 now refers.	CrimTrac	20/03/2015	CLOSED
2015-M6/03	Morpho to review all older HelpMaster jobs and update where necessary.	Morpho	16/07/2015	CLOSED
2015-M7/02	Morpho is to review the timings for the closed searches undertaken in TASPOL and provide CrimTrac with a response regarding the ability to meet the designed throughput values. In addition to this, Morpho should provide the current peak throughputs for all search types listed in the System Architecture Design Document and ensure that each search is returning within the designated time.	Morpho	20/08/2015	CLOSED
2015-M7/05	Morpho is to provide CrimTrac with the percentage of dossiers returning for quality control for DIBP and Law Enforcement agencies, pre and post the NAFIS Capacity Upgrade Phase 2 work.	Morpho	01/08/2015	CLOSED
2015-M9/01	Morpho is to investigate the frequency of the Data Server issue, both pre and post the Phase 2 NAFIS Capacity Upgrade. This will inform the decision to remove this issue from the project space.	Morpho	04/09/2015	CLOSED
2015-M9/02	Morpho is to investigate the frequency of the latency issue, both pre and post the Phase 2 NAFIS Capacity Upgrade and provide metrics to CrimTrac. In addition to this, David Mellink will request the transfer of this problem record to the BAU space, and provide a letter of assurance with regard to the work that will be undertaken, should this be transitioned. This will inform the decision by the Project Board to remove this issue from the project space.	Morpho	04/09/2015	CLOSED

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CRIMTRAC

NAFIS Monthly Management Meeting — ACTION ITEMS

2015-M9/03	Yvonne Dillon will undertake a number of closed searches on the NAFIS Production System and will subsequently request metrics from Morpho regarding these searches.	Morpho	04/09/2015	CLOSED
2015-M9/04	Yvonne Dillon will request that the partner agencies supply examples of tenprint records that are correct, however and unnecessarily returning for Finger Sequence Check.	CrimTrac	11/09/2015	CLOSED
2015-M10/01	Yvonne Dillon (BSS) will arrange a meeting for early Friday morning (16/10/2015) to brief Morpho on the items that will be discussed at the upcoming NUAG.	CrimTrac	15/10/2015	Open
2015-M10/02	Paul Griffith will organise a 'round table' discussion between Morpho, CrimTrac and Datacom to investigate the random lag between screens issue.	CrimTrac	16/10/2015	Open
2015-M10/03	Paul Griffith will write a minute on behalf of Morpho to request permission for them to have remote access to NAFIS from France to investigate the latency issue.	CrimTrac	23/10/2015	Open

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CRIMTRAC

NAFIS Monthly Management Meeting
26th November 2015

MINUTES

Meeting commenced at 10:00 am and concluded at 11.45am.
Location: Morpho Meeting Room

Board Attendance

Carmen Eckhoff (Manager Business Systems Support)
Yvonne Dillon (Business Systems Support Analyst)
Paul Griffith (Senior Project Manager)
Daryl Grimwood (Project Manager)
David Mellink (Morpho Director of Criminal Justice and Defence)
Jonathan Carti (Morpho Deputy Program Manager)
Rob Haydon (Morpho Business Operations Manager)
Thomas Leseigneur (Morpho Service Delivery Manager)

Apologies:
Daryl Roos (Director – Service Delivery & Security)
Jurij Bondaruk (Director Project Delivery – Persons)

CrimTrac Secretariat: Yvonne Dillon

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1. Standing Items

1.1 Actions/matter arising from the previous minutes

- Action Item 2015-M10/01 – CLOSED
  Yvonne Dillon met with Morpho on the 16th of October, 2015, to discuss the upcoming NUAG and various items that had been raised.

- Action Item 2015-M10/02 – CLOSED
  Paul Griffith organised a meeting on the 19th of October for Morpho, Datacom and CrimTrac to investigate the random lag between screens issue.

- Action Item 2015-M10/03 – CLOSED
  Paul Griffith began work on a minute to request permission for Morpho to have remote access to NAFIS from France. However, the slowness between screens issue was rectified and this was no longer necessary. This item can be closed.

2. Standing Item - Projects

2.1 NAFIS Capacity Upgrade Project

The NAFIS Capacity Upgrade project is drawing to a close;

- Carmen Eckhoff noted that overall this has been an outstanding achievement. The NUAG were very happy with the outcome. Carmen thanked Paul Griffith and Morpho for their work.
- Paul Griffith stated that over the term of the project they have maintained a very good working relationship. Despite some hurdles, the project ran relatively smoothly with a great result. Paul thanked Morpho for their work.
- David Mellink stated that he is very pleased with the outcome. The team will now be transferring over to the Biometrics at the Border Project. Thomas Leseigneur will be working for Business as Usual support.

A Portfolio Board meeting will be held on Monday. Members are awaiting the result of the final patch, however this is only considered a minor issue and questions were raised as to why the project closure was

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CRIMTRAC

NAFIS Monthly Management Meeting
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reliant on this last patch. If the patch is not implemented as expected, this will be reviewed.

- At the moment the final payment will be made by CrimTrac in mid-December
- The Quality Control HelpMaster jobs in Morpho's queue can be moved to the Business Systems Support queue.

2.2 Biometrics at the Border Project (BATB)

The Biometrics at the Border project is an initiative between the Department of Immigration and Border Protection (DIBP) and CrimTrac to allow for the fast identification of individuals at the border.

- CrimTrac kicked off the Biometrics at the Border (BATB) project with Morpho last month;
  - Currently CrimTrac and Morpho have accepted the Requirement Definition Document (RDD).
  - The System Architect Design Document (SADD) and the Program Interface Control Document (ICD) is undergoing final comments and review.
  - The SODD (detailed system specifications) are still to be reviewed by CrimTrac.
- Recently DIBP have requested some changes to their requirements.
- The interim release is scheduled for the 24th of February.

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3. Standing Item – Business as Usual

3.1 Monthly Report and Service Level Compliance

Morpho noted the monthly report for October;

- The number of incidents and service requests were still high for the month of October. However, a number of positive results were achieved by the end of the month (including the resolution to the slow switching between screens) and therefore the number of incidents and service requests is expected to decrease in the coming months.
- The operational uptime for the month of October dropped below 99 per cent. This was caused by a 6 hour outage during the month. This prompted discussions regarding the Service Level Agreements (SLA's) as these were met for the month of October, despite the downtime. The following points were noted;
  - The Service Level agreements were determined in line with the legal team and limited by the current support contract.
  - These are not necessarily meaningful.
  - David Mellink did not agree that Morpho should report a successful month meeting all Service Levels if a 6 hours outage occurred during that month.

It was agreed by all parties that if there is greater than a 2 hour outage (which doesn't require a database restart) or greater than a 4 hour outage (which does require a database restart) then Morpho should not be reporting that all SLA's have been met.

It was noted that the current SLA's are contractual so need to be reported on, however more meaningful service levels should be agreed to under Business as Usual.

ACTION 2015-M11/01: Thomas Leseigneur (Morpho) will develop five or six new Service Levels which Morpho

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CRIMTRAC

NAFIS Monthly Management Meeting — ACTION ITEMS

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Number	Action Item Description	Responsibility	Due Date	Status
2015-M10/01	Yvonne Dillon (BSS) will arrange a meeting for early Friday morning (16/10/2015) to brief Morpho on the items that will be discussed at the upcoming NUAG.	CrimTrac	15/10/2015	CLOSED
2015-M10/02	Paul Griffith will organise a 'round table' discussion between Morpho, CrimTrac and Datacom to investigate the random lag between screens issue.	CrimTrac	16/10/2015	CLOSED
2015-M10/03	Paul Griffith will write a minute on behalf of Morpho to request permission for them to have remote access to NAFIS from France to investigate the latency issue.	CrimTrac	23/10/2015	CLOSED
2015-M11/01	Thomas Leseigneur (Morpho) will develop five or six new Service Levels which Morpho will report against on a monthly basis. These new Service Levels should be active from the 1st of January, 2016.	Morpho	01/01/2016	Open
2015-M11/02	Yvonne Dillon to include information regarding the increase in Tenprint Searches in the monthly report to NUAG members.	CrimTrac	10/12/2015	Open
2015-M11/03	Morpho is to provide a list of Morpho staff that have had their fingerprints taken on NAFIS. The information and record type needs to accurately reflect why these fingerprints were taken, or the records need to be deleted.	Morpho	01/01/2016	Open
2015-M11/04	Carmen Eckhoff (BSS) will organise and set up a meeting between the appropriate people from Morpho and CrimTrac to take part in a technical discussion around NPBI.	CrimTrac	10/12/2015	Open
2015-M11/05	Yvonne Dillon (CrimTrac) will discuss this further with AFP to determine;	CrimTrac	10/12/2015	Open

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CRIMTRAC

NAFIS Monthly Management Meeting

ACTION ITEMS

	<<s11C(1)>>			
2015-M11/06	Yvonne Dillon (CrimTrac) will contact DIBP with regard to their TPUL workflows to better understand what DIBP wish to do and which records require a TPUL to be undertaken.	CrimTrac	10/12/2015	Open

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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 - $112,610 and below, $112,611 to $200,290, $200,291 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Yvonne Dillon		<<s11C(1)>>	$112,610 and below	02/02/2014 – 13/02/2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.

Victoria Police Forensic Services Centre
31 Forensic Drive, Macleod, Victoria

Tasmanian Police
37-43 Liverpool Street
Hobart, Tasmania

South Australia Police Fingerprint Bureau
Level 5, 21 Divett Place, Adelaide, South Australia

Fingerprint Bureau
Number 2, Cnr Clayton Street and Centennial Place, Midland
Western Australia

Peter McAulay Centre
Fingerprint Unit
Berrimah, Darwin NT

Police Headquarters
Fingerprint Section, 4th floor, 200 Roma Street
Brisbane, Queensland

Forensic Services Group
NSW Police Force NAFIS Training & Support
Police Headquarters, Level 4, Tower B, 1 Charles Street
Parramatta, New South Wales.

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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.	Tuesday, 3rd February, 8am – 4pm – Victoria Wednesday 4th February, 8am – 4pm – Tasmania Thursday 5th February, 8am – 4pm – South Australia Friday 6th February, 8am – 4pm – Western Australia Monday 9th February, 8am – 4pm – Northern Territory Wednesday 11th February, 8am – 4pm – Queensland Thursday 12th February, 8am – 4pm – New South Wales Friday 13th February, 8am – 4pm – New South Wales		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	The NAFIS Capacity Upgrade project is funding the attendance of a Luc Bornes (Morpho Biometric Technology Scientist) to the Fingerprint Bureaux for the purpose of providing training to encourage best practice when searching fingerprints on NAFIS to achieve increased accuracy. I have been advised by the project manager and Morpho to attend these sessions as CrimTrac's Fingerprint Expert, to understand what the best practices in searching on NAFIS are and to ensure consistency.		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 0	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.	Airfares: $1793.00 Accommodation: $2147.00 Transport (Taxis): $800.00 Travel Allowance: $1401.10 Total: ~$6,150.00		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 410	Project code: NAFIS Stage 1	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Micheal Stuart (A/Director Project Delivery – Persons)		
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.	This travel includes travel over a weekend in order to meet the required schedule.		

Traveller's name: Yvonne Dillon_____ Signature:_ <<s11C(1)>> _____ Date: 19/1/2015

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's name: Micheal Stuart Signature:_ <<s11C(1)>> _____ Date: 19/01/2015.

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 2188 **Travel:** (NON-SES/SES/CEO)

Name(s): Yvonne Dillon **Booking class:** (Economy/Business)

Accommodation details:	Check in date	Check out date
See Attached		

Cost centre: 410	Project code: NAFIS Stage 1	
Account Code	**Cost details:**	
7220	Travel Allowance	$ 1401.10
7210	Airfares	$ 2619.44
7200	Accommodation	$ 1841.00
7230	Car Hire	$
7220	Part day TA ($50)	$
	Total	$ 5861.54

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: Malenna Gordon <<s11C(1)>> Position: Exec Assistant Phone: <<s11C(1)>>

Signature: _____ Date: 20/1/15

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:

Req #:

*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	

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Qantas Airways: YBTFBC

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881071794**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBTFBC

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Monday, 02 February 17:10	**Qantas Airways QF819** ECONOMY (O) Confirmed (HK)	**Melbourne / MEL** Terminal 1 Tullamarine Arpt, Australia Monday, 02 February 18:20	Baggage Allowance: 1PC Duration: 01 hours, 10 minutes Boeing 737-800

IS 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 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	62.00
Taxes	18.05 QR 4.07 QR 5.53 WG 8.97 UO	AUD	36.62
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	105.62

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 C24

will report against on a monthly basis. These new Service Levels should be active from the 1st of January, 2016.

- Some ideas for the new SLA's include reporting on the aged jobs, reporting on the open HelpMaster jobs and perhaps reporting on the longest outage for that month.

- Page 13 of the Morpho report demonstrates the significant increase to Tenprint searches that DIBP are undertaking. For the month of October there were a total of 63,623 Tenprint searches, 31,555 of which were initiated by DIBP. This information should be passed on to NUAG members in the monthly report. A discussion ensued regarding the work being undertaken by DIBP at the borders and it was noted that some Morpho members may have their fingerprint on NAFIS for testing purposes. These may need to be edited (to reflect the reason accurately) or deleted.

ACTION 2015-M11/02: Yvonne Dillon to include information regarding the increase in Tenprint Searches in the monthly report to NUAG members.

ACTION 2015-M11/03: Morpho is to provide a list of Morpho staff that have had their fingerprints taken on NAFIS. The information and record type needs to accurately reflect why these fingerprints were taken, or the records need to be deleted.

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2.2 Other Business Matters Arising

VicPol wishing to connect to NPBI;

- David Mellink stated that Morpho is trying to set up a meeting with the NPBI technical staff from CrimTrac with little success. Morpho currently has to deliver a solution for VicPol regarding Fast ID and devices for their mortuary.

ACTION 2015-M11/04: Carmen Eckhoff (BSS) will organise and set up a meeting between the appropriate people from Morpho and CrimTrac to take part in a technical discussion around NPBI.

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CRIMTRAC

NAFIS Monthly Management Meeting
26th November 2015

MINUTES

4	**Next Meeting**
	The next meeting will be scheduled for the 17th of December.

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e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Qantas Airways: YBTFBC

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881072360**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBTFBC

DEPART	FLIGHT DETAILS	ARRIVE	
Melbourne / MEL Terminal 1 Tullamarine Arpt, Australia Tuesday, 03 February 19:15	**Qantas Airways QF1507** ECONOMY (Q) Confirmed (HK)	**Hobart / HBA** Terminal D Australia Tuesday, 03 February 20:30	Baggage Allowance: 1PC Duration: 01 hours, 15 minutes Boeing 717

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 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	108.92
Taxes	4.07 QR 4.25 QR 5.53 WG 12.28 UO	AUD	26.13
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	142.05

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 C27

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Virgin Australia: WZFFMM

Endorsements:
RESTRICTIONS APPLY/NONEND NONREF/ PENALTIES APPLY

Ticket no.	**795-5881073570**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	VIRGIN AUSTRALIA
For:	QBT WOAG
Reservation Number:	YBTFBC

DEPART	FLIGHT DETAILS	ARRIVE	
Hobart / HBA Terminal D Australia Wednesday, 04 February 18:15	**Virgin Australia VA1333** ECONOMY Confirmed (HK)	**Melbourne / MEL** Terminal 3 Tullamarine Arpt, Australia Wednesday, 04 February 19:30	Baggage Allowance: 1PC Duration: 01 hours, 15 minutes Boeing 737-800
Melbourne / MEL Terminal 3 Tullamarine Arpt, Australia Wednesday, 04 February 20:10	**Virgin Australia VA247** ECONOMY Confirmed (HK)	**Adelaide / ADL** Terminal 1 Australia Wednesday, 04 February 21:00	Baggage Allowance: 1PC Duration: 01 hours, 20 minutes EMBRAER 190

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
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Itinerary as at 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	168.40
Taxes	7.00 YR 8.76 QR 3.75 WG 18.79 UO	AUD	38.30
Service Fees		AUD	0.00
TOTAL		AUD	206.70

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 C28

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Qantas Airways: YBTFBC

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881073573**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBTFBC

DEPART	FLIGHT DETAILS	ARRIVE	
Adelaide / ADL Terminal 1 Australia Thursday, 05 February 17:25	**Qantas Airways QF595** ECONOMY (O) Confirmed (HK)	**Perth / PER** Terminal 4 Australia Thursday, 05 February 18:15	Baggage Allowance: 1PC Duration: 03 hours, 20 minutes Boeing 737-800

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
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Itinerary as at 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	138.00
Taxes	9.12 QR 5.51 QR 5.53 WG 15.82 UO	AUD	35.98
Airline Card Payment Fees	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	180.98

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 C29

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Virgin Australia: OOJOHB

Endorsements:
RESTRICTIONS APPLY/NONEND PENALTIES APPLY

Ticket no.	**795-5881072371**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	VIRGIN AUSTRALIA
For:	QBT WOAG
Reservation Number:	YBXQ5C

DEPART	FLIGHT DETAILS	ARRIVE	
Perth / PER Terminal 3 Australia Saturday, 07 February 11:30	**Virgin Australia VA1435** ECONOMY Confirmed (HK)	**Darwin / DRW** Australia Saturday, 07 February 16:40	Baggage Allowance: 1PC Duration: 03 hours, 40 minutes Boeing 737-700

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 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	169.98
Taxes	7.00 YR 4.07 QR 16.64 QR 3.75 WG 20.14 UO	AUD	51.60
Service Fees		AUD	0.00
TOTAL		AUD	221.58

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 C30

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Qantas Airways: YBXQ5C

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881072374**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBXQ5C

DEPART	FLIGHT DETAILS	ARRIVE	
Darwin / DRW Australia Tuesday, 10 February 12:55	**Qantas Airways QF825** ECONOMY (O) Confirmed (HK)	**Brisbane / BNE** Terminal D Australia Tuesday, 10 February 17:20	Baggage Allowance: 1PC Duration: 03 hours, 55 minutes Boeing 737-800

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
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Itinerary as at 19 Jan 2015

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PAYMENT

Air Fare		AUD	125.00
Taxes	17.65 QR 6.45 QR 5.53 WG 15.46 UO	AUD	45.09
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	177.09

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 C31

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Virgin Australia: OOJOHB

Endorsements:
NON ENDORSABLE

Ticket no.	**795-5881073576**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	VIRGIN AUSTRALIA
For:	QBT WOAG
Reservation Number:	YBXQ5C

DEPART	FLIGHT DETAILS	ARRIVE	
Brisbane / BNE Terminal D Australia Wednesday, 11 February 18:00	**Virgin Australia VA978** ECONOMY Confirmed (HK)	**Sydney / SYD** Terminal 2 Kingsford Smith Arpt, Australia Wednesday, 11 February 20:35	Baggage Allowance: 2PC Duration: 01 hours, 35 minutes Boeing 737-800

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 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	116.00
Taxes	7.00 YR 7.74 QR 7.41 QR 3.75 WG 14.19 UO	AUD	40.09
Service Fees		AUD	0.00
TOTAL		AUD	156.09

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 C32

e-ticket itinerary/receipt

QBT Business travel made simple

DILLON/YVONNE MS

Airline Booking Reference:
Qantas Airways: YBXQ5C

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881073575**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBXQ5C

DEPART	FLIGHT DETAILS	ARRIVE	
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Friday, 13 February 19:10	**Qantas Airways QF1525** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Friday, 13 February 20:05	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes Boeing 717

IS 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 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT			
Air Fare		AUD	75.00
Taxes	3.79 QR 18.05 QR 5.53 WG 10.24 UO	AUD	37.61
Airline Card Payment Fees	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	119.61

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 C33

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: AOGVU04588

Travel Itinerary for: Miss YVONNE DILLON (Adult)

Date Issued: 19 Jan 15

Please ensure you check the booking details carefully.

Important: Accommodation and authorised ancillary charges will be billed to AOT Hotels; do not pay for these charges on check out, ensure any non-authorised ancillary charges are settled directlly with the accommodation provider.

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:	**Quest Ivanhoe** 72-84 Upper Heidelberg Rd,Ivanhoe Victoria, Australia, 3079 03 9490 2100
Booking Reference:	AOGVU04588
Booking for:	Miss YVONNE DILLON (Adult)
Number of People: **Number of Rooms:** **Room/s Configuration:**	1 Adults 1 1 Single Room/s
Check In: **Check Out:**	Monday, 02 Feb 15 Tuesday, 03 Feb 15
Number of Nights:	1 Night
Service:	Studio - Booking Code: GOV.
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Queen. **Additional Bedding:** No additional bedding available.

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Important Information:

Check-in: 2:00pm. Check-out: 10:00am.
Reception: 7:00am-11:00pm.
After hours check-in is by intercom located at the entrance.

Valid for 01JUL14-30JUNE15:
Servicing:
- Rates include daily service.

Cancellation Policy:

Valid for 01JUL12-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled less than 24 hours prior to 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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Valid for 01JUL14-30JUN15:
Short Stay Policy (1-6 Nights) -
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival.
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) -
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night.
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $174.00**

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Accommodation	Confirmed

Property:	**Best Western Hobart** 156 Bathurst Street,Hobart Tasmania, Australia, 7000 03 6232 6255
Booking Reference:	AOGVU04588
Booking for:	Miss YVONNE DILLON (Adult)
Number of People: **Number of Rooms:** **Room/s Configuration:**	1 Adults 1 1 Single Room/s
Check In: **Check Out:**	Tuesday, 03 Feb 15 Wednesday, 04 Feb 15
Number of Nights:	1 Night
Service:	Standard Room - Booking Code: GV
Inclusions & Bedding:	**Maximum Passengers Per Room:** 3. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Queen and 1 Single. **Additional Bedding:** No additional bedding available.
Important Information:	**Check-in: 2:00pm. Check-out: 10:00am.** Reception 24 hours. **Valid for 01JUL12-30JUN15:** **Servicing:** - Rates include daily service.
Cancellation Policy:	**Valid for 01JUL12-30JUN14:** Bookings 1 night to 6 nights: - Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show 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.

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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.

Valid for 01JUL14-30JUN15:
Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $132.00**

Confirmed

Property: **Quest on King William**
82 King William Street,Adelaide
South Australia, Australia, 5000
08 8217 5000

Booking Reference: TP_6045071

Booking for: Miss YVONNE DILLON (Adult)

Check In: Wednesday, 4 Feb 2015
Check Out: Thursday, 5 Feb 2015

Number of Nights: 1

Service: Studio Apartment
Last Minute Rate

Service Information: Our studio apartments are an ideal alternative to a traditional hotel room. Guests can stay in an apartment that features a kitchenette, open plan living, and a Queen size bed.

Cancellation Policy: Cancellations of this room offer can be made on the same day of arrival until 2pm without penalty. If a cancellation is made after 2pm on arrival date, a 1 night penalty fee will apply.

Important Information: This service is subject to Last Minute Terms and Conditions
Booked through and payable by NeedItNow.com.au.

Service Cost: **AUD $151.00**

Confirmed

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Property:	**The Sebel Residence East Perth** 60 Royal Street,East Perth Western Australia, Australia, 6004 1300 377 921
Booking Reference:	PEGS 8810PB4502
Booking for:	Miss YVONNE DILLON (Adult)
Check In: **Check Out:**	Thursday, 5 Feb 2015 Saturday, 7 Feb 2015
Service:	Studio 1 Queen Bed
Service Information:	
Cancellation Policy:	No cancellation charge until 1 day prior to arrival, 18:00. Ther eafter: hotel will charge the first night.
Service Cost:	**AUD $382.00**

Accommodation — Confirmed

Property:	**H Hotel** 81 Smith Street,Darwin Northern Territory, Australia, 0800 08 8942 5555
Booking Reference:	AOGVU04588
Booking for:	Miss YVONNE DILLON (Adult)
Number of People: **Number of Rooms:** **Room/s Configuration:**	1 Adults 1 1 Single Room/s
Check In: **Check Out:**	Saturday, 07 Feb 15 Tuesday, 10 Feb 15
Number of Nights:	3 Nights
Service:	Deluxe King - Booking Code: AOT GOV 14/15
Inclusions & Bedding:	**Maximum Passengers Per Room:** 2. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 King. **Additional Bedding:** No additional bedding available.
Important Information:	**Check-in: 2:00pm. Check-out: 10:00am.** Reception Hours: 24 hours **Valid for 01JUL14-30JUNE15:** **Servicing:** - Rates include daily service.
Cancellation Policy:	**Valid for 01JUL14-30JUN15:** **Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS** Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival Cancellations, or amendments whilst in house, within these periods or no

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shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $492.00**

Accommodation	Confirmed

Property: **Ibis Brisbane**
27-35 Turbot Street,Brisbane
Queensland, Australia, 4000
07 3237 2333

Booking Reference: AOGVU04588

Booking for: Miss YVONNE DILLON (Adult)

Number of People: 1 Adults
Number of Rooms: 1
Room/s Configuration: 1 Single Room/s

Check In: Tuesday, 10 Feb 15
Check Out: Wednesday, 11 Feb 15

Number of Nights: 1 Night

Service: Standard Room
- Booking Code: WoAG Government Rate

Inclusions & Bedding:

Maximum Passengers Per Room: 2.
Bedding Configuration (subject to availability):
Existing Bedding:
1 Queen or
2 Queens or
1 Queen and 1 Single.
Additional Bedding:
No additional bedding available.

Important Information:

Check-in: 2:00pm Check-out: 11:00am

Valid for 01JUL14-31DEC15:
Servicing:
- Rates include daily service.

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.

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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.

Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

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Service Cost: **AUD $164.00**

Accommodation	Confirmed
Property:	**Mantra Parramatta** Corner Parkes Street and Valentine Avenue,Parramatta New South Wales, Australia, 2150 02 9685 1600
Booking Reference:	AOGVU04588
Booking for:	Miss YVONNE DILLON (Adult)
Number of People:	1 Adults
Number of Rooms:	1
Room/s Configuration:	1 Single Room/s
Check In:	Wednesday, 11 Feb 15
Check Out:	Friday, 13 Feb 15
Number of Nights:	2 Nights

Service:

Studio Room
- Booking Code: GVN

Inclusions & Bedding:

Maximum Passengers Per Room: 2.
Bedding Configuration (subject to availability):
Existing Bedding:
1 King or
2 Singles.
Additional Bedding:
No additional bedding available.

Important Information:

Check-in: 2:00pm Check-out:10:00am
Reception Hours: 24 hours.

Valid for 01JUL12-30JUN15:
Servicing:
- Rates include daily service.

Cancellation Policy:

Valid for 01JUL13-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show 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.

Valid for 01JUL14-30JUN15:
Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

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Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $346.00**

PRICING SUMMARY

	Cost Inclusive of GST	GST
Total Cost of Booking:	**AUD $1,841.00**	**$167.36**

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

Employee's annual salary - $112,610 and below

Staff Name: Yvonne Dillon

INSTRUCTIONS

Note: Travel allowance to be used for overnight absences. 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)	4:10:00 PM
Date (dd/mm/yy)	2 February 2015

	Capital City	Country Centre	
Before 7.00 am	$102.55	$93.40	
7.00 am until 1.00 pm	$77.20	$70.70	
1.00 pm until 7.00 pm	$48.65	$44.75	
7.00 pm and after	NIL	NIL	$48.65

NUMBER OF COMPLETE DAYS ABSENCE

Are there any full days between day of departure and day of return? **10** X daily meals rate

Capital City	Country Centre	
$102.55	$93.40	$1,025.50

T/A PAID TO

Day of the Week	
Time (hh:mm)	9:05:00 PM
Date (dd/mm/yy)	13 February 2014

	Capital City	Country Centre	
Before 7.00 am	NIL	NIL	
7.00 am until 1.00 pm	$25.35	$22.70	
1.00 pm until 7.00 pm	$53.90	$48.65	
7.00 pm and after	$102.55	$93.40	$102.55

TOTAL AMOUNT = $1,176.70

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$25.35	$22.70	0	$ -
Lunch	$28.55	$25.95	0	$ -
Dinner	$48.65	$44.75	0	$ -

TOTAL MEALS TO BE DEDUCTED $0.00

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		
12	@	$18.70	=	$224.40

TRAVELLING ALLOWANCE DUE = **$1,401.10**

Travel Allowance entered by - Makenna Gordon

Travel allowanced checked by -

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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 - $112,610 and below, $112,611 to $200,290, $200,291 and above.				
Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Paul Cologon			112,610 and below	02/02/2014 – 4/02/2014
2. ***Full Address*** of organisation being visited and the local person involved at that location.	Victoria Police Forensic Services Centre 31 Forensic Drive, Macleod, Victoria Tasmanian Police 37-43 Liverpool Street Hobart, Tasmania			
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.	Tuesday, 3rd February, 8am – 4pm – Victoria Wednesday 4th February, 8am – 4pm – Tasmania			
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	The NAFIS Capacity Upgrade project is funding the attendance of a Luc Bornes (Morpho Biometric Technology Scientist) to the Fingerprint Bureaux for the purpose of providing training to encourage best practice when searching fingerprints on NAFIS to achieve increased accuracy. The purpose of attending two of these training sessions is to gain an insight into the system and to learn more about how the practitioners use NAFIS to increase understanding for the promotion of ongoing, improved support.			
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 0	Dinner: 0	
6. Does the air fare require baggage allowance?	Yes			
7. Rental Car Required? If yes, why?	No			
8. <u>Supply an estimated cost of all travel components</u>, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Airfares: $649.00 Accommodation: $305.00 Transport (Taxis): $300.00 Travel Allowance: $309.85 Total: $ 1563.85			
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 410	Project code: NAFIS Stage 1	Within budget: Yes	
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Micheal Stuart (A/Director Project Delivery – Persons)			

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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.	

<<s11C(1)>>

Traveller's name: Paul Cologon Signature: _____ Date: 19/01/15

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's name: Micheal Stuart Signature _____ Date: 19/01/15

Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 2190 **Travel:** NON-SES/SES/CEO

Name(s): Paul Cologen **Booking class:** Economy/Business

Accommodation details:	Check in date	Check out date
Quest, Ivanhoe, VIC	2 Feb 2015	3 Feb 2015
Best Western, Hobart	3 Feb 2015	4 Feb 2015

Cost centre: 410 **Project code:** NAFIS Stage 1

Account Code	Cost details:	
7220	Travel Allowance	$ 309.85
7210	Airfares	$ 495.17
7200	Accommodation	$ 306.00
7230	Car Hire	$
7220	Part day TA ($50)	$
	Total	$ 1111.02

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

<<s11C(1)>>

Signature: _____ Date: 20/1/15

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e-ticket itinerary/receipt

QBT Business travel made simple

COLOGON/PAUL MR

Airline Booking Reference:
Qantas Airways: YBFTUJ

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881072406**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBFTUJ

DEPART	FLIGHT DETAILS	ARRIVE	
Canberra / CBR Australia Monday, 02 February 17:10	**Qantas Airways QF819** ECONOMY (O) Confirmed (HK)	**Melbourne / MEL** Terminal 1 Tullamarine Arpt, Australia Monday, 02 February 18:20	Baggage Allowance: 1PC Duration: 01 hours, 10 minutes Boeing 737-800
Melbourne / MEL Terminal 1 Tullamarine Arpt, Australia Tuesday, 03 February 19:15	**Qantas Airways QF1507** ECONOMY (Q) Confirmed (HK)	**Hobart / HBA** Terminal D Australia Tuesday, 03 February 20:30	Baggage Allowance: 1PC Duration: 01 hours, 15 minutes Boeing 717
Hobart / HBA Terminal D Australia Wednesday, 04 February 17:20	**Qantas Airways QF1506** ECONOMY (N) Confirmed (HK)	**Melbourne / MEL** Terminal 1 Tullamarine Arpt, Australia Wednesday, 04 February 18:35	Baggage Allowance: 1PC Duration: 01 hours, 15 minutes Boeing 717
Melbourne / MEL Terminal 1 Tullamarine Arpt, Australia Wednesday, 04 February 19:15	**Qantas Airways QF822** ECONOMY (N) Confirmed (HK)	**Canberra / CBR** Australia Wednesday, 04 February 20:20	Baggage Allowance: 1PC Duration: 01 hours, 05 minutes Boeing 737-800

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 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	366.31
Taxes	30.44 QR 30.44 QR 16.59 WG 44.39 UO	AUD	121.86
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	495.17

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 C46

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: AOGVU04550

Travel Itinerary for: Mr PAUL COLOGON (Adult)

Date Issued: 19 Jan 15

Please ensure you check the booking details carefully.

Important: Accommodation and authorised ancillary charges will be billed to AOT Hotels; do not pay for these charges on check out, ensure any non-authorised ancillary charges are settled directlly with the accommodation provider.

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.

Released by CrimTrac under the FOI Act 1982

Accommodation — Confirmed

Property: **Quest Ivanhoe**
72-84 Upper Heidelberg Rd,Ivanhoe
Victoria, Australia, 3079
03 9490 2100

Booking Reference: AOGVU04550

Booking for: Mr PAUL COLOGON (Adult)

Number of People: 1 Adults
Number of Rooms: 1
Room/s Configuration: 1 Single Room/s

Check In: Monday, 02 Feb 15
Check Out: Tuesday, 03 Feb 15

Number of Nights: 1 Night

Service: Studio
- Booking Code: GOV.

Inclusions & Bedding:
Maximum Passengers Per Room: 2.
Bedding Configuration (subject to availability):
Existing Bedding:
1 Queen.
Additional Bedding:
No additional bedding available.

Important Information:

Check-in: 2:00pm. Check-out: 10:00am.
Reception: 7:00am-11:00pm.
After hours check-in is by intercom located at the entrance.

Valid for 01JUL14-30JUNE15:
Servicing:
- Rates include daily service.

Cancellation Policy:

Valid for 01JUL12-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled less than 24 hours prior to 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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Valid for 01JUL14-30JUN15:
Short Stay Policy (1-6 Nights) -
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival.
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) -
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night.
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $174.00**

Released by CrimTrac under the FOI Act 1982.

Accommodation — Confirmed

Property:	**Best Western Hobart** 156 Bathurst Street,Hobart Tasmania, Australia, 7000 03 6232 6255
Booking Reference:	AOGVU04550
Booking for:	Mr PAUL COLOGON (Adult)
Number of People: **Number of Rooms:** **Room/s Configuration:**	1 Adults 1 1 Single Room/s
Check In: **Check Out:**	Tuesday, 03 Feb 15 Wednesday, 04 Feb 15
Number of Nights:	1 Night
Service:	Standard Room - Booking Code: GV
Inclusions & Bedding:	**Maximum Passengers Per Room:** 3. **Bedding Configuration (subject to availability):** **Existing Bedding:** 1 Queen and 1 Single. **Additional Bedding:** No additional bedding available.
Important Information:	**Check-in: 2:00pm. Check-out: 10:00am.** Reception 24 hours. **Valid for 01JUL12-30JUN15:** **Servicing:** - Rates include daily service.
Cancellation Policy:	**Valid for 01JUL12-30JUN14:** Bookings 1 night to 6 nights: - Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show 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.

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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.

Valid for 01JUL14-30JUN15:
Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $132.00**

PRICING SUMMARY

Total Cost of Booking:	Cost Inclusive of GST	GST
	AUD $306.00	$27.82

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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.

TRAVEL ALLOWANCE

Employee's annual salary - $112,610 and below

Staff Name: Paul Cologon

INSTRUCTIONS

Note: Travel allowance to be used for overnight absences. 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)	4:10:00 PM
Date (dd/mm/yy)	2 February 2015

	Capital City	Country Centre	
Before 7.00 am	$102.55	$93.40	
7.00 am until 1.00 pm	$77.20	$70.70	
1.00 pm until 7.00 pm	$48.65	$44.75	
7.00 pm and after	NIL	NIL	$48.65

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	
$102.55	$93.40	$102.55

T/A PAID TO

Day of the Week	
Time (hh:mm)	9:20:00 PM
Date (dd/mm/yy)	4 February 2015

	Capital City	Country Centre	
Before 7.00 am	NIL	NIL	
7.00 am until 1.00 pm	$25.35	$22.70	
1.00 pm until 7.00 pm	$53.90	$48.65	
7.00 pm and after	$102.55	$93.40	$102.55

TOTAL AMOUNT = $253.75

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$25.35	$22.70	0	$ -
Lunch	$28.55	$25.95	0	$ -
Dinner	$48.65	$44.75	0	$ -

TOTAL MEALS TO BE DEDUCTED $0.00

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	@	$18.70	= $56.10

TRAVELLING ALLOWANCE DUE = **$309.85**

Travel Allowance entered by - Makenna Gordon

Travel allowanced checked by -

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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 - $112,610 and below, $112,611 to $200,290, $200,291 and above.

Staff Member	AGS Number	Mobile Number	Salary Bracket (at time of travel)	Date/s of Travel
Carmen Eckhoff			$112,610 to $200,290	08/02/2014 – 13/02/2014

2. ***Full Address*** of organisation being visited and the local person involved at that location.	Peter McAulay Centre Fingerprint Unit Berrimah, Darwin NT Police Headquarters Fingerprint Section, 4th floor, 200 Roma Street Brisbane, Queensland V Forensic Services Group NSW Police Force NAFIS Training & Support Police Headquarters, Level 4, Tower B, 1 Charles Street Parramatta, New South Wales.		
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.	Monday 9th February, 8am – 4pm – Northern Territory Wednesday 11th February, 8am – 4pm – Queensland Thursday 12th February, 8am – 4pm – New South Wales Friday 13th February, 8am – 4pm – New South Wales		
4. Specify the purpose of the activity/meeting, including the objectives and benefits to be achieved.	The NAFIS Capacity Upgrade project is funding the attendance of a Luc Bornes (Morpho Biometric Technology Scientist) to the Fingerprint Bureaux for the purpose of providing training to encourage best practice when searching fingerprints on NAFIS to achieve increased accuracy. The purpose of attending the agencies is to get an overview of the training being given and to engage stakeholders in the jurisdictions.		
5. Specify the number of meals that will be provided during the travel (Not including meals on plane).	Breakfast: 0	Lunch: 0	Dinner: 0
6. Does the air fare require baggage allowance?	Yes		
7. Rental Car Required? If yes, why?	No		

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8. **Supply an estimated cost of all travel components**, including: Airfare, Accommodation, Rental Car, Travel Allowance, etc.	Airfares: $613.00 Accommodation: $749.00 (Sunday and Monday, 8th and 9th of February will be at a friend's residence) Transport (Taxis): $300.00 Travel Allowance: $813.40 Total: ~$2,500.00		
9. Specify the CrimTrac cost centre and/or project code to incur the costs.	Cost centre: 410	Project code: NAFIS Stage 1	Within budget: Yes
10. Specify which CrimTrac Managers have been consulted regarding this trip.	Micheal Stuart (A/Director Project Delivery – Persons)		
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.	I will be in Darwin on recreation leave until 6th February. I will need to change my flight home and then continue to QLD, NSW and AC. I am happy to continue staying at my friend's place while in Darwin. (9th Feb only)		

<<s11C(1)>>

Traveller's name: Carmen Eckhoff _____ Signature: _____ Date: 19/1/15

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's name: Micheal Stuart Signature _____ Date: 19/1/15

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Part 2 - Booking and Expenditure Details

Travel Consultant to complete and provide to Finance

Movement requisition number(s): 2189 **Travel:** NON-SES/SES/CEO

Name(s): Carmen Eckhoff **Booking class:** Economy/Business

Accommodation details:	Check in date	Check out date
Ibis, Brisbane	10 Feb 15	11 Feb 15
Mantra Parramatta	11 Feb 15	13 Feb 15

Cost centre: 410	Project code: NAFIS Stage1	
Account Code	**Cost details:**	
7220	Travel Allowance	$ 863.40
7210	Airfares	$ 452.79
7200	Accommodation	$ 510.00
7230	Car Hire	$
7220	Part day TA ($50)	$
	Total	$ 1776.19

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: Malenna Gordon Position: Exec Assistant Phone: <<s11C(1)>>

<<s11C(1)>>

Signature: _____ Date: 20/1/14

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:

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Part 3 - Travel Acquittal

Name:

Req #:

*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**

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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e-ticket itinerary/receipt

QBT Business travel made simple

ECKHOFF/CARMEN MS

Frequent Flyer Membership:

Airline Booking Reference:
Qantas Airways: YBMXHG

Endorsements:
VALID QF ONLY /NON END

Ticket no. 081-5881072403
Date of Issue: 19 January 2015
Issuing Agency: Air Tickets IATA: 02362323
Issued on behalf of: Qantas Airways
For: QBT WOAG
Reservation Number: YBMXHG

DEPART	FLIGHT DETAILS	ARRIVE	
Darwin / DRW Australia Tuesday, 10 February 12:55	**Qantas Airways QF825** ECONOMY (O) Confirmed (HK)	**Brisbane / BNE** Terminal D Australia Tuesday, 10 February 17:20	Baggage Allowance: 1PC Duration: 03 hours, 55 minutes Boeing 737-800

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Itinerary as at 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	125.00
Taxes	17.65 QR 6.45 QR 5.53 WG 15.46 UO	AUD	45.09
Airline Card Payment Fees incl GST	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	177.09

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 C56

e-ticket itinerary/receipt

QBT Business travel made simple

ECKHOFF/CARMEN MS

Frequent Flyer Membership:

Airline Booking Reference:
Virgin Australia: TUFEHQ

Endorsements:
NON ENDORSABLE

Ticket no.	**795-5881072405**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	VIRGIN AUSTRALIA
For:	QBT WOAG
Reservation Number:	YBMXHG

DEPART	FLIGHT DETAILS	ARRIVE	
Brisbane / BNE Terminal D Australia Wednesday, 11 February 18:00	**Virgin Australia VA978** ECONOMY Confirmed (HK)	**Sydney / SYD** Terminal 2 Kingsford Smith Arpt, Australia Wednesday, 11 February 20:35	Baggage Allowance: 2PC Duration: 01 hours, 35 minutes Boeing 737-800

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Itinerary as at 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	116.00
Taxes	7.00 YR 7.74 QR 7.41 QR 3.75 WG 14.19 UO	AUD	40.09
Service Fees		AUD	0.00
TOTAL		AUD	156.09

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 C57

e-ticket itinerary/receipt

QBT Business travel made simple

ECKHOFF/CARMEN MS

Frequent Flyer Membership:

Airline Booking Reference:
Qantas Airways: YBMXHG

Endorsements:
VALID QF ONLY /NON END

Ticket no.	**081-5881073593**
Date of Issue:	19 January 2015
Issuing Agency:	Air Tickets IATA: 02362323
Issued on behalf of:	Qantas Airways
For:	QBT WOAG
Reservation Number:	YBMXHG

DEPART	FLIGHT DETAILS	ARRIVE	
Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Friday, 13 February 19:10	**Qantas Airways QF1525** ECONOMY (B) Confirmed (HK)	**Canberra / CBR** Australia Friday, 13 February 20:05	Baggage Allowance: 1PC Duration: 00 hours, 55 minutes Boeing 717

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.
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Itinerary as at 19 Jan 2015

Released by CrimTrac under the FOI Act 1982

PAYMENT

Air Fare		AUD	75.00
Taxes	3.79 QR 18.05 QR 5.53 WG 10.24 UO	AUD	37.61
Airline Card Payment Fees	7.00 OBFCA	AUD	7.00
Service Fees		AUD	0.00
TOTAL		AUD	119.61

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 C58

aothotels.com.au
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Ph: 1300 767 869 /
+61 3 9867 9695
Fax: 03 9867 9559
ABN: 23 106 495 498

BOOKING CONFIRMATION - TRAVEL VOUCHER

Booking Reference: AOGVU05818

Travel Itinerary for: Ms CARMEN ECKHOFF (Adult)

Date Issued: 20 Jan 15

Please ensure you check the booking details carefully.

Important: Accommodation and authorised ancillary charges will be billed to AOT Hotels; do not pay for these charges on check out, ensure any non-authorised ancillary charges are settled directlly with the accommodation provider.

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.

Released by CrimTrac under the FOI Act 1982

Accommodation — Confirmed

Property: **Ibis Brisbane**
27-35 Turbot Street,Brisbane
Queensland, Australia, 4000
07 3237 2333

Booking Reference: AOGVU05818

Booking for: Ms CARMEN ECKHOFF (Adult)

Number of People: 1 Adults
Number of Rooms: 1
Room/s Configuration: 1 Single Room/s

Check In: Tuesday, 10 Feb 15
Check Out: Wednesday, 11 Feb 15

Number of Nights: 1 Night

Service: Standard Room
- Booking Code: WoAG Government Rate

Inclusions & Bedding:

Maximum Passengers Per Room: 2.
Bedding Configuration (subject to availability):

Existing Bedding:
1 Queen or
2 Queens or
1 Queen and 1 Single.
Additional Bedding:
No additional bedding available.

Important Information:

Check-in: 2:00pm Check-out: 11:00am

Valid for 01JUL14-31DEC15:
Servicing:
- Rates include daily service.

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.

Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night

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Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

Service Cost: **AUD $164.00**

Accommodation — Confirmed

Property: **Mantra Parramatta**
Corner Parkes Street and Valentine Avenue,Parramatta
New South Wales, Australia, 2150
02 9685 1600

Booking Reference: AOGVU05818

Booking for: Ms CARMEN ECKHOFF (Adult)

Number of People: 1 Adults
Number of Rooms: 1
Room/s Configuration: 1 Single Room/s

Check In: Wednesday, 11 Feb 15
Check Out: Friday, 13 Feb 15

Number of Nights: 2 Nights

Service: Studio Room
- Booking Code: GVN

Inclusions & Bedding:
Maximum Passengers Per Room: 2.
Bedding Configuration (subject to availability):
Existing Bedding:
1 King or
2 Singles.
Additional Bedding:
No additional bedding available.

Important Information:

Check-in: 2:00pm Check-out:10:00am
Reception Hours: 24 hours.

Valid for 01JUL12-30JUN15:
Servicing:
- Rates include daily service.

Cancellation Policy:

Valid for 01JUL13-30JUN14:
Bookings 1 night to 6 nights:
- Bookings cancelled after 2:00pm on the day of arrival or in the event of a no-show 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

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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.

Valid for 01JUL14-30JUN15:
Short Stay Policy (1-6 Nights) - WOAG & RELOCATIONS
Capital City & Suburban Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - WOAG & RELOCATIONS
WOAG: Cancel up to 3 days prior - no charge / Cancel up to 2 days prior - fee of 1 night / Cancel within 2 days of arrival - fee of 2 nights.
RELOCATIONS: Cancellations may be made without penalty up to 2pm the day prior to arrival / Cancel after 2pm - fee of 1 night
Cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

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Service Cost: **AUD $346.00**

PRICING SUMMARY

Total Cost of Booking:	Cost Inclusive of GST	GST
	AUD $510.00	$46.36

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

TRAVEL ALLOWANCE

Employee's annual salary - $112,611 to 200,290

Staff Name: Carmen Eckhoff

INSTRUCTIONS

Note: Travel allowance to be used for overnight absences. 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)	8:00:00 AM
Date (dd/mm/yy)	9 February 2015

	Capital City	Country Centre	
Before 7.00 am	$121.45	$101.85	
7.00 am until 1.00 pm	$93.85	$76.50	
1.00 pm until 7.00 pm	$54.75	$50.55	
7.00 pm and after	NIL	NIL	$93.85

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

3 X daily meals rate | $121.45 | $101.85 | $364.35

T/A PAID TO

Day of the Week	
Time (hh:mm)	9:05:00 PM
Date (dd/mm/yy)	13 February 2015

	Capital City	Country Centre	
Before 7.00 am	NIL	NIL	
7.00 am until 1.00 pm	$27.60	$25.35	
1.00 pm until 7.00 pm	$66.70	$51.30	
7.00 pm and after	$121.45	$101.85	$121.45

TOTAL AMOUNT = $579.65

NUMBER OF MEALS PROVIDED DURING TRAVEL

Meal	Capital City	Country Cost Centre	# of Meals provided	
Breakfast	$27.60	$25.35	0	$ -
Lunch	$39.10	$25.95	0	$ -
Dinner	$54.75	$50.55	0	$ -

TOTAL MEALS TO BE DEDUCTED $0.00

ACCOMMODATION
^Staying at friend/family's

No. nights		Rate
2	@	$50.00

TOTAL ACCOMMODATION AMOUNT = $100.00

^ 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	
5	@	$26.75	= $133.75

TRAVELLING ALLOWANCE DUE = **$813.40**

Travel Allowance entered by - Makenna Gordon

Travel allowanced checked by -

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Daryl Grimwood

Subject: Preparation Kick Off
Location: Morpho Support Center

Start: Tue 13/10/2015 11:30 AM
End: Tue 13/10/2015 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

Hi Daryl,

I have meeting at 10.30 with Paul, I can start our meeting at 11.30.

Regards,

Jonathan

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Daryl Grimwood

Subject:	BATB Project - Joint Kick-off Meeting
Location:	Morpho Support Centre - L2 103 Northbourne Ave
Start:	Fri 16/10/2015 9:30 AM
End:	Fri 16/10/2015 10:30 AM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Daryl Grimwood
Required Attendees:	Dimitar Dojcinoski; Jamie Ericson; Peggy Khaw; Guy Davy; Lauren Stores; Jurij Bondaruk; <<s11C(1)>> @morpho.com; CARTI Jonathan (MORPHO); David Mellink; Yvonne Dillon; Jason Kidney
Optional Attendees:	David Mellink

Joint project team kick-off meeting with Morpho.

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Daryl Grimwood

Subject: Weekly Project Meeting
Location: MSC

Start: Fri 23/10/2015 2:00 PM
End: Fri 23/10/2015 3:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

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Daryl Grimwood

Subject: BatB - Weekly Project Meeting
Location: MSC

Start: Thu 29/10/2015 3:30 PM
End: Thu 29/10/2015 4:30 PM

Recurrence: Weekly

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

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Daryl Grimwood

Subject: BatB - Weekly Project Meeting
Location: MSC

Start: Thu 5/11/2015 3:30 PM
End: Thu 5/11/2015 4:30 PM

Recurrence: Weekly

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

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Meeting with JC 5/11/15.

JC: away - Tue → Fri Next week.
- 6 DEC - Jan

ICD: Receive Wed?? Respond by Fri
Doc with markup comments
& spreadsheet summary

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Daryl Grimwood

Subject:	BATB Project Meeting
Location:	Dickson Cafe
Start:	Tue 10/11/2015 3:30 PM
End:	Tue 10/11/2015 4:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Daryl Grimwood
Required Attendees:	Dimitar Dojcinoski; CARTI Jonathan (MORPHO); David Mellink

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Daryl Grimwood

Subject: BatB - Weekly Project Meeting
Location: MSC

Start: Thu 19/11/2015 3:30 PM
End: Thu 19/11/2015 4:30 PM

Recurrence: Weekly

Meeting Status: Accepted

Organizer: CARTI Jonathan (MORPHO)

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Murphy MK 19/11/15.

project sandbox -L.

✓ ICD + SOD tomorrow.

~~Chief~~ Change Impact by 10am Wednesday.

FC Adapter - email JC.

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Daryl Grimwood

Subject:	BatB - Weekly Project Meeting
Location:	MSC
Start:	Thu 26/11/2015 3:30 PM
End:	Thu 26/11/2015 4:30 PM
Recurrence:	Weekly
Meeting Status:	Accepted
Organizer:	CARTI Jonathan (MORPHO)

#
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Marketing Mgrs Mtg - Monthly Mgmt Mtg. 26/11

PM Meeting with Marko

Impact ~~Assessment~~ - tomorrow.

ICD
SADD } Respond Friday

* RDD - check rego of device as Requirement

DIBP Meeting - Agenda items.

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Daryl Grimwood

Subject:	Discuss Device Id - Audit Trail
Location:	Oliver Brown Cafe
Start:	Mon 30/11/2015 11:30 AM
End:	Mon 30/11/2015 12:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Daryl Grimwood
Required Attendees:	CARTI Jonathan (MORPHO); Dimitar Dojcinoski

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C R I M T R A C

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REQUEST FOR TENDER (RFT) IN RELATION TO BIOMETRIC IDENTIFICATION SERVICES

Commonwealth of Australia represented by CrimTrac Agency

ABN 17 193 904 699

Ref: C15/62

496 Northbourne Avenue
DICKSON ACT 2602

Contact: Sandra Flarey
BISRFT@crimtrac.gov.au

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REQUEST FOR TENDER

REQUEST FOR TENDER (RFT) IN RELATION TO BIOMETRIC IDENTIFICATION SERVICES

1 Introduction

1.1. Approach to market

1.1.1. CrimTrac Agency (CrimTrac) invites Tenders for the provision of Biometric Identification Services in accordance with this Request for Tender (RFT) C15/62.

1.1.2 This RFT seeks responses from organisations to supply, deliver and manage a Solution to deliver a Biometric Identification Services (BIS) capability for Stakeholders. This RFT seeks responses from potential service providers to provide a Solution for:

a) A national capability for identification using the biometric mode of Fingerprint (including Palm Print and Foot Print);

b) A national capability for identification using the Biometric Mode of Facial Recognition; and

c) The fusion of available Biometric Data and the capability for expansion into the future to add additional Biometric Modes over time.

1.1.3. The objectives of this RFT are to ensure that CrimTrac:

a) continues to deliver against its obligations under the Inter-Governmental Agreement (IGA) between the Commonwealth and each state and territory government; and

b) continues to deliver the published benefits of the National Automated Fingerprint Identification System (NAFIS) and produces equivalent benefits in the Biometric Mode of Facial Recognition.

1.1.4 A summary of CrimTrac and the requirement for the Services is set out in Part 2A of this RFT. More detail is set out in the RFT as described in clause 1.2 below.

1.1.5. Any resultant contract may require the supply of Services to the following Commonwealth, State or Territory agencies:

a) Australian Capital Territory (ACT) Policing;

b) Australian Federal Police (AFP);

c) Queensland Police Service;

d) New South Wales Police Force;

e) Northern Territory Police Force;

f) South Australia Police;

g) Tasmania Police;

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h) Victoria Police;

i) Western Australia Police;

j) Department of Immigration and Border Protection (DIBP); and

k) other Commonwealth Departments/Agencies.

1.1.6 Tenderers should note that is RFT is subject to the ICT Two Pass Review process. Information provided in response to this RFT may be used by CrimTrac as part of responding to the requirements of the ICT Two Pass process, specifically the preparation of a second pass business case. Tenderers should note that the BIS project is subject to approval through this Australian Government process as well as through the CrimTrac governance processes. More information in relation to the ICT Two Pass Process can be found here: http://www.finance.gov.au/policy-guides-procurement/ict-investment-framework/ict-two-pass-review/

1.2. Structure of this RFT

1.2.1. This RFT comprises:

a) Part 1 - RFT Conditions of Tender;

b) Part 2A - Requirements – CrimTrac and Solution Overview;

c) Part 2B - Requirements – Solution Requirements;

d) Part 2C - Requirements – Service Level Requirements;

e) Part 2D - Requirements – Financial Requirements;

f) Part 2E - Requirements – Implementation (Solution Design Phase and Solution Implementation Phase) Requirements;

g) Part 3 - Response Form;

h) Part 4 - Draft Contract;

i) Part 5 - Glossary; and

k) Part 6 - Additional Information Pack: Current Environment Information

1.2.2. Tenderers should note that to access Part 6, Part 2B, Part 2C, Part2D and Part 2E they are required to comply with the requirements detailed in Appendix A to this document. Once a Tenderer has complied with the relevant requirements in Appendix A, Part 6, Part 2B, Part 2C, Part 2D and Part 2E will be made available in accordance with the conditions specified in Appendix A.

1.3 Indicative Timetable

1.3.1. The timeframes set out in the table below provide an outline of the expected RFT process. The timeframes are indicative only and are subject to change by CrimTrac Agency (CrimTrac) at any time and do not create an obligation on the part of CrimTrac to take any action on or by the date specified.

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Task	Indicative Date
Industry Briefing	2:30pm Canberra time on 25 June 2015
Deadline for Submission of Tenderers' Questions	5:00pm 24 July 2015
Closing Time	4:00pm Canberra time on 6 August 2015
Tenderer presentations	End August 2015
Preferred Tenderer(s) notified	December 2015/ January 2016
Services commence	May 2016

1.3.2 Any date shown without a time assumes a time of 5:00pm.

1.3.3 All times are local time in Canberra, ACT.

1.3.4 Any amendment to the Closing Time will be notified by CrimTrac by issuing an addendum to this RFT via AusTender.

1.3.5 Tenderers should note the planned timeframe specified for Tenderer(s) presentations. Tenderers should be ready to make their presentation around this timeframe if requested by CrimTrac.

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1.4. Key terms

1.4.1. The following table sets out the details of some key terms used in this Part 1. Tenderers should also note that a glossary of defined terms is set out in Part 5 (Glossary) and further definitions are included in Part 4 (Draft Contract).

Address for lodgement	All Tender responses are to be lodged electronically through AusTender - www.tenders.gov.au please refer to RFT for further information
Closing Time	4:00pm Canberra time on 6 August 2015
Contact Officer	Sandra Flarey BISRFT@crimtrac.gov.au
CrimTrac	Commonwealth of Australia represented by CrimTrac Agency ABN 17 193 904 699 P.O. Box 1573, Canberra City, ACT, 2601
Deadline for Submission of Tenderers' Questions	5:00pm Canberra time on 24 July 2015
Draft Contract	the document set out in Part 4
Offer Period	330 days after the Closing Time
Solution	Solution as set out in the Draft Contract
Tender	any Tender submitted in response to this RFT

Tender Details	The name of this Tender is "Request for Tender" Biometric Identification Services (BIS) - Closing Time 4.00pm Canberra time on 6 August 2015
Tender Response Forms	the Tender Response Forms set out in Part 3 of this RFT
Tenderer	any entity which submits a Tender or, where the context requires, is proposing to submit a Tender

1.5. Form of contract

1.5.1. CrimTrac proposes to enter into a contract with the successful Tenderer substantially in the form of the Draft Contract.

1.6. Term of the Contract

1.6.1. CrimTrac expects that any contract entered into for the Services will be for an initial term of five (5) years. It is intended that any such contract will allow CrimTrac to, at its absolute discretion, extend the term of the contract for a further period or periods of up to five (5) years in total (i.e. a total potential term of up to ten (10) years).

1.7. Governing law

1.7.1. This RFT is to be construed in accordance with, and any matter related to it is to be governed by, the law of the Australian Capital Territory. The courts of that Territory have non-exclusive jurisdiction to decide any matter related to this RFT.

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2. Obtaining RFT documentation

2.1. RFT available on AusTender

2.1.1. This RFT is available on the AusTender website at https://www.tenders.gov.au. Tenderers should regularly check the AusTender website for any updates or addenda to the RFT.

2.2. AusTender, the Australian Government Tender system

2.2.1. AusTender is the Australian Government's procurement information system. Access to and use of AusTender is subject to terms and conditions. In participating in this RFT process, Tenderers must comply with those terms and conditions and any applicable instructions, processes, procedures and recommendations as advised on AusTender at https://www.tenders.gov.au/?event=public.termsOfUse.

2.2.2. All queries and requests for technical or operational support should be directed to:

AusTender Help Desk
Telephone: 1300 651 698
International: +61 2 6215 1558
Email: tenders@finance.gov.au

2.2.3. The AusTender Help Desk is available between 9am and 5pm ACT local time, Monday to Friday (excluding ACT and national public holidays).

2.3. Industry briefing

2.3.1. CrimTrac will be conducting an industry briefing concerning the RFT. Details of the industry briefing are:

Date: 25 June 2015

Time: 2.30pm

The location will be provided to Tenderers that register to attend the industry briefing.

2.3.2. Attendance at the industry briefing is optional, however Tenderers are encouraged to attend. Tenderers should register to attend by providing written notice to the Contact Officer no later than 5pm Canberra time on 18 June 2015 setting out the names and contact details for all persons who will be attending the industry briefing. Attendees who have not been notified to the Contact Officer by this time may be refused entry to the industry briefing. Please note attendees to the Industry Briefing are limited at up to three (3) representatives per Tenderer.

2.3.3 CrimTrac will publish any material it presents at the industry briefing through AusTender.

2.3.4 CrimTrac will not permit attendance at the industry briefing by way of teleconference or other electronic means. If Tenderers attend the industry briefing their representatives must attend in person. CrimTrac will not permit recording of the industry briefing by any means.

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3. Lodging Tenders

3.1. Electronic lodgement

3.1.1. Tenders must be lodged electronically, before the Closing Time and in accordance with the tender response lodgement procedures set out in this RFT and on AusTender.

3.2. Tender Closing Time

3.2.1. Tenders must be lodged before the Closing Time.

3.2.2. The Closing Time will also be displayed in the relevant AusTender webpage together with a countdown clock that displays in real time the amount of time left until Closing Time (For more information please see AusTender Terms of Use). For the purposes of determining whether a Tender has been lodged before the Closing Time, the countdown clock will be conclusive.

3.3. Preparing to lodge a Tender

3.3.1. CrimTrac will accept Tenders lodged in Microsoft Word 2003 (or above) and Microsoft Excel 2003 (or above). Adobe pdf will be accepted (for documents that require signature or are corporate publications) as set out in Part 3.

3.3.2. The Tender file name/s:

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a) should incorporate the Tenderer's company name; and

b) should reflect the various parts of the Tender they represent, where the Tender comprises multiple files.

c) further details on the file naming convention are in section 1.2 of Part 3 of this RFT.

3.3.3. Tenderers should observe any page number limits specified in the RFT and Tender files should not exceed a combined file size of 50 megabytes per upload.

3.3.4. Tenders should be completely self-contained. No hyperlinked or other material may be incorporated by reference.

3.4. Scanned or imaged material, including Statutory Declarations

3.4.1. In the event that CrimTrac requires clarification of a lodged Tender, the Tenderer may be required to courier or security post the originals of the signed and/or initialled pages of the lodged Tender to CrimTrac addressed to the Contact Officer within the timeframe specified by CrimTrac.

4. Additional information and variations to the RFT documentation

4.1. Requests for Additional Information

4.1.1. Requests for further information in relation to this RFT must be directed in writing to the Contact Officer by the Deadline for Submission of Tenderers' Questions.

4.1.2. Subject to section 7.5, the only point of contact for all matters relating to this RFT and the RFT process is the Contact Officer.

4.1.3. CrimTrac will determine what, if any, response should be given to a Tenderer question. CrimTrac may publish through AusTender and/or circulate Tenderer questions and CrimTrac's response to those questions to all other Tenderers without disclosing the source of the questions or revealing any confidential information of a Tenderer. Tenderers should identify in their question what, if any, information in the question the Tenderers consider is confidential. Inappropriate identification of information as confidential will be considered by CrimTrac when determining what, if any, response will be given.

4.1.4. If a Tenderer believes it has found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by CrimTrac, the Tenderer should promptly notify the Contact Officer setting out the error in sufficient detail so that CrimTrac may take the corrective action, if any, it considers appropriate.

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4.2. Variation of the RFT

4.2.1. CrimTrac may amend this RFT or the RFT process at any time. If CrimTrac does so prior to the Closing Time, CrimTrac will issue a formal addendum to the RFT via AusTender (see https://www.tenders.gov.au).

4.3. Termination of the RFT process

4.3.1. CrimTrac may terminate the RFT process at any time if CrimTrac determines that none of the Tenders submitted represents value for money or that it is otherwise in the public interest to do so.

4.3.2. Without limiting section 4.3.1, Tenderers should note that it is Commonwealth policy to establish coordinated procurement contracting arrangements for the acquisition of certain goods and services by Commonwealth departments and agencies.

4.3.3. The process of identifying such goods and services is currently underway. It is therefore possible that the procurement of some or all of the Services may become subject to a coordinated procurement contracting arrangement:

a) before the Closing Time;

b) after the Closing Time but before a contract is signed with the successful Tenderer(s); or

c) during the period of any contract entered into as a result of this RFT.

4.3.4. If section 4.3.3.a or 4.3.3.b applies, CrimTrac may terminate the RFT process and not proceed to enter any contract as a result of this RFT. If section 4.3.3.c applies, CrimTrac may exercise its right under any contract entered into with the successful Tenderer to terminate any such contract for convenience in accordance with the terms of that contract.

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4.4. Errors & alterations

4.4.1. Tenders which are not clearly and legibly written (including in relation to pricing information) may be excluded from consideration at the absolute discretion of CrimTrac.

4.4.2. If CrimTrac considers that there are unintentional errors of form in a Tender, CrimTrac may request the Tenderer to correct or clarify the error, but will not permit any material alteration or addition to the Tender.

5. Information management

5.1. CrimTrac's confidential information

5.1.1. Tenderers must not, and must ensure that their employees, agents or subcontractors do not, either directly or indirectly record, divulge or communicate to any person any confidential information concerning the affairs of CrimTrac, the Commonwealth or a third party acquired or obtained in the course of preparing a Tender, or any documents, data or information provided by CrimTrac and which CrimTrac indicates to Tenderers is confidential or which Tenderers know or ought reasonably to know is confidential.

5.1.2. CrimTrac may require that all written information (whether confidential or otherwise and without regard to the type of media on which such information was provided to Tenderers) provided to Tenderers (and all copies of such information made by Tenderers) be:

a) returned to CrimTrac - in which case Tenderers will be required to promptly return all such information to the address identified by CrimTrac; or

b) destroyed by Tenderers - in which case Tenderers will be required to promptly destroy all such information and provide CrimTrac with written certification that the information has been destroyed.

5.1.3. CrimTrac may exclude from further consideration any Tender lodged by a Tenderer who has engaged in any behaviour contrary to section 5.1.

5.1.4 To access the Parts 2B, 2C, 2D, 2E and Part 6 of this RFT Tenderers are required to comply with the requirements of Appendix A to this document.

5.2. Tenderer's confidential information

5.2.1. Subject to sections 5.2.2 and 5.2.3, CrimTrac will treat as confidential all Tenders submitted by Tenderers in connection with this RFT.

5.2.2. CrimTrac will not be taken to have breached any obligation to keep information provided by Tenderers confidential to the extent that the information:

a) is disclosed by CrimTrac to its advisers, officers, employees or subcontractors solely in order to conduct the RFT process or to prepare and manage any resultant contract;

b) is disclosed to CrimTrac's internal management personnel, solely to enable effective management or auditing of the RFT process;

c) is disclosed by CrimTrac to the responsible Minister;

d) is disclosed by CrimTrac in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;

e) is shared by CrimTrac within CrimTrac's organisation or governance structure, or with another government agency, where this serves the Commonwealth's legitimate interests;

f) is authorised or required by law to be disclosed; or

g) is in the public domain other than due to a breach of the relevant obligations of confidentiality.

Tenderers should also refer to section 6.3.1d.

5.2.3. CrimTrac will only keep information contained in, or obtained or generated in performing, any contract entered into with the successful Tenderer, including any information sourced from the successful Tenderer's Tender, confidential in accordance with the terms of the contract. Tenderers should include in their Statement of Compliance with the Draft Contract in Part 3 Appendix B any request for such information to be treated as confidential following the award of contract to it. Further information on the Commonwealth's confidentiality policy is available at

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http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html.

5.3. Use of Tender documents

5.3.1. All Tenders become the property of CrimTrac upon submission.

5.3.2. Notwithstanding section 5.3.1 and without prejudice to anything agreed in any subsequent contract, ownership of intellectual property in the information contained in a Tender remains unchanged.

5.3.3. However, CrimTrac may use any material contained in a Tender, or otherwise provided by the Tenderer, for the purposes of the RFT process and the preparation and management of any resultant contract.

6. Policy and law

6.1. Ethical dealing

6.1.1. The Commonwealth's policy is to promote the ethical use of Commonwealth resources and to engage in ethical behaviour throughout its procurement processes. The Commonwealth requires the same standards from those with whom it deals.

6.1.2. Australian Government officials are required to buy goods and services in an ethical, accountable and transparent manner. They must not seek gifts or other favours from potential suppliers, and should follow procedures and protocols designed to ensure a fair and consistent approach to procurement activities. Likewise, potential suppliers should not approach agency officials in a way that might be interpreted as an attempt to improperly influence agency purchasing processes including by giving gifts or through hospitality.

6.1.3. Tenders must be compiled without improper assistance of current or former officers, employees, contractors or agents of CrimTrac and without the use of information improperly obtained or in breach of an obligation of confidentiality (including any obligation referred to in section 5.1).

6.1.4. Tenderers must not:

a) engage in misleading or deceptive conduct in relation to their Tenders or the RFT process;

b) engage in any collusive Tendering, anti-competitive conduct, or any other unlawful or unethical conduct with any other Tenderer, or any other person in connection with the preparation of their Tender or the RFT process;

c) attempt to solicit information from or influence improperly any current or former officer, employee, contractor or agent of CrimTrac, or violate any applicable laws or Commonwealth policies regarding the offering of inducements in connection with the RFT process;

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d) engage in, or procure or encourage others to engage in, activity that would result in a breach the Lobbying Code of Conduct and APSC Circular 2008/4 Requirements relating to the Lobbying Code of Conduct and post separation contact with Government; or

e) otherwise act in an unethical or improper manner or contrary to any law.

6.1.5. CrimTrac may exclude from consideration any Tender lodged by a Tenderer that has engaged in any behaviour contrary to section 6. In addition, CrimTrac may refer the matter to relevant Commonwealth, State or Territory authorities. This right is in addition to any other remedies CrimTrac may have under law or in any contract with a successful Tenderer.

6.2. Conflicts of interest

6.2.1. Tenderers should represent and declare in Part 3: Response Form: Tenderer's Deed whether, at the time of lodging their Tender, a conflict of interest concerning itself or a related entity exists, or might arise during the term of the contract or in relation to the Tender.

6.2.2. A conflict of interest means any matter, circumstance, interest, or activity affecting the Tenderer (including the officers, employees, agents and subcontractors of the Tenderer) which may or may appear to impair the ability of the Tenderer to perform the contract diligently and independently.

6.2.3. A conflict of interest may exist if:

a) Tenderers or any of their personnel have a relationship (whether professional, commercial or personal) with CrimTrac's personnel involved in the evaluation of Tenders; or

b) Tenderers have a relationship with, and obligations to, an organisation which would affect the performance of the contract or would bring disrepute to or embarrass CrimTrac.

6.2.4. If at any time prior to entering into the contract, an actual or potential conflict of interest concerning itself or a related entity arises or may arise for any Tenderer, that Tenderer should immediately notify the Contact Officer.

6.2.5. If a conflict of interest arises, CrimTrac may:

a) exclude the Tender from further consideration;

b) enter into discussions to seek to resolve the conflict of interest; or

c) take any other action it considers appropriate.

6.3. Application of law and Commonwealth policy

6.3.1. Tenderers are considered to have familiarised themselves with all relevant Commonwealth legislation and policies relating to the RFT process and the provision of the Services including:

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a) the Australian Government Open Source Software Policy which requires agencies to consider open source software in relation to any approach to market to acquire software;

b) the small and medium enterprises (SME) policy under which the Government is committed to Commonwealth agencies sourcing at least 10% of the value of their purchases from SMEs;

c) the Australian Government ICT Sustainability Plan under which agencies to better align their use of ICT with the Government's overall sustainability agenda;

d) Division 137.1 of the Criminal Code which makes it an offence to knowingly provide false or misleading information to a Commonwealth entity;

e) the *Freedom of Information Act 1982* (Cth) which requires Australian Government departments and agencies to provide access to certain documents in their possession;

f) the *Auditor-General Act 1997 (Cth)* which allows the Auditor-General to conduct a review or examination, at any time, of any aspect of the operations of Australian Government agencies;

g) the *Ombudsman Act 1976 (Cth)* which authorises the Ombudsman to investigate the administrative actions of Australian Government departments and agencies and to investigate the actions of certain Australian Government contractors;

h) the *Privacy Act 1988 (Cth)* which aims to ensure that contractors and their subcontractors do not engage in an act or practice that would breach an Australian Privacy Principle under the Privacy Act if done by the Commonwealth. The Privacy Act also imposes obligations directly on contractors and subcontractors;

i) the *Work Health and Safety Act 2011 (Cth)* which requires a person conducting a business or undertaking to ensure the health and safety of all workers;

j) the *Public Interest Disclosure Act 2013 (Cth)* (PID Act) which aims to promote the integrity and accountability of the Commonwealth public sector ; and

k) requirements for record keeping in an outsourced environment, particularly the National Archives of Australia publication 'Records Issues for Outsourcing'. Further information for Tenderers can be found at http://www.naa.gov.au/Images/GDA25_tcm16-47736.pdf

6.3.3. CrimTrac will not enter into a contract with Tenderers:

a) that have been named in Parliament as not complying with the *Workplace Gender Equality Act 2012* (Cth);

b) who are subject to a judicial decision against them relating to employee entitlements, not including decisions under appeal, and have not paid the claim;

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c) who engage illegal workers, being a person who has unlawfully entered and remains in Australia, has lawfully entered Australia but remains in Australia after his or her visa has expired, or is working in breach of his or her visa conditions. Further information for Tenderers can be found at http://www.immi.gov.au/About/Pages/managing-australias-borders/employing-legal-workers.aspx; or

d) who are listed as a designated entity by the Minister for Foreign Affairs by notice in the Gazette under s 15 of the *Charter of the United Nations Act 1945* (Cth) or who intend to engage subcontractors who are listed as a designated entity by the Minister for Foreign Affairs by notice in the Gazette under s 15 of the *Charter of the United Nations Act 1945* (Cth). A consolidated list of such persons, entities and associated assets is maintained by the Department of Foreign Affairs and Trade under the Charter of the *United Nations (Dealing with Assets) Regulations 2008* and can be found at http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html.

Note: For a fact sheet on Commonwealth legislation that may apply to Australian Government contractors see http://www.ags.gov.au/publications/agspubs/factsheets/index.htm

6.4. Workplace Gender Equality

6.4.1. Tenderers must indicate in the Tenderer's Deed (see: Tenderer's Deed in Attachment A of Part 3) whether or not they are a 'relevant employer' under the *Workplace Gender Equality Act 2012* (WGE Act) and, if applicable, provide a current letter of compliance as part of their Tender submission, or if selected as the preferred or successful Tenderer, upon request from CrimTrac and prior to entering into any contract. In performing any contract, the successful Tenderer will be required to:

a) comply with its obligations, if any, under the WGE Act; and

b) if the term of the contract exceeds 18 months, provide a current letter of compliance within 18 months from the commencement date of the contract and following this, annually to CrimTrac.

6.4.2. Tenderers should note that, if they are the successful Tenderer, during the term of the contract they become non-compliant with the WGE Act, they must notify CrimTrac. For further information about coverage of the WGE Act, contact WGEA on (02) 9432 7000.

7. Matters concerning Tender response

7.1. Tender response requirements

7.1.1. Tenderers should address each of the evaluation criteria specified in the table in section 7.1.3 below by completing the Tender Response Forms contained in Part 3 of this RFT. Tenderers may include additional information in their Tenders. However, CrimTrac reserves the right at its absolute discretion not to take this additional information into account when evaluating Tenders. Each Tender Response Form should commence on a new page.

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7.1.2 Tenderers should note that, as provided in the Tender Response Forms contained in Part 3 (and without limiting any other requirement to provide information that is contained in the Tender Response Forms), Tenderers are required to include in their response to the RFT the following:

a) a plan for implementation for Fingerprint (including Palm Print and Foot Print) and Facial Recognition capability with associated cost for this option;

b) a plan for implementation for Fingerprint (including Palm Print and Foot Print) capability with associated cost for this option; and

c) a plan for implementation for Facial Recognition capability with associated cost for this option.

7.1.3 Tenders will be evaluated against the following weighted Evaluation Criteria.

Evaluation Criteria

Item	Evaluation Criteria	Required Information	Weighting
1	Technical capability – the extent to which the Tenderer's proposed Solution meets Technical and Business Solution Requirements as detailed in Part 2A section 4 and Part 2B sections 1-11 of this RFT	Tenderers should provide the required information by completing Tender Response Form Part 3: Appendix C section 2 onwards And Part 3 Appendix B section 3.2	30%
2	Delivery capability – the extent to which the Tenderer's proposed Solution meets the Service Requirements for the Solution as detailed in Part 2B section 12 and section 13 and Attachment A of Part 2B of this RFT	Tenderers should provide the required information by completing Tender Response Form Part 3: Appendix C section 1 and Part 3 Appendix B section 3.2	25%
3	Implementation capability - The extent to which the Tenderer's proposed Solution meets CrimTrac's Solution Implementation requirements as detailed in Part 2E of this RFT	Tenderers should provide the required information by completing Tender Response Form Part 3: Appendix D and Part 3 Appendix B section 3.1	25%
4	Service Level and reporting capability – The extent to which the Tenderer's	Tenderers should provide the required information by completing Tender Response	10%

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	proposed Solution meets CrimTrac's Service Level and reporting requirements as detailed in Part 2C and Part 2B Attachment B of this RFT.	Form Part 3: Appendix E and Part 3 Appendix B section 3.1	
5	Tenderer's experience, expertise and value added services	Tenderers should provide the required information by completing Tender Response Form Part 3: Appendix A section 4 (Experience and Expertise)	10%
6	Tenderer's Pricing	Tenderers should provide the required information by completing Tender Response Form Part 3: Appendix F	Unweighted
7	Risk (including, without limitation, the extent to which the Tenderer complies with the Draft Contract).	Tenderers should provide the required information by completing Tender Response Form Part 3: Appendix A and Appendix B	Unweighted

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7.1.2. Tenderers should provide their details by completing the form at Appendix A: Tenderer's Details in Part 3.

7.1.3. Tenderers must complete and execute the Appendix A: Tenderer's Deed in Part 3.

7.2. Tenderers to inform themselves

7.2.1. Information in this RFT concerning current or past requirements, volumes, location, environment or other relevant matters has been prepared from information available to CrimTrac and may not have been independently verified. Such information may be based on projections from information on available historical information which may not be accurate and may assume trends or events or other matters that may not be valid or eventuate as and when expected or at all. In addition, CrimTrac does not guarantee that this information will remain true at any future point in time.

7.2.2. CrimTrac has no liability to any Tenderer should any information or material provided with respect to this RFT or the Services be inaccurate or incomplete or if actual volumes, locations, environments or other relevant matters vary from CrimTrac's current expectations.

7.2.3. Tenderers are considered to have:

a) examined this RFT, including any variations or addenda to the RFT, any documents referenced in this RFT and any other information made available by CrimTrac to Tenderers for the purpose of Tendering;

b) examined all further information which is obtainable by the making of reasonable inquiries relevant to the risks, contingencies, and other circumstances having an effect on their Tenders;

c) satisfied themselves as to the correctness and sufficiency of their Tenders including Tendered prices;

d) made their own independent assessments of actual workload requirements under any resultant contract and all prices will be presumed by CrimTrac to have been based upon Tenderers' own independent assessments;

e) satisfied themselves as to the terms and conditions of the Draft Contract and their ability to comply with the Draft Contract, subject to their responses to the Statement of Compliance with the Draft Contract in Appendix B of Part 3 ; and

f) examined the AusTender Terms of Use which are obtainable on the AusTender website (https://www.tenders.gov.au).

7.2.4. In preparing their Tenders, Tenderers must not rely on:

a) any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending this RFT other than amendments in accordance with section 4.2.1; or

b) any warranty or representation made by or on behalf of the Commonwealth, except as are expressly provided for in this RFT.

7.2.5. The Commonwealth will not be responsible for any costs or expenses incurred by Tenderers in complying with the requirements of this RFT.

7.3. Disclaimer

7.3.1. This RFT is an invitation to treat and is not to be taken to be or relied upon as an offer capable of acceptance by any person or as creating any form of contractual (including a process contract), quasi contractual, restitutionary or promissory estoppel rights, or rights based on similar legal or equitable grounds, whether implied or otherwise.

7.3.2. The Commonwealth is not liable to any Tenderer on the basis of any contract or other understanding (including any form of contractual, quasi contractual, restitutionary or promissory estoppel rights, implied obligations or rights based on similar legal or equitable grounds) whatsoever, or in negligence, as a consequence of any matter relating or incidental to this RFT, the procurement of any or all of the Services or a Tenderer's participation in this RFT process, including instances where:

a) a Tenderer is not invited to participate in any subsequent process as part of or following completion of this RFT process;

b) CrimTrac varies the RFT process;

c) CrimTrac elects to enter into a contract for all or any of the Services with any party, whether or not that party was a Tenderer in this RFT process;

d) CrimTrac decides to terminate the RFT process or not to contract for all or any of the Services; or

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e) CrimTrac exercises or fails to exercise any of its other rights under or in relation to this RFT.

7.3.3. Please note this RFT process and entry into any resulting contract is subject to Commonwealth approval processes.

7.4. Offers and acceptance of offer

7.4.1. Lodging a Tender will constitute an offer by the Tenderer to provide the Solution on the terms and conditions set out in the Draft Contract, subject to any exceptions noted in its response to Appendix B of Part 3: Statement of Compliance with Draft Contract (Part 4) for a period of not less than the Offer Period.

7.4.2. A Tender will not be taken to have been accepted until a formal contract has been executed by the Tenderer and the Commonwealth. Notice by CrimTrac to any Tenderer that it is, or is not, a preferred or successful Tenderer will not constitute an acceptance or rejection of any Tender.

7.5. Complaints

7.5.1. CrimTrac has a complaints handling process in place relating to the RFT process.

7.5.2 Any person with concern about the probity or integrity of the RFT process can raise their concerns in writing with the Complaints Officer: Sunny Leow, Sunny.leow@crimtrac.gov.au.

7.5.3 Where appropriate, Mr Leow will refer concerns to the external Probity Adviser.

8. General matters

8.1. Prices and units

8.1.1. The Tender must be written in English. (Tenderers should note that this is a Minimum Content and Format Requirement under section 9.3.)

8.1.2. All measurements must be expressed in Australian legal units of measurement. (Tenderers should note that this is a Minimum Content and Format Requirement under section 9.3.)

8.1.3. Tendered prices should be inclusive of:

a) GST (as defined in section 195-1 of the A New Tax System (Goods and Services Tax) Act 1999 (Cth));

b) all costs of complying with this RFT; and

c) all costs associated with doing all things necessary for the due and proper completion of the proposed contract.

8.1.4. Tenderers from the public sector should note that Competitive Neutrality requires that Government businesses should not enjoy net competitive advantages over their private sector competitors by virtue of public sector ownership.

8.1.5. Tenderers from the public sector should demonstrate in their pricing that Competitive Neutrality requirements have been met, including:

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a) payment of relevant taxes and charges;

b) rates of return; and

c) cost of funds.

8.1.6. Australian Government policy requires Australian Government agencies to effect payment to its suppliers via electronic funds transfer direct to suppliers' bank accounts, unless exceptional circumstances exist where a supplier has limited access to banking facilities in remote areas.

8.2. Joint or Part Tenders

8.2.1. CrimTrac will consider Tenders from groups (such as joint ventures, consortia, partnerships etc). However, CrimTrac will only enter into a contract with a single legal entity.

8.2.2. Subject to section 8.3, CrimTrac will not consider Tenders for only part of the Services.

8.2.3. CrimTrac will not consider a Tender from a Tenderer that does not exist as a legal entity at the Closing Time. (Tenderers should note that this is a condition of participation under section 9.4.)

8.3. Alternative Tenders

8.3.1. CrimTrac may consider a Tender that does not fully conform with the Services ('Alternative Tender') if:

a) the Tenderer also lodges a Tender that conforms with the Services; and

b) the Alternative Tender:

i. proposes a Solution that satisfies the functionality of the Services;

ii. separately identifies in detail the proposed alternative approach and Solution;

iii. clearly specifies each instance of change (including the effect of the change on the Tenderer price); and

iv. clearly states the reasons for each instance of change and how the change is more beneficial to CrimTrac than the approach required by the Services.

8.3.2. Failure to provide the information requested in section 8.3.1 may result in CrimTrac not considering the Alternative Tender.

9. Evaluation of Tenders

9.1. Evaluation process

9.1.1. Following the Closing Time, Tenders will be evaluated to identify the Tender that represents best value for money on the basis of the evaluation criteria set out in section 7.1.3. Consistent with the Commonwealth Procurement Rules, value for money is a comprehensive assessment involving a comparative analysis of the relevant financial and non-financial costs and benefits of the Tender.

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9.1.2 As part of the evaluation CrimTrac may undertake some or all of the following steps:

1) Conformance checks of Tenders against any Conditions for Participation and any Minimum Format and Content Requirements and checking that Tenders comply with the terms and conditions listed in this Part 1;

2) Detailed evaluation against the evaluation criteria;

3) Identification of a shortlisted Tenderer(s)(optional);

4) Clarification and other validation activities;

5) Negotiation

6) Recommendation of a preferred Tenderer.

9.1.3 Subject to sections 9.2 to 9.5, Tenders will be evaluated against the evaluation criteria specified in the table contained at section 7.1.3. CrimTrac may take into account information provided by a Tenderer in response to one criterion in its evaluation of another criterion.

9.1.4. If any additional evaluation criteria are intended to be applied in evaluating Tenders, CrimTrac will notify Tenderers in writing in accordance with section 4.2.1., and Tenderers will be given an opportunity to respond.

9.1.5. CrimTrac may at any time exclude a Tender from consideration if CrimTrac considers that the Tender is incomplete or clearly not competitive. However, CrimTrac may consider such Tenders and seek clarification in accordance with section 9.6.

9.1.6. CrimTrac is not bound to accept the lowest priced (or any) Tender.

9.2. Security, probity and other checks

9.2.1. CrimTrac may perform such security, probity and financial investigations and procedures as CrimTrac may determine are necessary in relation to Tenderers, their employees, officers, partners, associates, subcontractors or related entities and their officers, employees and subcontractors.

9.2.2. Tenderers should promptly provide CrimTrac with such information or documentation that CrimTrac requires in order to undertake such investigations. CrimTrac may exclude a Tender from further consideration if the Tenderer does not promptly provide all reasonable assistance to CrimTrac in this regard, or based on the outcomes of the investigations or procedures.

9.2.3. The Tender evaluation process may involve:

a) visits to some or all Tenderers' sites;

b) discussions with, and/or visits to, customers or subcontractors of some or all Tenderers, whether or not the customers are provided as referees by the relevant Tenderer; and/or;

c) presentations or demonstrations from some or all of the Tenderers. This may include the relevant Tenderers providing access to a demonstration version of the

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proposed capability to demonstrate achievement of the claimed performance; and/or

d) requesting some or all Tenderers to make a facility (proof of concept or mockup) available for CrimTrac to undertake testing as part of the evaluation, where CrimTrac may elect to provide test data to the Tenderer for a demonstration of the proposed capability. If CrimTrac decides to request some or all Tenderers to make such a facility available, CrimTrac will issue written protocols detailing how this is to be undertaken to the relevant Tenderers. Relevant Tenderers will be required to agree to those protocols before being permitted to participate in this aspect of the evaluation process.

9.2.4 Tenderers should note that CrimTrac reserves the right to make the stated performance as part of the RFT process the benchmark to be included in the contract with any successful Tenderer.

9.2.5 CrimTrac may also make independent enquiries about any matters that may be relevant to the evaluation of a Tender. CrimTrac reserves the right to engage third parties to undertake such enquiries.

9.3. Minimum Content and Format Requirements

9.3.1. Subject to section 4.4.2, CrimTrac will exclude a Tender from further consideration if CrimTrac considers that the Tender does not comply with any one or more of the following requirements:

a) the Tender is written in English (see section 8.1.1);

b) measurements are expressed in Australian legal units of measurement (see section 8.1.2); and

c) the Tenderer has provided as part of its Tender a completed and signed Tenderer's Deed in the form provided (see Appendix A in Part 3: Tenderer's Deed).

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9.4. Conditions for participation

9.4.1. CrimTrac will exclude a Tender from further consideration if CrimTrac considers that the Tenderer does not meet the following condition for participation:

a) the Tenderer exists as a legal entity at the Closing Time (see section 8.2.3).

9.5. Essential requirements

9.5.1. There are no essential requirements for this RFT.

9.6. Clarification, short-listing and negotiations

9.6.1. At any time during the evaluation process CrimTrac may:

a) use any relevant information obtained in relation to a Tender or a Tenderer (provided in the Tender itself, otherwise through this RFT, by independent inquiry or held by CrimTrac) in the evaluation of Tenders;

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b) seek clarification or additional information from any Tenderer for the purposes of Tender evaluation;

c) shortlist one or more Tenderers and seek further information from them;

d) enter into negotiations or discussions with one or more Tenderers; or

e) discontinue negotiations or discussions with a Tenderer, whether or not the Tenderer has been notified that it is the preferred Tenderer.

9.6.2. Tenderers should nominate in their Tender a person for the purpose of responding to any clarification requests which may arise during Tender evaluation or receiving other notices during the RFT process. Tenderers should include the name, address and contact details of that person in the form at Attachment 1: Tenderer's Details in Part 3. The person nominated by the Tenderer must be authorised to represent and bind the Tenderer in relation to this RFT.

10. Other Matters

10.1. Public Statements

10.1.1. Except with the prior written approval of CrimTrac, Tenderers must not make a statement, issue any document or material or provide any other information for publication in any media, concerning Tender evaluation, the acceptance of any Tender, commencement of negotiations, creation of a shortlist, or notification that a Tenderer is the preferred Tenderer.

10.1.2. CrimTrac may exclude a Tender from further consideration if the Tenderer does not comply with this requirement.

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10.2 Improper Assistance in preparation of Tenders

10.2.1 Tenders that, in the opinion of CrimTrac, have been compiled or prepared:

a) with the improper assistance of current or former CrimTrac personnel;

b) with the use of information unlawfully obtained from CrimTrac or from CrimTrac personnel;

c) in breach of an obligation of confidentiality to CrimTrac; or

d) contrary to the conditions of tender in this RFT,

may be excluded by CrimTrac from further consideration, at its absolute discretion.

10.3 Additional Rights of CrimTrac

10.3.1. Without limiting other rights contained in this RFT, CrimTrac may do any or all of the following at any time:

a) seek amended Tenders or call for new Tenders;

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b) forward any clarification about this RFT to all known Tenderers on a non attributable basis and without disclosing any confidential information of a Tenderer;

c) allow or not allow another legal entity to take over a Tender in substitution for the original Tenderer, including where an event occurs that has the effect of substantially altering the composition or control of the Tenderer or the business of the Tenderer; and

d) negotiate with one or more persons who have not submitted Tenders or enter into a contract or other binding relationship for similar services to the Services outside the RFT process.

10.3.2. Disclosure to Tenderers of any information concerning this RFT process is at the complete discretion of CrimTrac unless expressly provided otherwise in this RFT.

10.4. Publication of contract award

10.4.1. In accordance with the Senate Order on Departmental and Agency Contracts, CrimTrac is required to list the contracts with a consideration of $100,000 or more that it entered into during the previous 12 months, or that have not been fully performed, on the Internet with access via CrimTrac home page. Further information regarding these requirements is specified in Guidance on the Listing of Contract Details on the Internet (Meeting the Senate Order on Departmental and Agency Contracts), Financial Management Guidance No. 8, January 2004.

10.4.2. CrimTrac is also required to publish details of contracts it enters into with an estimated liability of $10,000 or more on AusTender within 6 weeks of entering into the contract. Further information about this requirement can be found at http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/reporting-requirements/contracts-agency/principles.html.

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10.5. Debriefing

10.5.1. Tenderers may request an oral Tender debriefing following the award of a contract. Tenderers requiring a debriefing should contact the Contact Officer.

10.5.2. Tenderers will be debriefed against the evaluation criteria set out in this RFT. A Tenderer will not be provided with information concerning other Tenders, except for publicly available information such as the name of the successful Tenderer and the total price of the winning Tender. No comparisons with other Tenders will be made.

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APPENDIX A

11. Additional Information Pack

11.1. Introduction

11.1.1. For security reasons some detailed information about the CrimTrac ICT and operating environment has not been published to AusTender. Such Confidential Information is only available via the Contact Officer (Part 6, Part 2B, Part 2C, Part2D and Part 2E - Additional Information Pack).

11.1.2. The information in Part 6, Part 2B, Part 2C, Part2D and Part 2E is, either individually or when aggregated together, security classified at the For Official Use Only classification level.

11.2. Availability

11.2.1. Subject to compliance with section 11.3, Part 6, Part 2B, Part 2C, Part2D and Part 2E will be available within 5 Business Days of the RFT release date to Tenderers that have correctly completed and returned to the Contact Officer the Confidentiality Deed (Appendix B).

11.3. Access to Additional Information Pack

11.3.1. Tenderers are required to complete the registration process in section 11.3 of this Appendix A to access the Additional Information Pack.

11.3.2. Upon:

a) provision to Contact Officer of a duly completed and signed Confidentiality Deed in the form contained in Appendix B to this RFT, where the Tenderer certifies that it has a genuine need to access the information in Part 6, Part 2B, Part 2C, Part2D and Part 2E;

b) provision to Contact Officer of the full name, position details, telephone number and email address (within the Tenderer's email system) of the contact person(s) (Authorised Tenderer Personnel) within the Tenderer to whom the Additional Information Pack should be provided,

the Contact Officer will arrange secure delivery of an encrypted file via email to the Authorised Tenderer Personnel at their relevant email address.

11.3.3. Upon receipt of the encrypted file via email, the Authorised Tenderer Personnel will need to individually contact the Contact Officer for a password that is required to open the encrypted file.

11.3.4. CrimTrac expects that once all the documentation and information at section 11.3.2 (a) and (b) is provided to the Contact Officer it will be a minimum of 3 Business Days before the Authorised Tenderer Personnel have Part 6, Part 2B, Part 2C, Part2D and Part 2E emailed to them.

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11.3.5 Failure of the Tenderer to comply with this Appendix A or failure of to adhere with the terms of the Confidentiality Deed may result in the exclusion of the Tenderer's Tender from evaluation under the RFT process.

11.3.6 In accordance with section 5.1.2, of the RFT terms and conditions CrimTrac may require that Part 6, Part 2B, Part 2C, Part2D and Part 2E be:

a) returned to CrimTrac – in which case Tenderers will be required to promptly return all such information to the address identified by CrimTrac; or

b) destroyed by the Tenderers – in which case Tenderers will be required to promptly destroy all such information and provide CrimTrac with written certification that the information has been destroyed.

11.4. Acknowledgement

11.4.1. Without limiting section 7.2 or any other provisions of this RFT, by accessing Part 6, Part 2B, Part 2C, Part2D and Part 2E Tenderers acknowledge that:

a) the documents in Part 6 are for the purpose of providing background information only in relation to this RFT;

b) access to and use of Part 6, Part 2B, Part 2C, Part2D and Part 2E is subject to such conditions as are advised to the Tenderer;

c) to the extent permitted by law, Part 6 is provided 'as is' and without any representation, warranty or liability of any kind; and

d) Tenderers accessing the Additional Information Pack will be taken to have agreed to all terms and conditions in this Appendix A.

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11.5. Additional Information Pack contents

11.5.1. The content of the Additional Information Pack included in this RFT contains a listing of document files that are included in the encrypted file (see section 11.3).

11.5.2. If a Tenderer considers that additional information should be included in Part 6, the Tenderer should contact the Contact Officer.

11.5.3. CrimTrac may, at its sole discretion, add or amend information in the Additional Information Pack after the publication of this RFT on AusTender. Any additions or amendments will be in accordance with section 4.

11.6. Contacts

11.6.1. Any question or issue arising in relation to the Additional Information Pack should be referred in writing to the Contact Officer.

APPENDIX B

12. Confidentiality Deed

12.1.1. The Confidentiality Deed is provided in this RFT document pack as a separate PDF file named C1562 CrimTrac RFT Part 1 Appendix B Confidentiality Deed.docx.

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Rebecca Dale

From: BIS Project
Sent: Wednesday, 24 June 2015 9:22 AM
To: BIS Project
Subject: Seeking Evaluation Nominations - BIS RFT - please respond by 15 July 2015 [DLM=For-Official-Use-Only]

For Official Use Only

Hi All,

Further to Adrian's email we are now seeking evaluation nominations for the BIS RFT. As we discussed in our April workshop the evaluation will be held in Canberra.
CrimTrac will organise travel and accommodation in accordance with our partner agency travel policy for those nominated to the core evaluation team. This funding will cover one Fingerprint subject matter expert, and one Face Recognition subject matter expert for each jurisdiction.

We are seeking nominations to the

- Core evaluation team preferably a representative for Fingerprint and a representative for Facial Recognition; and
-

It would be great (If possible) if you could provide an agency response to this email listing the respective team nominees.

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Please note that there is a risk we may require additional time if we receive a large number of responses to the RFT, we will not know this until mid August.

If you are nominating individuals for either the s the core evaluation team can you please:

- Reply to <<s11C(1)>> @crimtrac.gov.au by COB 15th July 2015 with the following information:
  - Name
  - Area of expertise
  - Team the individuals are nominating to
  - Confirmation that you are available for the above dates

Any questions please let me know.

Thanks
Sandra Flarey
Project Manager |
CrimTrac Agency | Australian Government
<<s11C(1)>>

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