



**ACT**  
Government  
Health

Ref FOI18-6



Dear 

### **Freedom of Information (FOI) Request**

I refer to your application received by ACT Health on 5 March 2018 in which you sought access to information under the *Freedom of Information Act 2016* (the Act).

The scope of your application was clarified on 9 March 2018 to be all documentation held by ACT Health of the type that will be centralised under a new ACT Health procedure onto a gifts and benefits register and travel and hospitality related documents provided to the Senior Executive Responsible for Business Integrity and Risk for the previous five years.

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

ACT Health was required to provide a decision on your access application by 10 April 2018.

#### Decision on access

I have decided to provide access to all identified documents. I have decided to grant partial access to 15 of the documents where information has been determined to be contrary to the public interest to disclose under the test set out in Section 17 of the FOI Act, I have provided copies of the documents with some redacted personal information.

There was one factor favouring non-disclosure namely some of the information contained in these documents could reasonably be expected to prejudice the protection of an individual's right to privacy (Schedule 2, section 2.2 (a)(ii)). This information includes the names, telephone numbers, addresses, personal bank account information and employee numbers. I consider that it would be a significant intrusion into the privacy of the individuals concerned to disclose this information given that it is likely that any information disclosed would be published more broadly.

Strong weight has been given to the factor favouring non-disclosure. As such all personal information has been deleted with reference to Schedule 2, section 2.2 (a)(ii).

#### Charges

Processing charges are not applicable for this request as the information officer has determined the release of this information is in the public interest.

#### Online publishing – disclosure log

Under section 28 of the Act, ACT Health maintains an online record of access applications called a disclosure log. Your original access application and my decision will be published in the disclosure log not less than three days but not more than 10 days after date of decision. Your personal contact details will not be published.

You may view the ACT Health disclosure log at <http://www.health.act.gov.au/public-information/consumers/freedom-information/disclosure-log>.

#### Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

#### ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on 6205 1340 or email [HealthFOI@act.gov.au](mailto:HealthFOI@act.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Janine Hammat', written over the words 'Yours sincerely'.

Janine Hammat  
Executive Director  
People and Culture

9 April 2018

## FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: [insert open access link]

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	File No
[REDACTED]	Documents relating to hospitality declarations/declarable gifts/hospitality/sponsorship by Directorate executives and staff over the past five years	FOI18/6

Ref No	No of Folios	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1	1	Gifts Register – SERBIR	29/11/2017	Full		Yes
2	2-8	Gifts Register – DG's office	2013 - 2018	Full		Yes
3	9-10	Travel to attend GS1 Healthcare Conference Chicago – Ryan Mavin	10/10/17	Full		Yes

<b>4</b>	<b>11-39</b>	Minute – externally funded overseas travel – Dr Frank van Haren	2/4/2013	Partial	Personal Information	Yes
<b>5</b>	<b>40-61</b>	Minute – externally funded overseas travel – Associate Professor Katrina Anderson	28/8/2013	Partial	Personal Information	Yes
<b>6</b>	<b>62-66</b>	Minute – externally funded domestic travel – RN Judith McKenzie	12/2/2014	Full		Yes
<b>7</b>	<b>67-68</b>	Minute – Funding for Multiple Sclerosis Nurse	4/11/2014	Full		Yes
<b>8</b>	<b>69-72</b>	Minute – external funding to attend conference in Melbourne – Paul Adams and Jolly Thomas	4/2/2015	Full		Yes
<b>9</b>	<b>73-101</b>	Minute – externally funded domestic travel and honorarium – RN Biljana Zeljkovic	24/3/2015	Partial	Personal Information	Yes
<b>10</b>	<b>102-107</b>	Minute – external funding of domestic travel – Joanne Greenfield	30/3/2015	Partial	Personal Information	Yes
<b>11</b>	<b>108-110</b>	Minute – approval for ongoing travel and accommodation for Joanne Greenfield	04/2015	Full		Yes

<b>12</b>	<b>111-118</b>	Minute – domestic travel – Helen Lilley	07/2015	Partial	Personal Information	Yes
<b>14</b>	<b>119-121</b>	Minute – externally funded attendance at Educational Symposium, Sydney – RN Anne Blunn	15/10/2015	Full		Yes
<b>15</b>	<b>122-125</b>	Minute – external funding to attend workshop, Sydney – RN’s Jane Hattley and Cherry Sagge	3/11/2015	Full		Yes
<b>15</b>	<b>126-139</b>	Minute – external funded domestic travel, Melbourne to attend cross jurisdictional evaluation forum – Bridget O’Connor, Ginny Sargent, Bronwyn Wilkes	08/2016	Partial	Personal Information	Yes
<b>16</b>	<b>140-144</b>	Minute – external funded domestic travel to attend workshop – Laura Ford	09/2016	Full		Yes
<b>17</b>	<b>145-152</b>	Travel Form – Peter Couvee to attend Cervical \process Flows Workshop	10/11/2016	Partial	Personal Information	Yes
<b>18</b>	<b>153-161</b>	Minute – external funded domestic travel to attend Cross Jurisdiction Evaluation Forum, Ginny Sargent, Glenn Draper	20/06/2017	Partial	Personal Information	Yes

<b>19</b>	<b>162-166</b>	Minute – external funded domestic travel to attend Prostrate Cancer Outcomes Registry, Australia and New Zealand	14/09/2017	Partial	Personal Information	Yes
<b>20</b>	<b>167-171</b>	Minute – external funded domestic travel to Deakin Food Policy Dialogue, Melbourne – Erica Nixon	24/10/2017	Partial	Personal Information	Yes
<b>21</b>	<b>172-180</b>	Minute – attendance at Australian CTCL Network and Zolinza Input Forum, Melbourne – Dr James D’Rosario	9/11/2017	Partial	Personal Information	Yes
<b>22</b>	<b>181-186</b>	Minute – external funded domestic travel to National Cancer Screening Program State and Territory Workshop, Emily Harper and Paul Couvee	6/11/2017	Partial	Personal Information	Yes
<b>23</b>	<b>187-195</b>	Minute – external funded domestic travel – Clandestine Laboratory Investigation Workshop, Brisbane – Dr Tim Altamore	31/1/2018	Full		Yes
<b>24</b>	<b>196-205</b>	Minute – external funded domestic travel and accommodation, STADA	31/1/2018	Partial	Personal Information	Yes

		Annual Quality Care and Advocacy Program, APN Clare Taylor				
25	206-221	Minute – external funded domestic travel and accommodation, Sydney, Cheryl Jannaway	14/2/2018	Partial	Personal Information	Yes
26	222-225	Minute – ongoing travel and accommodation costs for Dr Paul Kelly to be reimbursed by external organisation. Attending The Australian Prevention Partnership Centre	10/9/2015	Full		Yes
27	226-231	Travel Form – Dr Paul Kelly to attend Investigators’ Forum Program, Melbourne	20/10/2015	Partial	Personal Information	Yes
<b>Total No of Docs - 27</b>						



Date	Gift Description	Gift received from	Person who accepted gift	Estimated value of gift	Gift kept by employee YES/NO	Gift used within Division/Branch YES/NO	Sent to Hospital Foundation YES/NO
29/11/2017	VIP invitation to the 13th CIO Edge Experience	ADAPT, Mathew Barrie	Peter O'Halloran	\$2,420	YES	YES	NO
16/02/2018	Dinner with Deloitte and Health System Leaders	Deloitte Healthcare Solutions	Trevor Vivian	\$100	YES	NO	NO
21/03/2018	Dinner with Intersystems, Electronic Medical Record vendors	Intersystems	Peter O'Halloran, Sandra Cook	\$200	YES	NO	NO

## Gift Register 2013

Date	Person	Company	Gift	Estimated Value
Nil				

## Gift Register 2014


Date	Person	Company	Gift	Estimated Value
18/2/2014	Alina Molchanova	Face2face recruitment	Coffee cup with logo + 3 small chocolates	\$10
31/3/14		ACHS	Pen	\$10
		Australian Defence force Medical	Paperweight	\$30

## Events Attendance Register 2014

Date	Event	Contact	Details of hospitality provided	Estimated Value
6/2/14	Dinner with National Registration Boards	Martin Fletcher, CEO, AHPRA	3 course dinner with wine at RACV, Melbourne	\$70
7/2/14	Lunch with AHMAC secretariat	Barbara Levings	Risotto and cold drink	\$20
24/2/14	Afternoon tea with Governor-General		Tea and light refreshments	\$20
	Breakfast meeting with beyondblue		Breakfast	\$30
25/3/14	Cocktail party	Tracy.Page@team.telstra.com	Wine and hors d'oeuvres	\$35
27/3/14	Breakfast Launch of 'No Time to weight'	Prof John Funder Obesity Australia	Breakfast	\$30
3/4/14	Dinner with Medical Board of Australia		3 course dinner with wine at RACV, Melbourne	\$75
15/5/14	Briefing by Odgers Berndtson		Drinks and canapes	\$50
19/5/14	Stakeholder meeting and Dinner with AHPRA Executive		4 course dinner with wine at Courgette	\$80
21/6/14	ANU 10 year Anniversary	Dean, Medical School	Drinks and canapes	\$100

	celebration			
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## Gift Register 2015

Date	Person	Company	Gift	Estimated Value
04/05/2015	Alexis Mohay	East Hotel	2x tickets to Mary Poppins	\$280 (\$140 each)
04/05/2015	Elizabeth Harris	East Hotel	2x tickets to Mary Poppins	\$280 (\$140 each)
05/05/2015	Canberra Hospital Foundation (10xpeople)	Ms Deborah Rolfe – chair of the foundation board	Table of 10 for the Luton Charity Ball	\$2,800
8/5/2015	Canberra Hospital Foundation	Zouki	6 x gift cards	 Donation from Sam Zouki.msg



## Gift Register 2017

Date	Person	Company	Gift	Estimated Value
Nil				

## Gift Register 2018

Date	Person	Company	Gift	Estimated Value
Nil				





## MINUTE

### **SUBJECT: Travel approval to attend the GS1 Healthcare Conference, Chicago from a business integrity risk perspective**

To: Janine Hammat, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Peter O'Halloran, Chief Information Officer

Date: 10 October 2017

#### **Purpose**

To seek your approval for externally-funded travel, conference registration and accommodation for Ryan Mavin to attend the GS1 Healthcare Conference in Chicago from 17-19 October 2017.

#### **Background**

- GS1 is a global not-for-profit organisation that develops and maintains identification standards
- ACT Health engaged GS1 in 2012 for direction on how to enable the transformation away from paper based systems
- ACT Health implementation of the global standards following this engagement has been very successful
- In April 2016 I GS1 funded travel to their global conference in Dubai for ACT health to present progress (**approved by Chief Minister Andrew Barr**)
- ACT Health have subsequently further implemented the global standards, resulting in a significant improvement in specific incident reductions

#### **Issues**

- ACT Health had been nominated for (**confidentially**: and won) an award for best global healthcare implementation of the global standards.
- Ryan Mavin is the Lead Enterprise Architect for ACT Health.
- GS1 have requested ACT Health employee Ryan Mavin attend this year's global conference in Chicago to accept the award (ideally jointly with the ACT Health CIO Peter O'Halloran) and provide a presentation on the benefits realised through the implementation of the global standards.
- It is proposed that Ryan Mavin attend the conference as a participant, presenter and award recipient.
- A press release regarding ACT Health receiving the award is being drafted and will be cleared through the government communications branch.

#### **Considerations/Sensitives:**

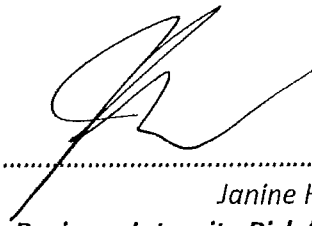
- GS1 is a not for profit organisation

- Benefit to the Territory is significant in terms of public recognition for the innovation being demonstrated
- Lessons learned and benefits shared will help peer health organisations globally in their transition away from paper based systems
- Benefit to ACT Health gaining experience from global peers (also attending the conference) that have successfully replaced **purchasing and inventory management systems** (a key priority for ACT Health at this moment)
- Personal benefit to Ryan Mavin as an individual is minor – positive public recognition of association with ACT Health success storey, (32 hours on an economy flight for 3 days of conference)

### Recommendations

That you approve the proposed externally-funded travel of Ryan Mavin to attend the conference as detailed above.

*AGREED/NOT AGREED/ PLEASE DISCUSS*



.....  
*Janine Hammat*  
**Senior Executive Responsible for Business Integrity Risk (SERBIR)**

11 October 2017

Name: Peter O'Halloran  
 Title: Chief Information Officer  
 Division: Digital Solutions Division

Date: 10 October 2017

Action Officer: Philippa Kirkpatrick  
 Unit: Digital solutions Division  
 Extension: 50880



## MINUTE

**SUBJECT: Externally Funded Overseas Travel – Dr Frank van Haren**

**To:** Sean McDonnell – Acting Senior Executive Responsible for Business Integrity Risk (SERBIR)

**From:** Dr Imogen Mitchell – Acting Executive Director, Division of Critical Care

**Date:** 2 April 2013

**Purpose**

To request approval for Dr Frank van Haren to attend an externally funded education and training event.

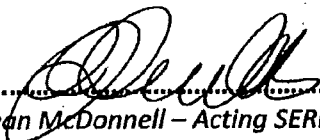
**Background**

1. Dr Frank Van Haren has submitted a Travel Form and supporting documentation to attend the Fresenius Kabi Advanced Course in Transfusion Alternatives (FRACTA) in Shanghai, China (See Attachment A).
2. Attachment A details an invitation for Dr Van Haren to present and participate in FRACTA which offers remuneration of up to 700 Euros for Dr Van Haren to prepare a presentation and reimbursement of airfares and accommodation. An Approval for a Second Job Form can be found at Attachment B.
3. Dr Van Haren's attendance at the above education and training event is supported by the Division of Critical Care.

**Recommendations**

That you approve Dr Van Haren's attendance at the above mentioned conference.

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

 51413  
Sean McDonnell – Acting SERBIR, Health  
Directorate



**Assoc. Prof. Frank Van Haren**

Department of intensive care  
Canberra Hospital,  
Woden, ACT  
Australia

**Fresenius Kabi Asia Pacific Ltd.**

Room 5012-36  
50/F Sun Hung Kai Centre  
30 Harbour Road  
Wanchai, Hong Kong  
Tel : +852 2116 2683  
Fax : +852 2116 3420  
www.fresenius-kabi.com

Hong Kong, 08.03.2013

**Dear Assoc. Prof. Frank Van Haren,**

It is our great pleasure & honor to invite you as a key speaker during our scientific & medical course **FRACTA 2013** (Fresenius Kabi Advanced Course In Transfusion Alternatives) which will be held in **Shanghai, China from April 11 to 12, 2012**. We have been organizing FRACTA for last 12 years in Asia Pacific region and we look forward to another successful FRACTA with your contribution.

The objective of FRACTA 2013 is to promote the right use of fluids in different clinical settings and to address the safety and efficacy concerns about HES products arising from recently published clinical trials. This forum will offer an advanced training and academic communication platform to anesthesiologists, intensive care specialists, emergency care specialists, surgeons and other medical professionals.

FRACTA 2013 will take place at:

**Hotel Pudong Shangri-La**

33 Fu Cheng Road, Pudong, Shanghai, 200120, China

T: (86 21) 6882 8888, F:(86 21) 6882 6688

Website: <http://www.shangri-la.com/shanghai/pudongshangrila>

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We would like to thank you for accepting our invitation to present and participate actively in FRACTA 2013. I am attaching draft agenda with your participation highlighted separately.

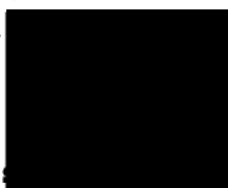
I am attaching copy of speaker agreement signed by Fresenius Kabi. I request you to sign the agreement and send me scanned copy. Please carry original signed copy with you when you come to FRACTA

Please send us the presentations which can be circulated to participants by **20<sup>th</sup> March 2013**. Your presentations will be converted to pdf format to avoid unauthorized use of your presentation.

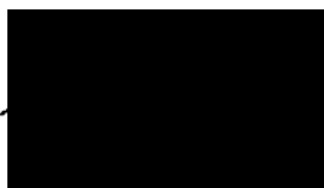
Please send me your travel schedule at earliest to arrange your airport transfers. I will send you more details on airport transfers as we approach the date of FRACTA.

Thank you again and I look forward to meeting you soon

With Kind Regards,



Marketing Manager: Colloids and Anesthesia  
Business Center Pharmaceuticals  
Fresenius Kabi Asia Pacific Ltd  
Hong Kong



Senior Vice President: Medical Affairs  
Fresenius Kabi Asia Pacific Ltd  
Hong Kong

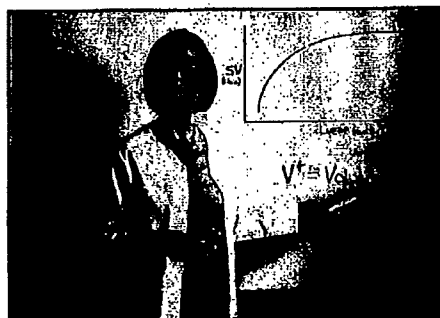
**12<sup>th</sup> Fresenius Kabi Advanced Course on Transfusion Alternatives**

# **FRACTA – 2013**

April 11-12, 2012  
Shanghai, China

## **Scientific Program**

*Each session will be followed by Q & A session.  
Please note the timings of group photograph.*



**12<sup>th</sup> Fresenius Kabi Advanced Course on  
Transfusion Alternatives**

**FRACTA 2013**

April 11-12, 2013 Shanghai, China

**Thursday, April 11, 2013**

Time	Topic	Speaker/Chair
08.00-09.00	Registration	
09.00-09.40	Welcome	

Session 1	Basic Physiology	Chair: Prof. Buwei Yu, Prof. T. J. Gan
09:40-10:25	Rational fluid and volume therapy in anesthesia and intensive care medicine. <i>09:40-10:10 Presentation</i> <i>10:10-10:25 Interactive case study</i>	A/Prof. Matthias Jacob
10:45-11:30	Goal directed fluid therapy: From theory to practice. <i>10:45-11:15 Presentation</i> <i>11:15-11:30 Interactive case study</i>	Prof. T.J. Gan
11:30-12:15	Balanced solutions: When and why? <i>11:30- 12:00 Presentation</i> <i>12:00-12:15 Interactive case study</i>	Prof. Martin Westphal

Session 2	Panel discussion: Colloids- Controversies to Consensus	Moderator: Dr. Hrishikesh Kulkarni
02:00-02:30	CHEST: Key outcomes	A/Prof. Frank Van Haren
02:30- 03:15	Expert's session: CHEST and other ICU studies: How to interpret them? <i>02:00-03:00 Panel discussion</i> <i>03:00- 03:15 Key messages</i>	Panelists: Prof. T. J. Gan, A/Prof. Matthias Jacob, A/Prof. Frank Van Haren, Prof. Du Bin, Dr. Shirish Prayag,

Session 3	Fluid management in critical care	Chair: Frank Van Haren/ TBC
03:35-04:10	Fluid management in critical care: Experience from China.	Prof. Du Bin
04:10-04:45	Fluid management in tropical sepsis like diseases	Dr. Shirish Prayag
04:45-05:20	Benefits of Voluven in ICU patients: Observations from RAFTING registry.	A/Prof. Matthias Jacob



**12<sup>th</sup> Fresenius Kabi Advanced Course on  
Transfusion Alternatives**

## FRACTA 2013

April 11-12, 2013 Shanghai, China

**Friday, April 12, 2013**

<b>Session 4</b>	<b>Perioperative fluid management: Efficacy, safety and economy.</b>	<b>TBC/ Prof. Michael Irwin</b>
08:45-09:15	Volume efficacy of different plasma expanders in hypovolemic patients	A/Prof. Matthias Jacob
09:15-09:45	Voluven vs Albumin in surgical patients	Prof. T. J. Gan
09:45-10:15	Safety and efficacy of modern hydroxyl ethyl starches in surgical patients: Is it well proven?	Prof. Martin Westphal

<b>Session 5</b>	<b>Clinical data in surgery</b>	<b>TBC</b>
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<b>Session 5</b>	<b>Clinical data in surgery</b>	<b>TBC</b>
10:35-11:05	Volulyte in major surgery: Experience from Malaysia.	Prof. C.Y. Wang
11:05-11:35	Voluven in neurosurgical patients: Experience from China.	Prof. Han Ruquan

<b>Session 6</b>	<b>Panel discussion: Fluids in surgery- What is optimal?</b>	<b>Moderator: Prof. Martin Westphal</b>
11:40-12:10	Perioperative fluid management: What is the optimal approach?	Prof. Michael Irwin
12:10-01:15	Expert's session: How can fluid management improve patient outcomes in surgical patients? <i>12:10-01:00 Panel discussion 01:00- 01:15 Key messages</i>	Panelists: Prof. T. J. Gan, A/Prof. Matthias Jacob, Prof. C. Y. Wang, Prof. Han Ruquan Prof. Michael Irwin

**Lunch and Close**

**SPEAKER  
AGREEMENT**

between

A/Prof. Frank Van Haren

Department of Intensive Care

Canberra Hospital, Woden, ACT

Australia

- hereinafter referred to as **Speaker** -

and

Fresenius Kabi Asia Pacific Limited

50F, Sun Hung Kai Center, Wanchai,

Hong Kong

- hereinafter referred to as **Fresenius** -

Fresenius is a leading company in infusion therapy, I.V. generic drugs and clinical nutrition. It is focused on the therapy and care of critically and chronically ill patients in and outside the hospital. Fresenius as a subsidiary of Fresenius Kabi AG is a 100% subsidiary of the health care group Fresenius SE & Co. KGaA.

The Speaker has long-time experience as a physician at the Canberra Hospital, Australia and does possess important knowledge in the field Fluid Management in critical care settings.

With respect to the conference/seminar/symposium (program attached)

on 11<sup>th</sup> and 12<sup>th</sup> April 2013 (1.5 day event) from 09:00 am to 08:00pm

entitled Fresenius Kabi Advanced Course on Transfusion Alternatives (FRACTA 2013)

on the subject of Fluid management in surgical and critically ill patients

In Shanghai, China

the parties hereto agree as follows:

1. The Speaker shall give One lecture and participate in one panel discussions at the above mentioned event titled "Fresenius Kabi Advanced Course on Transfusion Alternatives (FRACTA 2013)".
2. The Speaker agrees that any economic exploitation rights with regard to all copyrightable work results that will be generated within the scope of the agreement including the right to copy, or reproduce the works, to create further derivative works, hereby are assigned to, and shall belong exclusively to Fresenius. Fresenius is

Version: 01/2013

expressly entitled to transfer its rights in the work results to any third party. The Speaker will provide Fresenius with the manuscript and the presentation as soon as possible, but not later than 4 weeks prior to the lecture. The Speaker agrees that Fresenius has the right to publish and distribute the slides presented by the speaker during the event on the Fresenius internet website.

3. The Speaker is not allowed to present or speak about any Off-label use or answer incidental Off-label questions, if event is not only attended by Health Care Professionals.
4. Speaker shall not use the trade name, logos or trademarks of Fresenius Kabi and/or its products or services without Fresenius Kabi's prior written consent.
5. Both parties agree to comply with applicable laws, regulations and local pharmaceutical codes of the country the event takes place in.
6. The Speaker agrees that Fresenius in its sole discretion may disclose and publish all kinds of support provided to her/him respectively her/his employer, e.g. every payment / honorarium, educational grant, donation or donation in kind.
7. The remuneration is calculated on the basis of an hourly rate of 200 euros/hour and includes the time for preparation, literature research and presentation. Fresenius shall pay a remuneration for the lecture in a total amount of Euro 700 (Euro Seven Hundred only)
8. *Based on this agreement, we would provide a single room from 10<sup>th</sup> April 2013 to 13<sup>th</sup> April 2013 at the hotel Pudong Shangri-la, amounting to EUR 222/- per night including a economy class air ticket. Taxi costs will be reimbursed up to 60 € (one way). The travel documents will be sent to you prior to your departure.*

Fresenius will not bear any cost for an extension of the stay or any other travel cost due to altered arrival and/or departure dates which have not been agreed with Fresenius in writing. Generally Fresenius takes over costs for nights before and after the respective event, if the Speaker would spend more than 14 hrs a day for travelling, participation in the event and event related breaks and meals. Furthermore, Fresenius will neither organise the travel and accommodation for accompanying persons (e.g., spouse) nor reimburse any costs related thereto.

9. The payment shall cover all services under this agreement. Should the event not take place or should the Speaker not attend the event or not provide the services agreed herein, the Speaker must immediately reimburse Fresenius for any payments which have been prior received.
10. Payment will be made immediately after receipt of invoice and the original invoices and/or documents for accommodation and travelling to the following account:

Clinic-Account:

Private-Account:

(Please note that authorisation of hospital administration is needed if you tick Private Account.)

**(Please tick one of the boxes!)**

Account Holder:

Account Number:

Bank:

Bank Sort Code:

Purpose:

VAT liability:  yes  no  
 (You must tick one of these boxes)

11. Should the payment owed under this agreement be subject to VAT, the Speaker shall be entitled to demand the statutory VAT in addition to the agreed remuneration. In this case, the Speaker shall ensure to send to Fresenius a duly issued invoice detailing a running invoice number, tax identification number of the finance office and VAT, the latter reported separately. It shall also ensure that any payments received from Fresenius are treated correctly with respect to tax handling.
12. The Speaker must notify Fresenius immediately of any changes with regard to the VAT applicability.
13. This agreement will become effective upon receipt of signature by the parties, with prior approval of the employer/hospital administration. This agreement may be terminated by Fresenius upon 4 weeks prior written notice. The termination right for important cause shall remain unaffected. Termination must be made in writing.
14. The grant of support is not related with any actual or future sales transaction between us and your organization. We explicitly point out that our financial support does not imply any expectation to affect purchasing or prescription decisions with regard to our products.
15. Modifications and supplements to this agreement are only effective if made in writing or by way of reciprocal written confirmation. This agreement constitutes the entire agreement between the parties on the subject matter of this agreement. There do not exist any oral agreements.
16. Should single clauses of this agreement become invalid completely or at part, this does not affect the remaining clauses of this agreement. The contractual parties agree to replace possibly invalid clauses by valid clauses which do come as close as possible to the commercial purpose of the invalid clause.
17. The law of the Hong Kong SAR governs this contract. In case of disputes arising from this agreement, the contractual parties will try to bring about an amicable settlement. If these negotiations fail, the courts of Hong Kong SAR shall have jurisdiction.
18. Data Privacy Statement

I acknowledge that my personal data will be processed by Fresenius as the data controller, Fresenius SE & Co. KGaA and its affiliates and commissioned data

processors for purposes of fulfillment of this contract, accounting purposes, and notification requirements to authorities in accordance with local statutory laws applying to Fresenius. Personal data shall mean any of my personal information processed by Fresenius concerning this agreement and including generally accessible data (e.g. lectures, publications, clinical trials). I hereby declare my consent to the following: (1) Fresenius, Fresenius SE & Co. KGaA and its affiliates and commissioned data processors may process my personal data for purposes of customer relationship, initiation of further engagements, and ensuring that Fresenius or any relevant affiliate of Fresenius SE & Co. KGaA complies with its applicable local statutory laws; (2) Fresenius may transfer my personal data for the aforementioned purposes to Fresenius SE & Co. KGaA and any of its affiliates and commissioned data processors, always in accordance with the requirements and restrictions of EU Directive 95/46/EG; (3) My personal data may be accessed and processed with respect to the aforementioned purposes by Fresenius SE & Co. KGaA and its affiliates and commissioned data processors in countries outside of the EU. A list of these countries and Fresenius' locations worldwide can be found at <http://www.fresenius-kabi.com/145.htm>. Some of these countries may not ensure an adequate level of data protection as provided in the EU. I can request information as to stored data at any time and I can ask for changes or deletion of personal data from Fresenius systems, as long as storage of those personal data is not required by law or this contract.

**Fresenius Kabi Asia Pacific Ltd**

Hong Kong, Feb 25, 2013

(Place, Date)

\_\_\_\_\_

[Redacted Signature]

Senior Vice President - RBC Pharma

\_\_\_\_\_

[Redacted Signature]

Chief Financial Officer, Region Asia Pacific

Canberra, 12 March 2017

(Place, Date)

\_\_\_\_\_

[Redacted Signature]

(Speaker)

A/Prof van Haren

**Statement of the Canberra Hospital, Woden ACT, Australia**

We do acknowledge the content of the agreement with [A/Prof Frank Van Haren from Department of Intensive Care, Canberra hospital, Woden, Australia especially the agreed services and the amount of honorarium (referring to articles 2 and 3). With the signature below we do also approve reimbursement of agreed expenses / honoraria to the bank account provided in article 5]

Name of Employer/Administration: \_\_\_\_\_

Function: \_\_\_\_\_

Place, Date \_\_\_\_\_

Stamp and Signature  
Employer/Hospital Administration \_\_\_\_\_



## Application for Approval for a Second Job

### Instructions

- All employees are required to obtain written approval prior to undertaking a second job in accordance with Section 244 of the *Public Sector Management Act 1994*.  
Examples of a second job include: a second ACT Government position, paid employment outside core hours or during leave, or any profitable activity outside official duties.  
**NOTE:** Approval for a second job may be reviewed at the discretion of the delegate and must be reviewed if the circumstances surrounding the approval or secondary employment change.
- This form must be signed by the applicant, supervisor and the delegate with copies retained by the applicant and manager.
- The completed form must be sent to Shared Services HR Information Management at Level 5, 40 Allara Street Canberra OR scan and email to [SharedServicesHRInfo](mailto:SharedServicesHRInfo) OR fax: 6205 3204.

<b>Applicant to complete</b>		
Family name: Van Haren		Given names: Frank
Directorate: Health		Section: Canberra Hospital, ICU
Classification: Senior staff specialist	AGS/Employee number: [REDACTED]	Tel (work): [REDACTED]
<b>Details of second job:</b>		
Organisation: Conference organisers		
Hours of duty/days/shift roster: (attach a copy of the roster) N/A		
Duties performed and other relevant considerations: Speaker and travel fees for invited presentations at scientific conferences. Presentations not influenced or dictated by organisers.		
<p>I have read and understand the General Obligations of Public Employees set out in <u>Section 9 of the Public Sector Management Act 1994</u> and understand that these may apply to me whilst undertaking a second job. I understand a breach of these obligations may constitute misconduct and lead to disciplinary action. I acknowledge the requirements in relation to:</p> <ul style="list-style-type: none"> <li>possible conflicts of interest – subsection 9(j);</li> <li>using my public position or information obtained through that position, to seek an advantage for myself or another person – subsections (k) and (l);</li> <li>unauthorised disclosure of information obtained by me as a public employee – subsection (m);</li> <li>unauthorised comments that may be taken as an official comment – subsection (n); and</li> <li>improper use of property of the Territory – subsection (o).</li> </ul> <p>I understand that all official information, resources and property that will be or has been used or acquired by me in the course of my employment with the ACTPS is to be regarded as the property of the Territory.</p> <p><b>Note:</b> Employees may not undertake paid work of any kind during their prescribed hours of duty. If the second job affects your attendance or work performance in any way the approval may be cancelled.</p>		
Signature:		Date: 23 March 2013
<b>Supervisor to complete</b>		
Application supported? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If no, provide reasons: e.g. conflict of interest, would affect employee's work performance		
Name: <i>Maegan Mitchell</i>		Position Title: <i>Director, ICU</i>
Signature:		Date: <i>25/3/13</i>

**Grimson, Melanie**

**From:** Quade, Tracey  
**Sent:** Wednesday, 3 April 2013 2:05 PM  
**To:** Grimson, Melanie  
**Subject:** FW: TRIM Correspondence : COR13/2537 : Brief to SERBIR - Externally Funded Overseas Travel Dr Frank van Haren, Critical Care

Hi Mel,

The attached documentation is incomplete, could you please supply the following as soon as possible.:

1. The letter from Fresenius goes from point 2 to point 11, please supply points 3 - 10.
2. A letter will be needed from Dr van Haren stating that there is no conflict of interest as per the conflict of interest standard operating procedure.

A second job application is not required as Dr van Haren is attending the course in his capacity as an ACT Health employee and will be on TESL.

Any funds associated with reimbursement or stipends should be paid to ACT Health and not Dr van Hren.

Could you please supply missing documentation as soon as possible.

Many thanks

Tracey

Tracey Quade  
 Executive Office  
 People Strategy and Services Branch  
 ACT Health  
 123 Carruthers Street  
 Curtin ACT 2605  
 Phone: (02) 620 71535  
 Mobile: [REDACTED]  
 Email: [tracey.quade@act.gov.au](mailto:tracey.quade@act.gov.au)

Care p Excellence p Collaboration p Integrity

-----Original Message-----

**From:** Lakey, Cara  
**Sent:** Wednesday, 3 April 2013 1:24 PM  
**To:** Quade, Tracey  
**Subject:** FW: TRIM Correspondence : COR13/2537 : Brief to SERBIR - Externally Funded Overseas Travel Dr Frank van Haren, Critical Care

-----Original Message-----

**From:** Grimson, Melanie



Sent: Tuesday, 2 April 2013 4:09 PM

To: Lakey, Cara

Subject: TRIM Correspondence : COR13/2537 : Brief to SERBIR - Externally Funded Overseas Travel Dr Frank van Haren, Critical Care

Hiya Cara,

Please see attached for clearance by the SERBIR. As usual... this is rather short notice and the proposed travel date is 11th April. Would be great if you are able to get this through as soon as possible.

Cheers,

Mel Grimson  
45801

-----< TRIM Record Information >-----

Record Number : COR13/2537

Title : Brief to SERBIR - Externally Funded Overseas Travel Dr Frank van Haren,  
Critical Care



# Travel Form

Qantas Business Travel Account No: \_\_\_\_\_  
 Travel Requisition No: \_\_\_\_\_  
**Qantas Business Travel** → 1300 655 856  
 Domestic Bookings – Option 1 / International Bookings – Option 2

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

<b>TRAVELLER'S DETAILS</b>		
Name: Frank van Haren	Classification: Senior Staff Specialist	
Group: ACT Health	Unit: ICU, The Canberra Hospital	
Work phone: 61745884	Fax: 62443507	Mobile: [REDACTED]
Home address: [REDACTED]	Home Phone: 61665201	
		Corporate Frequent Flyer Points:

<b>TRAVEL DETAILS</b>							
Reason: Attend conference FRACTA <i>(Paid by organisers, invited speaker)</i>							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel mode	Airline, flight no. or rail or bus details.
Canberra	10/4/13	TBA	Shanghai	10/4/13	TBA	Air	TBA
Shanghai	12/4/13	TBA	Canberra	13/4/13	TBA	Air	TBA
	//			//			
	//			//			

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  
 Make, model and engine capacity of vehicle:

ACCOMMODATION AND TRAVEL STANDARDS			
	Domestic		International
Chief Executives	4.5 star*	Economy Class under 4 hours	4.5 star* Business Class
Executives	4 star*	over 4 hours Business Class	4 star*
Non Executives	3 star*	Economy Class	3.5 star* Economy Class

If you intend to seek approval to vary from accommodation standards, please give reasons

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details					
Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
		TBA		TBA	
//	//				
//	//				

Details of any leave or non-official travel which you intend taking directly before or after your official travel  
 From: // To: // Contact details:

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.  
**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$ \_\_\_\_\_ BSB No: \_\_\_\_\_ Account No: \_\_\_\_\_

Signature of traveller <i>[Signature]</i>	Date 23/3/13
Supported - funds are available and travel is recommended	
Signature of Supervisor <i>[Signature]</i>	Date 24/3
Approval of travel	
Signature of delegate <i>[Signature]</i>	Pos No. _____ Classification _____ Date //
Signature of Chief Executive/Minister (for overseas travel only) <i>[Signature]</i> Date 14/3	

<b>BOOKING REFERENCE:</b>	Advance & cabcharges acquitted (finance officer)
<b>TRAVEL COSTS:</b>	Advance & cabcharges reconciled
<b>COST CODES:</b>	Signature of finance officer

**Elsey, Jennifer**

**From:** Grimson, Melanie  
**Sent:** Tuesday, 9 April 2013 1:24 PM  
**To:** Elsey, Jennifer  
**Cc:** Ross, Tara; Mitchell, Imogen  
**Subject:** RE: COR13/3636

Hiya Jenni,

With regards to this application, Dr Van Haren advised that he was not rostered on and on private practice days on the days that were proposed to attend this event. I sought some advice from HR who offered that if Dr Van Haren has submitted an approval for a second job form and a travel form, that this should be appropriate.

There was a delay in receiving the required forms from Dr Van Haren, and a further delay prior to, and following submission of this for SERBIR clearance as there was some differing perspectives on the most appropriate HR process to enable Dr Van Haren to attend this conference.

I apologise that this was not clearly detailed in the Minute to Peggy and subsequent issues with the Minute arriving to your office, could you please advise whether it is still required for Dr Van Haren to submit an annual leave form and I will arrange for this to occur.

Kind regards,

Peggy:  
Imogen Mitchell rang & she advised she would be happy to clarify this travel with you - 43423

~~Clearly if Dr Van Haren is not rostered for duty during the period he is away, an A/L form is not required, & if he is not having any expenses paid for travel, MEE, a TESL form is also not required. But given he is travelling on his own time, with expenses paid by someone else, I am not sure why I am being asked to approve O/S travel!~~

Per Peggy has said this is agreed on the following

requires a leave form to be submitted please. If this is being T Health.

(PS) 9/4

Dr Peggy Brown  
Health Directorate



T (02) 6205 0823 | F (02) 6205 0830  
E [jennifer.elsey@act.gov.au](mailto:jennifer.elsey@act.gov.au) | W [www.health.act.gov.au](http://www.health.act.gov.au)  
Level 3, 11 Moore Street, Civic

Care ▲ Excellence ▲ Collaboration ▲ Integrity



**SUBJECT: Externally Funded Overseas Travel – Dr Frank van Haren**

**To:** Dr Peggy Brown – Director-General, ACT Health  
**From:** Dr Imogen Mitchell – Acting Executive Director, Division of Critical Care  
**Through:** Ian Thompson, Deputy Director-General, CHHS  
**Date:** 8 April 2013

**Purpose**

To request approval for Dr Frank van Haren to attend an externally funded education and training event.

**Background**

1. Dr Frank Van Haren has submitted supporting documentation to attend the Fresenius Kabi Advanced Course In Transfusion Alternatives (FRACTA) in Shanghai, China (See Attachment A).
2. As the above mentioned conference is to be externally funded, approval from the SERBIR has been sought, and is provided for your information at Attachment B.
3. Dr Van Haren’s attendance at the above education and training event is supported by the Division of Critical Care.
4. Your approval is requested on Dr Van Haren’s Travel form, see Attachment C.

**Recommendations**

That you approve Dr Van Haren’s overseas travel.

*This needs to be  
AL<sup>0%</sup> TESL + requires  
a leave form  
submitted please*

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS  
..... 9/4/13

*PS 94*

*If TESL, any funds paid must be forfeited to ACT Health*



**Assoc. Prof. Frank Van Haren**

Department of Intensive care  
Canberra Hospital,  
Woden, ACT  
Australia

**Fresenius Kabi Asia Pacific Ltd.**

Room 5012-36  
50/F Sun Hung Kai Centre  
30 Harbour Road  
Wanchai, Hong Kong  
Tel : +852 2116 2683  
Fax : +852 2116 3420  
www.fresenius-kabi.com

Hong Kong, 08.03.2013

**Dear Assoc. Prof. Frank Van Haren,**

It is our great pleasure & honor to invite you as a key speaker during our scientific & medical course **FRACTA 2013** (Fresenius Kabi Advanced Course In Transfusion Alternatives) which will be held in **Shanghai, China from April 11 to 12, 2012**. We have been organizing FRACTA for last 12 years in Asia Pacific region and we look forward to another successful FRACTA with your contribution.

The objective of FRACTA 2013 is to promote the right use of fluids in different clinical settings and to address the safety and efficacy concerns about HES products arising from recently published clinical trials. This forum will offer an advanced training and academic communication platform to anesthesiologists, intensive care specialists, emergency care specialists, surgeons and other medical professionals.

FRACTA 2013 will take place at:

**Hotel Pudong Shangri-La**

33 Fu Cheng Road, Pudong, Shanghai, 200120, China

T: (86 21) 6882 8888, F: (86 21) 6882 6688

Website: <http://www.shangri-la.com/shanghai/pudongshangrila>

Page 2/2

We would like to thank you for accepting our Invitation to present and participate actively in FRACTA 2013. I am attaching draft agenda with your participation highlighted separately.

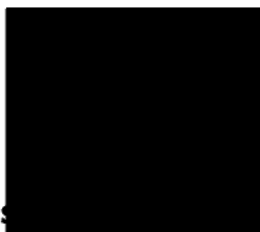
I am attaching copy of speaker agreement signed by Fresenius Kabi. I request you to sign the agreement and send me scanned copy. Please carry original signed copy with you when you come to FRACTA

Please send us the presentations which can be circulated to participants by **20<sup>th</sup> March 2013**. Your presentations will be converted to pdf format to avoid unauthorized use of your presentation.

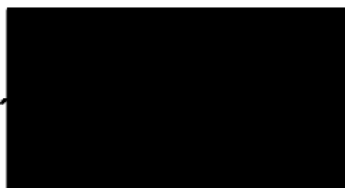
Please send me your travel schedule at earliest to arrange your airport transfers. I will send you more details on airport transfers as we approach the date of FRACTA.

Thank you again and I look forward to meeting you soon

With Kind Regards,



Marketing Manager: Colloids and Anesthesia  
Business Center Pharmaceuticals  
Fresenius Kabi Asia Pacific Ltd  
Hong Kong



Senior Vice President: Medical Affairs  
Fresenius Kabi Asia Pacific Ltd  
Hong Kong

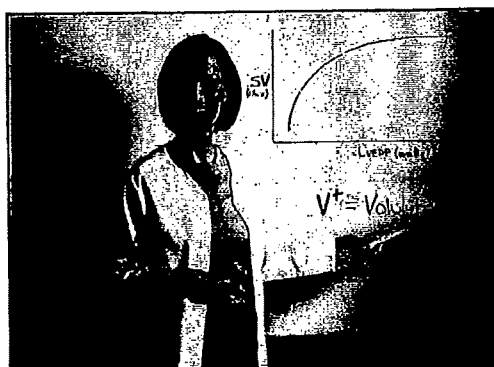
**12<sup>th</sup> Fresenius Kabi Advanced Course on Transfusion Alternatives**

# **FRACTA – 2013**

April 11-12, 2012  
Shanghai, China

## **Scientific Program**

*Each session will be followed by Q & A session.  
Please note the timings of group photograph.*





12<sup>th</sup> Fresenius Kabi Advanced Course on  
Transfusion Alternatives

# FRACTA 2013

April 11-12, 2013 Shanghai, China

**Thursday, April 11, 2013**

Time	Topic	Speaker/Chair
08.00-09.00	Registration	
09.00-09.40	Welcome	

Session 1	Basic Physiology	Chair: Prof. Buwei Yu, Prof. T. J. Gan
09:40-10:25	Rational fluid and volume therapy in anesthesia and intensive care medicine. <i>09:40-10:10 Presentation</i> <i>10:10-10:25 Interactive case study</i>	A/Prof. Matthias Jacob
10:25-10:45	Coffee Break	
10:45-11:30	Goal directed fluid therapy: From theory to practice. <i>10:45-11:15 Presentation</i> <i>11:15-11:30 Interactive case study</i>	Prof. T.J. Gan
11:30-12:15	Balanced solutions: When and why? <i>11:30- 12:00 Presentation</i> <i>12:00-12:15 Interactive case study</i>	Prof. Martin Westphal

12:15-02:00	Group Photo and Lunch Break	
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Session 2	Panel discussion: Colloids-Controversies to Consensus	Moderator: Dr. Hrishikesh Kulkarni
02:00-02:30	CHEST: Key outcomes	A/Prof. Frank Van Haren
02:30- 03:15	Expert's session: CHEST and other ICU studies: How to Interpret them? <i>02:00-03:00 Panel discussion</i> <i>03:00- 03:15 Key messages</i>	Panelists: Prof. T. J. Gan, A/Prof. Matthias Jacob, A/Prof. Frank Van Haren, Prof. Du Bin, Dr. Shirish Prayag,

03:15-03:35	Coffee Break	
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Session 3	Fluid management in critical care	Chair: Frank Van Haren/ TBC
03:35-04:10	Fluid management in critical care: Experience from China.	Prof. Du Bin
04:10-04:45	Fluid management in tropical sepsis like diseases	Dr. Shirish Prayag
04:45-05:20	Benefits of Voluven in ICU patients: Observations from RAFTING registry.	A/Prof. Matthias Jacob

**12<sup>th</sup> Fresenius Kabi Advanced Course on  
Transfusion Alternatives**

## FRACTA 2013

April 11-12, 2013 Shanghai, China

**Friday, April 12, 2013**

<b>Session 4</b>	<b>Perioperative fluid management: Efficacy, safety and economy.</b>	<b>TBC/ Prof. Michael Irwin</b>
08:45-09:15	Volume efficacy of different plasma expanders in hypovolemic patients	A/Prof. Matthias Jacob
09:15-09:45	Voluven vs Albumin in surgical patients	Prof. T. J. Gan
09:45-10:15	Safety and efficacy of modern hydroxyl ethyl starches in surgical patients: Is it well proven?	Prof. Martin Westphal

**10:15-10:35 Coffee Break**

<b>Session 5</b>	<b>Clinical data in surgery</b>	<b>TBC</b>
10:35-11:05	Volulyte in major surgery: Experience from Malaysia.	Prof. C.Y. Wang
11:05-11:35	Voluven in neurosurgical patients: Experience from China.	Prof. Han Ruquan

<b>Session 6</b>	<b>Panel discussion: Fluids in surgery- What is optimal?</b>	<b>Moderator: Prof. Martin Westphal</b>
11:40-12:10	Perioperative fluid management: What is the optimal approach?	Prof. Michael Irwin
12:10-01:15	Expert's session: How can fluid management improve patient outcomes in surgical patients? <i>12:10-01:00 Panel discussion 01:00- 01:15 Key messages</i>	Panelists: Prof. T. J. Gan, A/Prof. Matthias Jacob, Prof. C. Y. Wang, Prof. Han Ruquan Prof. Michael Irwin

**Lunch and Close**

## S P E A K E R A G R E E M E N T

between

A/Prof. Frank Van Haren

Department of Intensive Care

Canberra Hospital, Woden, ACT

Australia

- hereinafter referred to as **Speaker** -

and

**Fresenius Kabi Asia Pacific Limited**

50F, Sun Hung Kai Center, Wanchai,

Hong Kong

- hereinafter referred to as **Fresenius** -

Fresenius is a leading company in infusion therapy, I.V. generic drugs and clinical nutrition. It is focused on the therapy and care of critically and chronically ill patients in and outside the hospital. Fresenius as a subsidiary of Fresenius Kabi AG is a 100% subsidiary of the health care group Fresenius SE & Co. KGaA.

The Speaker has long-time experience as a physician at the Canberra Hospital, Australia and does possess important knowledge in the field Fluid Management in critical care settings.

With respect to the conference/seminar/symposium (program attached)

on 11<sup>th</sup> and 12<sup>th</sup> April 2013 (1.5 day event) from 09:00 am to 06:00pm

entitled Fresenius Kabi Advanced Course on Transfusion Alternatives (FRACTA 2013)

on the subject of Fluid management in surgical and critically ill patients

In Shanghai, China

the parties hereto agree as follows:

1. The Speaker shall give One lecture and participate in one panel discussions at the above mentioned event titled "Fresenius Kabi Advanced Course on Transfusion Alternatives (FRACTA 2013)".
2. The Speaker agrees that any economic exploitation rights with regard to all copyrightable work results that will be generated within the scope of the agreement including the right to copy, or reproduce the works, to create further derivative works, hereby are assigned to, and shall belong exclusively to Fresenius. Fresenius is

expressly entitled to transfer its rights in the work results to any third party. The Speaker will provide Fresenius with the manuscript and the presentation as soon as possible, but not later than 4 weeks prior to the lecture. The Speaker agrees that Fresenius has the right to publish and distribute the slides presented by the speaker during the event on the Fresenius internet website.

- 3. The Speaker is not allowed to present or speak about any Off-label use or answer incidental Off-label questions, if event is not only attended by Health Care Professionals.
- 4. Speaker shall not use the trade name, logos or trademarks of Fresenius Kabi and/or its products or services without Fresenius Kabi's prior written consent.
- 5. Both parties agree to comply with applicable laws, regulations and local pharma codices of the country the event takes place in.
- 6. The Speaker agrees that Fresenius in its sole discretion may disclose and publish all kinds of support provided to her/him respective her/his employer, e.g. every payment / honorarium, educational grant, donation or donation in kind.
- 7. The remuneration is calculated on the basis of an hourly rate of 200 euros/hour and includes the time for preparation, literature research and presentation. Fresenius shall pay a remuneration for the lecture in a total amount of Euro 700 (Euro Seven Hundred only)
- 8. *Based on this agreement, we would provide a single room from 10<sup>th</sup> April 2013 to 13<sup>th</sup> April 2013 at the hotel Pudong Shangri-la, amounting to EUR 222/- per night including a economy class air ticket. Taxi costs will be reimbursed up to 60 € (one way). The travel documents will be sent to you prior to your departure.*

Fresenius will not bear any cost for an extension of the stay or any other travel cost due to altered arrival and/or departure dates which have not been agreed with Fresenius in writing. Generally Fresenius takes over costs for nights before and after the respective event, if the Speaker would spend more than 14 hrs a day for travelling, participation in the event and event related breaks and meals. Furthermore, Fresenius will neither organise the travel and accommodation for accompanying persons (e.g., spouse) nor reimburse any costs related thereto.

- 9. The payment shall cover all services under this agreement. Should the event not take place or should the Speaker not attend the event or not provide the services agreed herein, the Speaker must immediately reimburse Fresenius for any payments which have been prior received.
- 10. Payment will be made immediately after receipt of invoice and the original invoices and/or documents for accommodation and travelling to the following account:

Clinic-Account:

Private-Account:

(Please note that authorisation of hospital administration is needed if you tick Private Account.)

**(Please tick one of the boxes!)**

Account Holder: Frank van Haren

Account Number:

Bank:

Bank Sort Code:

Purpose:

VAT liability:  yes  no  
**(You must tick one of these boxes)**

11. Should the payment owed under this agreement be subject to VAT, the Speaker shall be entitled to demand the statutory VAT in addition to the agreed remuneration. In this case, the Speaker shall ensure to send to Fresenius a duly issued invoice detailing a running invoice number, tax identification number of the finance office and VAT, the latter reported separately. It shall also ensure that any payments received from Fresenius are treated correctly with respect to tax handling.
12. The Speaker must notify Fresenius immediately of any changes with regard to the VAT applicability.
13. This agreement will become effective upon receipt of signature by the parties, with prior approval of the employer/hospital administration. This agreement may be terminated by Fresenius upon 4 weeks prior written notice. The termination right for important cause shall remain unaffected. Termination must be made in writing.
14. The grant of support is not related with any actual or future sales transaction between us and your organization. We explicitly point out that our financial support does not imply any expectation to affect purchasing or prescription decisions with regard to our products.
15. Modifications and supplements to this agreement are only effective if made in writing or by way of reciprocal written confirmation. This agreement constitutes the entire agreement between the parties on the subject matter of this agreement. There do not exist any oral agreements.
16. Should single clauses of this agreement become invalid completely or at part, this does not affect the remaining clauses of this agreement. The contractual parties agree to replace possibly invalid clauses by valid clauses which do come as close as possible to the commercial purpose of the invalid clause.
17. The law of the Hong Kong SAR governs this contract. In case of disputes arising from this agreement, the contractual parties will try to bring about an amicable settlement. If these negotiations fail, the courts of Hong Kong SAR shall have jurisdiction.
18. Data Privacy Statement

I acknowledge that my personal data will be processed by Fresenius as the data controller, Fresenius SE & Co. KGaA and its affiliates and commissioned data

processors for purposes of fulfillment of this contract, accounting purposes, and notification requirements to authorities in accordance with local statutory laws applying to Fresenius. Personal data shall mean any of my personal information processed by Fresenius concerning this agreement and including generally accessible data (e.g. lectures, publications, clinical trials). I hereby declare my consent to the following: (1) Fresenius, Fresenius SE & Co. KGaA and its affiliates and commissioned data processors may process my personal data for purposes of customer relationship, initiation of further engagements, and ensuring that Fresenius or any relevant affiliate of Fresenius SE & Co. KGaA complies with its applicable local statutory laws; (2) Fresenius may transfer my personal data for the aforementioned purposes to Fresenius SE & Co. KGaA and any of its affiliates and commissioned data processors, always in accordance with the requirements and restrictions of EU Directive 95/46/EG; (3) My personal data may be accessed and processed with respect to the aforementioned purposes by Fresenius SE & Co. KGaA and its affiliates and commissioned data processors in countries outside of the EU. A list of these countries and Fresenius' locations worldwide can be found at <http://www.fresenius-kabi.com/145.htm>. Some of these countries may not ensure an adequate level of data protection as provided in the EU. I can request information as to stored data at any time and I can ask for changes or deletion of personal data from Fresenius systems, as long as storage of those personal data is not required by law or this contract.

**Fresenius Kabi Asia Pacific Ltd**

Hong Kong, Feb 25, 2013

(Place, Date)

[Redacted Signature]

Senior Vice President - RBC Pharma

[Redacted Signature]

Chief Financial Officer, Region Asia Pacific

Canberra, 12 March 2017

(Place, Date)

[Redacted Signature]

(Speaker)

A/Prof van Haren

**Statement of the Canberra Hospital, Woden ACT, Australia**

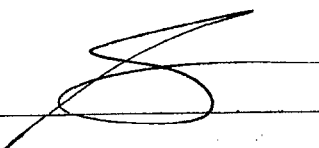
We do acknowledge the content of the agreement with [A/Prof Frank Van Haren from Department of Intensive Care, Canberra hospital, Woden, Australia especially the agreed services and the amount of honorarium (referring to articles 2 and 3). With the signature below we do also approve reimbursement of agreed expenses / honoraria to the bank account provided in article 5.

Name of Employer/Administration: ACT HEALTH - DR PEGGY BROWN

Function: DIRECTOR - GENERAL

Place, Date CANBERRA AUSTRALIA

Stamp and Signature  
Employer/Hospital Administration





**MINUTE**

**SUBJECT: Travel for Associate Professor Katrina Anderson**

To: Judi Childs, Executive Director PSSB  
From: Katrina Anderson, Acting Director AUGP  
Date: 28 August 2013

**Purpose**

To advise you of travel arrangements which are funded fully by the ANU.

**Background**

- 2. I am attending a conference in Canada in late September at which I am presenting two papers related to my vertical integration teaching research. All expenses are being paid for by ANU out of a research budget that these papers have come out of. I have sent forms for annual leave and TESL leave for the different parts to Stephen Goggs. I have also submitted a travel form but am not sure if this is needed as ACT Health are not funding any part of the travel or expenses.
- 3. I have also sent a second lot of travel and TESL forms for the RACGP conference in Darwin. Again because I have a presentation and poster accepted I have used ANU research funds to cover the expenses for this as the travel relates to that research.

**Issues**

- 4. I understand that you need to assess whether this travel presents any conflict of interest. In my opinion there is no conflict of interest. I could have applied for ACT Health funding for the conferences but deemed it more appropriate for ANU to fund the travel as my attendance at the conferences relates to my ANU teaching research.

**Recommendations**

That you:

- Deem there is no conflict of interest; and  
*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*
- Approve these travel requests (**Attachment A**).  
*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

Associate Professor Katrina Anderson  
Acting Director Academic Unit of General Practice  
PLERB  
Division: Strategy and Corporate

28th August 2013

..... / /  
Judi Childs, Executive Director PSSB





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Associate Professor Katrina Anderson  
 Acting Director Academic Unit of General Practice  
 PLERB  
 Division: Strategy and Corporate

28th August 2013

  
 Judi Childs, Executive Director PSSB



# Application for Leave

## ACT Public Service

### Instructions

1. Use this form for all types of leave except Long Service Leave and Leave Without Pay.
2. This form must be signed by the applicant and the delegate before the completed form is sent to the Payroll Team.  
 Internal mail: SSC Payroll & Personnel Services, 40 Allara Street, Canberra, ACT 2600  
 Scan & email: [SharedServicesPayroll@act.gov.au](mailto:SharedServicesPayroll@act.gov.au)  
 Fax: 6205 4662 – CIT/DET | 6205 1470 – Health | 6205 4668 – all other pay teams.
3. Guidance - Refer to fact sheet 'Leave Application Forms – Supplementary Information'
4. Conditions - Refer to agency Collective Agreement and/or agency policy/guidelines.

### Applicant to Complete

Family name: Anderson		Given names: Katrina		Permanent
Agency: Health	Classification: SSPEC	AGS/Employee Number: [REDACTED]		
Are you currently salary packaging? Yes	Tel (work): 44951		Tel (on leave): [REDACTED]	

**Leave Type** (Refer to fact sheet 'Leave Application Forms – Supplementary Information' for guidance.)

Annual     Request Leave Loading:    Taxed/Untaxed     Request Prepayment  
 Personal-sick/carer's     With evidence (must be attached)     Without evidence  
 Personal-special circumstances  
 Reason:

Other (specify) TESL     Documentation attached  
 Purchased (An approved agency Purchased Leave Scheme form provides general approval to access the scheme; this form must have been completed and approved prior to submitting this application.)  
 Maternity/Primary Care Giver     Certificate/other documentation attached

**Leave Requested**

Full pay    From: :9 am on 16/10/2013 To: :5 pm on 21/10/2013  
 Total days requested: 4 OR Total hours requested:

Half pay    From: : am/pm on / / To: : am/pm on / /  
 Total days requested: OR Total hours requested:

Maternity/Primary Care Giver Without Pay  
 From: : am/pm on / / To: : am/pm on / /

Signature:  Date: 16/8/2013

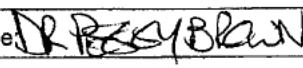
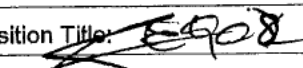

### Manager/Supervisor to Complete

Supported     Not supported (Provide reason and ensure applicant is informed)

Name:	Position Title:	Tel:
Signature:	Date: / /	

### Delegate to Complete

Approved     Not approved (Provide reason and ensure applicant is informed)

Name: 	Position Title: 	Tel:
Signature: 	Date: 9/9/13	

### Payroll and Personnel to Complete

Email to Salary Packaging advising of reduced pay and leave dates <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A		Salary Adjustment Date
Name:	Signature:	Date:



# Travel Form

**Qantas Business Travel Account No: 2800131**  
**Travel Requisition No:**  
**Qantas Business Travel → 1300 655 856**  
**Domestic Bookings – Option 1 / International Bookings – Option 2**

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

**TRAVELLER'S DETAILS**

Name: associate Professor Katrina Anderson  
 Classification: Senior Staff Specialist  
 Group: Health Directorate  
 Unit: Academic Unit of General Practice  
 Work phone: 6244 4951    6244 4105    Mobile: [redacted]    Home Phone: [redacted]  
 Home address: [redacted]    Corporate Frequent Flyer Points: 5101601

**TRAVEL DETAILS**  
 Reason: RACGP conference - PAID FOR BY ANU - OUT OF RESEARCH BUDGET

Departure and Arrival Details (complete times and flight details after travel is approved)

Depart location	Date	Time	Arrive location	Date	Time	Travel mode	Airline flight no or rail or bus details
Canberra	16/10/2013	9.15	Darwin	16/10/2013	2.30		QF1466
Darwin	21/10/2013	12.10	Canberra	21/10/2013	21.10		QF708

*PAID FOR BY ANU.*

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  
 Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS**

	Domestic	International
Chief Executives	4.5 star Economy Class under 4 hours	4.5 star Business Class
Executives	4 star Economy Class over 4 hours Business Class	4 star Business Class
Non Executives	3 star Economy Class	3 star Economy Class

If you intend to seek approval to vary from accommodation standards, please give reasons

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: //    To: //    Contact details:

Payment of out-of-pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.  
 Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

Advance: \$    BSB No:    Account No:

Signature of traveller    Date  
 Supported - funds are available and travel is recommended

Signature of Supervisor    Date

Approval of travel

Signature of delegate    Pos No.    Classification    Date //  
 Signature of Chief Executive/Minister (for overseas travel only)    Date 9/13

**BOOKING REFERENCE:**  
**TRAVEL COSTS:**  
**COST CODES:**

Advance & cabcharges acquitted (finance officer)  
 Advance & cabcharges reconciled  
 Signature of finance officer



**E-Ticket Itinerary, Receipt and Tax Invoice**



Your Booking Reference

**YWCSZA**



**Important Information**

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. You must bring it with you to the airport for check-in, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information				
Passenger Name	Passenger Number	Class of Service	Issue Date	Ticket Total
Dr Malina Anderson	QF0100	Economy	14 Jun 13	701.48
Frequent Flyer Code / Programme				
Supplies				
Ticket Total for all passengers				701.48

\*Amounts are displayed in Australian Dollars (AUD)

Your Itinerary					
Date	Flight Number	Departing	Arriving	Status	Flight Information
16 Oct 13	QF1468 Operated By Subairdary/Franchisee	Canberra 0915, 9:15AM	Sydney 1010, 10:10AM 16 Oct 13 Terminal 3	Economy Confirmed	Est Journey Time: 00:55 Non-Stop Aircraft Type: De Havilland Dhc-8 Dash 8-400 Dash 8q
16 Oct 13	QF842	Sydney 1420, 11:20AM Terminal 3	Darwin 1430, 2:30PM 16 Oct 13	Economy Confirmed	Est Journey Time: 04:40 Non-Stop Aircraft Type: Boeing 767
21 Oct 13	QF767	Darwin 1210, 12:10PM	Adelaide 1645, 4:45PM 21 Oct 13 Terminal 1	Economy Confirmed	Est Journey Time: 03:35 Non-Stop Aircraft Type: Boeing 737
21 Oct 13	QF708	Adelaide 1900, 7:00PM Terminal 1	Canberra 2110, 9:10PM 21 Oct 13	Economy Confirmed	Est Journey Time: 01:40 Non-Stop Aircraft Type: Boeing 737

Your Receipt Details			
Item/Charge	Amount	Tax	Total
Total	637.77	63.77	701.48
Card Payment Fee	7.00		
Total Amount Payable*	637.77	63.77	701.48

\*Includes Taxes/Fees/carrier Charges

Payment Details			
Date	Card Type	Reference	Amount
14 Jun 13	MasterCard	****-****-****-0555	701.48

Tax Information	
GST is included for taxable sales.	Issued by Qantas Airways on 14 Jun 13
GST Paid 63.77	

**Flying With Us**



**Before Check-in**

- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.



**Getting Away On Time**

- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.



**Check-in**

- Visit [qantas.com/checkin](http://qantas.com/checkin) to choose the check-in option best for you.

**Fare Restrictions - Refer to the applicable fare rules as special conditions may apply**

**Additional Fees:** Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available at [qantas.com](http://qantas.com)



# GPI13

The RACGP  
Conference  
for General  
Practice

Darwin Convention Centre  
17-19 October 2013  
www.gpconference.com.au

## College Day Wednesday 16 October 2013

Time	Event
7.30 am – 4.00 pm	<b>ALM</b> GP Clinical Update
9.00 am – 6.30 pm	CEMP Intermediate workshop
11.00 am – 12.45 pm	National Faculty of Aboriginal and Torres Strait Islander Health annual meeting and member forum Special presentation – Standing strong together forum
1.30 pm – 3.15 pm	National Rural Faculty annual meeting and rural health forum
6.00 pm – 6.00 pm	Academic Session, Fellowship and Awards Ceremony
6.00 pm – 7.00 pm	Academic Session cocktail party
7.00 pm – 10.30 pm	National Faculty of Aboriginal and Torres Strait Islander Health dinner

## Day 1 Thursday 17 October 2013

Time	Event
8.00 am – 9.30 am	Reflective session
8.30 am – 9.30 am	<b>RACGP Annual General Meeting</b>
8.30 am – 9.30 am	<b>S</b> Closing the Gap in the Northern Territory – moving from process to outcomes* Dr Gary Sinclair
9.30 am – 10.00 am	<b>RACGP Convocation</b>
8.30 am – 10.00 am	<b>W</b> <b>E-HEALTH</b> Tweet and blog your way to a medical education Dr Justin Coleman and Dr Tim Senior
8.30 am – 10.00 am	<b>W</b> Chronic hepatitis B: GPs taking up the challenge of care and cancer screening Dr Nicole Alard
8.30 am – 10.00 am	<b>Stream sponsor workshop: Musculoskeletal medicine</b> TBA
8.30 am – 10.15 am	<b>W</b> <b>E-HEALTH</b> Using the eHealth record system to add value to clinical consultations Dr Rob Hosking
9.00 am – 10.30 am	<b>CPR</b> CPR workshop 1
9.30 am – 10.15 am	<b>FOCUS ON PAIN MANAGEMENT</b> <b>S</b> Prescribing matters: medico-legal issues associated with pain management and S8 prescribing Dr Wafiq Jammal and Dr Sara Bird <b>SP</b> <b>E-HEALTH</b> Pain assessment tool (PAT) chronic pain wizard – an interactive electronic tool for assessment of chronic pain Dr Patrick Byrnes
10.15 am – 11.00 am	Morning tea and exhibition time

Last updated 1 August 2013

\*Abstract not peer reviewed.

**E-HEALTH** e-health program

**PLENARY** Plenary

**ALM** Active learning module

**CPR** FREE CPR workshop

**W** Workshop

**S** Session

**SP** Short paper

- Clinical skills across general practice
- Business in practice
- Education and training
- Musculoskeletal medicine
- Dermatology
- Pain management and chronic conditions

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## Day 1 Thursday 17 October 2013

Time	Event
11.00 am - 12.30 pm	<b>PLENARY</b> Opening ceremony, keynote presentation: Health is a state of mind Dr Jeff McMullen AM
11.00 am - 12.30 pm	<b>CPR</b> CPR workshop 2 <i>Pre-registration required</i>
12.30 pm - 2.00 pm	Lunch and exhibition time
1.30 pm - 5.30 pm	<b>ALM</b> Sleep disorders in general practice <i>Pre-registration required</i>
1.30 pm - 5.30 pm	<b>ALM</b> Enhancing asthma management in general practice <i>Pre-registration required</i>
2.00 pm - 3.30 pm	<b>FOCUS ON DIABETES</b> <b>SP</b> Light bulb moments for diabetes Dr Helen Palmer, Ms Roslyn Hart, Ms Jo Hall and Mr Jim Hurley <b>SP</b> Chronic disease management - enabling systematic collaborative care Prof Michael Georgeff <b>SP</b> Models of care and relational coordination between health professionals involved in insulin initiation for people with type 2 diabetes: an exploratory survey Dr Jo-Anne Manski-Nankervis <b>SP</b> Organisational and health professional factors impacting on insulin initiation: an exploratory qualitative study Dr Jo-Anne Manski-Nankervis Special presentation: IPN/RACGP 2014 Research Grant Dr Malcolm Parmenter
2.00 pm - 3.30 pm	<b>W</b> A good abstract - a key step on the road to getting your article published and read Dr Carolyn O'Shea and Dr Melissa Tan
2.00 pm - 3.30 pm	<b>W</b> Working successfully in an Aboriginal medical service - building an introductory workshop Dr Tamelin Cockayne and Ms Leeanne Pena
2.00 pm - 3.30 pm	<b>W</b> Putting evidence-based preventive care into practice Prof Mark Harris
2.30 pm - 3.30 pm	<b>W</b> Mastering e-health in Best Practice Software Mr William Dumford
2.30 pm - 6.30 pm	National Rural Faculty Board Meeting
3.30 pm - 4.00 pm	Afternoon tea and exhibition time
4.00 pm - 4.45 pm	<b>SP</b> Sterile versus non sterile gloves for dermatological surgery Dr Clare Heal <b>S</b> Does taping torso scars following dermatologic surgery improve scar appearance Dr Heiena Rosengren
4.00 pm - 5.30 pm	<b>CPR</b> CPR workshop 3 <i>Pre-registration required</i>
4.00 pm - 5.30 pm	<b>W</b> Funding the general practice of the future Dr Mike Civil, Dr Beres Wenck and Dr Evan Ackerman



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## Day 1 Thursday 17 October 2013

Time	Event
4.00 pm - 6.30 pm	 <b>E-HEALTH</b> Online communication for education - risks, responsibilities and rewards* Dr Jane Deacon
4.00 pm - 6.30 pm	 <b>MDA National</b> Support. Protect. Promote.  Palliative Approach Toolkit: a framework of care that assists general practitioners to provide best practice end-of-life care in residential aged care facilities Prof Liz Reymond and Dr Greg Parker
4.00 pm - 6.30 pm	 <b>Workshop</b> Dermatology workshop TBA TBA
5.00 pm - 7.00 pm	National Faculty of Specific Interests (NFSI) annual meeting
5.30 pm - 6.00 pm	Sponsor and exhibitor welcome reception
6.00 pm - 7.30 pm	Welcome reception cocktail party
7.45 pm - 9.00 pm	GP the Musical
8.00 pm - 11.30 pm	NFSI dinner

## Day 2 Friday 18 October 2013


Time	Event
7.00 am - 8.00 am	RACGP Foundation walk
8.00 am - 9.00 am	Registrars and first-time conference delegates breakfast
8.30 am - 10.30 am	 <b>ALM</b> Dermatology: the big picture <i>Pre-registration required</i>
9.00 am - 10.30 am	 <b>PLENARY</b> AKWE:KON (all of us, together): What American Indian communities can teach general practitioners Dr Terry Maresca
9.00 am - 10.30 am	 <b>CPR</b> CPR workshop 4 <i>Pre-registration required</i>
9.00 am - 6.30 pm	 <b>ALM</b> Improving outcomes for a timely diagnosis and management of dementia in general practice <i>Pre-registration required</i>
9.00 am - 6.30 pm	 <b>ALM</b> Musculoskeletal Injury - Identifying, diagnosing and managing acute and long-term conditions <i>Pre-registration required</i>
10.30 am - 11.15 am	Morning tea and exhibition time


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
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## Day 2 Friday 18 October 2013

Time	Event
11.15 am – 6.00 pm	<b>ALM</b> Teaching consultation skills for international medical graduates <i>Pre-registration required</i>
11.15 am – 12.00 pm	<b>SP</b> Estimating non-billable time in general practice consultations Dr Joan Henderson <b>S</b> <b>E-HEALTH</b> Electronic prescribing to reduce medication error Dr Nathan Plnskler
11.15 am – 12.45 pm	<b>W</b> A DVA response to chronic condition management Dr Graeme Kiler
11.15 am – 12.10 pm	<b>S</b> Cardiovascular disease primary prevention: new guidelines, technologies and therapies Prof Mark Nelson and Prof Jenny Doust <b>SP</b> The role of the GP in the follow up care of women with a history of gestational diabetes Dr Andrew Pennington <b>SP</b> Dry mouth and caries prevention: the cavity in GP's knowledge A/Prof Marie Pirotta
11.15 am – 12.45 pm	<b>CPR</b> CPR workshop 5 <i>Pre-registration required</i>
11.15 am – 12.45 pm	<b>W</b> Not all topical corticosteroids are equal Dr Kerry Grevie
11.15 am – 12.45 pm	<b>W</b> Musculoskeletal medicine workshop TBA TBA
12.05 pm – 12.35 pm	<b>SP</b> Addressing awareness and practice gaps of polycystic ovary syndrome (PCOS) in Aboriginal and Torres Strait Islander women – a comprehensive approach to knowledge creation and translation Mrs Rhonda Garad <b>SP</b> Knee pain during the first 3 months after unilateral total knee arthroplasty – a multi-centre prospective cohort study Dr Conrad Morze
12.15 pm – 12.45 pm	<b>S</b> The experience of working in Indigenous medicine on the Tiwi Islands Dr Rodney Omond
12.45 pm – 2.00 pm	Lunch and exhibition time
1.00 pm – 5.00 pm	National Faculty of Aboriginal and Torres Strait Islander health board meeting
2.00 pm – 3.30 pm	<b>CPR</b> CPR workshop 6 <i>Pre-registration required</i>
2.00 pm – 3.30 pm	<b>W</b> Developments and controversies in blood pressure measurement* Prof Geoff Head, Dr Faine Howes and Prof Mark Nelson
2.00 pm – 3.30 pm	<b>W</b> Know your patient's renal function – an important prescribing consideration Dr Lisa Kallsch Elliott, Prof Andrew Gilbert, A/Prof Debra Rowatt, Prof Gerard Gill and Prof Amanda Barnard
2.00 pm – 3.30 pm	<b>W</b> Business in Practice stream sponsor workshop TEA

**ego** the science of healthy skin

Last updated 1 August 2013

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Day 2 Friday 18 October 2013

Time	Event
2.00 pm - 3.30 pm	Rural Hospital Forum Dr Andrew Pennington, Dr Catherine Engelt, Dr Tim Mooney and Viktor Ko
2.00 pm - 3.30 pm	RTP symposium: Trials and tribulations of Regional Training Provider education Part 1: Short papers <ul style="list-style-type: none"> <li>SP The CARE tool - why and how we trialled a different patient feedback tool in GP training Dr Simon Morgan</li> <li>SP The VI models of teaching in General Practice in North Coast GP Training Dr Christine Ahern</li> <li>SP Integrating GP registrar training with Medicare Local programs Dr R Michael Crampton</li> <li>SP Integration of agricultural medicine in a rural medical vocational training program Prof Scott Klitchner</li> <li>SP Textbook, Facebook, using social media for registrars education and exam preparation Dr Vanessa Moran</li> <li>SP Perceived educator characteristics influences on the learner satisfaction with education Dr Patrick Mc Carthy</li> </ul>
3.30 pm - 4.00 pm	Afternoon tea and exhibition time
4.00 pm - 5.30 pm	RTP symposium <i>continued</i> <ul style="list-style-type: none"> <li>SP Practice based vertical integration interventions A/Prof Jenny Thompson</li> </ul> Part 2: Forum - Rural General Practice reforms and their impact on RTP training and education programs Ms Sharon Flynn (Chair), Dr Colleen Bradford, Dr John Buckley and Dr Tamsin Cockayne
4.00 pm - 5.30 pm	W American Indian herbal healing workshop* Dr Terry Maresca <i>Pre-registration required</i>
4.00 pm - 5.30 pm	M Musculoskeletal medicine workshop TBA TBA
4.00 pm - 5.30 pm	W Clinical skills workshop TBA TBA
4.00 pm - 5.30 pm	W <b>E-HEALTH</b> The general practitioner guide to social media: an introduction to professional life on the web Mr David Townsend, Mr Tim Leeuwenburg, Mr Aaron Sparshott and Dr Edwin Krays
7.00 pm - 11.00 pm	National Rural Faculty and registrars cocktail reception

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## Day 3 Saturday 19 October 2013

Time	Event
8.30 am – 1.00 pm	<b>ALLA</b> Type 2 diabetes management in general practice <i>Pre-registration required</i>
8.30 am – 3.00 pm	<b>ALLA</b> Psychodynamic principles <i>Pre-registration required</i>
8.30 am – 5.00 pm	<b>ALLA</b> Dermatology: the big picture <i>Pre-registration required</i>
8.30 am – 9.20 am	<b>E-HEALTH</b> Guidelines for quality health records in Australian primary healthcare Dr Michael Chivl <b>E-HEALTH</b> When should I share my practice data? Dr Patricia Williams
8.30 am – 10.00 am	<b>CPR</b> CPR workshop 8 <i>Pre-registration required</i>
8.30 am – 10.00 am	<b>W</b> Overview of the RACGP's 2014–16 QI&CPD triennium TBA
8.30 am – 10.00 am	<b>W</b> Skills, systems and scope of practice: a guide to managing risk following an adverse event Dr Patrick Clancy, Ms Marianna Kelly and Ms Prudence Fairlie
8.30 am – 10.15 am	<b>E</b> Vitamin D deficiency delays healing in a non-osteoporotic patient with internal fixation of tibial fracture Dr Saravanan Shanmugam <b>E-HEALTH</b> Electronic clinical decision support for the diagnosis and management of osteoporosis Dr Yvonne Selecki
9.20 am – 10.50 am	<b>W</b> Why be a practice owner – who needs the headache? A/Prof Lyn Clearihan
10.00 am – 10.45 am	<b>SP</b> Learning to manage medically unexplained symptoms: a process of acculturation to the swamp of general practice Dr Louise Stone <b>SP</b> Views of older people with mild cognitive impairment about continuing to drive David Johnson <b>SP</b> Future directions in mental health training for GPs A/Prof Morton Rawlin
10.00 am – 10.30 am	<b>SP</b> Use of pneumatic otoscopy and tympanometry in diagnosis of middle ear disease: the general practitioner perspective Prof Jenny Reath <b>SP</b> Why don't we detect at-risk drinkers? A qualitative study of general practitioner beliefs and attitudes Dr Michael Tam
10.30 am – 11.15 am	Morning tea and exhibition time

Last updated 1 August 2013

\*Abstract not peer reviewed.

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**PLENARY** Plenary  
**ALLA** Active learning module  
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**W** Workshop  
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**■** Clinical skills across general practice  
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for General  
Practice

Darwin Convention Centre  
17-19 October 2013  
www.gpconference.com.au

## Day 3 Saturday 19 October 2013

Time	Event
11.15 am - 12.30 pm	<p><b>SP</b> Finding a segue into sex: do young men want sexual health information from their GP? Dr Sarah Latrelle</p> <p><b>SP</b> Introducing the Handbook of Non-Drug Interventions – making effective non-drug treatments more visible and easier to use Prof Paul Glasziou</p> <p><b>SP</b> National Heart Foundation of Australia consensus statement on depression in patients with coronary heart disease: recommendations for screening, referral and treatment A/Prof David Cokuhoun</p> <p><b>SP</b> National Heart Foundation of Australia consensus statement on psychosocial risk factors for coronary heart disease A/Prof Nick Glozier</p> <p><b>SP</b> Rights of passage: Improving refugee access to Australian general practice services Dr I-Hao Cheng</p>
11.16 am - 12.30 pm	<p><b>W</b> <b>E-HEALTH</b> How protected is your practice information?*</p> <p>Dr Patricia Williams</p>
11.16 am - 12.30 pm	<p><b>W</b> Star Trek medicine in general practice: low level laser therapy for the treatment of pain Dr Roberta Chow</p>
11.16 am - 12.30 pm	<p><b>W</b> Quality training in Aboriginal and Torres Strait Islander health Dr Tim Senkor</p> <p><b>W</b> Islander medicine A/Prof Bruce Harris</p>
11.16 am - 12.30 pm	<p><b>W</b> Careers session for medical students TBA</p>
11.16 am - 12.45 pm	<p><b>CPR</b> CPR workshop 9 Pre-registration required</p>
12.30 pm - 1.45 pm	Lunch - Exhibition and meeting time
1.45 pm - 3.00 pm	<p><b>W</b> Knee joint examination workshop with online and face-to-face individualised feedback Dr Anita Green, Dr Craig Engstrom, Dr Peter Frills and Dr Peter Myers</p>
1.45 pm - 3.00 pm	<p><b>W</b> Keys to a healthy practice Dr Kaye Atkinson</p>
1.45 pm - 3.00 pm	<p><b>S</b> The role and responsibilities of the Aboriginal and/or Torres Strait Islander health worker Ms Jenny Poelina and Mr Clarke Scott</p> <p><b>S</b> Increasing the number of Indigenous medical specialists Dr Tammy Kimpton</p>
1.45 pm - 3.00 pm	<p><b>W</b> Overview of the transition to the RACGP outcomes-based vocational training standards TBA</p>
1.45 pm - 3.00 pm	<p><b>W</b> The First5 Initiative – supporting new GPs in their first 5 years Dr Lindsay Moran</p>
1.45 pm - 3.00 pm	<p><b>W</b> Chapter of Military Medicine annual session. The role of the GP on a humanitarian mission – Pacific Partnership – on the USNS Pearl Dr Steve Lawson</p>
1.45 pm - 3.00 pm	<p><b>W</b> Pain management and chronic conditions stream sponsor workshop TBA</p>
1.45 pm - 3.15 pm	<p><b>CPR</b> CPR workshop 10 Pre-registration required</p>

Last updated 1 August 2013

\*Abstract not peer reviewed.

**E-HEALTH** e-health program

**PLENARY** Plenary

**ALM** Active learning module

**CPR** FREE CPR workshop

**W** Workshop

**S** Session

**SP** Short paper

**■** Clinical skills across general practice

**■** Business in practice

**■** Education and training

**■** Musculoskeletal medicine

**■** Dermatology

**■** Pain management and chronic conditions

# GPI13

The RACGP  
Conference  
for General  
Practice

Darwin Convention Centre  
17-19 October 2013  
www.gpconference.com.au

## Day 3 Saturday 19 October 2013

Time	Event
3.00 pm – 3.15 pm	Afternoon tea
3.15 pm – 4.15 pm	<b>PLENARY</b> Listening to Indigenous voice and heart – Advancing the health and healing of Canada's Indigenous communities Dr Barry Lavallee
4.15 pm – 4.30 pm	Closing ceremony
6.30 pm – 10.30 pm	Taste of Darwin extravaganza SKYCITY Pavillion

## Day 4 Sunday 20 October 2013

Time	Event
9.00 am – 5.00 pm	CEMP Advanced workshop Day 1

## Day 5 Monday 21 October 2013

Time	Event
9.00 am – 5.00 pm	CEMP Advanced workshop Day 2

Last updated 1 August 2013

\*Abstract not peer reviewed.

**CHEALTH** e-health program

**PLENARY** Plenary

**ALM** Active learning module

**GPR** FREE CPR workshop

**W** Workshop

**S** Session

**SP** Short paper

**■** Clinical skills across general practice

**■** Business in practice

**■** Education and training

**■** Musculoskeletal medicine

**■** Dermatology

**■** Pain management and chronic conditions



# Application for Leave

## ACT Public Service

16 Sept - 23 Sept  
 (24 Sept - 27 Sept)  
 TEST  
 1 Oct - 9 Oct

### Instructions

1. Use this form for all types of leave except Long Service Leave and Leave Without Pay.
2. This form must be signed by the applicant and the delegate before the completed for  
 Internal mail: SSC Payroll & Personnel Services, 40 Allara Street, Canberra, ACT  
 Scan & email: [SharedServicesPayroll@act.gov.au](mailto:SharedServicesPayroll@act.gov.au)  
 Fax: 6205 4662 - CIT/DET | 6205 1470 - Health | 6205 4668 - all oth
3. Guidance - Refer to fact sheet *'Leave Application Forms - Supplementary Information'*
4. Conditions - Refer to agency *Collective Agreement* and/or agency policy/guidelines.

### Applicant to Complete

Family name: Anderson		Given names: Katrina	
Agency: Health	Classification: SSPEC	AGS/Employee Number: [REDACTED]	
Are you currently salary packaging? Yes	Tel (work): 44951	Tel (on leave): [REDACTED]	

<b>Leave Type</b> (Refer to fact sheet 'Leave Application Forms - Supplementary Information' for guidance.)			
<input checked="" type="checkbox"/> Annual	<input checked="" type="checkbox"/> Request Leave Loading:	Taxed/Untaxed	<input type="checkbox"/> Request Prepayment
<input type="checkbox"/> Personal-sick/carer's	<input type="checkbox"/> With evidence (must be attached)	<input type="checkbox"/> Without evidence	
<input type="checkbox"/> Personal-special circumstances Reason:			
<input type="checkbox"/> Other (specify)			<input type="checkbox"/> Documentation attached
<input type="checkbox"/> Purchased (An approved agency Purchased Leave Scheme form provides general approval to access the scheme; this form must have been completed and approved prior to submitting this application.)			
<input type="checkbox"/> Maternity/Primary Care Giver		<input type="checkbox"/> Certificate/other documentation attached	
<b>Leave Requested</b>			
<input checked="" type="checkbox"/> Full pay	From: :8 am/pm on 16/9/2013	To: :5 pm on 23/9/2013	Total days requested: 6 <u>OR</u> Total hours requested:
<input type="checkbox"/> Half pay	From: : am/pm on / /	To: : am/pm on / /	Total days requested: <u>OR</u> Total hours requested:
<input type="checkbox"/> Maternity/Primary Care Giver Without Pay From: : am/pm on / / To: : am/pm on / /			

Signature: Date: : 16/08/2013

### Manager/Supervisor to Complete

Supported  Not supported (Provide reason and ensure applicant is informed)

Name:	Position Title:	Tel:
Signature:	Date: / /	

### Delegate to Complete

Approved  Not approved (Provide reason and ensure applicant is informed)

Name:	Position Title:	Tel:
Signature:	Date: 9 / 9 / 13	

### Payroll and Personnel to Complete

Email to Salary Packaging advising of reduced pay and leave dates: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Salary Adjustment Date:	
Name:	Signature:	Date:



# Application for Leave

ACT Public Service

## Instructions

1. Use this form for all types of leave except Long Service Leave and Leave Without Pay.
2. This form must be signed by the applicant and the delegate before the completed form is sent to the Payroll Team.  
 Internal mail: SSC Payroll & Personnel Services, 40 Allara Street, Canberra, ACT 2600  
 Scan & email: [SharedServicesPayroll@act.gov.au](mailto:SharedServicesPayroll@act.gov.au)  
 Fax: 6205 4662 – CIT/DET | 6205 1470 – Health | 6205 4668 – all other pay teams.
3. Guidance - Refer to fact sheet '[Leave Application Forms – Supplementary Information](#)'
4. Conditions - Refer to agency [Collective Agreement](#) and/or agency policy/guidelines.

## Applicant to Complete

Family name: Anderson		Given names: Katrina		Permanent
Agency: Health	Classification: SSPEC		AGS/Employee Number: [REDACTED]	
Are you currently salary packaging? Yes		Tel (work): 44951		Tel (on leave): [REDACTED]
<b>Leave Type</b> (Refer to fact sheet ' <a href="#">Leave Application Forms – Supplementary Information</a> ' for guidance.)				
<input type="checkbox"/> Annual		<input type="checkbox"/> Request Leave Loading: Taxed/Untaxed		<input type="checkbox"/> Request Prepayment
<input type="checkbox"/> Personal-sick/carer's		<input type="checkbox"/> With evidence (must be attached)		<input type="checkbox"/> Without evidence
<input type="checkbox"/> Personal-special circumstances Reason:				
<input checked="" type="checkbox"/> Other (specify) TESL			<input checked="" type="checkbox"/> Documentation attached	
<input type="checkbox"/> Purchased (An approved agency Purchased Leave Scheme form provides general approval to access the scheme; this form must have been completed and approved prior to submitting this application.)				
<input type="checkbox"/> Maternity/Primary Care Giver		<input type="checkbox"/> Certificate/other documentation attached		
<b>Leave Requested</b>				
<input checked="" type="checkbox"/> Full pay		From: :8 am on 24/9/2013 To: :5 pm on 27/9/2013 Total days requested: 4 <u>OR</u> Total hours requested:		
<input type="checkbox"/> Half pay		From: : am/pm on / / To: : am/pm on / / Total days requested: <u>OR</u> Total hours requested:		
<input type="checkbox"/> Maternity/Primary Care Giver Without Pay		From: : am/pm on / / To: : am/pm on / /		

Signature:

Date: 16/8/2013

## Manager/Supervisor to Complete

Supported  Not supported (Provide reason and ensure applicant is informed)

Name:

Position Title:

Tel:

Signature:

Date: / /

## Delegate to Complete

Approved  Not approved (Provide reason and ensure applicant is informed)

Name:

Position Title:

Tel:

Signature:

Date: 11/09/2013

## Payroll and Personnel to Complete

Email to Salary Packaging advising of reduced pay and leave dates:  Yes  N/A

Salary Adjustment Date:

Name:

Signature:

Date:



# Application for Leave

## ACT Public Service

### Instructions

- Use this form for all types of leave except Long Service Leave and Leave Without Pay.
- This form must be signed by the applicant and the delegate before the completed form is sent to the Payroll Team.  
 Internal mail: SSC Payroll & Personnel Services, 40 Allara Street, Canberra, ACT 2600  
 Scan & email: [SharedServicesPayroll@act.gov.au](mailto:SharedServicesPayroll@act.gov.au)  
 Fax: 6205 4662 – CIT/DET | 6205 1470 – Health | 6205 4668 – all other pay teams.
- Guidance - Refer to fact sheet *'Leave Application Forms – Supplementary Information'*
- Conditions - Refer to agency *Collective Agreement* and/or agency policy/guidelines.

### Applicant to Complete

Family name: Anderson	Given names: Katrina	Permanent
Agency: Health	Classification: SSPEC	AGS/Employee Number: [REDACTED]
Are you currently salary packaging? Yes	Tel (work): 44951	Tel (on leave): [REDACTED]

**Leave Type** (Refer to fact sheet 'Leave Application Forms – Supplementary Information' for guidance.)

Annual  Request Leave Loading: Taxed/Untaxed  Request Prepayment

Personal-sick/carer's  With evidence (must be attached)  Without evidence

Personal-special circumstances  
Reason:

Other (specify)  Documentation attached

Purchased (An approved agency Purchased Leave Scheme form provides general approval to access the scheme; this form must have been completed and approved prior to submitting this application.)

Maternity/Primary Care Giver  Certificate/other documentation attached

**Leave Requested**

Full pay From: :8 am on 01/10/2013 To: :5 pm on 09/10/2013  
Total days requested: 5 OR Total hours requested:

Half pay From: : am/pm on / / To: : am/pm on / /  
Total days requested: OR Total hours requested:

Maternity/Primary Care Giver Without Pay  
From: : am/pm on / / To: : am/pm on / /

Signature: Date: : 16/08/2013

### Manager/Supervisor to Complete

Supported  Not supported (Provide reason and ensure applicant is informed)

Name:	Position Title:	Tel:
Signature:		Date: / /

### Delegate to Complete

Approved  Not approved (Provide reason and ensure applicant is informed)

Name: DR PESSY BLAIN	Position Title: EG908	Tel:
Signature:		Date: 9 / 9 / 13

### Payroll and Personnel to Complete

Email to Salary Packaging advising of reduced pay and leave dates:  Yes  N/A Salary Adjustment Date:

Name:	Signature:	Date:
-------	------------	-------



# Travel Form

Qantas Business Travel Account No: 2800131

Travel Requisition No:

Qantas Business Travel → 1300 655 856

Domestic Bookings – Option 1 / International Bookings – Option 2

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

## TRAVELLER'S DETAILS

Name: associate Professor Katrina Anderson  
 Classification: Senior Staff Specialist  
 Group: Health Directorate  
 Unit: Academic Unit of General Practice  
 Work phone: 6244 4951 6244 4105 Mobile: [REDACTED] Home Phone: [REDACTED]  
 Home address: [REDACTED] Corporate Frequent Flyer Points: 5101601

## TRAVEL DETAILS

Reason: *Conference - Rnded completely by ANU.*

Departure and Arrival Details (complete times and flight details after travel is approved)

Depart location	Date	Time	Arrive location	Date	Time	Travel mode	Airline flight no. or rail or bus details
SYDNEY	14/9/2013	10:30	Vancouver	14/9/13		Plane	All Rnded by ANU.
VANCOUVER	16/10/2013	11:00pm	SYDNEY	8/10/13		Plane	

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

## ACCOMMODATION AND TRAVEL STANDARDS

	Domestic	International
Chief Executives	4.5 star* Economy Class under 4 hours	4.5 star* Business Class
Executives	4 star* over 4 hours Business Class	4 star*
Non Executives	3 star* Economy Class	3.5 star* Economy Class

*Rnded by ANU*

If you intend to seek approval to vary from accommodation standards, please give reasons

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: // To: // Contact details: *# 1 week before + 1 week after.*

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

Advance: \$ BSB // Account No:

Signature of traveller *[Signature]* Date *16/8/13*

Supported - funds are available and travel is recommended

Signature of Supervisor Date

Approval of travel

Signature of delegate Pos No. Classification Date //

Signature of Chief Executive/Minister (for overseas travel only) Date *9/9/13*

BOOKING REFERENCE:

TRAVEL COSTS:

COST CODES:

Advance & cabcharges acquitted (finance officer)

Advance & cabcharges reconciled

Signature of finance officer





**ROYAL COLLEGE**  
OF PHYSICIANS AND SURGEONS OF CANADA  
**COLLÈGE ROYAL**  
DES MÉDECINS ET CHIRURGIENS DU CANADA

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June 10, 2013

Prof. Katrina Anderson  
Australian National University Medical School  
PO Box 11  
Woden, ACT 2606

Dear Prof. Anderson,

On behalf of the International Conference on Residency Education Planning Committee, we confirm your participation as a paper presenter as follows:

**Title:** Are junior doctor rotations into general practice equivalent to tertiary hospital placements in terms of acquisition of skill and knowledge for junior doctors?  
**Session:** Paper Session: Teaching and learning in residency education  
**Abstract ID:** 77  
**Session date/time:** Saturday, September 28, 2013 at 15:15 - 16:45  
**Presentation time:** 15:39 - 15:51  
**Room/Venue:** Glen 201, South Building, Upper Level, Calgary Telus Convention Centre  
**Time Limit:** Presentation: 8 minutes  
Discussion: 4 minutes

**Title:** Vertical integration: An innovative way to meet the needs of students, junior doctors and general practice trainees in the community environment  
**Session:** Paper Session: Teaching and learning in residency education  
**Abstract ID:** 79  
**Session date/time:** Saturday, September 28, 2013 at 15:15 - 16:45  
**Presentation time:** 16:03 - 16:15  
**Room/Venue:** Glen 201, South Building, Upper Level, Calgary Telus Convention Centre  
**Time Limit:** Presentation: 8 minutes  
Discussion: 4 minutes

**Attachments:**

- Release form - please complete and return
- Conflict of Interest Disclosure form - please complete and return
- Registration - please register online - [click here](#)

**All forms are to be returned by July 12, 2013 and can be submitted electronically using the submit button found at the bottom of each form.**



# The ICRE Blog

**Feeds:**   Posts   Comments

## About ICRE

ICRE is the largest conference in the world devoted exclusively to advancing residency training. The theme of the 2013 conference is "Educational Outcomes: Inspiring Residents, Improving Care".

## Important dates

### **Program Administrators Track**

([http://www.royalcollege.ca/portal/page/portal/rc/events/icre/program\\_admin\\_conference](http://www.royalcollege.ca/portal/page/portal/rc/events/icre/program_admin_conference)):  
September 25-26, 2013

### **New! World Summit on Accreditation**

([http://www.royalcollege.ca/portal/page/portal/rc/events/icre/accreditation\\_summit](http://www.royalcollege.ca/portal/page/portal/rc/events/icre/accreditation_summit)): September 25, 2013

**Pre-conference events** ([http://www.royalcollege.ca/events/icre/preconference\\_workshops](http://www.royalcollege.ca/events/icre/preconference_workshops)):  
September 26, 2013

**ICRE 2013** (<http://www.royalcollege.ca/events/icre/program>): September 26-28, 2013

**International Resident Leadership Summit** (<http://www.royalcollege.ca/events/icre/irls>):  
September 28-29, 2013

### **New! World Summit on Competency-Based Medical Education**

([http://www.royalcollege.ca/portal/page/portal/rc/events/icre/cbme\\_summit](http://www.royalcollege.ca/portal/page/portal/rc/events/icre/cbme_summit)): September 29

([https://twitter.com/#!/RC\\_ICRE\\_CIFR](https://twitter.com/#!/RC_ICRE_CIFR))

## What is ICRE?

About ICRE | The ICRE Blog

The International Conference on Residency Education

(<http://www.royalcollege.ca/portal/page/portal/rc/events/icre>) is a global forum for those involved in residency education to share ideas, challenges, innovations, and advance postgraduate medical education. It is a solution-focused event designed to benefit busy program directors and medical educators.

Hosted in vibrant Calgary, the 2013 event is open to all medical educators, residents and those involved in training. It is practically-focused and is geared to address the professional interests and activities of



- ([http://icre2011.files.wordpress.com/2011/01/100925\\_t101\\_6518.jpg](http://icre2011.files.wordpress.com/2011/01/100925_t101_6518.jpg)) clinical teachers and educators,
- program directors,
- residents,
- postgraduate deans,
- program administrators,
- government leaders and policy makers,
- educational researchers, and
- medical education leaders.

Check back often or visit the ICRE website

(<http://www.royalcollege.ca/portal/page/portal/rc/events/icre>) for details about the conference.

## Contact info

Royal College of Physicians and Surgeons of Canada  
 Conference Management and Protocol Services  
 Telephone: 613-260-4176 / 1-800-668-3740, ext. 176  
 Fax: 613-730-8252  
 Email: [icre@royalcollege.ca](mailto:icre@royalcollege.ca) (<mailto:icre@royalcollege.ca>)

Blog at WordPress.com.

Customized MistyLook Theme.

**Katrina Anderson**

**From:** [Redacted]  
**Sent:** Friday, 14 June 2013 2:21 PM  
**To:** Katrina Anderson  
**Subject:** Registration Confirmation For 2013 International Conference on Residency Education (09/23/13 8:00 AM - 09/30/13 1:00 PM)

06/13/13 11:21 PM

**Registration Confirmation - Pay By Credit Card**  
 Thank you for your registration. The following information has been received by our system. To print this page, select print from your browser's file menu on the top toolbar.

**Event Information**  
**Event:** 2013 International Conference on Residency Education  
**Event Dates:** Monday, 09/23/13 08:00 AM - Monday, 09/30/13 01:00 PM

**General Information**  
**Account:** Katrina Anderson  
 Australian National University Medical School  
**Registrant:** Katrina Anderson

**Credit Card Payment Information**  
**Name On Card:** Katrina Anderson  
**Card Number:** xxxx-xxxx-xxxx-0588  
**Address:** PO Box 4000  
 Weston, ACT  
 2611  
 Australia  
**E-Mail:** k.anderson@anu.edu.au

**Order Information**  
**Order Number:** 24222  
**Order Account:** Katrina Anderson  
 Australian National University Medical School  
**Address:** PO Box 11  
 Woden, ACT  
 2606  
 Australia  
**E-Mail:** k.anderson@anu.edu.au

**Order Details**

**2013 International Conference on Residency Education**  
**Registration Details**  
 Katrina Anderson

**- Category & Other Information**

	Quantity	Price	Charge
ICBE Registration	1	900.00	900.00

**- Pre-conference Events**

	Quantity	Price	Charge
Workshop on Outcome Based Assessment in Medicine (Attending)	1	550.00	550.00
Pre-conference activity (Not Attending)	1	0.00	0.00
Evaluating Educational Innovations: The Key to Sustained Change (Attending) 8:00-10:30 am	1	150.00	150.00
The Use of (Self-)Reflection Portfolios for Learning and Assessment in the Workplace (Attending) 2:00-3:30 pm	1	150.00	150.00

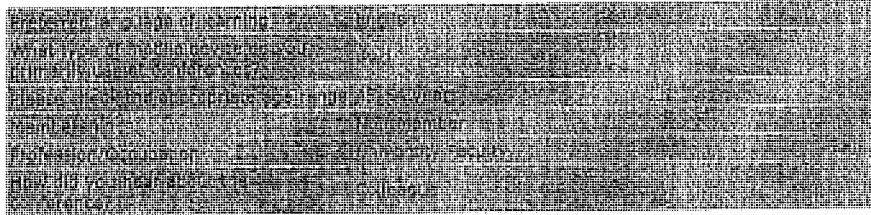
**Other Information**

**- Category & Other Information**

	Response
Emergency Contact Name	Greg Gibson
Relationship	Husband
Emergency Contact phone	61 407431650

**- Registrant Profile**

	Response
Gender	Female



<b>Total Charge:</b>	1,750.00
<b>Amount Paid:</b>	1,750.00
<b>Amount Due:</b>	0.00

### Note To Attendees

For payments by credit card, please note that the charge on your credit card will show billing from "Royal College." **Electronic funds transfers are not accepted as payment for the conference.**

Registration is not complete or confirmed until payment has been received.

**MEDICAL STUDENTS AND RESIDENTS:** A letter from your program director or chairman of department is required to confirm your registrant category. Registration is not complete until the letter and payment are received.

**PRE-CONFERENCE WORKSHOP FEE DESCRIPTION:** Participants who are registered for one of the full day pre-conference workshops receive attendance at the educational workshop, continental breakfast, refreshment breaks and lunch. Participants who are registered for one of the morning half-day workshops receive attendance at the morning educational workshop, continental breakfast, refreshment break and lunch. Participants who are registered for the afternoon half-day workshop receive attendance at the afternoon educational workshop, lunch and refreshment break. The fee for all workshops also includes attendance at the ICRE opening plenary session and Conference Welcoming Reception on Thursday, September 26.

#### ICRE FEE DESCRIPTION:

**Full Fee (3 days):** Thursday ICRE opening plenary session and Conference Welcoming Reception; and Friday education sessions, refreshment breaks and lunch; and Saturday education sessions, refreshment breaks and lunch; and conference program.

**One-Day Fee:** Friday education sessions, refreshment breaks and lunch, and conference program; or Saturday education sessions, refreshment breaks and lunch, and conference program. Thursday ticket to the Conference Welcoming Reception includes attendance at the opening plenary.

**CANCELLATION POLICY:** Requests for cancellations or substitutions must be submitted in writing to the Conference Secretariat at [icre@royalcollege.ca](mailto:icre@royalcollege.ca) by September 9, 2013. Cancellation requests received in writing by September 9, 2013 are eligible for a refund of 75 per cent of the registration fee. There will be no refunds after this date; however, substitution is permitted within the same category. Refunds will be processed after the conference.

Attestation letters and payments made payable to "The Royal College of Physicians and Surgeons of Canada" should be sent to:

2013 ICRE Registration  
774 Echo Drive  
Ottawa, ON K1S 5N8  
Facsimile: 613-730-8252  
Telephone (for registration information only):  
613-730-8177 or 1-800-668-3740 ext 294

**Thank you for your registration.**

For assistance using our registration system please contact the ICRE Secretariat at 613-730-8177 ext 294 or at [ICRE@royalcollege.ca](mailto:ICRE@royalcollege.ca).

Click [here](#) for privacy policy.

**MINUTE****SUBJECT: Externally Funded Domestic Travel – RN Judith McKenzie**

To: Judi Childs, Executive Director PSSB / SERBIR

From: Rosemary O'Donnell, Executive Director, Division of Medicine

Date: 12 February 2014

**Purpose**

To request approval for Registered Nurse, Judith McKenzie to attend an externally funded meeting in Sydney.

**Background**

The National Asthma Organization, Primary Care Asthma Update Training is being held at the Stamford Plaza, Sydney Airport, Sydney on 24 March 2014. RN McKenzie is the Asthma Educator in the Department of Respiratory & Sleep Medicine. RN McKenzie has attended the meeting in the past and found it very beneficial.

**Attachment A** includes an outline of the training with expenses included.

**Issues**

The National Asthma Organization has offered to sponsor RN McKenzie for return economy flights to attend the above meeting.

The National Asthma Organization is offering to pay RN McKenzie an honorarium of \$300.

RN McKenzie's attendance at the above mentioned training is supported by the Division of Medicine.

RN McKenzie is not rostered to work this day and if approval is obtained will attend in her own time.

## Recommendations

1. That receipt of the honorarium is acceptable to ACT Health:

~~AGREED~~/NOT AGREED/NOTED/PLEASE DISCUSS

2. That you approve RN McKenzie's attendance at the above mentioned meeting:

~~AGREED~~/NOT AGREED/NOTED/PLEASE DISCUSS

.......... / /

Judi Childs  
**Executive Director**  
 People Strategy & Services  
 SERBIR

Name            Rosemary O'Donnell  
 Title            Executive Director  
 Division        Division of Medicine

Date  
 Action Officer: Katherine Wakefield  
 Unit:            Division of Medicine  
 Extension:     45164

# Presenter Training 2014

Asthma Best Practice  
for Professionals

**Primary Care Asthma Update**  
**Asthma & Respiratory Management for Practice Nurses**  
**Asthma Update for Pharmacists**  
**Asthma & Spirometry Update for Aboriginal Health Workers**  
**Presenter Training**

**Monday 24<sup>th</sup> March 2014**  
**10.00am – 3.30pm**  
**Stamford Plaza Sydney Airport**  
**Cnr O’Riordan & Robey Streets, Mascot**

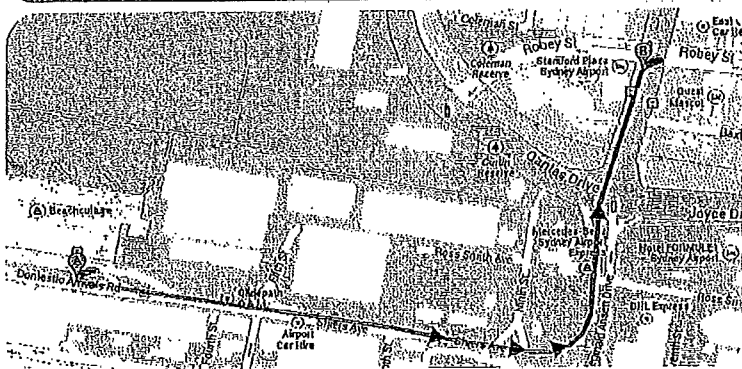
The session will cover:

- Overview of the Asthma Best Practice program and new round of funding
- Presenter procedures
- *Australian Asthma Handbook* – what’s new in the seventh edition of the national treatment guidelines, plus new asthma medications
- Open forum – a chance for you to tell us what you want to know
- Presenting skills and tips for a successful workshop
- Content overview and key changes – led group discussion

Morning tea and lunch will be provided. Please inform us of any dietary requirements.

The venue is a short walk from the Sydney Airport Domestic terminal. Parking is also available under the hotel. For those parking, please inform Jessica on the day and validate your parking ticket at the front desk before leaving.

For those flying in, please return your completed travel form to Jessica by the end of January to ensure your travel is booked. Accommodation will be provided only if absolutely necessary.



Presenters will receive a sitting fee of \$300 excluding GST for the day.

If you have any further questions about the training, contact Jessica or Judi. We look forward to seeing you in Sydney!



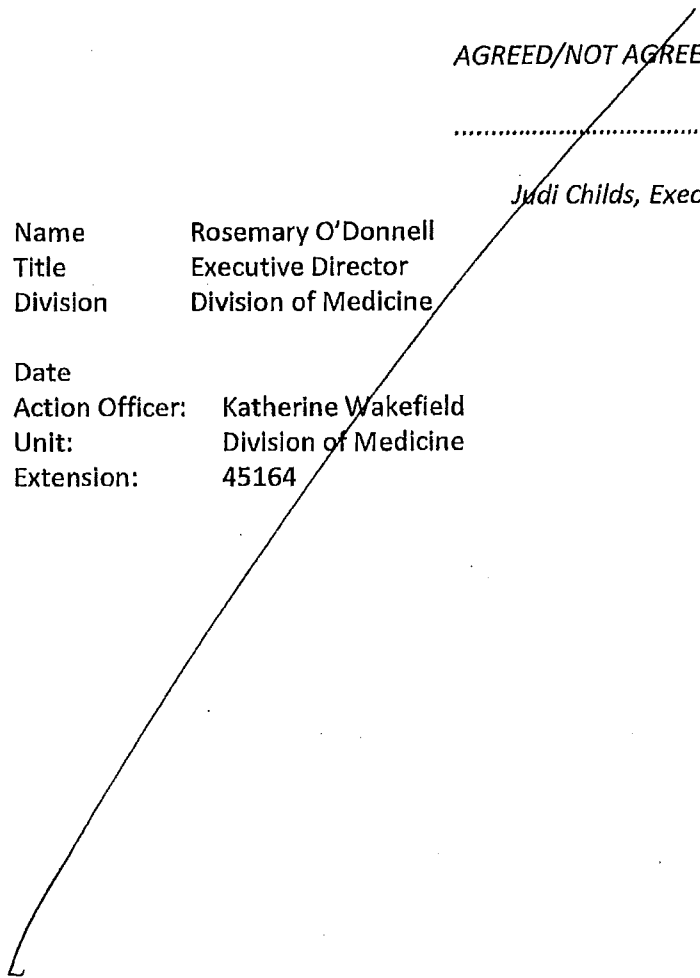
AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

..... / /

*Judi Childs, Executive Director PSSB / SERBIR*

Name            Rosemary O'Donnell  
Title            Executive Director  
Division        Division of Medicine

Date  
Action Officer: Katherine Wakefield  
Unit:            Division of Medicine  
Extension:      45164



## TRAVEL POLICY

### TRAVEL

The NAC will pay for air travel, which must only be booked through the NAC and their appointed travel agency. It is the policy of the NAC to provide reasonable and economical travel arrangements based on best fare of the day. In order to achieve best fare of the day, the NAC travel manager will facilitate or accept bookings on Qantas, Virgin or other carriers. The lowest priced airfares will be selected consistent with the traveller's convenience for departure and/ or arrival times. Direct flights will be selected as first choice and flights will be booked as economy class only.

Vehicle hire will be arranged through the NAC's travel management company. Reimbursements for fuel expenses may be claimed with appropriate receipts and claim form.

### ACCOMMODATION

NAC travellers will be accommodated in a standard room at a 3 or 4 star hotel, unless the NAC travel agency has a negotiated rate with a particular luxury hotel for a cheaper or equivalent price. Generally the best available rate will be used to determine accommodation but consideration will also be given to location for ease of use and business convenience.

### EXPENSES

NAC travellers will be reimbursed for the cost of necessary meals taken whilst on NAC business according to reasonable costs accompanied by original receipts.

The NAC will pay for Directors, Committee members and NAC representatives' business telephone calls and travel expenses to and from the airport.

Travellers will not be reimbursed for personal expenses incurred such as alcohol, dry cleaning, laundry, pay TV, video hire or mini-bar items.

The NAC's policy on reimbursement of expenses incurred by Directors, Committee members and representatives attending meetings on behalf of the NAC is that receipts (tax invoices) for individual expenses must be submitted when claiming reimbursement on the appropriate claim form.



**ACT**  
Government  
Health

**MINUTE**

**SUBJECT: Funding for Multiple Sclerosis Nurse**

**To:** Judi Childs, Senior Executive Responsible for Business Integrity

**Through:** Ian Thompson, Deputy Director General, Canberra Hospital and Health Services

**From:** Rosemary O'Donnell, Executive Director, Division of Medicine

**Date:** 4 November 2014

**Purpose**

To seek your probity advice as the Senior Executive Responsible for Business Integrity (SERBIR) with regard to offers received by the Neurology Department from two pharmaceutical companies.

**Background**

A current Deed exists between Multiple Sclerosis Limited (MSL) and ACT Health for the provision of clinical services by a Multiple Sclerosis (MS) Registered Nurse (RN), employed by Multiple Sclerosis Limited (MSL), to Canberra Hospital. This deed commenced in December 2013 and is current until end June 2015 (following a 6 month extension from 31 December 2014). The MS Nurse has been utilised well and the role is invaluable to patients who access this service.

As it currently stands, there is no commitment from the MS RN or ACT Health employees to the pharmaceutical industry with respect to the services provided to patients as part of this arrangement. As of June 2015, funding through this arrangement will cease.

**Issues**

The Department of Neurology within the Division of Medicine have been approached by two pharmaceutical companies who are willing to donate money to the hospital to fund the MS nurse, but not to MS Australia.

The department sees two possible options:

- a. Accept the monies and employ the MS nurse through the hospital or via an SPA.
- b. Accept the monies into an SPA and then have MS Australia invoice us (the SPA) for the monies so that they can continue to pay for the MS nurse (note that the Department has not discussed this option with MS Australia yet).

There is a potential risk of not progressing the continuation of this service. It is an acceptable model and well established service for the Department to continue supporting. If the role/service does not continue, funds will need to be sourced internally from within Health, and there is no guarantee that funding is available.

Clinical staff within the Department of Neurology will not be influenced by the pharmaceutical company if this option were to be explored and approved.

It should be noted that most pharmaceutical companies prepare their annual budget at the end of the previous calendar year, therefore, there is a degree of urgency on this issue as if we are going to attract any monies for next year, time is limited.

The Department seeks your advice as the SERBIR as to a way forward. The Department has not been in consultation with the pharmaceutical companies since receiving this offer.

### Recommendations

That you provide advice as to an appropriate way forward for this service

Option A

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS



Judi Childs

Senior Executive Responsible for Business Integrity

14 November 2014

Rosemary O'Donnell  
Executive Director  
Division of Medicine

4 November 2014

Action Officer: Aimee Divorty  
Unit: Medicine  
Extension: 43659



## MINUTE

### SUBJECT:

To: Liesl Centenera Ag Executive Director PSSB / SERBIR

From: Rosemary O'Donnell, Executive Director, Division of Medicine

Date: 4 February 2015

### Purpose

To request approval for two Registered Nurses from Ward 7A, Paul Adams and Jolly Thomas, to attend an externally funded conference in Melbourne.

### Background

The Florey Institute of Neuroscience & Mental Health, together with the Acute Stroke Nurses Education Network (ASNEN) is holding a Victorian Acute Stroke Workshop on Friday 6 March 2015 from 1000hrs – 1530hrs. This is a practical day for health professionals on the assessment and treatment of acute stroke patients.

Paul Adams is a Stroke Liaison Nurse, and Jolly Thomas has recently completed a Graduate Diploma in Neuroscience Nursing. This workshop presents an opportunity to up skill two of our senior nurses in stroke management.

### Issues

This meeting is sponsored by Boehringer Ingelheim (pharmaceutical company) at no cost to participants. Boehringer Ingelheim has offered to sponsor RN Adams and RN Thomas for all transport/transfer costs to attend the workshop.

The invitation was made with no obligation to the company and accepted as such by RN Adams and RN Thomas.

RN Adams' and RN Thomas' attendance at the above mentioned conference is supported by the Division of Medicine.

### Recommendations

That you approve RN Adams' and RN Thomas' attendance at the above mentioned conference:

AGREED / NOT AGREED / NOTED / PLEASE DISCUSS

*Liesl Centenera* ..... 19 / 2 / 15

Liesl Centenera A/g Executive Director PSSB / SERBIR

Name           Rosemary O'Donnell  
Title           Executive Director  
Division        Division of Medicine

Date            12 February 2015

Action Officer:    Marina Buchanan-Grey  
Unit:            Division of Medicine  
Extension:        42619

The Florey Institute of Neuroscience & Mental Health, together with the Acute Stroke Nurses Education Network (ASNEN), invites you to the

## Victorian Acute Stroke Workshop

Friday 6 March 2015, 10am – 3.30pm

Florey Lecture Theatre, 30 Royal Parade (corner Genetics Lane), Parkville, Victoria, 3052

The Victorian Acute Stroke workshop will offer doctors, nurses and paramedics a practical day of education on the assessment and treatment of acute stroke patients. The day will be balanced to offer support to health care professionals from both metropolitan and regional health services.

#### Registration:

Please RSVP by 27 February 2015 to Gabriel Silver (co-chair of ASNEN) to reserve your spot (email: [Gabriel.Silver@mh.org.au](mailto:Gabriel.Silver@mh.org.au)).

#### Catering:

Morning Tea and Lunch will be provided.

#### Faculty:

Prof Geoffrey Donnan (Director of The Florey Institute of Neuroscience and Mental Health)  
 Prof Stephen Davis - RMH (President, World Stroke Organization)  
 Prof Mark Parsons – John Hunter Hospital (President, Stroke Society of Australasia)  
 Prof Helen Dewey – Eastern Health (Director of Neurology)  
 A/Prof Peter Hand - RMH (Chair, Victorian Stroke Clinical Network)  
 Dr Bruce Campbell – RMH (Consultant Neurologist)  
 A/Prof Atte Meretoja – Melbourne University (Associate Professor of Neurology)  
 Ms Liz Mackey – Western Hospital (Stroke Nurse Practitioner)  
 Prof Richard Gerraty – Epworth Hospital (Victor Smorgan Chair of Medicine)  
 Ms Skye Coote – Eastern Health (Acute Stroke Nurse)  
 A/Prof Alistair Wright – Bendigo Hospital (Medical Director)  
 Prof Christopher Bladin – Eastern Health / Florey (TeleStroke Director)

For agenda see overleaf.

Partners:



and the Victorian Stroke Clinical Network.

This meeting is proudly sponsored by

Boehringer Ingelheim  
 78 Waterloo Road  
 North Ryde NSW 2113  
 ABN: 5200 0452 308



Boehringer  
 Ingelheim

The Florey Institute of Neuroscience & Mental Health, together with the Acute Stroke Nurses Education Network (ASNEN), invites you to the

## Victorian Acute Stroke Workshop

Friday 6 March 2015, 10am – 3.30pm

Florey Lecture Theatre, 30 Royal Parade (corner Genetics Lane), Parkville, Victoria, 3052

### Agenda:

**10.00 Registration & Morning Tea**

**Chair: Geoff Donnan**

10:30– 10:35	Welcome	
10:35– 10:45	The Impact of Stroke in the Community	Helen Dewey
10:45– 11:15	The Role of Thrombolysis and IA therapy in acute ischaemic stroke	Mark Parsons
11:15– 11:45	Assessment of Acute Stroke Patients (a mock walk through)	Peter Hand & Bruce Campbell
11:45– 12:15	Reducing Thrombolysis Door to Needle Times	Atte Meretoja
12:15– 12:30	TPA Administration	Liz Mackey

**12.30 Lunch**

**Chair: Helen Dewey**

13:00– 13:30	Stroke Radiology - The Basics	Richard Gerraty
13:30– 14:00	NOACS – Acute Patient Management	Stephen Davis
14:00– 14:30	ASNEN and the Impact of the Acute Stroke Nurse	Skye Coote
14:30– 15:00	Regional Stroke Care Perspective	Alastair Wright
15:00– 15:30	Victoria TeleStroke Project	Chris Bladin
15:30	Meeting Close	

Partners: **THE FLOREY**

**ASNEN**  
Acute stroke nurses education network



and the Victorian Stroke Clinical Network.

This meeting is proudly sponsored by

Boehringer Ingelheim  
78 Waterloo Road  
North Ryde NSW 2113  
ABN:5200 0452 308



**Boehringer  
Ingelheim**





## MINUTE

### **SUBJECT: Externally Funded Domestic Travel and Honorarium – RN Biljana Zeljkovic**

To: Liesl Centenera, Ag Executive Director PSSB / SERBIR

From: Rosemary O'Donnell, Executive Director, Division of Medicine

Date: 24/03/2015

#### **Purpose**

To request approval for Registered Nurse, Biljana Zeljkovic to attend an externally funded meeting and conference in Adelaide and approval for RN Zeljkovic to accept a payment for her services at the meeting.

#### **Background**

The Menarini Gout Educational Faculty Advisory Meeting sponsored by pharmaceutical company Menarini Australia is to be held at Crowne Plaza, Adelaide on 22 May 2015. RN Zeljkovic is a Rheumatology Advanced Practice Nurse (APN); Menarini Australia would like to obtain the benefit of the Rheumatology APN professional input and expertise within the area of gout and GP Education at the Meeting. Menarini are offering to pay RN Zeljkovic \$800 for her attending the meeting. RN Zeljkovic is not rostered to work this day and if approval is obtained will attend in her own time.

The 56<sup>th</sup> Annual Scientific Meeting – Australian Rheumatological Association (ARA) is being held on 23 - 26 May 2015, also in Adelaide. A Pharmaceutical Company Pfizer has offered to sponsor RN Zeljkovic's economy class return airfare, registration fees, accommodation and breakfast daily. The Division will be supporting Conference Leave for RN Zeljkovic for the usual working days that the conference falls on. The invitation was made with no obligation to the pharmaceutical company and accepted as such by RN Zeljkovic. Nurses cannot prescribe medications therefore no conflict of interest is perceived.

#### **Issues**

Menarini are offering to pay RN Zeljkovic \$800 for her attendance at the Menarini Gout Educational Faculty Advisory Meeting. Menarini have asked RN Zeljkovic to sign a letter of acceptance (Attachment 1)

Pfizer have offered to sponsor RN Zeljkovic's economy class return airfare, registration fees, accommodation and breakfast daily to attend the ARA meeting. Pfizer has asked RN Zeljkovic to complete a Sponsorship form indicating that her employer will allow sponsorship to be issued in her name (Attachment 2)

### **Recommendations**

1. That you approve RN Zeljkovic's attendance at the Menarini Gout Educational Faculty Advisory Meeting following her signing to agree to the terms in the letter of agreement

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

2. That receipt of the \$800 payment to attend the Menarini Gout Educational Faculty Advisory Meeting is acceptable to ACT Health:

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

3. That acceptance of the Pfizer sponsorship offer for economy class return airfare, registration fees, accommodation and breakfast daily to attend the ARA meeting is acceptable to ACT Health :

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

..... / /

Liesl Centenera, Ag Executive Director PSSB / SERBIR

Name            Rosemary O'Donnell  
 Title            Executive Director  
 Division        Division of Medicine

Date             02 April 2015  
 Action Officer: Katherine Wakefield  
 Unit:            Division of Medicine  
 Extension:      45164



## MINUTE

### **SUBJECT: Externally Funded Domestic Travel and Honorarium – RN Biljana Zeljkovic**

To: Liesl Centenera, Ag Executive Director PSSB / SERBIR

From: Rosemary O'Donnell, Executive Director, Division of Medicine

Date: 2 April 2015

*[Handwritten signature]*  
8/4/15

#### **Purpose**

To request approval for Registered Nurse Biljana Zeljkovic to attend an externally funded meeting and conference in Adelaide and approval for RN Zeljkovic to accept a payment for her services at the meeting.

#### **Background**

The Menarini Gout Educational Faculty Advisory Meeting sponsored by pharmaceutical company Menarini Australia is to be held at Crowne Plaza, Adelaide on 22 May 2015. RN Zeljkovic is a Rheumatology Advanced Practice Nurse (APN) employed within the Division of Medicine. Menarini Australia would like to obtain the benefit of the Rheumatology APN professional input and expertise within the area of gout and GP Education at the Meeting. Menarini are offering to pay RN Zeljkovic \$800 for her attendance at the meeting. RN Zeljkovic is not rostered to work this day and if approval is obtained will attend in her own time.

The 56<sup>th</sup> Annual Scientific Meeting – Australian Rheumatological Association (ARA) is also being held in Adelaide on 23 - 26 May 2015. Pharmaceutical Company Pfizer has offered to sponsor RN Zeljkovic's economy class return airfare, registration fees, accommodation and breakfast daily. The Division of Medicine will be supporting Conference Leave for RN Zeljkovic for the usual working days that the conference falls on.

#### **Issues**

Menarini are offering to pay RN Zeljkovic \$800 for her attendance at the Menarini Gout Educational Faculty Advisory Meeting. Menarini have asked RN Zeljkovic to sign a letter of acceptance (Attachment 1).

Pfizer have offered to sponsor RN Zeljkovic's economy class return airfare, registration fees, accommodation and breakfast daily to attend the ARA meeting.

Pfizer has asked RN Zeljkovic to complete a Sponsorship form indicating that her employer will allow sponsorship to be issued in her name (Attachment 2)

### Recommendations

1. That you approve RN Zeljkovic's attendance at the Menarini Gout Educational Faculty Advisory Meeting following her signing to agree to the terms in the letter of agreement

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

2. That receipt of the \$800 payment to attend the Menarini Gout Educational Faculty Advisory Meeting is acceptable to ACT Health:

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

3. That acceptance of the Pfizer sponsorship offer for economy class return airfare, registration fees, accommodation and breakfast daily to attend the ARA meeting is acceptable to ACT Health :

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

..... / /

Liesl Centenera, Ag Executive Director PSSB / SERBIR

Name            Rosemary O'Donnell  
 Title            Executive Director  
 Division        Division of Medicine

Date            2 April 2015

Action Officer: Katherine Wakefield  
 Unit:            Division of Medicine  
 Extension:     45164



Ms. Biljana Zeljkovic  
Rheumatology Department, Canberra Hospital  
PO Box 11, Woden ACT 2606

**STRICTLY CONFIDENTIAL**

20/03/2015

Dear Ms. Zeljkovic,

Thank you for agreeing to serve on the Menarini Gout Educational Faculty Advisory Meeting sponsored by A. Menarini Australia ("Menarini") to be held at Crowne Plaza, Adelaide on 22 May 2015 ("Meeting"). This letter agreement (the "Letter Agreement") describes the terms and conditions with which you and Menarini agree to comply with in relation to the Meeting.

#### **Services**

Menarini Australia would like to obtain the benefit of your professional input and expertise within the area of gout and GP Education at the Meeting. Discussions shall be conducted to allow the participants to engage in in-depth discussions of the relevant topic and to allow Menarini to gather important information from you and the other participants. As a faculty member, you agree to:

1. Participate in the Meeting, and
2. Engage in discussions and provide scientific, clinical, opinions, as appropriate, based on your individual experience.

You agree to use your best efforts in the performance of the abovementioned services and will perform the above mentioned services diligently and conscientiously with the highest professional standards and in compliance with all applicable laws and regulations and also such Menarini policies as are notified of by Menarini. Menarini reserves the right to terminate your services and this Letter Agreement at any time. Furthermore, Menarini reserves the right make scheduling or planning changes to the Meeting at any time and at its discretion and without liability.

#### **Compliance with Applicable Laws, Regulations and Industry Standards**

Menarini Australia complies in all material respects with all applicable laws, regulations and industry standards relevant for the promotion of pharmaceutical products, interactions with healthcare professionals and the conduct of pharmaceutical research, as dictated by the Medicines Australia Code of Conduct.

You acknowledge and confirm that you have been selected to serve as an advisor because of your expertise in the relevant subject matter and not, in any way, as an inducement to, or in return for

A. Menarini Australia Pty Ltd ABN 62 116 935 758  
Level 8, 67 Albert Avenue Chatswood NSW 2067 Australia  
Tel: +61 2 9080 7200 Fax: +61 2 9080 7201  
www.menarini.com.au



prescribing, purchasing, using, or according preferential formulary status to or dispensing of any Menarini product.

#### **Compliance with Medicines Australia Code of Conduct**

Menarini is a member of Medicines Australia and is committed to accepting and observing the letter and the spirit of the Medicines Australia Code of Conduct ("the Code"). We would like you to familiarise yourself with the Code as it applies to you and request that any presentation that you provide at the request of Menarini be consistent with this Code. In summary, the Code requires the following conditions for Advisory Boards:

- A legitimate need for an Advisory Board must be documented and available on request summarising the purpose, objectives and justification for the size and number of Advisory Board(s). A document summarising the purpose, objectives and justification of the size/number of the Advisory Board(s) must be publicly available for scrutiny by the Code of Conduct Committee and Complainant should a complaint be lodged.
- Given the purpose of the Advisory Board the size of the group must be such that would withstand public and professional scrutiny and adhere to the principles for the quality use of medicines.
- Records of the services provided by Advisory Boards must be maintained by the company, including meeting minutes approved by the Chair of the Advisory Board.
- Advisory Board Meetings must be held in Australia, at venues consistent with the requirements of the Code. Two exceptions are allowed, firstly when meetings are held in conjunction with international scientific meetings, and secondly when Australian healthcare professionals are part of an international advisory board organised by a parent company.

#### **Compensation for Services and Expenses**

Menarini will pay you for your services and expenses in connection with the Meeting as follows:

Compensation: You will receive compensation in the amount of \$800 for services rendered in connection with the Meeting, including but not limited to time spent preparing for the meeting, reviewing materials produced from the meeting and for providing additional advice as set forth above.



# MENARINI

- Hotel:** Your hotel accommodation on 22 May 2015, if required, will be arranged and directly paid by Menarini. Incidental expenses, such as in-room movies and charges related to additional guest occupancy, shall be your responsibility.
- Travel:** If you are a non-resident of Adelaide and you are not attending the Australian Rheumatology Association meeting (23-26 May), your flight ticket in economy class, will be arranged and directly paid by Menarini. Menarini will also reimburse you for reasonable and necessary travel expenses associated with your participation in the Meeting such as reimbursement of mileage and other related travel expenses. (Please submit completed Traveller Profile for your flight arrangements).
- Meals:** Menarini will pay for your meals during the Meeting. If Menarini conducts a group meal function and you choose not to attend, Menarini will not reimburse you for the cost of your meal.

Compensation and reimbursement for travel expenses (if any) shall be disbursed within thirty (30) days after the Meeting and Menarini's receipt of your request for reimbursement (which must be accompanied by a tax invoice and original receipts verifying any such expenses).

For the avoidance of doubt, any additional expenses related to upgrades or travel or meal expenses for your spouse or other guests shall be your responsibility and shall not be eligible for reimbursement by Menarini.

### **Confidentiality**

You may have access to confidential data, information or material of Menarini and/or its affiliates in the performance of the services hereunder. Such confidential data, information or material may be received prior to, during or after the Advisory Board meetings. You shall not, at any time, without Menarini's prior written approval, use for yourself or for others, or disclose to any third party, any data, information or material of Menarini and/or its affiliates that may be disclosed to you by or on behalf of Menarini or that may otherwise come to your attention in connection with the Advisory Board and/or in the course of the performance of the advisory services. Such data, information or material shall only be used in connection with the performance of the services hereunder and for no other purpose. The obligations in this paragraph shall not apply to any data, information or material already known to you that is not subject to an existing confidentiality obligation which you demonstrate was properly in the public domain prior to the time of disclosure.

You acknowledge and agree that the restrictions set forth in the preceding paragraph are reasonable and necessary to protect the legitimate interests of Menarini and/or its affiliates, and that any violation



**MENARINI**

or threatened violation of any such provision will result in irreparable injury to Menarini and/or its affiliates. You also acknowledge and agree that in the event of a violation or threatened violation of any such provision, Menarini shall be entitled to injunctive relief, in addition to any other rights or remedies to which Menarini may be entitled.

**Ownership of Results**

*For the avoidance of doubt, nothing in this Letter Agreement shall be construed as affecting the ownership of any intellectual property rights relevant to the performance of the services and which are in the possession of a party prior to the commencement of the performance of the services or generated since said date but outside of this Letter Agreement.*

Menarini shall own and control worldwide all work, reports, information, data, marks, slogans, ideas, inventions, discoveries, know-how or other intellectual property, whether or not patentable or copyrightable, that are created, developed, conceived, reduced to practice or otherwise made by you in connection with the Advisory Board, including any intellectual property rights with respect to the foregoing (the "Work Product"). You shall promptly disclose to Menarini in writing the creation, development, conception, reduction to practice or making of all Work Product.

To effect Menarini's ownership of all Work Product, you shall and do hereby (i) assign and transfer to Menarini any and all right, title or interest you may have in and to such Work Product throughout the world; (ii) waive, for the benefit of Menarini and its successors and assigns and licensees, all of your respective moral rights and similar unassignable rights in the Work Product; (iii) upon the request and at the sole expense and control of Menarini, assist Menarini in preparing, prosecuting, obtaining, registering, maintaining, defending and enforcing all patent, copyright, trademark, trade secret and other proprietary rights, and any applications therefore, throughout the world, and (iv) execute all papers and perform all acts necessary or desirable to carry out the purposes of (i), (ii) and (iii), all without further consideration.

Assignment and transfer of each item of Work Product shall occur instantly and automatically upon the earliest of the creation, development, conception, reduction to practice or making of such Work Product and shall not require any further deeds or documents to be exchanged between you and Menarini.

**Representations and Warranties**

You represent and warrant that you are, without restriction, able to perform the services set forth in this Letter Agreement. You also represent and warrant that entering into this Letter Agreement and performing the services does not and will not cause you to be in non-compliance with or in breach of any law, regulation, policy, procedure or contract of any institution or entity by which you are employed





or with which you are affiliated. You also warrant that you will not, during the term of this Letter Agreement, enter into a contract or accept any obligation from any third party that is inconsistent, incompatible or a conflict of interest with your obligations and/or the services to be rendered hereunder.

#### **Independent Contractor**

You shall be an independent contractor and not an employee, agent or legal representative of Menarini for purposes of the services hereunder. You shall not have any authority to represent Menarini or to enter into any contracts or assume any liabilities on behalf of Menarini. With the exception of sales tax, you shall be solely and unconditionally responsible for any and all tax obligations with respect to payments made to you under this Letter Agreement.

#### **Miscellaneous**

This Letter Agreement constitutes the entire agreement between you and Menarini with respect to the Advisory Board. This Letter Agreement may not be assigned by you without the prior written consent of Menarini, and shall be governed by the laws of Australia and all disputes arising out of or in connection with the Letter Agreement shall be settled under the rules of an appropriate recognised Australian dispute resolution channel by one arbitrator appointed in accordance with said rules. Any amendment to this Letter Agreement must be in writing and signed by you and an authorised representative of Menarini.

Kindly indicate your acceptance of the foregoing by returning to us a signed copy of this Letter Agreement, whereupon it will become a binding contract between us.

We look forward to working with you.

Sincerely yours,

*For and on behalf of A. Menarini Australia Pty Ltd:*

*Acknowledged, agreed and confirmed:*

\_\_\_\_\_  
 Marketing Manager, Men's Health

\_\_\_\_\_  
 Ms. Biljana Zeljkovic

Date:



## Sponsorship Application Form

### Healthcare Professional attendance at a 3rd Party Conference

TO: Pfizer PFE Australia Pty Ltd  
 38-42 Wharf Rd  
 West Ryde NSW 2114  
 Attention: Mark Stephens- 0408448054, mark.stephens@pfizer.com

Pfizer may grant or refuse to sponsor applicants in its absolute discretion. All events must be medical educational.

#### Applicant Details:

Applicant Name:	Biljana Zeljkovic	
Applicant's Country of Residence	Australia	
Applicant ABN:	[REDACTED]	
Employer Name:	ACT Health	
Position With Employer:	Clinical Nurse Specialist	
Employer ABN:	[REDACTED]	
Address:	Rheumatology Department Canberra Hospital Building 1, Level 10 Po BOX 11 WODEN 2606 ACT	
Phone - Business:	(02) 6244 3782	Mobile: [REDACTED]
Fax Number:	02 6174 5894	
Email Address:	biljana.zeljkovic@act.gov.au	
Medical Speciality:	Rheumatology	

Signed: Biljana Zeljkovic

Date: 24/02/2015



"I confirm that any person whose personal information is included in this form, has provided permission to include his/her personal information in this form."



**Conference Details:**

Please provide details of the conference or event you are seeking sponsorship to attend (please provide name of conference, location and attach a copy of the brochure/invitation/agenda for the event):

Conference Name:

Conference Organiser:

Date of Conference:

Location (e.g. Sydney, Adelaide, etc):

Venue:

Please indicate the nature and amount of the sponsorship you are applying for and whether or not the funding you seek constitutes the total cost payable for each item (full) or part of the cost (partial):

Airfare	X	Estimated costs (ex GST) - AUD\$	<input type="text"/>	Full
Accommodation	X	Estimated costs (ex GST) - AUD\$	<input type="text"/>	Full
Registration Fees	X	Estimated costs (ex GST) - AUD\$	<input type="text"/>	Full
Other* (please specify):	<input type="checkbox"/>	Estimated costs (ex GST) - AUD\$	<input type="text"/>	Full/Partial

\* Specify at question 1.

1. Sponsorship Details (only complete if "Other" sponsorship category was selected above):

2. Have you applied to other organisations to sponsor your attendance at this event?

Yes    X No

If Yes, have the other organisations agreed to sponsor your attendance?

Yes    X No

If Yes, please set out below the name of the other organisation(s), the nature (airfares, accommodation, registration fees, other) and amounts they have agreed to fund. If partial funding for the entire trip, please note the organisation name and "partial for all parts, \$XXX":



3. Does your employer allow sponsorship to be issued in your name?

Yes     No

4. **For international travel only:** Do you consult with, or are you employed by any of the following key decision making entities?\*

- (a) A Regulatory Board: TGA, PBAC, ESC, DUSC, PBPA, MEC,  
 (b) One of the following Government Departments/Bodies: Dept of Primary Industries, Biosecurity Australia, Department of Agriculture, Department of Health and Aging, NSW Food Authority, National Medicines Policy Committee, ACPM, FSANZ, QHMAC, NCCTG, APNM, ACSOM, TGC, ACCM, Advisory Committee on Biologicals, APEG, OR  
 (c) National Immunisation Program, ATAGI, Immunisation Technical Forum (ITF) OR  
 (d) Hospital Formulary/Tender Board OR  
 (e) Other Government Position (e.g. Judge, Member of Parliament)

If you answered No, you may receive an electronic questionnaire from Pfizer.

If Yes, please indicate which key decision making entities:

5. If you have indicated you are connected to one of the key decision making entities above; To your knowledge, have you been involved or will you be involved, in any government actions, proceedings or decisions involving pfizer in the next 6 months?

Yes     No

\* Pfizer has implemented a Global Policy on Interactions with Healthcare Professionals to ensure that all of our interactions are consistent and transparent. We believe this is not only in the best interest of Pfizer but is in the best interest of healthcare professionals. As such, we have implemented a series of standard questions globally to assist with determining if our interaction is with someone who is in a position of significant influence. All such interactions will be reviewed and approved by two levels of Management within Pfizer. **Privacy Statement:** Pfizer PFE Australia Pty Limited will only use and disclose any personal information contained in this form for the purpose of processing this application. This form may also be sent to related companies of Pfizer, business partners and service providers which may be located in Australia or overseas. Any personal information contained in this form will be stored and handled in accordance with Australian Privacy Legislation and Pfizer's privacy policy available at <http://www.pfizer.com.au/privacy>. If you would like to access, update or delete your personal information, please contact our Privacy Officer at [privacyofficer.australia@pfizer.com](mailto:privacyofficer.australia@pfizer.com).



Product Specialist - Enbrel  
Global Innovative Pharmaceuticals

**Pfizer PFE Australia Pty Ltd**  
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West Ryde NSW 2114  
Australia  
Tel +61 29850 3333 Fax +61 2 9850 3111

1 April 2015

Ms Biljana Zeljkovic  
Clinical Nurse Specialist  
Rheumatology Department  
Canberra Hospital  
PO Box 11  
**WODEN ACT 2606**

Dear Biljana

**56<sup>th</sup> Annual Scientific Meeting - Australian Rheumatology Association – Adelaide 2015**

Pfizer PFE Australia Pty Ltd (Pfizer) is committed to ensuring that the Australian Medical Community is exposed to the latest advances in medicine and the development of Australian Specialists in the field of rheumatology.

In light of this commitment, on behalf of Pfizer, we would like to extend an invitation for you to attend **56<sup>th</sup> Annual Scientific Meeting - Australian Rheumatology Association – Adelaide 2015**

The Pfizer sponsorship offer consists of:

- One economy class return airfare
- Registration fee
- Accommodation (for meeting dates only or, where necessary, the day prior and/or after the meeting)
- Breakfast daily

Note the following travel conditions:

- Travel should be in the most practical direct route, to and/or from the location of the Educational Symposium.
- Travel within Australia or to New Zealand must be economy class.
- It may provide for arrival at the meeting location up to a maximum of 24 hours prior to the commencement of the meeting and a departure from the meeting location up to a maximum of 24 hours from the conclusion of the educational symposium – allowing for appropriate flight arrival and departure times.
- The pre / post meeting maximum arrival/departure time is intended to be used where travel is via an ultra long haul flight (approximately 24 hours) or where arrival times do not permit HCPs sufficient time to participate effectively in the educational meeting.

**Should a delegate deviate from this guidance all costs will be met by the HCP.**

- 2 -

Please read the following important information regarding the offer of sponsorship:

To ensure that the sponsorship complies with the MA Code of Conduct and Pfizer's Policies and Procedures, the following conditions apply to the offer:

- The funding is for the purpose of Ms Biljana Zeljkovic attending the 56<sup>th</sup> Annual Scientific Meeting – Australian Rheumatology Association, on 23 – 26 May 2015, at Adelaide Convention Centre and is not transferable to any other person and must not be used for any other purpose.
- **It is a condition of this sponsorship that you agree to all of the conditions of this sponsorship including Schedule A on the following page.**
- Accommodation, flights and registration for the meeting will be arranged for you as part of the Pfizer Delegation and the associated costs (taxes, etc) are included in your sponsorship. Any other incidentals, inclusive of but not limited to, mini-bar fees, movies, gym usage and health spa fees, must be paid by you personally.
- Flights must be booked with the Pfizer BCD Travel Office (61 2 9850 3600). We will forward further details on the booking of flights to you shortly.
- Biljana Zeljkovic agrees to communicate her learning's to her colleagues after returning from the conference.
- The funding is not to be used for entertainment or lavish dining.
- **Important Disclosure:** Pfizer will disclose the financial support provided to sponsor healthcare professionals to educational events for publication on the Medicines Australia website as required by the Medicines Australia Code of Conduct. The name of the sponsored healthcare professional will not be included. All support, including travel, accommodation, registration fees, will be declared together with the details of the educational event.

We look forward to your favourable response to this offer. In the meantime, should you have any special requirements, requests or questions please contact me on 0408 448 054.

Yours sincerely,

  
Product Specialist – Enbrel

Schedule A: Conditions of Financial Support for Attendance at Educational Meetings:

- If required by applicable laws of your country or by your employer or if requested by Pfizer, you have obtained approval from your employer to accept the financial support you may be provided in connection with this Meeting in whatever form required;
- Any support Pfizer may provide you will be exclusively limited to your attendance at this Meeting. Any additional expenses associated with your attendance, such as internet access and phone calls in your room in the event Pfizer provides accommodation, will be paid for by you unless agreed otherwise in writing;
- Pfizer may at any time choose to publicly disclose that it has provided you with financial support, including the amount of such support;
- The financial support that you may receive in connection with this Meeting is not a reward for any past or future act, and is not made in order to induce you to use, prescribe, or recommend a Pfizer product, influence results of a clinical trial, or obtain or retain business or otherwise provide Pfizer with an improper business advantage;
- The financial support that you may receive in connection with this Meeting does not under any circumstances constitute a conflict of interest with your professional practice;
- Please note that this Invitation Letter does not create any binding obligation for Pfizer and that Pfizer may choose in its discretion at any time not to provide support to you to attend this Meeting.



## Advisory Meeting Invitation

### Menarini Educational Faculty for Gout

22 May 2015  
Crowne Plaza, Adelaide

Name (Title, First Name, Surname)	Click here to enter text.
Mailing Address	Click here to enter text.
Mobile	Click here to enter text.
Dietary Requirements	Click here to enter text.

Please tick your options:

**I am able to attend the Menarini meeting and**

**I will be attending the ARA Scientific Meeting in Adelaide.**

- I will attend the optional Friday dinner: Yes  No
- I require Menarini accommodation at the Crowne Plaza (22/05/2015): Yes  No

Menarini will provide lunch, afternoon tea, and dinner on the day of the Advisory Board and one night's accommodation for the night of 22 May 2015 at the Crowne Plaza. All arrangements for these group events will be covered by Menarini. Any additional individual expenses will be at your own expense.

**I will not be attending the ARA Scientific Meeting in Adelaide (non-Adelaide Residents).**

- I will attend the optional Friday dinner: Yes  No
- I have completed and attached the Menarini Traveller Profile: Yes  No

Menarini Australia will arrange return economy flights to Adelaide. Please make your own arrangements to/from the airport upon departure and arrival and Menarini will reimburse any reasonable expenses incurred.

Menarini will not reimburse overnight accommodation unless a return flight is not possible on 22 May 2015, in which case

accommodation will be provided at the Crowne Plaza on 22 May 2015.

Menarini will provide lunch, afternoon tea, and dinner on the day of the Advisory Board. All arrangements for these group events will be covered by Menarini. Any additional meal or entertainment expenses will be at your own expense.

**I am unable to attend in person and will participate via video conference.**

I will use FaceTime: Apple ID (email or mobile number) [Click here to enter text.](#)

I will use Skype: Skype Name [Click here to enter text.](#)

Menarini will arrange to test your connection in advance of the meeting.

**Apologies, I am unable to attend the Menarini meeting.**





## Advisory Meeting Invitation

### Menarini Educational Faculty for Gout

22 May 2015 *Friday*  
Crowne Plaza, Adelaide

#### Meeting Objectives:

1. Identify the key learning needs for GPs in the management of gout (Part 1) and treatment of gout with febuxostat (Part 2).
2. Align on key educational messages to be delivered in GP continuing education for presentations of 30-minute, 60-minute and 90- minute educational sessions as well as print or online continuing education.
3. Assist in developing core corporate educational slide kits that can be provided as background for speakers and/or 3<sup>rd</sup> party educational developers.
4. Provide feedback on the overall Menarini Educational Plan for gout.

#### Agenda:

Time	Topic
12:30-13:30	Arrivals / Informal Lunch
13:30-14:00	Welcome & Objectives
14:00-14:30	Workshop: GP Learning Needs & Key Educational Messages
14:30-15:30	Workshop: Corporate Slide Kit Review & Edit
15:30-15:45	Afternoon Tea
15:45-17:00	Workshop: Corporate Slide Kit Review & Edit (cont.)
17:00-17:30	Review of GP Educational Plans
17:30-17:45	Next Steps / Meeting Close

An optional dinner will take place on Friday evening for all members of the Advisory Board in Adelaide (Venue to be confirmed).

**Please complete your details on the next page and return this form by email to Gabriella Melo no later than 2 April 2015.**

Please contact Gabriella Melo if you have any questions or comments about your travel arrangements: phone +61 (2) 9080 7225 or email [gabriella.melo@menariniapac.com](mailto:gabriella.melo@menariniapac.com).

**Privacy Statement:** Your personal information will be used for the purpose of providing you with the services requested and with further information about the Menarini Educational Faculty. If you do not want to receive further information from A. Menarini Australia, or if you have any questions about A. Menarini Australia's approach to privacy, please contact our Privacy Officer, [privacy.officer@menariniapac.com](mailto:privacy.officer@menariniapac.com). If you would like a copy of the Menarini Australia Privacy Policy please refer to [www.menarini.com.au/privacy](http://www.menarini.com.au/privacy).

In accordance with the Code of Conduct for the prescription medicines industry in Australia, any costs (for example travel or meals) incurred by a partner/spouse, guest or family member travelling with a healthcare professional must not be paid for or subsidised by the company.

## ARA and RHPA 2015 DRAFT PROGRAM



56th ANNUAL SCIENTIFIC MEETING  
AUSTRALIAN RHEUMATOLOGY ASSOCIATION  
A COMMITMENT TO EXCELLENCE IN RHEUMATOLOGY

ACELAIDE CONVENTION CENTRE SOUTH AUSTRALIA  
23-26 MAY 2015

Tuesday 26th May 2015			
0700-1730	Registration Desk Open		Foyer
0700-1500	Speaker Preparation Room		L1B
Venue:	RB 2/3/4		TBC
0730-0830	<b>Silver Medal Partner Industry Breakfast Symposium – Celgene</b> Understanding unmet needs in psoriasis, psoriatic arthritis and small molecule oral treatment options <i>Chair: A/Prof Peter Nash, Coast Joint Care (QLD)</i> <i>Speaker: A/Prof Peter Foley, Skin and Cancer Foundation Victoria</i>	<b>Silver Medal Partner Industry Breakfast Symposium – Menarini</b> Treating to Target in Gout: A New Option <i>Speakers:</i> Professor Fernando Perez-Ruiz (Spain) Associate Professor Neil McGill (Australia) <i>Chair: Dr Ian Portek (Australia)</i>	
Venue:	Hall N	CR1/2	CR3/4
0830-1000	<b>CONCURRENT SESSION 7A: Exercise as Medicine</b> <i>Chairs: TBC</i> 0830 Dr Greg Wells (Canada) 0915 Dr David Butler (Australia)	<b>CONCURRENT SESSION 7B: Hot Drugs 1 – Home Ground</b> <i>Chairs: TBC</i> 0830 Allopurinol – Professor Lisa Stamp (New Zealand) 0915 Biosimilars – Professor Michael James (Australia)	<b>CONCURRENT SESSION 7C: Cartilage and Bone, From Young to Old</b> <i>Chairs: Dr Tanja Crotti and Dr Nicole Walsh</i> 0830 Dr Shireen Lamande 0900 Dr Julia Kuliwaba 0930 Dr Kencana Dharmapatri
1000-1045	Morning Tea and poster viewing		Halls L & M
1045-1100	Presentation of Scientific Awards		Hall N
1100-1230	<b>Clinical Grand Rounds</b> <i>Chairs: Professor Michelle Leech and Dr David Massasso</i> Alshwarya Sukhdeo Matt Parker Ashleigh Hennessy Joanna Tieu Carlos El-Haddad Alshwarya Sukhdeo		Hall N
1230-1345	Lunch 12:45-13:45 Gold Medal Partner Industry Symposium – Abbvie "Managing Spondyloarthritis beyond the Joints" <i>Chair: A/Prof Peter Nash</i>		Halls L & M Hall N
Venue:	Hall N	CR1/2	
1345-1515	<b>Concurrent Session 8A: Hot Drugs 2: Playing Away</b> <i>Chairs: TBC</i> 1345 Antifibrotics – TBC 1415 Novel Anticoagulants – Professor Steven Krilis (Australia) 1445 Ipilimumab – Dr Rachel Roberts-Thomson (Australia)	<b>Concurrent Session 8B: Chronic Pain and the Rheumatic Diseases</b> <i>Chairs: TBC</i> 1345 Dr Tim Semple (Australia) 1415 Dr Tasha Stanton (Australia) 1445 Dr Barbara True (Australia)	
1515-1530	Meeting Close and Departures		Hall N

## ARA and RHPA 2015 DRAFT PROGRAM



56TH ANNUAL SCIENTIFIC MEETING  
 AUSTRALIAN RHEUMATOLOGY ASSOCIATION  
 SCIENTIFIC RESPONSIBILITY LEADERSHIP SYMPOSIUM - 2015  
 ADELAIDE CONVENTION CENTRE SOUTH AUSTRALIA  
 25-26 MAY 2015

Monday 25th May 2015 continued...			
1230-1400	Lunch <span style="float: right;">Halls L &amp; M</span>		
	12:45-13:45 Gold Medal Partner Industry Symposium – BMS <span style="float: right;">Hall N</span>		
Venue:	Hall N	CR1/2	CR3/4
1400-1530	<b>CONCURRENT SESSION 6A:</b> <b>Paediatric Rheumatology: JIA, Hypermobility an Exercise</b> <i>Chairs: Scott Graf, Mihir Wechaleker</i> 1400 Professor Francesco Zullian (Italy) 1445 Dr Greg Wells (Canada)	<b>CONCURRENT SESSION 6B:</b> <b>Infection in Rheumatology: Cause and Effect</b> <i>Chairs: Davinder Singh-Grewal, Kevin Murray</i> 1400 Professor Suresh Mahalingam 1430 Dr Stephen Brady 1500 Dr Rick Stapledon	<b>CONCURRENT SESSION 6C:</b> <b>Immunology Above the Chin</b> <i>Chairs: TBC</i> 1400 Professor Dinesh Selva 1430 Dr Pravin Hissaria 1500 Dr Sharad Chawla
1530-1600	Afternoon Tea <span style="float: right;">Halls L &amp; M</span>		
Venue:	Hall N	G1/2	
1600-1730	ARA AGM	RHPA GM	
1900-2300	ARA Annual Conference Dinner		

## ARA and RHPA 2015 DRAFT PROGRAM



56th ANNUAL SCIENTIFIC MEETING  
AUSTRALIAN RHEUMATOLOGY ASSOCIATION  
ADELAIDE CONVENTION CENTRE SOUTH AUSTRALIA  
23-26 MAY 2015

Monday 25th May 2015			
0615-0715	ARA Fun Run		TBA
0700-1730	Registration Desk Open		Foyer
0700-1600	Speaker Preparation Room		L1B
Venue:	RB 2/3/4	CR4	RB1
0730-0830	Silver Medal Partner Industry Breakfast Symposium – UCB "Am I getting through to you?" How can empowering patients make the rheumatologists life easier? Chair: A/Prof Michelle Leech	Meet the Professor Breakfast Professor John Stone (USA) - Vasculitis	ARAD Breakfast
Venue:	Hall N	CR1/2	
0830-1000	Concurrent Session 4A: New Frontiers in Autoimmune disease Chairs: Peter Youssef and Christina Boros. 0830 Professor Vijay Kuchroo (USA) 0900 A/Professor Simon Barry (Australia) 0930 Professor Ranjany Thomas (Australia)	Concurrent Session 4B: Clinical Update on Vascular Disease in Rheumatology Chairs: TBC 0830 Professor Steven Krills Australia 0900 Dr Mandana Nikpour (Australia) 0930 Professor Peter Clifton (Australia)	
1000-1100	Morning Tea and poster viewing and poster tours Women's Network in Rheumatology		Halls L & M RB1
Venue:	Hall N	CR1/2	CR3/4
1100-1230	CONCURRENT SESSION 5A: The Role of the Rheumatologist In Improving Performance Chairs: TBC 1100 Dr Greg Wells (Canada) 1130 Dr Mark Fisher (Australia) 1200 A/Professor Nick Antic (Australia)	CONCURRENT SESSION 5B: Clinical Free Papers Chairs: TBC 1100-1115 ARA13 Vitamin D Supplementation for the Management of Knee Osteoarthritis: a Two Year Double Blind Randomized Controlled Trial Jin X, Cicuttini F, Wluka A, Zhu Z, Han W, Antony B, Wang X, Winzenberg T, Blizzard L, Jones G, Ding C 1115-1130 ARA14 Prevalence and Associations of Gout and Hyperuricaemia: Results from an Australian Population-based Study Ting K, Hill C, Gill T, Tucker G 1130-1145 ARA15 Bone Marrow Lesions Detected by Two MRI Sequences Associate with Severity of Knee Osteoarthritis Muratovic D, Cicuttini F, Wluka A, Wang Y, Findlay D, Otto S, David T, Collings S, Mercer G, Humphries J, Lee YR, Kulkwaba J 1145-1200 ARA16 Disruptive Pathology Rather Than Degenerative or Discrete Tear are Associated With Knee Pain, Increasing Bone Marrow Lesion Volume and a Proxy for Total Knee Arthroplasty: Longitudinal Analysis From the Osteoarthritis Initiative Eathakkattu Antony BS, Driban J, Price L, Lo G, Ward R, Nevitt M, Lynch J, Eaton C, Ding C, McAlldon T 1200-1215 ARA17 Use of non-PBS-funded 'off-label' rituximab in rheumatology Liew D, Morrisroe K, Romas E, Buchanan R, Foote A 1215-1230 ARA18 Is serum level of 25-hydroxyvitamin D associated with the risk of hip replacement for osteoarthritis? Results from a prospective cohort study Hussain S, Daly R, Wang Y, Shaw J, Magliano D, Graves S, Ebeling P, Wluka A, Cicuttini F	CONCURRENT SESSION 5C: New Investigator Free Papers Chairs: TBC 1100-1115 ARA7 Targeted Plasmacytoid Dendritic Cell (pDC) depletion with an Anti-CD123 mAb (CSL362) – a potential novel treatment for Systemic Lupus Erythematosus (SLE) Oon S, Wilson N, Wicks I 1115-1130 ARA8 Comparative re-fracture rates in hospitals with and without a fracture liaison service: a 6 month historical cohort study Nakayama A, Major G, Bogduk N 1130-1145 ARA9 Interleukin-23 mediates psoriasis-like inflammation in the SKG mouse model of Spondyloarthritis Benham H, Rehaume L, Baillet A, Bhuyan Z, Bowman J, Pang D, Killy K, Strutton G, Thomas R 1145-1200 ARA10 Idiopathic Inflammatory Myositis is Associated with Systemic Sclerosis Maudrell A, Chaudhary S, Blumbergs P, Proudman S Limaye V 1200-1215 ARA11 The association of PTPN22 rs2476601 with Juvenile Idiopathic Arthritis is specific to females Chlaroni-Clarke R, Li YR, Munro JE, Chavez RA, Scurrah KJ, Pezic A, Akikusa JD, Allen RC, Piper SE, Becker ML, Thompson SD, Lie BA, Flato B, Forre O, Punaro M, Saffery R, Finkel TH, Hakonarson H, Ponsonby A-L, Eills JA 1215-1230 ARA12 The Association of Hypocomplementemia with Disease Activity in Systemic Sclerosis Esposito J, Stevens W, Rabusa C, Sahhar J, Walker J, Thakkar V, Major G, Roddy J, Zochling J, Proudman S, Nikpour M

## ARA and RHPA 2015 DRAFT PROGRAM



56TH ANNUAL SCIENTIFIC MEETING  
 AUSTRALIAN RHEUMATOLOGY ASSOCIATION  
 2015-16 SOUTH AUSTRALIAN RHEUMATOLOGY SOCIETY  
 ADELAIDE CONVENTION CENTRE SOUTH AUSTRALIA  
 23-26 MAY 2015

Sunday 24th May 2015 continued...			
			1230-1245 RHPA7 Factors affecting change in children with Joint Hypermobility Syndrome: Results of a prospective longitudinal study Pacey V, Tofts L, Adams R, Nicholson L
1245-1345	Lunch  12:45-13:45 Gold Medal Partner Industry Symposium – JANSSEN  ASIG Business Meeting		Halls L & M  Hall N
Venue:	Hall N	CR1/2	
1345-1515	<b>CONCURRENT SESSION 2A:</b> Innate Immunity in Rheumatic Disease & Chronic Pain Chairs: TBC  1345 Professor Luke O'Neill (Ireland) 1430 Professor Mark Hutchinson (Australia)	<b>CONCURRENT SESSION 2B:</b> Scleroderma "Through the Ages" Chairs: Christina Boros and TBC  1345 Professor Francesco Zulian (Italy) 1420 Professor Chris Rayner (Australia) 1455 Dr Vivek Thakkar (Australia)	
1515-1545	Afternoon Tea Australasian Regional Rheumatology Services (ARRS) meeting – all welcome		Halls L & M
Venue:	Hall N	CR1/2	CR3/4
1545-1700	<b>CONCURRENT SESSION 3A:</b> Biologics Registries: Where are we now in Australia & where should we be going? Chairs: Catherine Hill and Eliza Pontifex  A/Professor Peter Foley Professor Geoff Littlejohn Professor Lyn March	<b>CONCURRENT SESSION 3B:</b> Myositis: Clinicopathological Correlation, Genetics and Metabolic Myopathies Chairs: Susanna Proudman and Joanne Sahhar  1545 Dr Caroline Smith/ Dr Barbara Koszyka 1610 Dr Janice Fletcher 1635 A/Professor Vidya Limaye	<b>CONCURRENT SESSION 3C:</b> RHPA Interdisciplinary Case Studies Chairs: TBC  1600 Fibromyalgia: An Exercise Physiology Perspective Sarah Comensoll 1615 Thinking Outside the Box Kelly Hollis 1630 Food for Thought – or Starvation? Emma Bavage 1645 Panel Q&A
1700-1800	The Milazzo Oration Professor Peter Roberts-Thomson (Australia)		Hall N
1800-1900	Special Interest Groups Chronic Pain SIG Ankylosing Spondylitis Special Interest Group (ASSIG) Systemic Lupus Erythematosus Interest Group (SLESIG) Australasian Ultrasound Special Interest Group (AUSIG) ANZMUSC AGRIA AMISIG (Australian Musculoskeletal Imagine Special Interest Group)		CR1 CT2 CT3 CT4 Hall N RB1 TBC
1930	RHPA Dinner (location to be advised)		

## ARA and RHPA 2015 DRAFT PROGRAM



50th ANNUAL SCIENTIFIC MEETING  
AUSTRALIAN RHEUMATOLOGY ASSOCIATION  
ADELAIDE CONVENTION CENTRE SOUTH AUSTRALIA  
23-26 MAY 2016

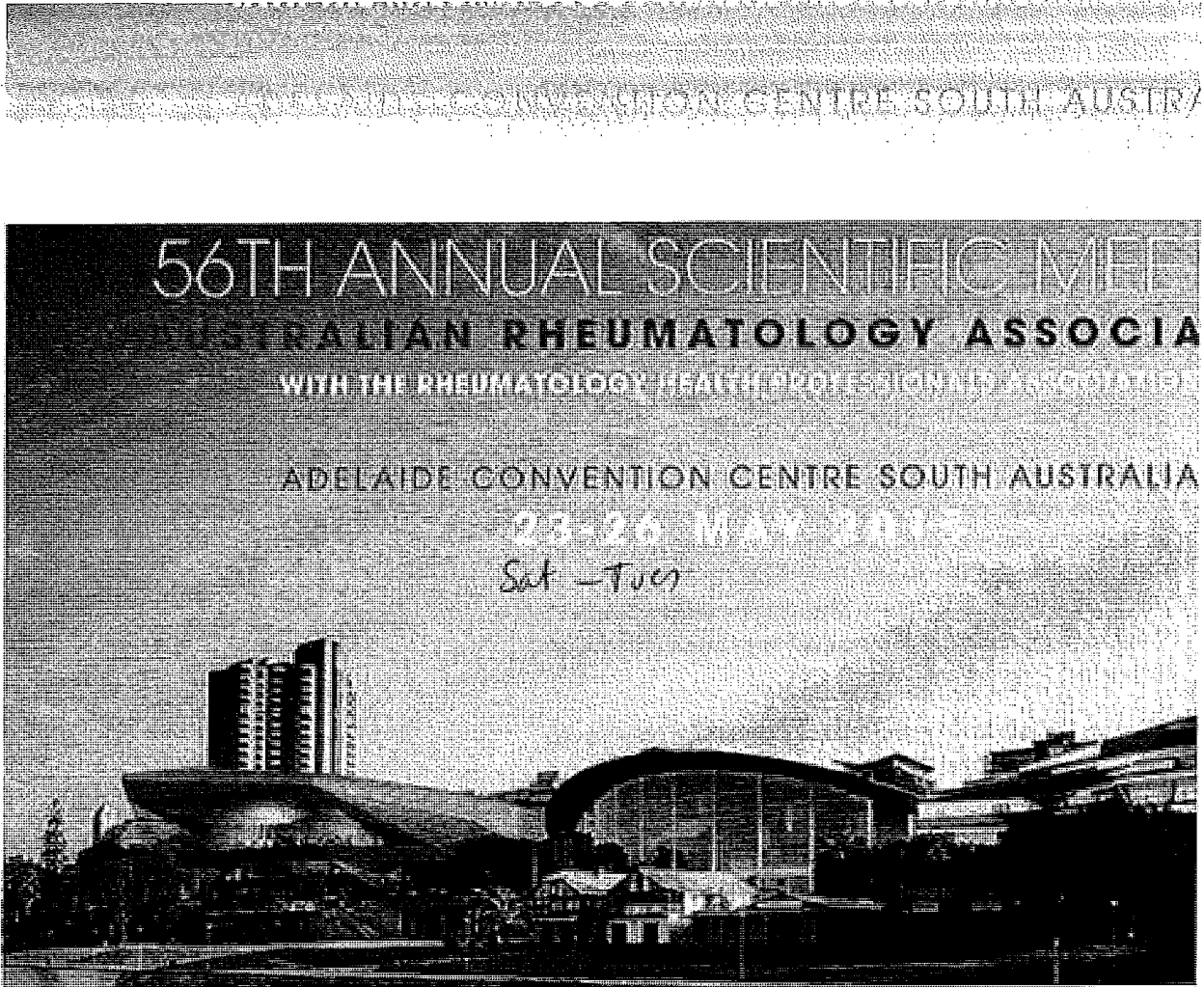
Sunday 24th May 2015				
0700-1830	Registration Desk Open		Foyer M	
0700-1800	Speaker Preparation Room		L1B	
Venue:	RB2/3/4	Hall N		
0730-0830	<p><b>Silver Medal Partner Industry Breakfast Symposium – BloCSL</b>  <b>Title: Pain beyond the disease – multimodal approach to managing chronic rheumatic pain</b>  Presenters Professor Geoff Littlejohn (Consultant Rheumatologist, Victoria Australia) and Dr Michael Vagg (Rehabilitation and Pain medicine specialist, Victoria, Australia)</p>	<p><b>Careers in Basic Science Breakfast Symposium</b>  Chairs: TBC  0730 Professor Luke O'Neill (Ireland)  0740 Professor Vijay Kuchroo (USA)  0750 Professor Carola Vinuesa (Australia)  0800 Professor Ranjeny Thomas (Australia)  0810 Panel Discussion</p>		
0830-0910	<p><b>The Year in Review &amp; The Year to Come (Clinical and Basic Sciences)</b>  Chairs: TBC  0830 Clinical: Professor Graeme Jones (Australia)  0850 Basic: Professor Ian Wicks (Australia)</p>		Hall N	
0910-1040	<p><b>PLENARY SESSION 2: Bench to Bedside 2015 Part 2: T Cell Biology and Beyond</b>  Chairs: TBC  0910 Professor Vijay Kuchroo (USA)  0955 Professor Carola Vinuesa (Australia)</p>		Hall N	
1040-1100	Morning Tea and poster viewing and poster tours			
Venue:	Hall N	CR1/2	CR3/4	
1100-1245	<p><b>CONCURRENT SESSION 1A: Vasculitis Update</b>  Chairs: Fiona Goldblatt and Tiffany Hughes  1100 Professor John Stone (USA)  1145 TBC  1215 A/Professor Michael Hofman (Australia)</p>	<p><b>CONCURRENT SESSION 1B: Basic Science Free Papers</b>  Chairs: Vidya Limaye and Ian Wicks  1100-1118 ARA1 Exome-wide association study of ankylosing spondylitis identifies additional coding region genetic associations with AS and strengthens evidence of shared genetic background with Inflammatory bowel disease  Robinson P, Leo P, Pointon J, Harris J, Cremin K, Bradbury L, Stebbings S, Harrison A, Duncan E, Wordsworth P, Brown M  1116-1132 ARA2 A novel monocyte-specific non-coding RNA underlies the chromosome 21q22 intergenic genetic association in ankylosing spondylitis  Haynes K, Kenna T, Glazov E, Brown M, Thomas G  1132-1148 ARA3 Inflammasome Activation in Salivary Gland Epithelial Cells – a Disease Model for Primary Sjögren's Syndrome  Lau A, Bosco M, Lester S, Rosclott E, Zalewski P, Rischmueller M  1148-1204 ARA4 Neutrophil Extracellular Traps (NETs) are present in the joint fluid of inflammatory arthritis patients  Chatfield S, Grebe K, McKenzie B, Wicks I  1204-1220 ARA5 Deficiency of GILZ characterizes active SLE  Morand E, Toh A, Harris J, Jones S  1220-1236 ARA6 Single nucleotide polymorphisms in the protein tyrosine phosphatase (PTPN22) gene are associated with susceptibility to idiopathic inflammatory myositis  Maudrell A, Wiese M, Lester S, Rischmueller M, Cleland L, Blumbergs P, Limaye V  1236-1245 Questions</p>	<p><b>CONCURRENT SESSION 1C: RHPA Free Papers</b>  Chairs: TBC  1100-1116 RHPA1 Hospitalisations and direct costs related to osteoporotic fractures and risk of fracture-related re-admissions in Western Australia: a 10-year review using the linked WA Hospital Morbidity Data System.  Briggs A, Sun W, Miller L, Geelhoed E, Huska A, Inderjeeth C  1115-1130 RHPA2 The Consensus on Exercise Reporting Template (CERT Checklist): A Delphi study investigating a standardised method for reporting exercise programs  Slade S, Clermont D, Underwood M, Buchbinder R  1130-1145 RHPA3 What Have We Learnt From 10 Years Of Biological Disease Modifying Agents On The Pharmaceutical Benefit Scheme?  Hopkins AM, Proudman SM, Vitry, AI, Sorich MJ, Cleland LG, Wiese MD  1145-1200 RHPA4 The association of fat mass and adipokines with foot pain in a community cohort  Walsh T, Gill T, Shanahan EM, Hill C  1200-1215 RHPA5 What are patient beliefs and perceptions about exercise for non-specific chronic low back pain? A systematic review of qualitative studies  Slade S, Patel S, Underwood M, Keathing J  1215-1230 RHPA6 Improving physiotherapy workforce readiness in best practice management of rheumatoid arthritis using e-learning: a mixed methods study  Fary R, Slater H, Gardner P, Jordan J, Chua J, Briggs A</p>	Halls L & M

## ARA and RHPA 2015 DRAFT PROGRAM



56th ANNUAL SCIENTIFIC MEETING  
 AUSTRALIAN RHEUMATOLOGY ASSOCIATION  
 ONE THE CONVENTION CENTRE SOUTH AUSTRALIA  
 23-26 MAY 2015

Saturday 23rd May 2015					
	EXHIBITION BUMP-IN				Halls L & M
	Registration Desk opens				Foyer M
	Speaker Preparation Room				L1B
0800-1400	Pfizer Pre-Conference Symposia				TBC
Venue	RB2	RB3	RB1	TBC	RB4
1000-1200	<b>Advanced Trainee Preceptorship</b> <i>Chairs: Scott Graf, Sajini Basknayake</i>  <b>1000</b> <i>You have your FRACP, now what? - on being a new consultant</i> Louis McGuigan  <b>1025</b> <i>Should you do dual training? Pro &amp; Cons</i> <i>Rheumatology and General Medicine</i> Stephen Hedger <i>Rheumatology and Immunology/Allergy</i> Paul Russo  <b>1055</b> <i>Research in your career... beyond your registrar project</i> Eric Morand  <b>1120</b> <i>Can you and should you see paediatric patients? - the kids are alright</i> Christina Boros  <b>1145-1200</b> Panel discussion	<b>RHPA Pre-Conference Workshop</b>	<b>ARA Board Meeting</b> 0900-1430	<b>ASIG Workshop</b> Australian Scleroderma Interest Group (ASIG) <i>Those interested in scleroderma research are welcome to attend.</i>	<b>Rheumatology Advanced Trainee Education Workshop</b> 0900-1500
1200-1300	Lunch (Preceptorship, ARA Council and Supervisor Workshop attendees only)				TBC
Venue	RB2	RB3	RB1	TBC	RB4
1300-1430	<b>Advanced Trainee Preceptorship</b> <i>Chairs: Scott Graf, Sajini Basknayake</i>  <b>1300</b> <i>Your first day in Private Practice: what you need to know to get started</i> Simon Burnet  <b>1325</b> <i>Some reasons to consider Rheumatology Social Media</i> Irwin Lim  <b>1350</b> <i>Medico -legal reports - "The Good, The Bad &amp; The Ugly"</i> Gary Champion  <b>1415</b> Panel discussion	<b>RHPA Pre-Conference Workshop</b>	<b>ARA Board Meeting</b> 0900-1430	<b>ASIG Workshop</b> Australian Scleroderma Interest Group (ASIG)	<b>Rheumatology Advanced Trainee Education Workshop</b> 0900-1500
1430-1500	Afternoon Tea - ALL DELEGATES				Foyer M
1500-1700	<b>PLENARY SESSION 1</b> <b>Bench to Bedside 2015 Part 1: Insights into Clinical Practice via Basic Research</b>  <b>1600</b> Professor Luke O'Neill (Ireland) <b>1600</b> Professor John Stone (USA)				Hall N
1715-1845	The Rheumatology Advertising Trophy and Welcome Reception and Industry Opening				Halls L & M
1900	PLATINUM DINNER SYMPOSIA - PFIZER				TBC



Invitation To Attend

The Organising Committee of the 56th ARA and RHPA Annual Scientific Meeting invites you to join us in Adelaide, South Australia on May 23-26, 2015.

We are excited to announce that the meeting will be held in the wonderful new extension of the Adelaide Convention Centre in the heart of the city, overlooking the Torrens River and the new footbridge across to Adelaide Oval, the world's most beautiful cricket and football stadium.

The meeting will feature some of the world's most dynamic speakers in rheumatology and immunology. We aim to present cutting-edge research and clinical updates in a manner that promotes new ways of thinking, and the free exchange of ideas between the clinic and the bench, rheumatologists and rheumatology health professionals. International guests include

Sponsors

PLATINUM Medal Pa



GOLD Medal Partn



Professor John Stone (USA) speaking about vasculitis and IgG4-related disease, Professor Luke O'Neill (Ireland), one of the world's best scientific speakers and leading thinkers on innate immunity, and Professor Vijay Kuchroo (USA), a world-leader in T-cell biology. Dr Francesco Zulian (Italy) is a prolific researcher in a variety of paediatric rheumatic diseases including juvenile scleroderma, morphea and JIA. Dr Greg Wells (Canada) is an exercise physiologist at The Hospital for Sick Children in Toronto, as well as an author, broadcaster and athlete. He will share his expertise on the role of exercise in the elite athlete and in children and adults with rheumatic diseases. Both Dr Zulian and Dr Wells will also contribute to the Paediatric Satellite meeting, where you can enjoy more South Australian beauty and hospitality.

In addition to our international guests, a stellar array of Australian rheumatologists, clinical researchers and basic scientists will contribute to the academic programme, including Professor Ranjany Thomas, A/Professor Peter Foley, A/Professor Mark Hutchinson, Professor Suresh Mahalingam and Professor Carola Vinuesa, winner of the 2014 Young Florey Medal for medical research.

A further highlight will be the Milazzo Oration, to be given by Professor Peter Roberts-Thomson.

Four days of amazing science, clinical updates, novel thinking and an exciting social programme, all in the heart of beautiful Adelaide. We warmly invite you to join us for a festival of science, learning, thinking, food, friendship and wine.

#### Dr Samuel Whittle

Convenor, ARA 56th ASM

#### Important Dates

- **Friday 13 February 2015** – Online registration available
- **Friday 6 March 2015** – Closing date for Grand Round submissions
- **Mid March** – Confirmation of acceptance of abstracts
- **Friday 27 March** – Closing date for early bird registrations

Rheumatology Advanced Training Education Workshop in association with ARA and NZRA Adelaide May 2015

**Saturday 23 May 2015** – Adelaide Convention Centre: 0900-1500

Please [download this PDF](#) for further information in regards to the proposed workshop being held during this year's ASM.

The following are invited to attend:

- All Members of the Australian Rheumatology STC and New Zealand Rheumatology SAC
- Representatives of each State or Regional Education Committee

abbv



SILVER Medal Part

bioCS



BRONZE Medal Part



AstraZeneca

There are issues associated with this request

① Any payment would need to be to ACT Health, as employees cannot receive outside remuneration unless they have been approved for a second job. However, a 2<sup>nd</sup> job application may not be approved in this instance as it is very clear that Ms Zeljkovic is being asked to attend in large part because of the role she occupies currently at TCH.

  
GINGER  
CATERING

①

② The 'Letter of Agreement' that

Menarini have asked Ms Zeljko to sign  
really needs to be run through  
the Intellectual Property Office.

I am uncomfortable with  
how some of the clauses around  
IP read (but would defer to the  
experts). I am also a little  
uncomfortable with the clause on  
line 3 of para 3 on page 1 which  
requires compliance with "such  
Menarini policies as are notified  
by Menarini."




②

I also think Ms Zeljkoic needs to make an explicit statement in relation to any conflict of interest (real or perceived).

Overall, if the above is done, I believe we can approve the Pfizer sponsorship for the conference but not the Menarini one unless the issues outlined can be addressed.

  
GINGER  
CATERING

  
10/4/15

(3)



Liesl Centenera  
A/g Executive Director, SERBIR

Dear Liesl

**Re: RN Biljana Zeljkovic Faculty Advisory Meeting and payment**

The Menarini Gout Educational Faculty Advisory Meeting convened by pharmaceutical company Menarini Australia is to be held at Crowne Plaza, Adelaide on 22 May 2015. RN Zeljkovic is a Rheumatology Advanced Practice Nurse (APN); Menarini Australia would like to obtain the benefit of the Rheumatology APN professional input and expertise within the area of gout and GP Education at the Meeting. RN Zeljkovic has completed a second job application and it has been approved by the Division of Medicine, Director of Nursing. RN Zeljkovic is attending the meeting in her own time.

There is no potential conflict of interest in relation to RN Zeljkovic's participation in the educational faculty meeting for either herself or ACT Health. RN Zeljkovic cannot prescribe nor recommend a particular medication as the use of these medications like biologics are usually governed by strict PBS guidelines.

I would like to ask that RN Zeljkovic be allowed to accept the payment for working in her second job as I see it as no different to ACT Health nurses having a second job with the University of Canberra and it having no influence on favouring University of Canberra nursing students.

*Please feel free to contact me, Liesl, if you have concerns.*  
Regards, *Walter*

A handwritten signature in black ink, appearing to read "Walter".

**W** Professor Walter Abhayaratna  
A/g Executive Director,  
Division of Medicine

21 May 2015

CC: Veronica Croome, Chief Nurse – ACT Health (Building 24, Level 2)



## MINUTE

### **SUBJECT: External Funding of Domestic Travel, Conflict of Interest**

To: Liesl Centenera, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Judy Farrugia, PA to Director Health Improvement Branch

Date: Monday, 30 March 2015

#### **Purpose**

To seek your assessment of travel to Melbourne 30 April to 1 May 2015 by Director Health Improvement Branch (HIB), Joanne Greenfield, to attend a Forum funded by The Australian Prevention Partnership Centre (TAPPC).

#### **Background**

1. This Forum is hosted by TAPPC and will discuss "evaluation of complex chronic disease prevention initiatives". Chief Health Officer approval for this travel (including Forum summary, Travel Form, ETicket and relevant pre-approvals) is at Attachment A.


#### **Issues**

2. Joanne Greenfield's attendance at the forum is required as a co-investigator and as a member of the governance board. There is no real or perceived conflict of interest in accepting funding to attend this forum.

#### **Recommendations**

3. That you approve the proposed travel to Melbourne which is being paid for by TAPPC.

AGREED /  NOT AGREED /  NOTED /  PLEASE DISCUSS

.....  
  
 Liesl Centenera  
 Executive Responsible for Business Integrity Risk (SERBIR)  
 April 2015

Judy Farrugia  
 Personal Assistance, Health Improvement Branch  
 15 April 2015

Action Officer: Judy Farrugia  
 Extension: 78634



# Travel Form

Qantas Business Travel Account No: \_

Travel Requisition No:

Qantas Business Travel → 1300 655 856

Domestic Bookings – Option 1 / International Bookings – Option 2

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

**TRAVELLER'S DETAILS**

Name: Joanne Greenfield			Classification: SES1.2	
Group: Health Improvement Branch, Health Directorate			Unit:	
Work phone: 6205 9440	Fax:	Mobile: 0481006245	Home Phone:	
Home address: 22 McCawley Street Watson			Corporate Frequent Flyer Points:	

**TRAVEL DETAILS**

Travel to Sydney to participate in TAPPC Forum: "Systemic inquiry: A system for the prevention of chronic disease in Australia". Note: TAPPC are paying for this travel

Departure and Arrival Details (complete times and flight details after travel is approved)

Depart location	Date	Time	Arrive location	Date	Time	Travel mode	Airline, flight no. or rail or bus details
Canberra	30/04/15	18:35	Melbourne	30/04/15	19:45	Air	QF833
Melbourne	1/05/15	18:05	Canberra	1/05/15	19:10	Air	QF742
	//			//			
	//			//			

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS**

	Domestic		International	
Chief Executives	4.5 star*	Economy Class under 4 hours,	4.5 star*	Business Class
Executives	4 star*	over 4 hours Business Class	4 star*	
Non Executives	3 star*	Economy Class	3.5 star*	Economy Class

If you intend to seek approval to vary from accommodation standards, please give reasons

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
30/04/15	01/05/15	ParkRoyal Melbourne Airport		Melbourne Airport – venue of forum. No other option provided by TAPPC	03 8347 2000
//	//				
//	//				

Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: // To: // Contact details:

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

Advance: \$ BSB No: Account No:

Signature of traveller Date

Supported - funds are available and travel is recommended

Signature of Supervisor Date //

Approval of travel

Signature of delegate Pos No. P11744 Classification Date //

Signature of Chief Executive/Minister (for overseas travel only) Date //

**BOOKING REFERENCE:**

TRAVEL COSTS: Airfares- approximately \$567

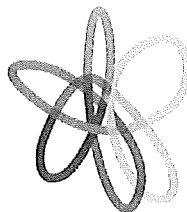
Accommodation at venue: \$309

COST CODES: Travel funded by TAPPC

Advance &amp; cabcharges acquitted (finance officer)

Advance &amp; cabcharges reconciled

Signature of finance officer



The Australian Prevention  
Partnership Centre  
Systems and solutions for better health

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## Jurisdictional Evaluation Forum

### EVENT DETAILS

Date	1 May 2015
Time	9.30 am – 4.30 pm
Location	Melbourne
Address	ParkRoyal Hotel, Melbourne Airport, Arrival Drive, Melbourne Airport, Victoria, P: +61 3 8347 2119
Contact	Jackie Stephenson M: 0407 743 721 E: jackie.stephenson@saxinstitute.org.au
Travel arrangements	Nick Barker-Pendree P: 02 9188 9520 E: nicholas.barker-pendree@saxinstitute.org.au

### ATTENDEES

#### Participants from each jurisdiction:

Managers or senior project officers from each jurisdiction involved in the evaluation of complex chronic disease prevention initiatives, including those initiatives previously funded by the National Partnership Agreement on Preventative Health (NPAPH). Names will be advised closer to the meeting date.

**Participants from Commonwealth Department of Health:** Names will be advised closer to the meeting date.

**Participants from The Australian Prevention Partnership Centre:** Associate Professor Sonia Wutzke, Professor Adrian Bauman, Laureate Professor Rob Sanson-Fisher, Dr Lisa Mackenzie, Dr Devon Indig, Dr Anne Grunseit, Professor Alan Shiell, Professor Penny Hawe, Dr Therese Riley, Jackie Stephenson.

**International guest:** Professor Terry Huang, City University of New York (CUNY) and University of Nebraska Medical Center (UNMC)

**Facilitator:** Professor Bill Bellew



## OBJECTIVES

The objectives of the forum are to:

1. Explore the approaches the States and Territories have used to evaluate complex chronic disease prevention initiatives (this may include those previously funded by the National Partnership Agreement on Preventative Health)
2. Discuss and address common barriers and challenges in evaluating complex initiatives
3. Expand understanding of complex program evaluation and the benefits of taking a systems approach
4. Facilitate a Prevention Centre network of evaluation practitioners for support and development.

## PREWORK

### Survey

Participants asked to fill in a quick survey before the event asking about the complex initiatives their jurisdiction has implemented, their evaluation approach and challenges, barriers and enablers.

### Short presentation at the Forum

As an introduction to each other, participants from each State and Territory and the Federal Department of Health are asked to prepare one short (10 minute) presentation for the group. Please present on your jurisdictions:

- complex chronic disease prevention initiatives
- evaluation methodology and approach
- key challenges/barriers and enablers in the evaluation of these initiatives.

### Pre-reading

For those interested, you may like to read:

Craig, P., Dieppe, P., Macintyre, S., Michie, S., Nazareth, I., & Petticrew, M. (2008). Developing and evaluating complex interventions: the new Medical Research Council guidance. *BMJ: British Medical Journal*, 337, a1655. doi:10.1136/bmj.a1655

Free article available here:

<http://www.bmj.com.ezproxy2.library.usyd.edu.au/content/337/bmj.a1655>

## PROGRAM

Time	Item	Presenter/facilitator
900 – 930	Coffee/tea and registration	
9.30 – 9.45	<b>Welcome</b> Purpose of the day and introductions.	<b>Facilitator:</b> <b>Professor Bill Bellew</b>
9.45 – 10.30	<b>A systems approach to evaluation</b> Terry Huang takes a systems approach to addressing the common barriers and enablers to evaluating complex chronic disease prevention programs. 30 minute presentation, 15 minute questions throughout presentation.	<b>Presenter:</b> <b>Professor Terry Huang</b>
10.30 – 11.00	<b>Complex program evaluation</b> Rob Sanson-Fisher provides feedback on the common barriers and enablers from a complex program management perspective. 20 minute presentation, 10 minute questions.	<b>Presenter:</b> <b>Laureate Professor Rob Sanson-Fisher</b>
11.00 – 11.15	<b>Summary of learning</b> Adrian Bauman summarises the learning and discussion from the morning.	<b>Presenter:</b> <b>Professor Adrian Bauman</b>
11.15 – 11.30	Morning tea	
11.30 – 12.30	<b>Jurisdiction presentations (4 presentations)</b> 1 x 10 minute presentation from each State and Territory on their: <ul style="list-style-type: none"> <li>• complex chronic disease prevention initiatives</li> <li>• evaluation methodology and approach</li> <li>• key challenges/barriers and enablers in the evaluation of these initiative.</li> </ul>	<b>Facilitator:</b> <b>Professor Bill Bellew</b>
12.30 – 1.15	Lunch	
1.15 – 2.15 pm	<b>Jurisdiction presentations (4 presentations)</b> 1 x 10 minute presentation from each State and Territory on their: <ul style="list-style-type: none"> <li>• complex chronic disease prevention initiatives</li> <li>• evaluation methodology and approach</li> <li>• key challenges/barriers and enablers in the evaluation of these initiative.</li> </ul>	<b>Facilitator:</b> <b>Professor Bill Bellew</b>

2.15 – 4.15 pm	<b>Group work: Addressing key challenges/issues</b> The aim of this session is to identify and document the common barriers/enablers and solutions to improve the evaluation of complex chronic disease prevention programs.	<b>Facilitator:</b> <b>Professor Bill Bellew</b>
4.15 – 4.30 pm	<b>What next: Progressing the network</b> Large group discussion on how to progress this network, how the Prevention Centre can assist in the network and in evaluation challenges.	<b>Facilitator:</b> <b>Professor Bill Bellew</b>

---

**Lakey, Cara (Health)**

**From:** Farrugia, Judy (Health) on behalf of ACT Health, Director HIB Support  
**Sent:** Friday, 22 May 2015 12:03 PM  
**To:** Centenera, Liesl (Health)  
**Cc:** Lakey, Cara (Health); Dale, Emm (Health); McNeill, Laura (Health)  
**Subject:** RE: For Clearance : COR15/4347 : Minute to Liesl Centenera SERBIR from Chief Health Officer: Ongoing travel arrangements for Joanne Greenfield

I have asked Joanne for further clarification as per your request below. ACT Health are partners with TAPPC in the research they do. As a result a number of co-investigators are required from ACT Health and these co-investigators are required to attend meetings/forums etc conducted by TAPPC. The other ACT Health co-investigators are Paul Kelly, and Ross O'Donoughue. Therefore, Joanne attends in her capacity as Director Health Improvement Branch as an ACT Health representative.

Please let me know if you require more information. I have copies in CHO ESO to this email so they are aware of my response and there is no doubling up in responding to you.

Kind regards,

Judy Farrugia  
 Personal Assistant to Joanne Greenfield, Health Improvement Branch Director Population Health | ACT Health | ACT Government  
 Ph: 02) 6207 8634 | [judy.farrugia@act.gov.au](mailto:judy.farrugia@act.gov.au) Level 3, 1 Moore Street, Canberra City | GPO Box 825  
 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au) Care Excellence Collaboration Integrity

-----Original Message-----

**From:** Centenera, Liesl (Health)  
**Sent:** Wednesday, 13 May 2015 4:35 PM  
**To:** Farrugia, Judy (Health)  
**Subject:** FW: For Clearance : COR15/4347 : Minute to Liesl Centenera SERBIR from Chief Health Officer: Ongoing travel arrangements for Joanne Greenfield

Judy, I understand just wanting to clear the way for Joanne to travel if she's going to do multiple trips, but what would help is if you could provide a statement regarding Joanne's role, in particular if she attends as a representative of Act Health or as an individual. This can be provided by separate email which we will somehow attach to the brief.

Regards  
 Liesl

-----Original Message-----

**From:** Lakey, Cara (Health)  
**Sent:** Wednesday, 13 May 2015 4:29 PM  
**To:** Centenera, Liesl (Health)  
**Subject:** For Clearance : COR15/4347 : Minute to Liesl Centenera SERBIR from Chief Health Officer: Ongoing travel arrangements for Joanne Greenfield

-----< HP Records Manager Record Information >-----

Record Number : COR15/4347  
 Title : Minute to Liesl Centenera SERBIR from Chief Health Officer: Ongoing travel arrangements for Joanne Greenfield



## MINUTE

### **SUBJECT: Ongoing travel arrangements for Joanne Greenfield**

To: Liesl Centenera, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Dr Paul Kelly, Chief Health Officer

Date: April 2015

#### **Purpose**

To seek your approval for travel and accommodation for Joanne Greenfield, to be reimbursed by third parties from 1 May 2015 to 30 June 2017.

#### **Background**

Joanne Greenfield, Director Health Improvement Branch, Population Health Division, is a co-investigator and a member of the governance board of The Australian Prevention Partnership Centre (TAPPC).

#### **Issues**

As part of Ms Greenfield's role, substantial travel is required. Ms Greenfield's travel arrangements for this position are either:

- made by Population Health Division, and then reimbursed by TAPPC, or
- made by TAPPC


As per the ACT Government Code of Conduct, Public Sector Management Act and the Health Directorate Fraud Management Framework, Control Plan and Policy, any travel and accommodation paid for by a third party needs to be reviewed and approved by you, in your role as Senior executive responsible for business integrity risk (SERBIR) to ensure there is no conflict of interest.

As Ms Greenfield's travel is likely to be extensive, I am asking that you approve all travel for Ms Greenfield that will be reimbursed by TAPPC up to 30 June 2017.

**Recommendation**

That you approve reimbursement for Ms Greenfield's travel TAPPC to 30 June 2017.

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

  
.....

*Liesl Centenera*  
*Executive Responsible for Business Integrity Risk (SERBIR)*  
*April 2015*



Dr Paul Kelly  
Chief Health Officer  
20 April 2015

Action Officer: Judy Farrugia  
Extension: 78634



## MINUTE

### **SUBJECT: Travel arrangements for Helen Lilley**

To: Liesl Centenera, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Joanne Greenfield, Director, Health Improvement Branch

Date: July 2015

#### **Purpose**

To seek your approval for travel for Helen Lilley on Friday 17 July 2015, to be reimbursed by a third party.

#### **Background**

Helen Lilley, Health Improvement Branch, is the current Evaluation Manager for the ACT Healthy Weight Initiative (HWI).

The Australian Prevention Partnership Centre (TAPPC) is providing support to the HWI evaluation under a Deed of Agreement between ACT Health and TAPPC.

On Friday 17 July TAPPC is hosting two events in Sydney relevant to the HWI Evaluation: a workshop on systems approaches to the evaluation of complex public health; and a roundtable on partnerships in public health.

#### **Issues**

TAPPC has offered to pay for two airfares for ACT Health staff to attend these events. The travel arrangements for the event can be either:

- made by Population Health Division, and then reimbursed by TAPPC, or
- made by TAPPC

As per the ACT Government Code of Conduct, Public Sector Management Act and the Health Directorate Fraud Management Framework, Control Plan and Policy, any travel and accommodation paid for by a third party needs to be reviewed and approved by you, in your role as Senior executive responsible for business integrity risk (SERBIR) to ensure there is no conflict of interest.

**Recommendation**

That you approve Helen Lilley's travel on 17 July 2015 either by TAPPC or by reimbursement from TAPPC to the Population Health Division.

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

..........

Liesl Centenera  
*Executive Responsible for Business Integrity Risk (SERBIR)*  
July 2015

Joanne Greenfield  
Director, Health Improvement Branch  
July 2015

Action Officer: Helen Lilley  
Extension: x55173





## Traveller profile

Please complete this form as accurately as possible. Information contained in this form is held in strictest confidence by Flight Centre Business Travel. Information is not available to any third party without consent from the traveller.

### Personal details

Company name: Company Name  
 Position/title: Firstname Lastname  
 Surname (as per passport): Surname  
 Gender M/F: Gender  
 Office address: Address Line1, Address Line 2, STATE 0000  
 Office tél: 00 0000 0000  
 Mobile tel: 0000 000 000  
 Email: email@emailaddress.com  
 Home address: Address, STATE 0000

Business division (if applicable): Business Division  
 Secretary/travel booker: Firstname Lastname  
 Given names (as per passport): Given Names  
 Preferred name: Preferred Name  
 Office fax: 00 0000 0000  
 Home tél: 00 0000 0000

Please complete this form as accurately as possible. Information contained in this form is held in strictest confidence by

### Passport and visa details (for international travellers)

Full name in passport: Full Name  
 Nationality: Nationality  
 Country of issue of passport: Country of issue  
 Visa in passport: Visa in passport  
 More than 1 passport or visa?: More than 1 passport or visa  
 Address at destination: Address, STATE 0000

Passport number: Passport Number  
 Passport issue date: 00 Month 0000  
 Passport expiry date: 00 Month 0000  
 Visa issue and expiry date: 00 Month 0000  
 Date of birth: 00 Month 0000

### Special requirements/accommodation/car preferences

Special requirements: Special Requirements  
 Internet/broadband: Internet/broadband  
 Car size: Car size

Special meal requirements: Meal Requirements  
 Smoking/non-smoking: Smoking/nonsmoking  
 Satellite Navigation: Sat nav

### Memberships — airline/hotel/car

Name on card	Type/tier	Number	Expiry
Firstname Lastname	Airline/Type/tier	00 0000 0000	00 Month 0000
Firstname Lastname	Airline/Type/tier	00 0000 0000	00 Month 0000



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**Lakey, Cara (Health)**

**From:** Maaka, Tania (Health) on behalf of ACT Health, Director HIB Support  
**Sent:** Tuesday, 7 July 2015 12:23 PM  
**To:** Lakey, Cara (Health)  
**Subject:** FW: Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015  
**Attachments:** Flight bookings Joanne and Helen 17 July to Sydney; Minute to Liesl Centenera SERBIR from Joanne Greenfield-travel arrangements for Helen Lilley\_17JULY15.doc  
**Importance:** High

Hi there Cara,

Not sure what the process are but I have emailed confirmation below and attached, that HIB Director – Joanne Greenfield & Acting Senior Manager for Research, Evaluation and Public Health Nutrition Section – Helen Lilley will be travelling to Sydney, Friday 17<sup>th</sup> July. TAPPC have agreed to cover two airfares. I have attached a draft minute for Helen Liley to travel.

Can you please confirm if I need to make any changes to the minute or if there is anything else I need to do before I go ahead and confirm travel details with TAPPC.

Your help is much appreciated.

*Tania Maaka*

Acting Personal Assistant to Joanne Greenfield, Health Improvement Branch Director  
 Population Health | ACT Health | ACT Government  
 Ph: 02) 6207 8634 | [tania.maaka@act.gov.au](mailto:tania.maaka@act.gov.au)  
 Level 3, 1 Moore Street, Canberra City | GPO Box 825 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**From:** [REDACTED]  
**Sent:** Monday, 6 July 2015 3:56 PM  
**To:** Maaka, Tania (Health)  
**Cc:** [REDACTED] ACT Health, Director HIB Support  
**Subject:** Re: Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015

Great - I will leave with Nick to coordinate with you. [REDACTED]

---

**From:** Maaka, Tania (Health) <[Tania.Maaka@act.gov.au](mailto:Tania.Maaka@act.gov.au)>  
**Sent:** Monday, 6 July 2015 3:35 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED] ACT Health, Director HIB Support  
**Subject:** RE: Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015

Hi there [REDACTED]

We would like to confirm that Joanne Greenfield & Helen Liley will be travelling to Sydney, Friday 17<sup>th</sup> July.

What paperwork do you need to book and confirm flights please.

Regards

*Tania Maaka*

Acting Personal Assistant to Joanne Greenfield, Health Improvement Branch Director

Population Health | ACT Health | ACT Government

Ph: 02) 6207 8634 | [tania.maaka@act.gov.au](mailto:tania.maaka@act.gov.au)

Level 3, 1 Moore Street, Canberra City | GPO Box 825 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**From:** Greenfield, Joanne (Health)

**Sent:** Monday, 6 July 2015 10:07 AM

**To:** [REDACTED]

**Cc:** [REDACTED] Maaka, Tania (Health); ACT Health, Director HIB Support

**Subject:** RE: Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015

Hi [REDACTED]

Helen Lilley and I will join you.

Please liaise with Tania who can help with bookings .

Thanks

Joanne

**Joanne Greenfield** | Director | Health Improvement Branch

PH 02 6205 9440 | FAX 02 6207 9523

M [REDACTED]

Health Directorate | **ACT Government**

Level 3, 1 Moore Street, Canberra City ACT 2601 | GPO Box 825, Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

[joanne.greenfield@act.gov.au](mailto:joanne.greenfield@act.gov.au)

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---

**From:** [REDACTED]

**Sent:** Friday, 3 July 2015 7:12 AM

**To:** Greenfield, Joanne (Health)

**Cc:** Kelly, Paul (Health); [REDACTED]

**Subject:** Re: Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015

That's great Joanne.

I am really hoping the Bob Williams session, in particular, will be useful. I personally have lots of questions to ask him and I hope you do too.

When you have names, please let Nick know and he can pass on instructions for booking flights.

---

**From:** Greenfield, Joanne (Health) <[Joanne.Greenfield@act.gov.au](mailto:Joanne.Greenfield@act.gov.au)>

**Sent:** Thursday, 2 July 2015 4:59 PM

**To:** [REDACTED] Kelly, Paul (Health)

**Subject:** RE: Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015

Hi [REDACTED]

We would really like to send two people, I'll get names tomorrow.

Thank you for including us, much appreciated.

Regards

Joanne

**Joanne Greenfield** | Director | Health Improvement Branch

PH 02 6205 9440 | FAX 02 6207 9523

M [REDACTED]

Health Directorate | **ACT Government**

Level 3, 1 Moore Street, Canberra City ACT 2601 | GPO Box 825, Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

[joanne.greenfield@act.gov.au](mailto:joanne.greenfield@act.gov.au)

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**From:** [REDACTED]

**Sent:** Thursday, 2 July 2015 3:53 PM

**To:** Kelly, Paul (Health); Greenfield, Joanne (Health)

**Subject:** Invitation from the Australian Prevention Partnership Centre: Events on Friday 17 July 2015

Dear Paul and Joanne,

On Friday 17 July the Australian Prevention Partnership Centre will be hosting two events which we thought you might be interested in attending.

Invitations for both are attached and in brief are:

- 10.00am to 1.00pm. **Workshop on systems approaches to the evaluation of complex public health.** We will have Bob Williams leading this workshop. Bob has an extensive background in public health and is internationally recognised for his application of systems concepts in evaluation, which includes an eBook 'Wicked solutions: A systems approach to complex problems'.
- 3.30pm to 5.00pm. **Roundtable on partnerships in public health.** With local and international panellists, including scientists from Canada's Propel Centre for Population Health Impact, this roundtable will discuss practical ways for policy and practice to work together and gain insights into each other's professional reality.

Apologies for the short notice and I do realise it would involve interstate travel, but if you or someone from your teams were interested we do think either or both events will be useful and insightful.

Please do let me know if someone from ACT Health would like to join us. TAPPC can cover two airfares if needed.

All the best and very happy to discuss further if you would like any additional information,

[REDACTED]  
[REDACTED]  
**Deputy Director**

Level 13, Building 10, 235 Jones St, Ultimo NSW 2007

PO Box K617 Haymarket NSW 1240

Phone: 02 9188 9555

Main: 02 9188 9500 Fax: 02 9188 9501

Email: [REDACTED]

Website: <http://preventioncentre.org.au>

-----  
This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.  
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**Lakey, Cara (Health)**

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**From:** [REDACTED]  
**Sent:** Tuesday, 7 July 2015 11:15 AM  
**To:** Maaka, Tania (Health)  
**Subject:** Flight bookings Joanne and Helen 17 July to Sydney  
**Attachments:** FCBT Traveller profile.pdf; FCBT Traveller profile.pdf  
**Categories:** Brought to Joannes attn, Travel

Dear Tania,

Thank you for liaising on behalf of Joanne Greenfield and Helen Lilley for their travel needs on 17 July. These flights will be processed through Flight Centre Business Travel.

We have an allocated consultant, [REDACTED] who will be contacting you directly.

[REDACTED] email is: [REDACTED]

Unless you specify otherwise, Sam will book the most convenient flight to arrive at the meeting venue before 10am.

**What you have to do:**

Please complete the attached FCBT traveller profile and send directly to Sam (one for each traveller). If these travellers have previously booked through us, there is no need to fill out this form again.

If you have some preferred flights please add this is your email to him.

He will then hold the booking and ask you to confirm  
Once confirmed, Sam will send out the e-ticket by email.

Thank you for your cooperation.  
Kind regards

[REDACTED]  
**Administration and Communications Officer**



The Australian Prevention  
Partnership Centre

---

Based at the Sax Institute:  
Level 13, Building 10, 235 Jones, Ultimo NSW 2007  
PO Box K617 Haymarket NSW 1240

**Direct:** [REDACTED]  
**Phone:** 02 9188 9500 **Fax:** 02 9188 9501  
**Email:** [REDACTED]  
**Website:** <http://preventioncentre.org.au>



## MINUTE

### SUBJECT:

To: Liesl Centenera, Ag Executive Director PSSB / SERBIR

From: Rosemary O'Donnell, Executive Director, Division of Medicine

Date: 15 October 2015

A handwritten signature in black ink, appearing to be "ROD", written over the "From:" line.

### Purpose

To request approval for Registered Nurse Anne Blunn to attend an Educational Symposium convened by a Pharmaceutical Company.

### Background

RN Anne Blunn, Clinical Nurse Specialist, Hepatology, has been invited to attend a symposium on Sofosbuvir: Overview and Nursing Clinical Management in Sydney on 28 October 2015.

At this symposium the clinical efficiency of these new medications will be discussed in conjunction with patient case studies, practical considerations and managing clinic capacity. This symposium is being run specifically for nursing staff in this clinical specialty; a separate educational symposium was held for medical staff which was attended by Gastroenterologists from Canberra Hospital and Health Services.

Given the new era of direct acting antivirals and the projection to increase the number of patients receiving treatment in Canberra, from 50 to 250 people annually, this symposium may help the Gastroenterology and Hepatology Unit develop new paradigms for antiviral therapy.

The invitation was made with no obligation to the company and accepted as such by RN Blunn.

RN Blunn has no conflict of interest. She is not involved in the procurement of new medications and is not able to prescribe medicines.

RN Blunn's attendance at the above mentioned symposium is supported by the Division of Medicine through her professional development leave.

### Issues

Gilead has offered to sponsor RN Blunn for return economy airfares to Sydney and airport transfers.

**Recommendations**

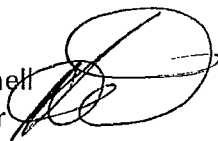
1. That you approve RN Blunn's attendance at the above mentioned symposium.

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

..... / /

*Liesl Centenera, Ag Executive Director PSSB / SERBIR*

Name            Rosemary O'Donnell  
Title            Executive Director  
Division        Division of Medicine



Date            16 October 2015

Action Officer: Katherine Wakefield  
Unit:            Division of Medicine  
Extension:     42619



# Save the Date

## Sofosbuvir Overview & Nursing Clinical Management

October 28 • 2015

13:00 – 17:30

Sydney

- Clinical efficacy and safety of sofosbuvir and ledipasvir/sofosbuvir •
- Patient case studies, including practical considerations •
- Managing clinic capacity •

Enquiries: Andrea McCracken (0439 781 372) or Danielle Croall (0437 229 767)

**Transparency:** At Gilead, we believe in transparency. Transparency of business practices that involve financial payments or providing other forms of value, to health care professionals (HCPs) is essential for building trust with all of our stakeholders. As part of our on-going commitment to transparency, Gilead:

- Collects information on who we make payments to, or provide other forms of value to (e.g. hospitality). This includes collecting the personal information of HCPs and the amount of the payment or benefit individually provided to that HCP; and
- Discloses that information to our affiliated companies, including affiliates located outside Australia. If required under the Medicines Australia Code of Conduct, or other applicable international regulations, Gilead and/or its affiliates will also publicly disclose the personal information of HCPs and the amount of the payment or benefit provided by Gilead to that individual HCP.

You are responsible for obtaining any necessary approvals (e.g. from your employer or professional body) to receive or disclose any payments or benefits provided to you by Gilead.

- By accepting payment or a non-monetary benefit from Gilead, you expressly consent to the collection and disclosure of your personal information and that financial payment or benefit provided to you by Gilead. If you do not want the payment or benefit provided to you by Gilead publicly disclosed, please do not accept this invitation.



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Advancing Therapeutics.  
Improving Lives.


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## MINUTE

### SUBJECT:

To: Liesl Centenera, Ag Executive Director PSSB / SERBIR

From: Rosemary O'Donnell, Executive Director, Division of Medicine 

Date: 3 November 2015

### Purpose

To request approval for Registered Nurses Jane Hattley and Cherry Sagge to attend a pancreatico-biliary workshop convened by Cook Medical and Royal Prince Alfred Hospital.

### Background

RN Jane Hattley and RN Cherry Sagge, have been invited to attend an education session for pancreatico-biliary workshop with an emphasis on endoscopic retrograde cholangiopancreatography (ERCP) and endoscopic ultrasound (EUS) on Sunday 15 and Monday 16 November 2015.

The workshop is for both medical and nursing staff who are involved with these procedures. Two interventional endoscopists from Canberra Hospital and Health Services, Dr Aggarwal and Dr Thomson, will also be attending.

The invitation was made with no obligation to the company and accepted as such by RNs Hattley and Sagge.

RN Hattley and RN Sagge have no conflict of interest. They are not involved in the procurement of medical devices or new medications and are not able to prescribe medicines. Cook Medical already supplies equipment to the Gastroenterology and Hepatology Unit along with 2 other medical supply companies. Equipment currently used in the GEHU will also be used as part of the education at the workshop which will be beneficial to the nursing staff.

RN Hattley and RN Sagge's attendance at the above mentioned symposium is supported by the Division of Medicine through their professional development leave and will be of benefit to the work that they do within the Gastroenterology and Hepatology Unit. The session on Sunday 15 November 2015 will be undertaken in the staffs' own time as this is not a normal work day for them.

**Issues**

Cook Medical has offered to sponsor RNs Hattley and Sagge for accommodation in Sydney on Sunday night and transfers to the Symposium meeting place and Royal Prince Alfred Hospital.

**Recommendations**

1. That you approve RN Hattley and RN Sagge's attendance at the above mentioned workshop

AGREED / NOT AGREED / NOTED / PLEASE DISCUSS

*Liesl Centenera* ..... 10/11/15

*Liesl Centenera, Ag Executive Director PSSB / SERBIR*

*note, discussed with Chief Nurse who also agreed.*

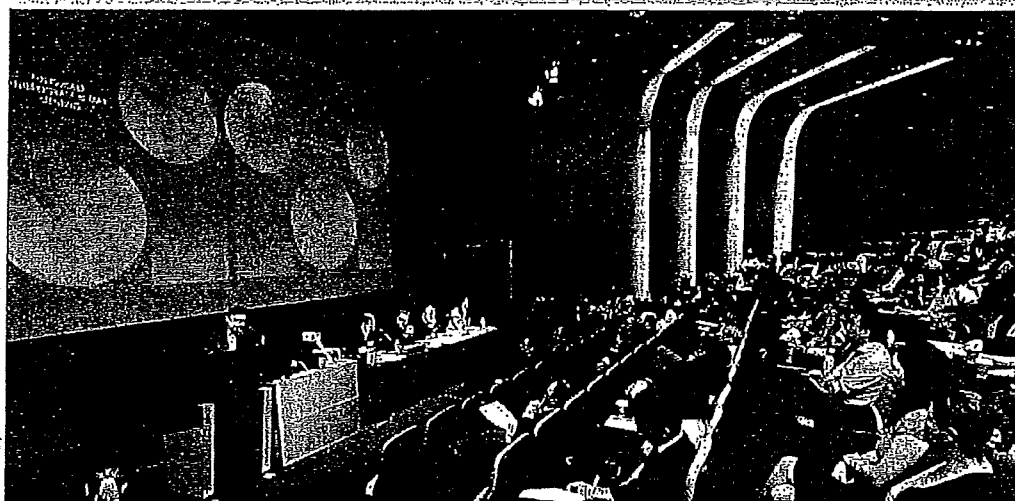
Name            Rosemary O'Donnell  
 Title            Executive Director  
 Division        Division of Medicine

Date            4. November 2015

Action Officer: Katherine Wakefield  
 Unit:            Division of Medicine  
 Extension:     42619

## 6th Annual Cook Medical and RPA Pancreatico-Biliary Workshop

Sunday 15th - Monday 16th November, 2015



### INVITATION

On behalf of the organising committee, I wish to invite you to the 6th Annual Cook Medical and Royal Prince Alfred Hospital Pancreatico-biliary Workshop. The workshop will be held over two days on Sunday 15th - Monday 16th November, 2015. This meeting brings together the crucial disciplines in managing pancreatico-biliary disease in a multi-disciplinary forum. There is a mix of didactic lectures as well as live cases from experts in our various disciplines. The aims of the meeting include open discussion about disease management, sharing of knowledge and learning procedural techniques within and across disciplines. We will endeavour to cover topics from simple techniques and methods to the cutting edge in both benign and malignant diseases.

Our visiting experts include Dr. Peter Dreganov from the USA and Dr. Nageshwar Reddy from India. They will present on recurrent pancreatitis, altered anatomy ERCP, endoscopic tumour ablation therapies and the latest in pancreatic cyst guidelines. We are also pleased to announce our international guest for IR, Dr. Kamarjit Singh Mangat from Singapore.

The meeting is inclusive of all interested in pancreatico-biliary disease including gastroenterologists, UGI surgeons, general surgeons and radiologists. This meeting is ideal for all those training in this area and for our nursing colleagues who are invaluable in the care of our patients. With no registration fee this meeting makes for an affordable education experience. We look forward to seeing you.

Arthur Kaffes

For more details, and to register, please visit: <http://workshops.cookevents.com/esc/rpa/>



Vista<sup>SM</sup> | Collaboration and  
Learning Program



Health  
Sydney  
Local Health District

## 6th Annual Cook Medical and RPA Pancreatico-Biliary Workshop

### PROGRAM

#### Sunday 15th November

Sothel Sydney Wentworth, 61-101 Phillip Street, Sydney

- 1:00 pm • ERCP Trainee Workshop (limited numbers, bookings essential, contact Grace Nicholl)  
• Nurse hands-on ERCP Training Workshop  
• Interventional Radiology - Biliary Intervention Education, for doctors and nurses
- 3:30 pm Welcome and Session 1  
• Presentation 1: Emerging concepts and management strategies in IARP  
Dr. Nageshwar Reddy, Asian Institute of Gastroenterology, Hyderabad, India  
• Presentation 2: Don't do that to my patient: Anticipating surgery  
Dr. David Cavallucci, Royal Brisbane Hospital, Brisbane  
• Interactive case session  
Dr. Saurabh Gupta, Princess Alexandra Hospital, Brisbane
- 6:00 pm Dinner symposium  
• Presentation 1: Prof. Peter Draganov - Pancreatic cyst guidelines  
• Presentation 2: Dr. Kamaljit Singh Mangat - Complex biliary intervention for  
interventional radiology

#### Monday 16th November

Royal Prince Alfred Hospital, Missenden Road, Camperdown

- 8:10 am Welcome and recap of last year's cases
- 8:30 am Session 1  
Live case and multidisciplinary discussion
- 11:00 am State-of-the-art lecture:  
Altered anatomy ERCP - Prof. Peter Draganov
- 11:30 am Session 2:  
Live case and multidisciplinary discussion
- 2:00 pm State-of-the-art lecture:  
Endoscopic biliary tumour ablation - Dr. Nageshwar Reddy
- 2:30 pm Session 3:  
Live case and multidisciplinary discussion
- 4:30 pm Closing remarks

For more details, and to register, please visit:  
<http://workshops.cookevents.com/esc/rpa/>

For enquiries please contact Grace Nicholl:  
Phone: 0488 013 963  
E-mail: [grace.nicholl@cookmedical.com](mailto:grace.nicholl@cookmedical.com)

A Vista Educational Event sponsored by Cook Medical



## MINUTE

**SUBJECT: Assessment of externally funded domestic travel to The Australian Prevention Partnership Centre's Cross-Jurisdiction Evaluation Forum**

To: Yu-Lan Chan, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Joanne Greenfield, Executive Director Health Improvement Branch

Date: August 2016

**Purpose**

To seek your approval of externally funded domestic travel for three staff members to attend a cross jurisdiction evaluation forum hosted by The Australian Prevention Partnership Centre (TAPPC).

**Background**

TAPPC is a National Health and Medical Research Council (NHMRC) Partnership Centre, which is administered by the Sax Institute and funded by the following partners:

- ACT Health;
- Australian Government NHMRC
- Australian Government Department of Health;
- NSW Government Health; and
- HCF Research foundation.

TAPPC is a collaboration of researchers, policymakers and practitioners working to improve understanding of ways to prevent chronic health problems in Australia.

**Issues**

TAPPC is hosting a Cross-Jurisdiction Evaluation Forum in Melbourne on 22 August 2016, to which representatives from Australian States and Territories have been invited. The program for the Forum is at [Attachment A](#). TAPPC is covering the costs of flights and accommodation for participants from each Australian jurisdiction to attend the forum.

The following ACT Health representatives will attend the Forum to present the ACT's case-study and uphold ACT Health's commitment to participate in this national research collaboration:

- Bridget O'Connor, Epidemiologist;
- Ginny Sargent, Evaluation and Research Coordinator; and
- Bronwyn Wilkes, Senior Policy Officer.

There is no real or perceived conflict of interest in accepting funding from TAPPC to cover the costs of flights to attend this Forum. ACT Health is a funding partner of TAPPC and the outputs from this collaborative research are co-produced by academic researchers, health system practitioners and policy makers from across Australia.

Travel approval forms and flight details for these officers are at Attachment B.

## Recommendations

That you:

- Note the above information; and

*NOTED / PLEASE DISCUSS*

- Approve the proposed externally funded travel of the above officers to attend the TAPPC Cross-Jurisdiction Evaluation Forum as detailed above.

*AGREED / NOT AGREED / PLEASE DISCUSS*



.....  
Yu-Lan Chan

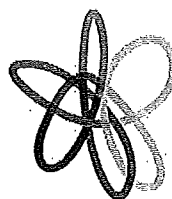
**Senior Executive Responsible for Business Integrity Risk (SERBIR)**

August 2016

Joanne Greenfield  
Executive Director  
Health Improvement Branch  
Population Health Division

August 2016

Action Officer: Bronwyn Wilkes  
Unit: Research and Evaluation Section  
Extension: 53052



The Australian Prevention  
Partnership Centre  
Systems and solutions for better health

## Cross-Jurisdiction Evaluation Forum: Pragmatic approaches to complex program evaluation - Case studies from across Australia

### EVENT DETAILS

Date	22 August 2016
Time	9.30am – 4.30pm Coffee and registration from 9.00am
Address	ParkRoyal Hotel, Arrival Drive, Melbourne Airport, Tullamarine, VIC 3045 P: +61 3 8347 2119
Contact	Jackie Stephenson M: 0407 743 721 E: jackie.stephenson@saxinstitute.org.au

Please register your attendance through our Eventbrite page:  
<https://www.eventbrite.com.au/e/cross-jurisdiction-evaluation-forum-tickets-26815604194>

**Facilitator:** Professor Adrian Bauman

**Presenters:** Professor Don Nutbeam, Associate Professor Ben Smith, Dr Gill Westhorp

### OBJECTIVES

The objectives of the Forum are to:

1. Understand the agreed definitions of Complex Program Evaluations (CPE), and explore approaches through a series of case studies
2. Address evaluation challenges experienced by States and Territories through 'evaluation clinics'
3. Introduce a realist approach to evaluation of complex programs, and
4. Facilitate a network of evaluation practitioners for support and development.



**DRAFT PROGRAM**

<b>Time</b>	<b>Item</b>	<b>Presenter/facilitator</b>
<b>900 – 930</b>	<b>Coffee/tea and registration</b>	
9.30 – 10.00	<p><b>Welcome and introductions</b></p> <p>Participants introduce themselves, the complex prevention programs that their States and Territories are running and their role in the evaluation.</p>	<p><b>Facilitator:</b></p> <p><b>Professor Adrian Bauman</b></p>
10.00– 11.00	<p><b>Pragmatic approaches to complex program evaluation</b></p> <p>Presentations on the definition of complex programs and The Australian Prevention Partnership Centre approach to complex program evaluation. Presentation of a framework for use in practice.</p>	<p><b>Professor Adrian Bauman</b></p> <p><b>Professor Don Nutbeam</b></p> <p><b>Associate Professor Ben Smith</b></p>
11.00 – 12.30	<p><b>Exploring this approach through a series of case studies</b></p> <p>Participants present case studies on comprehensive complex program evaluations that they have been involved in.</p>	<p><b>Presenters:</b></p> <p><b>Forum participants</b></p> <p>8 minutes each +5 mins questions</p>
<b>12.30 – 1.30</b>	<b>Lunch</b>	
1.30 – 2.30	<p><b>Introduction to Realist Evaluation</b></p> <p>Gill provides an introduction to realist evaluation and how applications of realist evaluation methods may have assisted in real examples.</p>	<p><b>Facilitator: Dr Gill Westhorp</b></p>
2.30 – 4.00	<p><b>Evaluation clinic: Addressing challenges in States and Territories</b></p> <p>The aim of this session is to work in small groups on the challenges or problems experienced by some of the participants in evaluating complex programs including design problems, measurement problems etc.</p> <p>Afternoon tea will be served during this session from 3:00 – 3:30 pm.</p>	<p><b>Facilitator: Professor Adrian Bauman and Associate Professor Ben Smith</b></p>
4.00 – 4.15	<p><b>Feedback to larger group</b></p> <p>Large group discussion on how to progress this network, how the Prevention Centre can assist in the network and in evaluation challenges.</p>	<p><b>Facilitator: Professor Adrian Bauman</b></p>
4.15 – 4.30	<p><b>Summary and conclusions</b></p> <p>Large group discussion on how to progress this network, how the Prevention Centre can assist in the network and in evaluation challenges.</p>	<p><b>Facilitator: Professor Adrian Bauman</b></p>

COR16/10336



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS							
Name: Bronwyn Wilkes				Classification: SOGC			
Group: Health Improvement Branch, Population Health Division				Unit: Research and Evaluation			
Work phone: 62053052		Fax:		Mobile:		Home Phone: [REDACTED]	
Home address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend cross-jurisdiction evaluation forum on complex program evaluation (details attached).							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	22/8/16	0615	Melbourne	22/8/16	0725	ECON	QF795
Melbourne	22/8/16	1745	Canberra	22/8/16	1850	ECON	QF1536
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle: N/A							
<b>ACCOMMODATION AND TRAVEL STANDARDS</b> (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		

**TRAVELLER'S DETAILS**If you intend to seek approval to vary from accommodation standards, please give reasons: *N/A***Accommodation details (to be completed after approval to travel is given). Include any private accommodation details:** *NIL*

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
<i>//</i>	<i>//</i>				
<i>//</i>	<i>//</i>				
<i>//</i>	<i>//</i>				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**From: *//* To: *//* Contact details:**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$	BSB No:	Account No:

Signature of traveller *[Signature]* Date *10/08/2016***Supported - funds are available and travel is recommended**Signature of supervisor *[Signature]* Date *11/8/16***Approval of travel**

Signature of delegate <i>[Signature]</i>	Pos No. <i>E711</i>	Classification <i>SES 1.2</i>	Date <i>12/8/16</i>
Signature of Director-General/Minister (for overseas travel only) <i>N/A</i>			Date <i>/ /</i>

BOOKING REFERENCE: <i>N/A</i>
TRAVEL COSTS: <i>Covered by TAPPC. Nil to AcctHealth</i>
COST CODES: <i>N/A</i>

<b>Advance and cabcharges acquitted (finance officer)</b>
Advance and cabcharges reconciled
Signature of finance officer

Travel funded by TAPPC (details attached) & approved by Executive Director HRB to book flights (attached). *10/8/16*

**Wilkes, Bronwyn (Health)**

---

**From:** Greenfield, Joanne (Health)  
**Sent:** Tuesday, 12 July 2016 5:11 PM  
**To:** [REDACTED] Shaw, Casey (Health)  
**Cc:** Sargent, Ginny (Health); ACT Health, Director HIB Support; Wilkes, Bronwyn (Health); Nixon, Erica (Health)  
**Subject:** FW: Invite to Cross Jurisdiction Evaluation Forum - August in Melbourne [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi [REDACTED]

we would be keen for Ginny and Bronwyn to attend – thanks so much for the offer.

I'll leave them to liaise with the centre for travel arrangements.

thanks  
 Joanne

---

**From:** [REDACTED]  
**Sent:** Thursday, 30 June 2016 10:21 AM  
**To:** Greenfield, Joanne (Health)  
**Cc:** Shaw, Casey (Health)  
**Subject:** FW: Invite to Cross Jurisdiction Evaluation Forum - August in Melbourne

Dear Joanne,

The Australian Prevention Partnership Centre invites you to participate in our third **Cross Jurisdiction Forum on the Evaluation of Complex Chronic Disease Prevention Initiatives** (these initiatives include those previously funded by the National Partnership Agreement on Preventative Health). This forum will be held in August in Melbourne.

The meeting is relevant for managers or senior officers involved in the CPE of chronic disease prevention initiatives. In the past Dr Hai Phung participated and I am aware that you have two new people, Dr Ginny Sargent and Bronwyn Wilkes. The Centre will pay for flights and accommodation for two participants from each jurisdiction as well as the meeting itself. Others are welcome at their own expense.

Please could you let me know who to invite from ACT Health? Details are below. Thank you so much.

**Forum objectives and content:**

The objectives of the Forum are to:

1. Understand the agreed definitions of Complex Program Evaluations (CPE), and explore approaches through a series of case studies
2. Explore evaluation challenges experienced by States and Territories through 'evaluation clinics'
3. Introduce a realist approach to evaluation of complex programs, and
4. Encourage a network of evaluation practitioners for support and development.

We have invited experts in CPE who will focus on practical ways to disentangle evaluation elements to assess whether a program of work is being implemented as planned, and whether the program is achieving intermediate outcomes, and endpoint impact (and outcomes) that are attributable to it.

**Pre-work:**

We invite participants to present for 10 minutes a case study in CPE and to bring along evaluation problems they might be having with components of current large scale evaluations.






The Australian Prevention  
Partnership Centre  
Systems and solutions for better health

## Cross-Jurisdiction Evaluation Forum: Pragmatic approaches to complex program evaluation - Case studies from across Australia

### EVENT DETAILS

Date 22 August 2016  
Time 9.30am – 4.30pm  
Coffee and registration from 9.00am  
Address ParkRoyal Hotel, Arrival Drive, Melbourne Airport, Tullamarine,  
VIC 3045  
P: +61 3 8347 2119  
Contact 

Please register your attendance through our Eventbrite page:  
<https://www.eventbrite.com.au/e/cross-jurisdiction-evaluation-forum-tickets-26815604194>

**Facilitator:** Professor Adrian Bauman

**Presenters:** Professor Don Nutbeam, Associate Professor Ben Smith, Dr Gill Westhorp

### OBJECTIVES

The objectives of the Forum are to:

1. Understand the agreed definitions of Complex Program Evaluations (CPE), and explore approaches through a series of case studies
2. Address evaluation challenges experienced by States and Territories through 'evaluation clinics'
3. Introduce a realist approach to evaluation of complex programs, and
4. Facilitate a network of evaluation practitioners for support and development.

## DRAFT PROGRAM

<b>Time</b>	<b>Item</b>	<b>Presenter/facilitator</b>
<b>900 – 930</b>	<b>Coffee/tea and registration</b>	
9.30 – 10.00	<p><b>Welcome and introductions</b></p> <p>Participants introduce themselves, the complex prevention programs that their States and Territories are running and their role in the evaluation.</p>	<p><b>Facilitator:</b></p> <p><b>Professor Adrian Bauman</b></p>
10.00 – 11.00	<p><b>Pragmatic approaches to complex program evaluation</b></p> <p>Presentations on the definition of complex programs and The Australian Prevention Partnership Centre approach to complex program evaluation. Presentation of a framework for use in practice.</p>	<p><b>Professor Adrian Bauman</b></p> <p><b>Professor Don Nutbeam</b></p> <p><b>Associate Professor Ben Smith</b></p>
11.00 – 12.30	<p><b>Exploring this approach through a series of case studies</b></p> <p>Participants present case studies on comprehensive complex program evaluations that they have been involved in.</p>	<p><b>Presenters:</b></p> <p><b>Forum participants</b></p> <p>8 minutes each +5 mins questions</p>
<b>12.30 – 1.30</b>	<b>Lunch</b>	
1.30 – 2.30	<p><b>Introduction to Realist Evaluation</b></p> <p>Gill provides an introduction to realist evaluation and how applications of realist evaluation methods may have assisted in real examples.</p>	<p><b>Facilitator: Dr Gill Westhorp</b></p>
2.30 – 4.00	<p><b>Evaluation clinic: Addressing challenges in States and Territories</b></p> <p>The aim of this session is to work in small groups on the challenges or problems experienced by some of the participants in evaluating complex programs including design problems, measurement problems etc.</p> <p>Afternoon tea will be served during this session from 3:00 – 3:30 pm.</p>	<p><b>Facilitator: Professor Adrian Bauman and Associate Professor Ben Smith</b></p>
4.00 – 4.15	<p><b>Feedback to larger group</b></p> <p>Large group discussion on how to progress this network, how the Prevention Centre can assist in the network and in evaluation challenges.</p>	<p><b>Facilitator: Professor Adrian Bauman</b></p>
4.15 – 4.30	<p><b>Summary and conclusions</b></p> <p>Large group discussion on how to progress this network, how the Prevention Centre can assist in the network and in evaluation challenges.</p>	<p><b>Facilitator: Professor Adrian Bauman</b></p>

COR16/10337



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS							
Name: Ginny Sargent				Classification: SOGC			
Group: Health Improvement Branch, Population Health Division				Unit: Research and Evaluation			
Work phone: 62055173		Fax:		Mobile:		Home Phone: [REDACTED]	
Home address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend cross-jurisdiction evaluation forum on complex program evaluation (details attached).							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	22/8/16	0615	Melbourne	22/8/16	0725	ECON	QF795
Melbourne	22/8/16	1745	Canberra	22/8/16	1850	ECON	QF1536
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle: N/A							
<b>ACCOMMODATION AND TRAVEL STANDARDS</b> (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non-Executives	3 star*	Economy Class		3.5 star*	Economy Class		



**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:  
N/A

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$	BSB No:	Account No:

Signature of traveller *EU*  
*for Jimmy Sargent* Date 11/8/16

**Supported - funds are available and travel is recommended**

Signature of supervisor *EU* Date 11/8/16

**Approval of travel**

Signature of delegate <i>Ameergold</i>	Pos No. <i>ETH</i>	Classification <i>SES 1.2</i>	Date <i>2/8/16</i>
Signature of Director-General/Minister (for overseas travel only)			Date / /
N/A			

**BOOKING REFERENCE:** N/A

**TRAVEL COSTS:** Nil. Covered by TAPPC

**COST CODES:** N/A

**Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer

COR16/10338



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS							
Name: Bridget O'Connor				Classification: HP4			
Group: Health Improvement Branch				Unit: Epidemiology Section			
Work phone: 0262074271		Fax:		Mobile:		Home Phone:	
Home address:				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend a Cross-Jurisdiction Evaluation Forum funded by The Australian Prevention Partnership Centre (TAPPC)							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	22/08/16	06:15	Melbourne	22/08/16	07:25	Economy	QF795
Melbourne	22/08/16	17:45	Canberra	22/08/16	18:50	Economy	QF1536
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
<b>ACCOMMODATION AND TRAVEL STANDARDS</b> (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details:

Date In	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				


**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:


**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

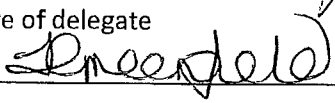
Advance: \$	BSB No:	Account No:

Signature of traveller 	Date 11/8/16
--	--------------

**Supported - funds are available and travel is recommended**

Signature of supervisor 	Date 11/8/16
---	--------------

**Approval of travel**

Signature of delegate 	Pos No. E71	Classification SES 1.2	Date 12/8/16
Signature of Director-General/Minister (for overseas travel only)			Date / /

**BOOKING REFERENCE:**

**TRAVEL COSTS:** Covered by TAPPC

**COST CODES:**

**Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer



MINUTE

**SUBJECT: Assessment of externally funded domestic travel to FSANZ and Doherty Institute's whole genome sequencing workshop**

To: Yu-Lan Chan, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Conrad Barr, Executive Director, Health Protection Service (HPS)

Date: September 2016

**Purpose**

To seek your approval of externally funded domestic travel for Laura Ford to attend a collaborative workshop on whole genome sequencing held by Food Standards Australia New Zealand (FSANZ) and the Doherty Institute in Melbourne.

**Background**

FSANZ and the Doherty Institute will be holding a workshop on 14 November and a symposium on 15 November in Melbourne. The workshop aims to provide an introduction on whole genome sequencing technologies for food safety regulators and initiate a national discussion on how these technologies can be best utilized across Australia's food regulatory system. The symposium will critically examine the impact of microbial genomics on public health and clinical microbiology practice overseas and in Australia, and show how this cutting edge technology is helping to protect the public from the threat of infectious diseases.

The program for the workshop and symposium is at [Attachment A](#).

**Issues**

Laura Ford from HPS has been invited by FSANZ to speak at the workshop on 14 November 2016 about whole genome sequencing of *Salmonella* in the ACT. As part of this invitation, FSANZ has offered to cover travel expenses to Melbourne.

There are no conflicts of interest.

Travel approval forms and flight details for Laura Ford are at [Attachment B](#).

## Recommendations

That you:

- Note the above information; and

*NOTED / PLEASE DISCUSS*

- Approve the proposed externally funded travel of Laura Ford to attend the FSANZ/Doherty Institute whole genome sequencing workshop.

*AGREED / NOT AGREED / PLEASE DISCUSS*



.....  
Yu-Lan Chan

**Senior Executive Responsible for Business Integrity Risk (SERBIR)**

September 2016

*4 October*

Conrad Barr  
Executive Director  
Health Protection Service

September 2016

Action Officer: Laura Ford  
Unit: CDC  
Extension: 51734

## MICROBIAL GENOMICS IN FOOD REGULATION

Monday, 14 November 2016

Venue: The Peter Doherty Institute for Infection and Immunity, 792 Elizabeth Street, Melbourne

8:30 – 9:10	Registration
9:10 – 9:15	<p><b>Opening address:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr Scott Crerar</b> – General Manager Risk and Regulatory Assessment Branch, Food Standards Australia New Zealand</li> </ul>
9:15 – 12:30	<p><b>Introduction to whole genome sequencing technologies</b></p> <ul style="list-style-type: none"> <li>• <b>9:15-9:45 Prof Tim Stinear</b> – Doherty Applied Microbial Genomics Centre <i>"Introduction to phylogenetic analysis"</i></li> <li>• <b>9:45-10:15 Dr Glen Carter</b> – Doherty Centre for Applied Microbial Genomics <i>"Current and future typing tools for foodborne pathogens"</i></li> <li>• <b>10:15-10:45 Dr Susan Ballard</b> – Molecular Diagnostics, Development and Informatics <i>"WGS pipeline accreditation"</i></li> <li>• <b>10:45-11:15 Morning tea</b></li> <li>• <b>11:15-11:45 Dr Anders Goncalves Da Silva</b> – Microbiological Diagnostic Unit Public Health Laboratory <i>"Data storage, retrieval and sharing issues"</i></li> <li>• <b>11:45-12:10 Dr Scott Chandry</b> – CSIRO <i>"Food Safety Genomics: a new tool box for industry and regulators"</i></li> <li>• <b>12:10-12:30 Dr Kapil Chousalkar</b> – University of Adelaide <i>"WGS and Salmonella virulence"</i></li> </ul>
12:30 – 13:30	Lunch Break
13:30 – 15:40	<p><b>Case studies of WGS in food safety</b></p> <ul style="list-style-type: none"> <li>• <b>13:30-13:50 Ass Prof Martyn Kirk</b> – Australian National University <i>"WGS and foodborne disease surveillance"</i></li> <li>• <b>13:50-14:10 Ms Laura Ford</b> – ACT Health and Australian National University <i>"WGS and Salmonella outbreak investigations"</i></li> <li>• <b>14:10-14:40 Prof Nigel French</b> – Massey University <i>"WGS and source attribution"</i></li> <li>• <b>14:40-15:00 Afternoon tea</b></li> <li>• <b>15:00-15:20 Mr Ian Jenson</b> – Meat and Livestock Australia <i>"Red meat industry perspective" (TBC)</i></li> <li>• <b>15:20-15:40 Dr Deon Mahoney</b> – Dairy Food Safety Victoria <i>"Listeria case study: Bridging the government – industry divide"</i></li> </ul>
15:40 – 16:40	<p><b>Facilitated discussion:</b></p> <ul style="list-style-type: none"> <li>• <b>Facilitator: Prof Tim Stinear</b></li> <li>• <b>Panel members</b> – Prof Nigel French, Ass Prof Martyn Kirk, Dr Scott Chandry, Mr Ian Jenson, Dr Deon Mahoney, Dr Susan Ballard</li> </ul>
16:40 – 16:45	<p><b>Closing remarks:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr Scott Crerar</b> – Food Standards Australia New Zealand</li> </ul>



## Advances in Microbial Genomics for Public Health and Clinical Microbiology

Tuesday 15 November 2016  
Doherty Institute for Infection and Immunity, Melbourne

### Program:

08:00 – 09:00 **Registration**

09:00 – 09:10 Symposium Opening (Jenny Firman, Department of Health, Australia)

09:10 – 09:20 Welcome (Tim Stinear, Doherty Applied Microbial Genomics)

09:20 – 11:00 **Genomics in Action: Control of Communicable Diseases (Chair: Torsten Seemann)**

09:20 – 10:10 The Outbreak that Launched a Thousand Analyses: TB in a Canadian Homeless Shelter (Jennifer Gardy, British Columbia Centre for Disease Control)

10:10 – 11:00 WGS for *Salmonella* public health: 25000 genomes and counting (Phil Ashton, Public Health England)

11:00 – 11:30 **Morning Coffee**

11:30 – 12:45 **Session 1: CREID - AMR and Emerging Pathogens (Chair: Vitali Sintchenko)**

11:30 – 11:45 The Application of Genomics for Viruses (Eddie Holmes, University of Sydney)

11:45 – 12:00 Understanding AMR in Animals Using Genomics: A One Health Approach (Darren Trott, University of Adelaide)

12:00 – 12:15 Molecular Characterization of the Multidrug Resistant *E. coli* ST131 Clone (Nouri Zakour, University of Queensland)

12:15 – 12:30 Role of Pathogen Genomics in Managing Drug Resistant Tuberculosis (Vitali Sintchenko, CIDM-PH/ MBI-University of Sydney)

12:30 – 12:45 Using Genomics to Study the Emergence of Community Staphylococci (Glen Carter, Doherty Applied Microbial Genomics)



**12:50 – 13:50 Lunch**

**13:50 – 15:00 Session 2: Interface of Epidemiology and Genomics (Chair: Glen Carter)**

13:50 – 14:05 Genomic surveillance of enteric pathogens: An Australasian Perspective  
(Deborah Williamson, Doherty Applied Microbial Genomics/ MDU-PHL)

14:05 – 14:20 Using Genomics to Track MenW Meningococcal disease  
(Jodie McVernon, Doherty Epidemiology, University of Melbourne)

14:20 – 14:35 The Detection of *N. gonorrhoeae* directly from urine samples using NGS  
(Amy Jennison, Forensic and Scientific Services, Queensland Health)

14:35 – 14:50 Genomic Analysis of Atypical Enteropathogenic *Escherichia coli*  
(Danielle Ingle, Centre for Systems Genomics, University of Melbourne)

**14:55 – 15:25 Afternoon Tea**

**15:25 - 16:45 Session 3: Late Breaking Talks (Chair: Deborah Williamson)**

15:25 – 15:40 Tracing Ancient Human Migrations into Sahul Using Hepatitis B Virus Genomes  
(Stephen Tong, Menzies University/ Doherty Institute) 15:40 – 15:55 *M.*

*chimaera*: An Australasian perspective (TBC)  
(Tim Stinear, Doherty Applied Microbial Genomics/ Doherty Institute)

15:55 – 16:10 Added Value of Genomics in Investigation of *Legionella* Outbreaks in Sydney  
(Verlaine Timms, CIDM-PH/MBI-University of Sydney)

16:10 - 16:25 Evolution of *Streptococcus pneumoniae* Genomes Under Vaccine Pressure  
(Rebecca Rockett, CIDM-PH/MBI-University of Sydney)

16:25 – 16:40 *M. tuberculosis* - Title TBC  
Robyn Lee, McGill University, Canada/ Doherty Institute

**16:45-17:15 Session 4: The Future of Public Health Genomics (Chair: Deborah Williamson)**

16:45- 17:00 Data Visualisation for Public Health Genomics  
(Anders Gonçalves Da Silva, Doherty Applied Microbial Genomics/ MDU-PHL)

17:00-17:15 Progress to Date of the Communicable Diseases Genomics Network Australia  
(Deborah Williamson, Doherty Applied Microbial Genomics/ MDU-PHL)

**17:15 – 17:30 Closing Comments (Deborah Williamson, Doherty Applied Microbial Genomics)**

**17:30 – 19:00 Drinks**





# Travel Form

**Please note:**

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For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS							
Name: peter couvee				Classification: SOGC			
Group: Health Improvement Branch				Unit: ACT CSP			
Work phone: 62051955		Fax: 62055035		Mobile:		Home Phone: [REDACTED]	
Home Address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: attendance to represent ACT in "co design" phase of Cervical "renewal" project							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	10/11/16		Melbourne	10/11/16		economy	
Melbourne	11/11/16		Canberra	11/11/16		economy	
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 - option #1 for Government.)							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		
If you intend to seek approval to vary from accommodation standards, please give reasons:							

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details.

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
10/11/16	11/11/16	Hotel causeway <i>(note cheaper than 3*)</i>	4star	275 little Collins street Melbourne	1800 650 688
//	//			<i>options</i>	
//	//				


Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: // To: // Contact details:


Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

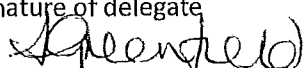
Advance: \$	BSB No:	Account No:

Signature of traveller  Date 3/11/16

**Supported - funds are available and travel is recommended**

Signature of supervisor  Date 1/11/16

**Approval of travel**

Signature of delegate  Pos No. E 711 Classification SES1-2 Date 1/11/16

Signature of Director-General/Minister (for overseas travel only) Date / /

BOOKING REFERENCE:
TRAVEL COSTS:
COST CODES:

Advance and cabcharges acquitted (finance officer)
Advance and cabcharges reconciled
Signature of finance officer

**Couvee, Peter (Health)**

---

**From:** [REDACTED]  
**Sent:** Thursday, 27 October 2016 11:58 AM  
**To:** Couvee, Peter (Health)  
**Subject:** RE: accomodation booking form ,P.Couvee [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Good Morning,

Please see quote as requested:

**Brady Hotel Central Melbourne (4½ Stars)**  
 30 Little Latrobe Street, Melbourne  
 Brady King Room - \$181.50 per night  
 450m from destination

**Mantra on Russell Melbourne (4 Stars)**  
 222 Russell Street, Melbourne  
 Studio Apartment - \$279.00 per night  
 250m from destination

**Hotel Causeway (4 Stars)**  
 275 Little Collins Street, Melbourne  
 Exective Double - \$155.00 per night  
 500m from destination

Please let me know if you require any further quotes or how you wish to proceed.

Kind Regards,

[REDACTED]  
 Accommodation Consultant – Accommodation Services  
 The Lido Group – Global Hotel Booking and Payment Solutions  
 P: 1300 082 014 | F: +61 2 8585 0801 | E: [REDACTED] W: [www.lido.com.au](http://www.lido.com.au)



Now here's the Disclalmer bit... If you got this email and it wasn't meant for you, let the sender know of their mistake, then delete the info from your memory and your mailbox. Any dodgy 'opinions' of the writer expressed within this email don't necessarily represent those of The Lido Group, neither do the contents form some sort of binding contract. (Our contracts are made by the Directors and can be spotted because they look like contracts...with signatures and legal stuff). This email and its content come with a guarantee...that the information contained here may not be error-free; use and forwarding of, or reliance on this information is at your own risk.

---

**From:** Couvee, Peter (Health) [<mailto:Peter.Couvee@act.gov.au>]  
**Sent:** Thursday, 27 October 2016 9:58 AM  
**To:** Lido Corporate  
**Subject:** accomodation booking form ,P.Couvee [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Good Morning,  
 Would you kindly be able to give me three (3) quotes for one night's accommodation in Melbourne for the night of Wednesday 10 November 2016.  
 The meeting that will be attended, is being held at Telstra building 222 Lonsdale street Melbourne,.

I would appreciate 3 Hotels in the quote please. I have stayed previously in the Victoria Hotel Little Collins street, which is in close proximity

Thanks,

Pete

Peter Couvee

Program Manager

ACT Cervical Screening Program

Population, Health Protection and Prevention | ACT Health | ACT Government

☎ (02) 6205 1955

☎ (02) 6205 5035

✉ [peter.couvee@act.gov.au](mailto:peter.couvee@act.gov.au)

**CerVival, Prevent cervical cancer  
with regular screening and participation**  
It can prevent up to 90% of cervical cancer

-----  
This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.  
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# Agenda – Telstra Health



## NATIONAL CANCER SCREENING REGISTER Cervical Process Flows Workshop

**Business Unit**  
Telstra Health

**VMR/Teleconference dial in**  
Face to Face Workshop only

**Date:** 10 & 11 November 2016

**Venue**  
NCSR Melbourne Office  
222 Lonsdale St, Melbourne

**Time**

10 November 2016: 9:30 am – 4:30 pm (Syd/Mel)  
11 November 2016: 9:30 am – 3:30 pm (Syd/Mel)

### Invitees

Telstra Health	Health	Jurisdictional Reps
Dorota Gertig Leane Christie Subject Matter Experts (SMEs) Business Analysts as required	Health SMEs and BAs	Julia Gray Peter Couvee

### Attendees

### Apologies

Item	Day/Time (10 November 2016)	Who	Time
01	Welcome and Introduction	Leane Christie	10 mins
02	NCSR Project Update <ul style="list-style-type: none"> <li>NSCR activities (inc. Q&amp;A)</li> <li>Overview of approach for configuration</li> </ul>	Dorota Gertig	35 mins
03	Morning Tea: 10:15-10:30 am		15 mins
04	Review and feedback <ul style="list-style-type: none"> <li>Process Flow Recruit Participant and Manage Screening</li> <li>User Scenarios CRV 1.1 - CRV 1.7</li> <li>Business Rules</li> </ul>	Working Party	2 hours
05	Lunch: 12:30-1:15 pm		45 minutes

# Agenda – Telstra Health



## NATIONAL CANCER SCREENING REGISTER Cervical Process Flows Workshop

Item	Day/Date/Time/Location/Title	Who	How long
01	Review and feedback <ul style="list-style-type: none"> <li>Process Flow Manage Assessment and Diagnosis</li> <li>User Scenarios CRV 2.2</li> <li>Business Rules</li> </ul>	Working Party	1 hour
02	Morning Tea: 10:30-10:45 am		15 minutes
03	Review and feedback <ul style="list-style-type: none"> <li>Process Flow Manage Assessment and Diagnosis</li> <li>User Scenarios CRV 2.3-2.5</li> <li>Business Rules</li> </ul>	Working Party	2 hours
04	Lunch: 12:45-1:30 pm		45 minutes
05	Review and feedback <ul style="list-style-type: none"> <li>Process Flow Manage Assessment and Diagnosis</li> <li>User Scenarios CRV 2.6</li> <li>Business Rules</li> </ul>	Working Party	1 hour
05	Review and feedback <ul style="list-style-type: none"> <li>Process Flow Manage Assessment and Diagnosis</li> <li>User Scenarios CRV 2.7</li> <li>Business Rules</li> </ul>	Working Party	1 hour
	Close Workshop: 3:30 pm	Leane Christie	10 mins

# NCSR

## Telstra Health Cervical Pathways Working Group

Document Update	
Version Number	V1.0
Status	Final
Author	Leane Christie
Date Published	17 October 2016
File Name & Location	
Template Name & Version	

Authorised By	Project Role	Signature	Date
Dorota Gertig	Deputy Director NCSR		



## NCSR – Telstra Health Cervical Pathways Working Group

### 1 Purpose and Objectives

The objective of the NCSR Cervical Pathways Working Group is assist Telstra Health in finalising key cervical pathways, especially follow up pathways, user scenarios and rules that will inform configuration of the National Cancer Screening Register – cervical screening component.

### 2 Role of the NCSR Cervical Pathways Working Group

The Role of the NCSR Cervical Pathways Working Group is to provide feedback on the pathways and rules developed by Telstra Health subject matter experts that:

- Ensures the pathways and rules support the successful delivery of the NCSR
- Integrates subject matter knowledge and contribution
- Considers end user requirements.

### 3 Membership

The Working Party will comprise the following members:

Name	Organisational Role	Working Party Role
Dorota Gertig	Deputy Director, NCSR	Chair
Leane Christie	Cervical Program Manager	Secretariat
	Jurisdictional Representative	Provide feedback Identify gaps/areas for clarification
	Jurisdictional Representative	Provide feedback Identify gaps/areas for clarification
	Jurisdictional Representative	Provide feedback Identify gaps/areas for clarification
	Health Representative	Health Subject Matter Expert

### 4 Responsibilities and core attributes of the NCSR Cervical Pathways Working Group membership

The NCSR Cervical Pathways Working Group is responsible for working with Telstra Health subject matter experts to provide feedback on key cervical pathways, user scenarios and rules, and follow up pathways. Core attributes of working group members include:

- Expertise in cervical screening register management and follow up functions, for example, experience with register changes during the implementation of the revised National Health and Medical Research Council Guidelines for asymptomatic women with screen-detected abnormalities in 2006
- In-depth understanding of the interaction between the register and other functions, for example, Mailhouse and contact centre activities
- High level analytical skills and understanding of the requirements for the Renewal of the National Cervical Screening Program.





## MINUTE

**SUBJECT:           Assessment of externally funded domestic travel  
to The Australian Prevention Partnership  
Centre's Cross-Jurisdiction Evaluation Forum**

To: Patricia O'Farrell, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Emily Harper, Executive Director Health Improvement Branch

Date: June 2017

**Purpose**

To seek your approval of externally funded domestic travel for two staff members to attend a Cross Jurisdiction Evaluation Forum hosted by The Australian Prevention Partnership Centre (TAPPC).

**Background**

TAPPC is a National Health and Medical Research Council (NHMRC) Partnership Centre, which is administered by the Sax Institute and funded by the following partners:

- ACT Health;
- Australian Government NHMRC
- Australian Government Department of Health;
- NSW Ministry of Health; and
- HCF Research foundation.

TAPPC is a collaboration of researchers, policymakers and practitioners working to improve understanding of ways to prevent chronic health problems in Australia.

The ACT Health procedure relating to travel for official purposes requires that the SERBIR assess externally funded travel for potential conflict of interest or breach of ACT Health Integrity Policy, prior to such travel being approved.

**Issues**

TAPPC is hosting a Cross-Jurisdiction Evaluation Forum in Melbourne on 22 June 2017, to which representatives from Australian States and Territories have been invited. The program for the Forum is at [Attachment A](#) for your information. TAPPC is covering the costs of flights and accommodation for participants from each Australian jurisdiction to attend the forum. In August 2016, three ACT Health representatives participated in the 2016 Forum.

Pending your assessment regarding potential conflict of interest, the following ACT Health representatives will attend the 2017 Forum to present the ACT's case-study and uphold ACT Health's commitment to participate in this national research collaboration:

- Ginny Sargent, Evaluation and Research Coordinator; and
- Glenn Draper, Senior Policy Officer.

There is no real or perceived conflict of interest in accepting funding from TAPPC to cover the costs of flights to attend this Forum. ACT Health is a funding partner of TAPPC and the outputs from this collaborative research are co-produced by academic researchers, health system practitioners and policy makers from across Australia.

### Recommendations

That you:

- Note the above information; and

*NOTED / PLEASE DISCUSS*

- Approve the proposed externally funded travel of the above officers to attend the TAPPC Cross-Jurisdiction Evaluation Forum as detailed above.

*AGREED / NOT AGREED / PLEASE DISCUSS*



Patricia O'Farrell

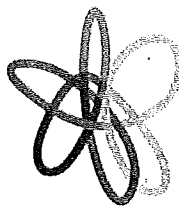
**Senior Executive Responsible for Business Integrity Risk (SERBIR)**

20 June 2017

Emily Harper  
Executive Director  
Health Improvement Branch  
Population Health Division

June 2017

Action Officer: Ginny Sargent  
Unit: Research and Evaluation Section  
Extension: 55173



The Australian Prevention  
Partnership Centre  
Systems and solutions for better health



## Cross-Jurisdiction Evaluation Forum: Pragmatic approaches to complex program evaluation in the real world

### Event details

Date	22 June 2017
Time	Coffee and registration from 9.00 am. Forum from 9.30 am – 4.30 pm. Lunch and refreshments provided.
Location	ParkRoyal Hotel, Arrival Drive, Melbourne Airport, Tullamarine.
Contact	Jackie Stephenson M: 0407 743 721 E: jackie.stephenson@saxinstitute.org.au
Travel arrangements	Nick Barker-Pendree P: 02 9188 952 E: nicholas.barker-pendree@saxinstitute.org.au

### The Australian Prevention Partnership Centre

The Australian Prevention Partnership Centre (The Prevention Centre) is a national collaboration of researchers, policy makers and practitioners who are working together to identify new ways of understanding what works and what doesn't to prevent lifestyle-related chronic disease. Our priority areas are obesity, diet, tobacco, physical activity and alcohol.

### Forum participants and travel support

The Prevention Centre invites each government health department or ministry to attend. We will support travel costs for two people per jurisdiction, however more representatives are welcome to attend at their own cost.

The Forum will be most useful to policy or program managers who have been involved in designing, evaluating or managing the evaluation of population-level, complex programs focussing on the prevention of chronic disease.

## Definition of complex program evaluation

By complex program evaluation we mean the evaluation of programs that have several interacting components, including the:

- Range of possible outcomes
- Variability in the target population
- Number of elements in the intervention package
- Interactions between components and the program communities.

## Forum objectives

The objectives of this Forum are to:

1. Learn from other States and Territories and evaluation academics how to:
  - Evaluate complex chronic disease prevention programs in the real world
  - Design and measure indicators for complex programs.
2. Facilitate a network of evaluation practitioners for support and development.

## Program

Time	Item	Presenter/facilitator
9.00 – 9.30	<b>Morning tea and registration</b>	
9.30 – 9.45	<b>Welcome</b> Purpose of the day and introductions around the room.	<b>Jackie Stephenson</b> The Australian Prevention Partnership Centre
<b>PART 1: Complex program evaluation in the real world</b>		
9.45 – 10.00	<b>What is pragmatic CPE and why is it needed?</b> Presentation on real world barriers and enablers and why a pragmatic approach is necessary.	<b>Professor Adrian Bauman</b> The Australian Prevention Partnership Centre and University of Sydney
10.00 – 10.40	<b>South Australia OPAL Program - what happens when the landscape changes?</b> Case study presentation and discussion on the evaluation design and outcome of South Australia's Obesity Prevention and Lifestyle (OPAL) program.	<b>Katherine Pontifex</b> South Australia Department for Health and Ageing

10.40 – 11.20	<b>Evaluating Healthy Together Victoria - planning for a whole and working with the parts</b> A policy perspective on the design of the evaluation, the parts of the evaluation that were achieved and how the system responded to changes in policy direction and resource allocation.	<b>Denise Laughlin</b> Victorian Department of Health and Human Services
<b>11.20 – 11.35</b>	<b>Tea/coffee break</b>	
11.35 – 12.00	<b>Group discussion – evaluation in the real world</b> Large group discussion on how to evaluate programs within a complex and constantly changing environment.	<b>Professor Adrian Bauman</b>
12.00 – 12.40	<b>Real world CPE methodology and application</b> Short case studies from jurisdictions on an evaluation of a complex population-level prevention program with insights about methods and mechanisms that worked and didn't work.	<b>TBA</b>
<b>12.40 – 1.30</b>	<b>Lunch in hotel restaurant</b>	
<b>PART 2: Measurement and indicators for complex program evaluation</b>		
1.30 – 1.50	<b>Measurement and indicators for complex program evaluation</b> Presentation on the common challenges and suggestions for moving forwards.	<b>Dr Melanie Crane</b> The Australian Prevention Partnership Centre and University of Sydney
1.50 – 2.30	<b>Evaluating ACT Healthy Weight Initiative</b> Case study presentation and discussion on the evaluation framework, measures and indicators of ACT's whole-of-government Healthy Weight Initiative.	<b>Dr Ginny Sargent</b> ACT Health
2.30 – 2.45	<b>Afternoon tea</b>	
2.45 – 4.15	<b>Developing implementation indicators</b> Small group work on developing implementation indicators to measure complex programs.	<b>Professor Adrian Bauman</b>
4.15 – 4.30	<b>Summary and conclusions</b> Large group discussion on how the Prevention Centre can assist in the network and in evaluation challenges.	<b>Professor Adrian Bauman</b>



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS							
Name: Ginny Sargent				Classification: SOGC			
Group: Health Improvement Branch, Population Health Division				Unit: Research and Evaluation			
Work phone: 62055173		Fax:		Mobile:		Home Phone: [REDACTED]	
Home address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend and present at the TAPPC Cross-Jurisdiction Evaluation Forum on complex program evaluation (details attached).							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	22/6/17	0625	Melbourne	22/6/17	0730	ECON	QF795
Melbourne	22/6/17	1705	Canberra	22/6/17	1815	ECON	QF819
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle: N/A							
<b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

N/A

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

<b>Advance:</b> \$	BSB No:	Account No:
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Signature of traveller	Date / /
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**Supported - funds are available and travel is recommended**

Signature of supervisor	Date / /
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**Approval of travel**

Signature of delegate	Pos No.	Classification	Date / /
Signature of Director-General/Minister <b>(for overseas travel only)</b>			Date / /

**BOOKING REFERENCE:****TRAVEL COSTS: 0** (Being covered by TAPPC contribution arrangement)**COST CODES:****Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS							
Name: Glenn Draper				Classification: HP4			
Group: Health Improvement Branch, Population Health Division				Unit: Epidemiology			
Work phone: 0262053755	Fax:	Mobile:		Home Phone: [REDACTED]			
Home address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend and present at the TAPPC Cross-Jurisdiction Evaluation Forum on complex program evaluation (details attached).							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	22/6/17	0625	Melbourne	22/6/17	0730	ECON	QF795
Melbourne	22/6/17	1705	Canberra	22/6/17	1815	ECON	QF819
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle: N/A							
<b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		



**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

N/A

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

<b>Advance:</b> \$	BSB No:	Account No:
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Signature of traveller: Glenn Draper	Date 13/06 /2017
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**Supported - funds are available and travel is recommended**

Signature of supervisor	Date / /
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**Approval of travel**

Signature of delegate	Pos No.	Classification	Date / /
Signature of Director-General/Minister <b>(for overseas travel only)</b>			Date / /

**BOOKING REFERENCE:****TRAVEL COSTS: 0** (Being covered by TAPPC contribution arrangement)**COST CODES:****Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer



## MINUTE

**SUBJECT: Assessment of externally funded domestic travel to the Prostate Cancer Outcomes Registry – Australia and New Zealand coordinators face-to-face meeting**

To: Patricia O'Farrell, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Emily Harper, Executive Director Health Improvement Branch *EA 11/9/17*

Date: September 2017

### Purpose

To seek your approval of externally funded domestic travel for one staff member to attend a bi-national meeting regarding the Prostate Cancer Outcomes Registry – Australia and New Zealand (PCOR-ANZ).

### Background

PCOR-ANZ is a bi-national initiative established by Monash University tracking the outcomes of men with prostate cancer. Each jurisdiction in Australia and New Zealand operate individual nodes of the Registry, including the Australian Capital Territory (ACT). Each registry feeds data into the bi-national registry. It is therefore important for coordinators to meet face-to-face to ensure the Registries are operating cohesively.

### Issues

Monash University is hosting a face-to-face meeting with all jurisdiction coordinators of PCOR-ANZ, including the ACT, from 9 October to 10 October 2017 in Melbourne. The meeting invite is at Attachment A. PCOR-ANZ is covering the costs of flights, accommodation, cab vouchers, and catering for each of the coordinators.

The following ACT representative will attend the meeting on behalf of the ACT node of the Registry to uphold ACT Health's commitment to participate in this bi-national research collaboration.

- Rebekah Smith, Coordinator, ACT Prostate Cancer Outcomes Registry.

There is no real or perceived conflict of interest in Monash University covering the costs of attending this meeting. ACT Health has a Local Responsibility Agreement in place with Monash University for the operation of the Registry.

The travel approval form and flight details for this officer is at Attachment B.

## Recommendations

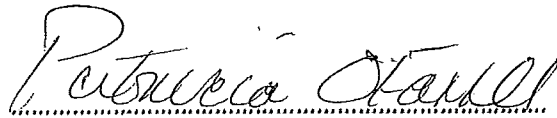
That you:

- Note the above information; and

*NOTED / PLEASE DISCUSS*

- Approve the proposed externally funded travel of the above officer to attend the PCOR-ANZ meeting as detailed above.

*AGREED / NOT AGREED / PLEASE DISCUSS*



Patricia O'Farrell

**Senior Executive Responsible for Business Integrity Risk (SERBIR)**

14 September 2017

Emily Harper  
Executive Director  
Health Improvement Branch  
Population Health Division

September 2017

Action Officer: Rebekah Smith  
Unit: Epidemiology Section  
Extension: 78911

**Smith, Rebekah (Health)**

**Subject:** Invitation: PCOR Face-to-face meeting @ Mon 9 Oct - Tue 10 Oct 2017 (AEDT)  
(rebekah.a.smith@aot.gov.au)  
**Location:** Monash University 553 St Kilda Road, Melbourne  
**Start:** Mon 09/10/2017 12:00 AM  
**End:** Wed 11/10/2017 12:00 AM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Organizer:** [REDACTED]

[more details »](#)**PCOR Face-to-face meeting**

**When** Mon 9 Oct – Tue 10 Oct 2017  
**Where** Monash University 553 St Kilda Road, Melbourne ([map](#))  
**Calendar** rebekah.a.smith@aot.gov.au  
**Who** [REDACTED]

[REDACTED]  
• rebekah.a.smith@aot.gov.au  
[REDACTED]

[REDACTED] will be in touch shortly to organise flights and accommodation

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)  
Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account rebekah.a.smith@aot.gov.au because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively, you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)



invite.ics



# Travel Form

**Please note:**

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For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

Travel Requisition No:

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: Rebekah Smith				Classification: ASO6			
Group: Health Improvement Branch, Population Health Division				Unit: Epidemiology			
Work phone: 62078911		Fax:		Mobile:		Home Phone:	
Home address:				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend the Australia and New Zealand Prostate Cancer Outcomes Registry coordinators face-to-face meeting (meeting request attached).							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	9/10/17	7:10 AM	Melbourne	9/10/17	8:20 AM	ECON	QA 809
Melbourne	10/10/17	16:45 PM	Sydney	10/10/17	18:10 PM	ECON	VA 865
Sydney	10/10/17	19:05 PM	Canberra	10/10/17	20:05 PM	ECON	VA 670
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle: N/A							
ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			

TRAVELLER'S DETAILS				
Non Executives	3 star*	Economy Class	3.5 star*	Economy Class
If you intend to seek approval to vary from accommodation standards, please give reasons: N/A				

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details					
Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

Details of any leave or non-official travel which you intend taking directly before or after your official travel		
From: //	To: //	Contact details:

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

Advance: \$	BSB No:	Account No:
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Signature of traveller: Rebekah Smith	Date 11/09/2017.
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Supported - funds are available and travel is recommended	
Signature of supervisor	Date / /

Approval of travel			
Signature of delegate	Pos No.	Classification	Date / /
Signature of Director-General/Minister (for overseas travel only)			Date / /

<b>BOOKING REFERENCE:</b>
TRAVEL COSTS: 0 (Being covered by PCOR-ANZ)
<b>COST CODES:</b>

<b>Advance and cabcharges acquitted (finance officer)</b>
Advance and cabcharges reconciled
Signature of finance officer



## MINUTE

**SUBJECT: Assessment of externally funded domestic travel to the Deakin Food Policy Dialogue: Restricting children's exposure to unhealthy food marketing**

**To:** Patricia O'Farrell, Senior Executive Responsible for Business Integrity Risk (SERBIR)

**From:** Emily Harper, Executive Director Health Improvement Branch

**Date:** October 2017

### Purpose

To seek your approval for externally funded domestic travel for one staff member to attend and present at the Deakin Food Policy Dialogue in Melbourne on 13 November 2017.

### Background

The Global Obesity Centre (GLOBE), Deakin University and the Obesity Policy Coalition are hosting a Deakin Food Policy Dialogue from 9am to 5pm on Monday, 13 November 2017. The one day meeting will focus on 'Restricting junk food marketing to children'. The meeting will be held at 727 Collins Street, Melbourne.

### Issues

Erica Nixon, Senior Manager, Health Improvement Projects, has been invited to present at the Dialogue. The letter of invitation is at Attachment A. Ms Nixon has been invited to participate in a session on reflections from policy makers on restricting junk food marketing to children.

Under the COAG Health Council, ACT Health is co-leading (with NSW) the development of a national scheme to determine food and drinks that are suitable to be marketed to children. A draft scheme is being developed based on the *ACT Healthy Food and Drink Marketing Criteria and Guideline*. The ACT is a national leader in this area, having introduced arrangements in 2016 to restrict junk food marketing on ACTION buses.

Deakin University has offered a complimentary registration and will cover all costs relating to Ms Nixon's travel and accommodation. There is no real or perceived conflict of interest in Deakin University covering the costs of attending the Dialogue.

The travel approval form and flight details for this offer is at Attachment B.

## Recommendation

That you:

- Note the above information; and

~~NOTED~~ / PLEASE DISCUSS

- Approve the proposed externally funded travel to attend the Deakin Food Policy Dialogue, as outlined above.

~~AGREED~~ / NOT AGREED / PLEASE DISCUSS



JANINE HANRAHAN Patricia O'Farrell

Senior Executive Responsible for Business Integrity Risk (SERBIR)

24 October 2017

Emily Harper  
 Executive Director, Health Improvement Branch  
 Population Health Protection and Prevention Division  
 October 2017

Action Officer: Erica Nixon  
 Unit: Health Improvement Projects  
 Extension: 54709





September 6, 2017

Dear Erica,

Re: Invitation to present at 'Deakin Food Policy Dialogue: Restricting junk food marketing to children'

On behalf of the Global Obesity Centre (GLOBE), Deakin University and the Obesity Policy Coalition, we would like to invite you to participate in our forthcoming **Deakin Food Policy Dialogue** meeting. This is a one day meeting on a topical food policy issue with a focus on developing a policy-driven research agenda. This year the policy focus is on 'Restricting junk food marketing to children'. The meeting will be held at 2, 727 Collins St, Melbourne on Monday November 13th, 2017, 9am to 5pm.

Specifically, we invite you to participate in a session on reflections from policy makers on restricting junk food marketing to children. You will be part of a 30 minute session with two other speakers, in which you will be asked to reflect on the implications of the day's talks for the development of a policy-driven research agenda to support restrictions on junk food marketing to children. You would be welcome to add some specific reflections on your organisation's perspective on this topic, particularly given the ACT activities removing unhealthy food advertising on buses.


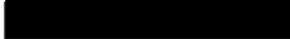
This meeting will bring together a diverse range of stakeholders, including researchers, practitioners and policy makers who have a keen interest or influence on healthy food policies. Your presentation at this meeting would be much appreciated by the 100-150 attendees expected. If you would like to formally accept our invitation please advise us by return email.

As an invited speaker to this meeting we would like to offer you complimentary registration and will cover all costs relating to your travel and accommodation.

If you accept our invitation you will be contacted by Trish Clarke or Oliver Huse in the coming weeks who will assist you with your preparation for the meeting, including flights and accommodation and collation of information required for the meeting (e.g biography, photo).

We look forward to hearing back from you with formal acceptance of our invitation.

Kind regards,

  
 Professor of Epidemiology and Equity in Public Health, Global Obesity Centre (GLOBE)  
 World Health Organization Collaborating Centre for Obesity Prevention  
 School of Health & Social Development, Deakin University  






# Travel Form

**Please note:**

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<http://sharingservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services Intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: Erica Nixon				Classification: SOG A			
Group: Health Improvement Branch				Unit: Health Improvement Projects			
Work phone: 6205 4709		Fax:		Mobile:		Home Phone:	
Home address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To attend World Congress on Public Health, Melbourne to present a paper on the Choose Healthier pilot project.							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	12/11/17	3.00pm	Melbourne	12/11/17	4.10pm	Economy	QF0815
Melbourne	13/11/17	6.30pm	Canberra	13/11/17	7:35pm	Economy	QF0742
	//			//			
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.							
	Domestic			International			
Director-General	4,5 star*	Economy Class under 4 hours,		4,5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3,5 star*	Economy Class		

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:  
**Accommodation not required. I will stay with friends.**

**Accommodation details** (to be completed after approval to travel is given); Include any private accommodation details

Date In	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$	BSB No:	Account No:
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Signature of traveller *[Signature]*

Date 5/6/17

**Supported - funds are available and travel is recommended**

Signature of supervisor

Date / /

**Approval of travel**

Signature of delegate Pos No. Classification Date / /

Signature of Director-General/Minister (for overseas travel only) Date / /

**BOOKING REFERENCE:**

**TRAVEL COSTS:**

**COST CODES:**

**Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer



## MINUTE

**SUBJECT: Interstate travel- Dr James D’Rozario- Australian CTCL Network & Zolinza® Expert Input Forum, 24 November 2017 Melbourne**

To: Janine Hammat, Executive Director, People and Culture

From: Denise Lamb, Executive Director, Cancer, Ambulatory & Community Health Support

Date: 9 November 2017

**Purpose**

To seek approval for Dr James D’Rosario to attend the Australian CTCL network and Zolinza® Expert Input Forum in Melbourne on the 24<sup>th</sup> of November 2017.

**Background**

Dr D’Rozario has been invited to attend the Australian CTCL network and Zolinza® Expert Input Forum. This forum provides an opportunity for clinicians to drive better management of Cutaneous T cell lymphoma (CTCL) patients.

Dr D’Rozario is requesting TESL leave to attend the forum, leave form is attached ([Attachment A](#))

Dr D’Rozario’s travel form is attached ([Attachment B](#))

**Issues**

Dr D’Rozario has been offered sponsorship to attend the forum by Werck Sharp and Dohme Australia Pty Ltd. ([Attachment C](#))

As part of the sponsorship Dr D’Rozario will receive an honorarium of \$2400 which will be paid to the department ([Attachment D](#))

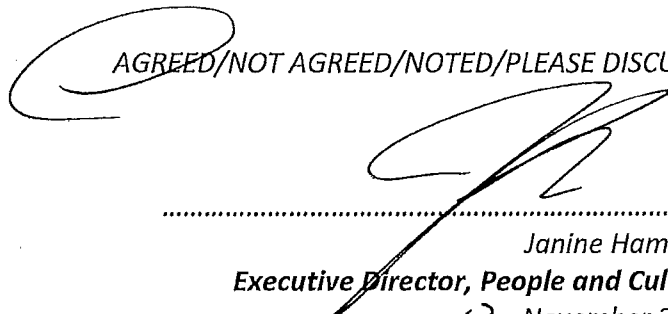
Dr D’Rozario has declared he has no conflict of interests with Werck Sharp and Dohme Australia Pty Ltd ([Attachment E](#)) surrounding his attendance at the forum. Dr D’Rozario’s prescription of treatments will continue to be guided by National EVIQ Guidelines and Pharmaceutical Benefits Scheme published indications.

Denise Lamb, Executive Director of Cancer, Ambulatory and Community Health Support has identified to the best of her knowledge that there are no potential conflicts of interest.

**Recommendations**

That you approve Dr D'Rozario's sponsored Interstate travel

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*



.....  
*Janine Hammat*  
**Executive Director, People and Culture**  
*13 November 2017*

Action Officer: Paul Craft  
Unit: CACHS  
Extension: 48561



# Application for Leave

**Instructions**

1. Use this form for all types of leave except Long Service Leave and Leave Without Pay | 2. This form must be signed by the applicant and the delegate | 3. Guidance - Refer to fact sheet *'Leave Application Forms – Supplementary Information'* | 4. Conditions - Refer to Directorate Enterprise Agreement and/or Directorate policy/guidelines

**Applicant to Complete**

Family name: <b>D'ROZARIO</b>	Given names: <b>JAMES</b>	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Choose Organisation: <b>HEALTH</b>	Classification:	AGS/Employee Number: [REDACTED]
Are you currently salary packaging? Yes/No	Tel (work): <b>6174 8514</b>	Tel (on leave): [REDACTED]
<b>Leave Type</b> (Refer to fact sheet <i>'Leave Application Forms – Supplementary information'</i> for guidance on 'Other'.)		
<input type="checkbox"/> Annual	<input type="checkbox"/> Leave Loading	<input type="checkbox"/> Prepayment
<input type="checkbox"/> Personal Evidence Attached/Without Evidence	<input type="checkbox"/> Personal In Special Circumstances Reason:	
<input checked="" type="checkbox"/> Other (specify) <b>TESL</b>	<input type="checkbox"/> Documentation attached	
<input type="checkbox"/> Purchased <small>Note: A Directorate Purchased Leave Scheme form provides general approval to access the scheme and must have been completed and approved prior to submitting this application.</small>		
<input type="checkbox"/> Maternity/Primary Care Giver	<input type="checkbox"/> Certificate/other documentation attached	
<b>Period and Payment</b>		
<input checked="" type="checkbox"/> Full pay	From: : am/pm on <b>24 / 11 / 2017</b> To: : am/pm on <b>24 / 11 / 2017</b>	
	Total days requested: <b>1</b> <u>OR</u> Total hours requested:	
<input type="checkbox"/> Half pay	From: : am/pm on / / To: : am/pm on / /	
	Total days requested: <u>OR</u> Total hours requested:	
<input type="checkbox"/> Maternity/Primary Care Giver Without Pay	From: : am/pm on / / To: : am/pm on / /	
Signature: <i>[Signature]</i>	Date: <b>25/10/17</b>	

**Manager/Supervisor to Complete**

<input checked="" type="checkbox"/> Supported	<input type="checkbox"/> Not supported, reason:	
Name: <b>M. P. [Signature]</b>	Position Title: <b>JR LABIAEM</b>	Tel: <b>6174 8514</b>
Signature: <i>[Signature]</i>	Date: <b>25/10/17</b>	

**Delegate to Complete**

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not approved, reason:	
Name: <b>DENISE LAMB</b>	Position Title: <b>ED CACS</b>	Tel:
Signature: <i>[Signature]</i>	Date: <b>10/11/17</b>	

**Shared Services to Complete**

Email to Salary Packaging advising of reduced pay and leave dates <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Salary Adjustment Date:	
Prepared by:	Signature:	Date:
Checked by:	Signature:	Date:

Send to Shared Services for action via:  
 Shared Services Customer Service Portal after saving the document to a preferred drive and attaching to an enquiry |  
 Email to [SSHRPayroll@act.gov.au](mailto:SSHRPayroll@act.gov.au) | Internal mail to Shared Services, Level 5, Eclipse House, 197 London Cct Canberra City



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

Travel Requisition No:

QBT ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: <i>Dr James D'Rotario</i>					Classification:		
Group:					Unit: <i>HAEMATOLOGY</i>		
Work phone: <i>6174 8514</i>		Fax: <i>6174 5544</i>		Mobile: [REDACTED]		Home Phone:	
Home address: [REDACTED]					Corporate Frequent Flyer Number:		
Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression							
TRAVEL DETAILS							
Reason: <i>MSD EXPERT INPUT FORUM &amp; CTCL NETWORK</i>							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
<i>CANBERRA</i>	<i>24/11/2017</i>		<i>MELBOURNE</i>	<i>24/11/2017</i>			
<i>MELBOURNE</i>	<i>24/11/2017</i>		<i>CANBERRA</i>	<i>24/11/2017</i>			
	<i>//</i>			<i>//</i>			
	<i>//</i>			<i>//</i>			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		
If you intend to seek approval to vary from accommodation standards, please give reasons:							

**Accommodation details (to be completed after approval to travel is given). Include any private accommodation details**

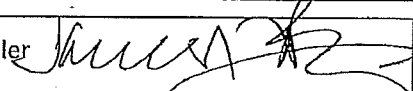
Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**


From: // To: // Contact details: \_\_\_\_\_

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.  
**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**


Advance: \$	BSB No:	Account No:

Signature of traveller  Date 25/10/17

**Supported - funds are available and travel is recommended**

Signature of supervisor  Date 26/10/17

**Approval of travel**

Signature of delegate 	Pos No. E627	Classification ED CACHS	Date 10/11/17
Signature of Director-General/Minister (for overseas travel only)			Date / /

<b>BOOKING REFERENCE:</b>
<b>TRAVEL COSTS:</b>
<b>COST CODES:</b>

<b>Advance and cabcharges acquitted (finance officer)</b>
Advance and cabcharges reconciled
Signature of finance officer



**Wiltshire, Claire (Health)**

---

**From:** D'Rozario, James (Health)  
**Sent:** Monday, 23 October 2017 4:02 PM  
**To:** [REDACTED]  
**Cc:** Wiltshire, Claire (Health); NCMS Business  
**Subject:** RE: MSD Expert Input Forum & CTCL Network - Friday Nov 24 in Melbourne [SEC=UNCLASSIFIED]

**Categories:** Red Category

[REDACTED]

That date is looking ok

James

**From:** [REDACTED]  
**Sent:** Thursday, 19 October 2017 9:18 AM  
**To:** D'Rozario, James (Health) <James.D'Rozario@act.gov.au>  
**Cc:** [REDACTED]  
**Subject:** MSD Expert Input Forum & CTCL Network - Friday Nov 24 in Melbourne  
**Importance:** High

Dear James,

Trust this email finds you well and it was good to meet you this week.

On behalf of MSD I'd like to invite you to attend the upcoming launch of **Australian CTCL Network & Zolinza® Expert Input Forum** on Friday Nov 24, 2017 from 10:00am – 3:00pm at the Qantas Meeting Rooms @ Melbourne Domestic Airport.

As a key scientific leader in the management of CTCL patients, we would really value your perspective & input on the current state of play in Australia. Prof Miles Prince has kindly agreed to chair the meeting and we would like you to be part of the network of clinicians in Australia to drive better management of CTCL patients.

A detailed agenda will be provided shortly.

If you could please respond to this email confirming your interest to participate in this new initiative by Wednesday Oct 25, it will ensure enough time to organise agreements, honorarium and travel to this meeting. #

Thank you again for considering your involvement and I look forward to hearing from you soon.

Best regards,

[REDACTED]

**Medical Science Liaison – Haematology**



Merck Sharp & Dohme (Australia) Pty Limited  
 Level 1, Building A, 26 Talavera Road

Macquarie Park NSW 2113

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**Newhouse, Claire (Health)**

---

**From:** Wiltshire, Claire (Health)  
**Sent:** Thursday, 9 November 2017 9:16 AM  
**To:** Newhouse, Claire (Health)  
**Subject:** FW: MSD Expert Input Forum & CTCL Network - Friday 24 November - honorarium? [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Claire – please see attached below – is this sufficient / Ok?

Claire

---

**From:** [REDACTED]  
**Sent:** Wednesday, 8 November 2017 6:55 PM  
**To:** Wiltshire, Claire (Health) <Claire.Wiltshire@act.gov.au>  
**Cc:** D'Rozario, James (Health) <James.D'Rozario@act.gov.au>  
**Subject:** Re: MSD Expert Input Forum & CTCL Network - Friday 24 November - honorarium? [SEC=UNCLASSIFIED, DLM=Sensitive]

Thanks Claire.

~~I will leave the honorarium as \$2400 and in the section for the payment, pls nominate the department account you want the payment to be made in the LOA.~~

Appreciate your assistance with this.

Regards,  
 [REDACTED]

Sent from Raj's iPhone

[REDACTED]  
 Medical Science Liaison – Haematology  
 [REDACTED]

On 8 Nov 2017, at 17:03, Wiltshire, Claire (Health) <Claire.Wiltshire@act.gov.au> wrote:

[REDACTED]  
 James confirmed he is happy for you to pay the money to the department.

He will get back to you on the flights.

Claire.

---

**From:** [REDACTED]  
**Sent:** Tuesday, 7 November 2017 1:27 PM  
**To:** D'Rozario, James (Health) <James.D'Rozario@act.gov.au>  
**Cc:** Wiltshire, Claire (Health) <Claire.Wiltshire@act.gov.au>  
**Subject:** Re: MSD Expert Input Forum & CTCL Network - Friday 24 November - honorarium? [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi James,



## Clinical Haematology Department

Cancer, Ambulatory & Community Health Support  
 Canberra Hospital, Yamba Drive Garran ACT 2605  
 PO Box 11, Woden, ACT 2606  
 Phone: 02 6174 8514 Fax: 02 6174 5544  
 Website: [www.health.act.gov.au](http://www.health.act.gov.au)  
 ABN: 82 049 056 234

### Haematologists:

*Michael Pidcock*  
 MBBS, FRACP, FRCPA, FRCP

*Philip Crispin*  
 MBBS (Hons) FRACP, FRCPA

*Maya Lalimer*  
 MBBS, FRACP, FRCPA

*Sam Bennett*  
 MBBS (Hons), FRACP FRCPA

*Nalini Pati*  
 MBBS, DCH, MD, DNB, FRACP,  
 FRCPA

*Emma Palfreyman*  
 MBBS (Hons), FRACP, FRCPA

*Edwin Lee*  
 MBChB, FRCP, FRCPATH, MD,  
 FRACP, FRCPA

*Dipti Taleullkar*  
 MBBS, PhD, FRACP, FRCPA,  
 GradCertHE

*Phillip Chol*  
 BA BSc(Med), MBBS, PhD, FRACP,  
 FRCPA

*James D'Rozario*  
 MBBS, FRACP, FRCPA

### Registrars:

*Fathima Ayyalll* MBBS  
*Morgan Edwards* MBBS  
*Kathryn Forwood* MBBS  
*Ray Mun Koo* MBBS  
*Caroline Wilson* MBBS (Hons)

### Nurse Care co-ordinator:

*Deidre Mathis* RN MN (NP)  
*Jennifer Northey* RN

### Haematology CNC:

*Kathlene Robson* RN

### Haemophilia Nurse

*James Slade* RN MN

### Clinical Trials

*Caitlin Kolaric* RN  
*Julie Asquith* RN  
*Andrea Blanco* RN

### Haematology Admin:

*Claire Wiltshire*  
*Jordan Peak-Sibree*  
*Susan Booth*

Miss Nicole Feely,  
 Director-General  
 Canberra Hospital and Health Services

Date Typed: 26/10/2017

Dear Nicole,

**Re: Request for conference Leave approval to attend the launch of the Australian CTCL Network & Zolnza Expert Input Forum**

This is to request for permission to attend the upcoming launch of the Australian CTCL Network & Zolnza Expert Input Forum. This is an opportunity for clinicians to drive better management of CTCL patients.

Merck Sharp & Dohme (Australia) Pty Limited will be funding the travel to and from this meeting which is due to take place in Melbourne on 24<sup>th</sup> November 2017.

There is no conflict of interest with or breach of the Directorate's integrity policy.

Thank you,

Kind Regards,

**James D'Rozario** MBBS, FRACP, FRCPA  
 Senior Staff Specialist, Dept of Haematology  
 Capital Region Cancer Service/ ACT Pathology  
 Medical Director, Clinical Haematology, CRCS  
 Senior Lecturer, Australian National University Medical School  
 + 61 2 6174 8514 (T)  
 + 61 2 6174 5544 (F)

**Elsey, Jennifer (Health)**

---

**From:** ACT Health, Director HIB Support  
**Sent:** Monday, 6 November 2017 3:37 PM  
**To:** ACT Health, EDPeopleandCulture  
**Cc:** Couvee, Peter (Health)  
**Subject:** Request for Urgent SERBIR approval. [SEC=UNCLASSIFIED]  
**Attachments:** COR17-20425 signed by CHO.pdf  
  
**Importance:** High

Good afternoon,

I rang Jenni about this one this morning. The Commonwealth Department of Health has offered to pay for all future ACT Health attendances at workshops outside of Canberra. Attached is Chief Health Officer supported minute to SERBIR requesting ongoing approval for two members of Health Improvement Branch to attend these workshops. The first workshop is scheduled for next Monday, 13 November - we received the details of this meeting request this morning. It would be great if there is any chance SERBIR could review and hopefully approve the attached minute today in order for the Commonwealth to be notified details on booking tickets for Emily Harper and Peter Couvee.

Thanks a lot,

Kind regards,

Judy Farrugia | Health Improvement Branch Administration Officer  
 Phone: (02) 6207 3533 | Email: DirectorHIBSupport@act.gov.au or judy.farrugia@act.gov.au Population Health  
 Protection and Prevention | ACT Health | ACT Government Level 3, 2-6 Bowes Street, Woden | GPO Box 825  
 Canberra City ACT 2601 | www.act.gov.au Care Excellence Collaboration Integrity

-----Original Message-----

**From:** BOWESB02L03P03@act.gov.au [mailto:BOWESB02L03P03@act.gov.au]  
**Sent:** Monday, 6 November 2017 4:12 PM  
**To:** Farrugia, Judy (Health) <Judy.Farrugia@act.gov.au>; Couvee, Peter (Health) <Peter.Couvee@act.gov.au>  
**Subject:** Message from "BOWESB02L03P03"

This E-mail was sent from "BOWESB02L03P03" (MP C5503).

Scan Date: 11.06.2017 15:11:40 (+1000)  
 Queries to: BOWESB02L03P03@act.gov.au



## MINUTE

**SUBJECT: Assessment of externally funded domestic travel to National Cancer Screening Program State and Territory Workshops**

**To:** Janine Hammat, Senior Executive Responsible for Business Integrity Risk (SERBIR)

**From:** Dr Paul Kelly, Chief Health officer and Deputy Director General Population Health Protection and Prevention

**Date:** 6 November 2017

**Purpose**

To seek your approval for ongoing externally funded domestic travel for two Health Improvement Branch staff members to attend National Cancer Screening Program (NCSP) State and Territory Workshops associated with the renewed NCSP.

**Background**

David Paull, Assistant Secretary from the Commonwealth Department of Health (DoH) has agreed to fund travel to all future meetings associated with the renewal of the NCSP (Attachment A). The first NCSP Statement and Territory Workshop to be funded by DoH occurs on Monday, 13 November 2017.

Emily Harper, Executive Director Health Improvement Branch and Peter Couvee, Manager Cervical Screening Program will be the two ACT Health staff members involved in upcoming travel.

**Issues**

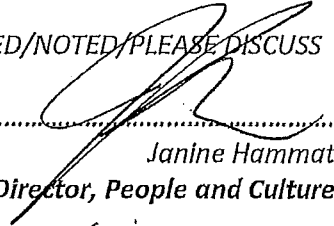
ACT Health is engaging proactively with the Commonwealth in the interests of ensuring the implementation of the renewed NCSP proceeds as smoothly as possible. Attendance at workshops is essential to address significant concerns about the two-phased approach to implementation of the National Cancer Screening Register.

The Chief Health Officer has identified to the best of their knowledge that there is no potential conflicts of interest.

**Recommendations**

That you agree there appears to be no Conflict of Interest for Emily Harper and Peter Couvee to attend all future National Cancer Screening Program State and Territory Workshops associated with the renewed NCSP.

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

  
.....  
Janine Hammat  
Executive Director, People and Culture

6 November 2017

Dr Paul Kelly  
Chief Health Officer and Deputy Director General  
Population Health Protection and Prevention Division

6 November 2017

Action Officer: Emily Harper, Executive Director  
Unit: Health Improvement Branch  
Extension: 52245







Thanking you in anticipation,

[REDACTED]

NCSR Implementation Branch | National Cancer Screening Implementation Unit  
Australian Government Department of Health

[REDACTED]  
Location: 8.S.514  
PO Box 9848, Canberra ACT 2601, Australia

---

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## MINUTE

**SUBJECT: Approval for externally funded domestic travel to attend Clandestine Laboratory Investigation Workshop.**

To: Janine Hammat, Senior Executive Responsible for Business Integrity Risk (SERBIR)

From: Conrad Barr, Executive Director Health Protection Service

Date: 31 January 2018

**Purpose**

To seek your approval for externally funded domestic travel, for Dr Tim Altamore of the Health Protection Service to attend a Clandestine Laboratory Investigation workshop to be held in Brisbane on 15 to 16 March 2018.

**Background**

The National Institute of Forensic Science (NIFS), through its parent agency, the Australian and New Zealand Policing Advisory Agency (ANZPAA) is the peak forensic advisory and promotional body in Australia for the development of policy and guidelines for Australian forensic services.

NIFS periodically provide specialist technical workshops for jurisdictional representatives. On 15-16 March 2018 NIFS will be coordinating and funding a workshop on clandestine laboratory investigation to be provided by Qld Health.

Dr Tim Altamore is a senior forensic scientist appointed as an Analyst under ACT legislation. A component of Dr Altamore's routine duties is the investigation and safe dismantling of clandestine drug laboratories. Opportunities to liaise with forensic chemists from other jurisdictions and explore improved methods for these operations are rare and considered essential for ongoing improvements to process.

**Issues**

NIFS is providing travel funding for a representative from each jurisdiction to attend the clandestine laboratory workshop on 15 and 16 March 2018.

In accordance with the *Travel for Official Purposes and Associated Accommodation SOP*; all travel, including that being paid for by an external party, is required to be assessed by the Senior Executive Responsible for Business Integrity Risk (SERBIR) for potential conflict of interest or breach of the Directorate's integrity policy.

Simon Rockliff, Director ACT Government Analytical Laboratory, has assured me that there is no real or perceived Conflict of Interest in NIFS funding the travel for Dr Altamore to attend the clandestine laboratory workshop. I concur with his advice.

## Recommendations

That you:

- Note the above information; and

*NOTED / PLEASE DISCUSS*

- Approve the proposed externally funded travel of Dr Tim Altamore to attend the Clandestine Laboratory workshop to be held 15-16 March 2018 in Brisbane.

*AGREED / NOT AGREED / PLEASE DISCUSS*

.....  
Janine Hammat

*Senior Executive Responsible for Business Integrity Risk (SERBIR)*

7 January 2018  
*Feb*

*CFB*  
Conrad Barr  
Executive Director, Health Protection Service  
Population Health Protection Prevention

Date: 31 January 2018

Action Officer: Simon Rockliff  
Unit: ACT Government Analytical Laboratory  
Extension: 58701



## WORKSHOP PROPOSAL FORM

### Section 1 - Workshop Summary

Workshop Title	Clandestine Drug Laboratory Advanced Practitioners Workshop
Proposed date	15 – 16 <sup>th</sup> March 2018
Proposed venue	QLD Health
SAG name	DrugSAG
Priority number given by SAG <i>(please seek advice from the SAG chair)</i>	1
Name and contact details of workshop organiser(s)	Helen Salouros <a href="mailto:helen.salouros@measurement.gov.au">helen.salouros@measurement.gov.au</a> (02) 9449 0197 Peter Culshaw <a href="mailto:Peter.Culshaw@health.qld.gov.au">Peter.Culshaw@health.qld.gov.au</a> (07) 3274 9038 Ben Painter <a href="mailto:ben.painter@sa.gov.au">ben.painter@sa.gov.au</a> (08) 8226 7700 Wayne Mitchel <a href="mailto:wayne.mitchell@police.vic.gov.au">wayne.mitchell@police.vic.gov.au</a> Dan Coghlan <a href="mailto:daniel.coghlan@health.nsw.gov.au">daniel.coghlan@health.nsw.gov.au</a> (02) 9646 0209 Vivien Beilby <a href="mailto:Vivien.Beilby@health.nsw.gov.au">Vivien.Beilby@health.nsw.gov.au</a> (02) 9646 0222
Workshop overview <i>(2-3 sentences only)</i>	The clandestine drug laboratory advanced practitioners workshop is intended to increase capability, knowledge of and experience in dealing with less well known but increasingly used drug manufacturing methods.  The workshop has been specifically designed to include both the theoretical organic chemistry aspects of illicit drug manufacture as well as practical issues confronting forensic chemists when they attend clandestine facilities engaged in more novel illicit drug manufacture. Currently many jurisdictional laboratories have little or no experience with many of the emerging clandestine laboratory techniques.

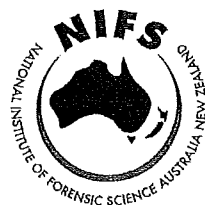
#### **Important instructions:**

- All sections 1 to 4 MUST be completed.
- In section 1, consult with the SAG chair to assign the workshop priority.
- Section 5 provides an overview of the workshop proposal process.
- Submissions are to be sent to [Secretariat.NIFS@anzpaa.org.au](mailto:Secretariat.NIFS@anzpaa.org.au) by 30th September.
- Please contact a member of the NIFS team if you have any questions.

**ANZPAA**  
Australia New Zealand  
Policing Advisory Agency



<b>ANZPAA NIFS Use only</b>		
ANZFEC / ANZPAA NIFS Comments/ Conditions:		
<hr/>		
<hr/>		
<hr/>		
ANZFEC endorsement: Yes/No		Date:.....
ANZPAA NIFS approval to fund: Yes/No	Name:.....	Date:.....



## Section 2 – Workshop Details

Workshop type	<input checked="" type="checkbox"/> Critical Issues <input checked="" type="checkbox"/> Education/Training – Non Assessed <input type="checkbox"/> Education/Training – Assessed <input type="checkbox"/> Other – please specify  ✓ Please tick appropriate type
Outline of goals/objectives	<p>To increase and disseminate knowledge of emerging trends in the production of dangerous drugs and precursor chemicals.</p> <p>The course is aimed for senior clandestine investigating chemists and will focus on advanced clandestine laboratory chemistry for scene attendance and laboratory analysis and interpretation.</p> <p>The content of the workshop has been specifically designed to complement the courses offered by State jurisdictions by covering the more advanced chemistry encountered in the emerging manufacturing methods. The course content is designed to increase the knowledge and expertise of the course participants allowing them to conduct further training within their individual jurisdictions. This aligns with points raised at the 2017 DrugSAG Critical Issues Workshop. One issue raised at the DrugSAG Critical Issues Workshop identified a gap in training for the interpretation of analytical data associated with novel methods. A specific section has been included in the proposed workshop program to address this gap.</p>
Identified benefits/outcomes	<p>Increase chemical knowledge of emerging trends in clandestine drug manufacture.</p> <p>Determine national approaches to dealing with new clandestine laboratory hazards.</p> <p>Develop collaborative partnerships between State, Territory &amp; New Zealand Forensic Lab Chemists.</p> <p>Dissemination of electronic copies of workshop content to delegates enabling the transfer of knowledge to relevant agency jurisdictions. The course will generate training material which could be shared to all jurisdictions using the NIFS secure server therefore allowing participants to train other staff using a national approach to developing competencies.</p>
Relevant assessment Criteria <i>(if appropriate)</i>	n/a
Recommended educational provider <i>(if appropriate)</i>	Local (Aus/ NZ) clandestine laboratory investigating chemist experts

Special requirements <i>(if appropriate)</i>	Access to lecture rooms, laboratory facilities and possibly outdoor scenario facilities - this can be covered through use of QLD Health.  Due to the limited space for undertaking practicals the maximum number of participants recommended is twenty.
Please detail any safety risks relevant to the planning and conduct of the workshop	Standard laboratory chemical safety assessments will be prepared for all chemicals used through the practical components of the workshop.  Risk assessments will be prepared for each of the manufacturing methods to be demonstrated in practical components of the workshop by each agency representative tasked with leading the presentation. Note, the methods chosen for demonstration in the workshop do not involve techniques which would cause the level of risk to be elevated above what would be considered as usual for chemical synthesis.
Proposed presenters <i>(Please give full details, including experience or expertise)</i>	Experienced clandestine laboratory investigating chemists from Australian/ New Zealand jurisdictions who have specific experience with clandestine facilities and have utilised the more novel illicit drug manufacturing methods to be covered in the course. The proposed presenters are as follows:  QLD Health – Sean Davis and Helen Eldridge, Senior Chemists  FSSA – Mr Ben Painter, Science Leader – Drugs  ESR – Presenter to be advised will be attendee; ESR nominated attendee, due to their experience in routinely processing clan labs utilising “Parr-Bombs”  ACIC – Mr Peter Vallely – Principal Specialist – Forensic Chemist  VICPol – attendee to present.
Duration	3 days

### Section 3 - Workshop Financial and Resource Implications

Please provide approximate costs for the following:

Item	Agency to bear the costs	Cost
Venue <i>(NIFS max \$500 ex GST)</i>	QLD Health	N/A
Catering <i>(NIFS max \$30 pp @day)</i>	NIFS (12 attendees and 4 presenters @ \$30x 2 days)	\$960
Presenter(s) - Fees	Local Jurisdiction x 3 presenters	N/A





Presenter(s) - Flights.	ANZPAA- NIFS (1 domestic flights)	\$500
Presenter(s) - Accommodation	ANZPAA – NIFS (1 presenters)	\$500
Attendees - Flights	ANZPAA- NIFS (1 per jurisdiction)	\$6,000
Attendees - Accommodation	Local Jurisdictions	
Attendees - Expenses	Each local Jurisdiction	
Other costs	Local jurisdictions will be given the option to send a second person funded by the jurisdiction	
<b>Total Cost of workshop</b>		<b>\$7,960</b>

Significant time and effort has already been spent by DrugSAG representatives in preparing a detailed agenda with assigned agency roles and responsibilities. This has resulted in content, dates and location finalisation in the event this workshop is successful.

## Section 4 – Proposed Workshop Timetable

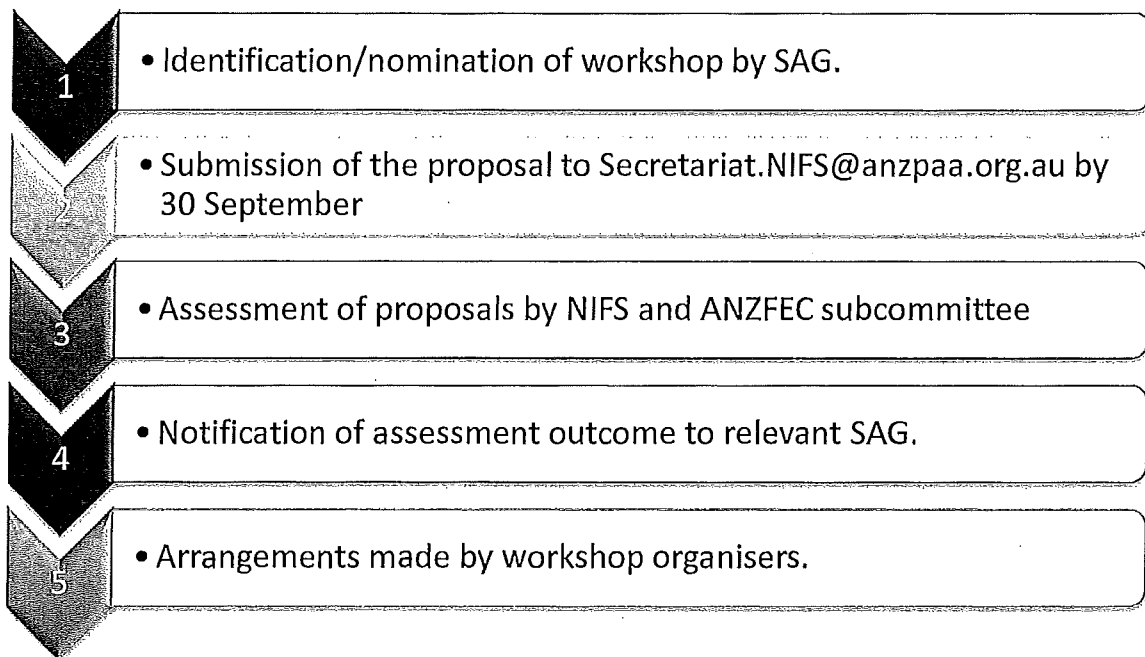
Workshop title	Clandestine Drug Laboratory Advanced Practitioners Workshop
Date(s)	15-March-2018 15 March 2018
Time	0900 - 1600
Location	QLD Health

Time	Item No.	Item	Presenter
<b>DAY 1</b>			
Lecture		Manufacture of MDA from Helional	QLD Health - QLD
Lecture		Management of "One-Pot" method	QLD Health - QLD
Lecture		Manufacture of Ephedrine via bio-fermentation of benzaldehyde	FSSA - SA
Lecture		Emerging new Clan Lab Issues: managing fentanyl labs, etc (discussion forum)	FSSA - SA
Practical		Manufacture of MDP2P from Helional	Led by Qld Health
Practical		Manufacture of Ephedrine via bio-fermentation of benzaldehyde	Led by FSSA SA
		Open slide night??	
<b>DAY 2</b>			
Lecture		Manufacture of Ephedrine via Akabori method	FSSA - SA
Lecture		Manufacture of P2P and MDP2P – to include MDMA glycidate	VICPol – VIC
Lecture		Management of 'Parr-Bombs'	ESR - NZ
Lecture		Emerging Issues: an ACIC perspective	ACIC
Practical		Manufacture of Ephedrine via Akabori	Led by FSSA SA
Practical		Interpretation of relevant analytical data (including interrogation of reaction by-products) & finalisation of any unfinished processes	Relevant Agency


## Section 5 - Process Flow Chart

For more information on how to facilitate and run a SAG meeting please go to:

<http://www.anzpaa.org.au/ArticleDocuments/514/Criteria%20for%20SAG%20Meetings.pdf.aspx>



**MINUTE****SUBJECT:**

To: Janine Hammat, Executive Director, People and Culture

From: Dr Girish Talaulikar, Executive Director, Division of Medicine

Through: Wendy Mossman, ADON, Division of Medicine

Date: 31<sup>st</sup> January 2018

**Purpose**

To request approval for Registered Nurse, Clare Taylor to attend the STADA Annual Quality Care and Advocacy Program (QCAP). This is externally funded through STADA Pharmaceuticals Australia.

**Background**

Clare Taylor, Advanced Practice Nurse (APN) has been invited to attend the STADA QCAP education day (with one night accommodation for the 15<sup>th</sup> of March due to flight times). The meeting will provide an excellent professional development opportunity for the Parkinson's APN to update knowledge and to network with other Parkinson's nurses. The education program will feature case studies presented by Marion Hoffman and Sheree Ambrosini, two leading Movement Disorder Specialist Nurses, in establishing and monitoring patients on Apomorphine. Given that the Canberra Hospital is in the process of re-establishing the Apomorphine service this provides a beneficial learning opportunity to ensure this service aligns with National standards and practices. It will also allow for Clare Taylor to improve her knowledge of Apomorphine and the complexities of initiating this medication. Dr Matt-Lee Archer will also present on the Taledo Phase III study which is aimed at evaluating the efficacy of reducing 'OFF' time in Parkinson's patients using Apomorphine.

Ms Taylor has no conflict of interest.

Ms Taylor's attendance at the above mentioned conference is supported by the Division of Medicine through her professional development leave.

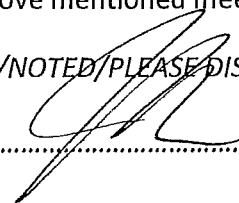
**Issues**

STADA Pharmaceuticals has offered to sponsor Ms Taylor for return economy airfares to Melbourne, airport transfers and accommodation.

**Recommendations**

1. That you approve Clare Taylor' attendance at the above mentioned meeting.

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

  
.....  
Jannine Hammat  
Executive Director, People and Culture  
7 February 2018

Name            Dr Girish Talaulikar  
Title            Executive Director  
Division        Division of Medicine

Date             January 2018

Action Officer: Wendy Mossman,  
Title            ADON  
Unit:            CSHC, Division of Medicine  
Extension:     42619



## Professional Development Application

You must attach the following documentation:

- ✦ Conference/workshop information brochure;
- ✦ Completed conference/workshop registration application;
- ✦ Completed travel application (Including the estimated time and dates you wish to travel); and
- ✦ Tax Invoice/receipt if reimbursement is sought

Your Details	
Name Clare Taylor	E-mail Clare.a.taylor@act.gov.au
Work contact number 61745898	Mobile contact number [REDACTED]
Classification RN3.1	Division/Work area Medicine Neurology
Employment status Full Time	Type of leave requested Professional Development Leave
Cost centre Click here to enter text.	Length of Service at TCH 4 years

Previous Professional Development	
Have you had any leave related to Professional Development in the past 12 months? Yes	If yes, date of last Professional Development Leave 8/08/2017
Did you receive funding? Yes	Type of funding received Travel / Accommodation

Conference/Workshop Details	
Conference/Workshop title STADA Quality Care and Advocacy Program	
Venue: Como Hotel 630 Chapel Street South Yarra Victoria	
Conference/Workshop start date 16/01/2018	Conference /Workshop finish date 16/01/2018
Days absent from work 1	Have you registered? Yes
How do you intend on travelling? Plane	

Conference / Workshop Costing		
	Yes /No	Estimated Costs
Cost to Division	Choose an Item.	
Funded by Private Practice **	Yes	
Personally Funded (Leave Only)	Choose an Item.	
Conference / Workshop Registration	Choose an Item.	\$ Click here to enter text.
Travel	Choose an Item.	\$ Click here to enter text.
Accommodation	Choose an Item.	\$ Click here to enter text.
	<b>Total</b>	\$ Click here to enter text.


\*\* If applying for Private Practice Funding, applicant must first receive Divisional approval

**Rationale for supporting statement (to be completed by applicant)**

The program will provide an excellent professional development opportunity for the Parkinson's APN to update knowledge and to network with other Parkinson's nurses. The education program will feature case studies presented by Marlon Hoffman and Sheree Ambrosini, two leading Movement Disorder Specialist Nurses, in establishing and monitoring patients on Apomorphine. Given that the Canberra Hospital is in the process of re-establishing the Apomorphine service this provides a beneficial learning opportunity to ensure this service aligns with National standards and practices. It will also allow for Clare Taylor to improve her knowledge of Apomorphine and the complexities of initiating this medication. Dr Matt-Lee Archer will also present on the Taledo Phase III study which is aimed at evaluating the efficacy of reducing 'OFF' time in Parkinson's patients using Apomorphine.

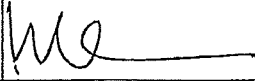
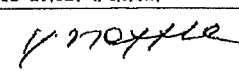
Please note: Rationale is to include purpose of attendance, benefits to department/ individual, action plan post attendance, and link to learning and achievement plan.

**To be signed by Applicant**

Name: Click here to enter text. Clare Taylor	Signature: 	<input type="checkbox"/> If approved electronically	Date: Click here to enter a date. 23.1.18
--	---	---	---

Private Practice Disclaimer: I understand that if I leave my present position within the next 12 months I may be required to refund any financial support received from the Private Practice Fund

**Clinical Nurse Consultant / Nurse Manager / Director Of Nursing Approval**

CNC/CMC: Click here to enter text.	Signature	<input type="checkbox"/> If approved electronically
Recommended Choose an Item.	Authorisation Date Click here to enter a date.	
Nurse Manager Click here to enter text. Wendy Mossman	Signature 	<input type="checkbox"/> If approved electronically
Recommended Choose an Item.	Authorisation Date Click here to enter a date.	
Director Of Nursing/Midwifery Click here to enter text. KELLIE HOFFER	Signature 	<input type="checkbox"/> If approved electronically
Recommended Choose an Item. PD approved	Authorisation Date Click here to enter a date. 25/1/18	

**Executive Director / Deputy Director-General / Director-General Approval (if required)**

Line Managers Name Click here to enter text.	Signature	<input type="checkbox"/> If approved electronically
Recommended Choose an Item.	Authorisation date Click here to enter a date.	
No cost to division approved Choose an Item.	Transport/travel approved Choose an Item.	
Conference/workshop registration approved Choose an Item.	Accommodation approved Choose an Item.	

**Booking Officers Section**

No cost to division booked	Transport/travel
----------------------------	------------------

Choose an Item.	Choose an Item.
Conference/workshop registration booked	Accommodation booked
Choose an Item.	Choose an Item.

### Checklist

Prior to submitting your application, please ensure that this checklist is completed	
Professional Development Leave/Conference Leave form attached	Yes
Original tax Invoices/receipts attached	Choose an item.
Conference Information attached	Yes
Travel form attached	Yes
Essential training report attached	Yes
ProACT report of previous PDL/Conference leave attached	Choose an item.
Approved by delegate	Choose an item.
Is this application urgent?	Choose an item.
Reimbursement required? If yes, BSB Click here to enter text. Account Number Click here to enter text. Account Name Click here to enter text.	Choose an item.

### Other

Applications must be received by the Director of Nursing prior to the publishing of the relevant roster. Any variation to this requirement will be at the discretion of the Director of Nursing

Checklist and attachments must be completed by the Applicant and included with application

Applicants are to request EITHER reimbursement of fees OR payment by Division

The CNC/Nurse Manager must sign PDL form prior to forwarding to Director of Nursing

Following approval by the Director of Nursing, application will be scanned to the finance team for processing





# Application for Leave

## Instructions

1. Use this form for all types of leave except Long Service Leave and Leave Without Pay | 2. This form must be signed by the applicant and the delegate | 3. Guidance - Refer to fact sheet 'Leave Application Forms - Supplementary Information' | 4. Conditions - Refer to relevant Enterprise Agreement and/or policy/guidelines

Applicant to Complete		
Family name: Taylor	Given names: Clare Adellne	Permanent
Health	Classification: RN3.1	AGS/Employee Number: [REDACTED]
Are you currently salary packaging? Yes	Tel (work): 61745898	Tel (on leave): [REDACTED]
Leave Type (Refer to fact sheet ' <u>Leave Application Forms - Supplementary Information</u> ' for guidance on 'Other'.)		
<input type="checkbox"/> Annual	<input type="checkbox"/> Leave Loading	<input type="checkbox"/> Prepayment
<input type="checkbox"/> Personal	Evidence Attached/Without Evidence	
<input type="checkbox"/> Personal In Extraordinary Unforeseen Circumstances		
Reason:		
<input checked="" type="checkbox"/> Other (specify): Professional development		<input checked="" type="checkbox"/> Documentation attached
<input type="checkbox"/> Purchased (Approval to access the Purchased Leave Scheme is required prior to submitting this application.)		
<input type="checkbox"/> Maternity/Primary Care Giver/Special Maternity/Adoption		<input type="checkbox"/> Certificate/other documentation
Period and Payment		
<input type="checkbox"/> Full pay	From: 08:30 pm on 16/3/2018	To: 5:00 pm on 16/3/2018
	Total days requested: [REDACTED] OR	Total hours requested: <del>8</del> 8
<input type="checkbox"/> Half pay	From: : am/pm on / /	To: : am/pm on / /
	Total days requested: OR	Total hours requested:
<input type="checkbox"/> Without Pay (Personal/Maternity/Primary Care Giver/Parental/Other)	From: : am/pm on / /	To: : am/pm on / /
Signature: [Signature]		Date: 23/1/18
Manager/Supervisor to Complete		
<input type="checkbox"/> Supported	<input type="checkbox"/> Not supported, reason:	
Name:	Position Title:	Tel:
Signature:		Date: / /
Delegate to Complete		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not approved, reason:	
Name: W. Mosman	Position Title: Ag Adon	Tel: X 42619
Signature: [Signature]		Date: 24/01/18
Shared Services to Complete		
Email to Salary Packaging advising of reduced pay and leave dates: <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Salary Adjustment Date:
Prepared by:	Signature:	Date:
Checked by:	Signature:	Date:

Send to Shared Services for action via:  
Email to [HRSharedServices@act.gov.au](mailto:HRSharedServices@act.gov.au)  
Internal mail to Shared Services, Winyu House, GPO Box 158 Canberra ACT 2601

Issued: 02/12/2016

Page 1 of 1

This ACT Government form is administered by Shared Services. See <http://sharedservices> for current version.



## Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For International bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services Intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: Clare Taylor				Classification: RN3.1			
Group: Medicine				Unit: Neurology			
Work phone: 61745898		Fax:		Mobile:		Home Phone: [REDACTED]	
Home address: [REDACTED]				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: National Parkinson's Nurses Meeting (Parkinson's Victoria with a grant from UCB)							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	15/3/18	16:00	Melbourne	15/3/17	17:30	Economy	TBA
Melbourne	16/3/18	16:00	Sydney	16/3/18	18:00	Economy	TBA
	//			//			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
<b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		
If you intend to seek approval to vary from accommodation standards, please give reasons: Accommodation being supported by STADA Pharmaceuticals Pty Ltd							

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details					
Date In	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
15/3/18	16/3/18	TBA			
//	//				
//	//				
Details of any leave or non-official travel which you intend taking directly before or after your official travel					
From: //	To: //	Contact details:			
Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.					
Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.					
Advance: \$	BSB No:		Account No:		
Signature of traveller			Date / /		
<b>Supported - funds are available and travel is recommended</b>					
Signature of supervisor <i>[Signature]</i>			Date <i>25/1/18</i>		
Approval of travel					
Signature of delegate		Pos No.	Classification	Date / /	
Signature of Director-General/Minister (for overseas travel only)				Date / /	
BOOKING REFERENCE:			Advance and cabcharges acquitted (finance officer)		
TRAVEL COSTS:			Advance and cabcharges reconciled		
COST CODES:			Signature of finance officer		

24/01/2018 09:35

CHH Nursing Midwifery Services

Code Analysis Detail by Day

01/01/2017-24/01/2018

Unit Description	Cost Centre	Name	Position	Date Day	Type	Code	Hours	Start	End	Note Type	Note Detail
CAN 7592 Haematology Nsg...	7592-61725	Taylor, Clare	R13	16/01/2017 Mon	NP	PP	3.00	09:00	12:00		

Other selected options:  
Staff Worked in Unit

Only 3 hrs in 12 months 😊

## Save the Date



STADA

### STADA's Annual Quality Care & Advocacy Program [QCAP] Meeting

Please SAVE THE DATE to join STADA Pharmaceuticals Australia and invited speakers who will present educational case studies, research & clinical trial updates, as well as an interactive workshop to support and enhance the quality of nursing care in Parkinson's Disease.

**Date** Friday 16th March, 2018

**Time** 9am - 3:30pm

**Venue** Como Hotel  
630 Chapel Street  
South Yarra Victoria

For further information or to confirm your attendance please contact Sharon Benedlerks on [sharon.benedlerks@stada.com.au](mailto:sharon.benedlerks@stada.com.au)

**MOV APO<sup>®</sup>**  
apomorphine hydrochloride

#### Agenda and Guest Speakers

- **MOVAPO<sup>®</sup> Case Studies**  
Marion Hoffman, Movement Disorders Nurse, Austin Hospital  
& Sheree Ambrosini, Movement Disorders Nurse Practitioner, Goulburn Valley Health
- **TOLEDO (Phase III Study) and applying outcomes in clinical practice**  
Dr Matt Lee-Archer, Neurologist, Northern Hospital
- **Tips and tools to manage difficult questions about Palliative care like a pro.**  
Victor McConvey, Parkinson's Victoria Clinical Nurse Consultant

Dinner for regional/interstate guests will be held on Thursday March 15th at 6:30pm - venue TBC.



## MINUTE

**SUBJECT: Approval to attend “Be an Advocate for Change” an evening dedicated to advocacy in stoma care in Sydney, New South Wales**

To: Janine Hammat, Executive Director, People and Culture

From: Paul Dugdale, A/g Executive Director, RACC

Date: 14 February 2018

**Purpose**

To seek approval for Ms Cheryl Jannaway to travel interstate to attend an education evening sponsored by Hollister for Stoma Therapy Nurses – “Be an Advocate for Change” at the Park Royal Darling Harbour, Sydney, NSW on Friday, 2 March 2018.

**Background**

Ms Jannaway is a Clinical Nurse Consultant - Stoma for the Community Care Program, Rehabilitation, Aged and Community Care, and is responsible for the provision of evidenced based consultancy advice, support and education to Community Care nurses and to residential aged care facilities in the ACT. She is also the president of the ACT branch of the Stoma Association and on the executive committee of the Australian Association of Stoma Nurses (AASN).

Hollister is an international company that provides resources/consumables related to wound, ostomy and continence care. Ms Jannaway has been invited by Hollister to an education evening that will enhance her knowledge about clinical research in the field of stoma therapy. Ostomy related costs and incidence of peristomal skin complications will also be discussed at this event. It is an opportunity for clinicians to share how “best to achieve cost effective solutions to challenging clinical problems”.

Participation in this event will assist with the application of best practice, cost effective stoma care for ACT Health stoma patients and enhance networking and research development opportunities. We believe this opportunity will support development of meaningful relationships and increase current knowledge of latest evidence for stoma management practice.

### Issues

Hollister is funding the travel and accommodation costs associated with the event (see attached letter from Hollister). Hollister has stipulated that attendance at this event does not constitute any obligation to purchase any Hollister products (see attached email). There is in my view no material conflict of interest as ACT Health community nurses use products from a number of companies. However, there may be a perception of conflict of interest by other companies. You are the delegate for authorising attendance in such instances.

### Benefits/Sensitivities

This is a Learning and Development opportunity for Ms Jannaway in her role of CNC Stoma for the Community Care Program which will ultimately be of benefit to stoma patients seen by clinicians within the program and to ACT Health.

### Media

There is no media associated with this event.

### Financial

There is no financial outlay for ACT Health as the travel and accommodation will be fully funded by Hollister.

### Recommendations

That you:

- Note the information provided in this Minute; and

NOTED/PLEASE DISCUSS

- Approve Ms Jannaway's attendance at the event.

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

.....  
  
 Janine Hammat  
 Executive Director, People and Culture

15 February 2018

Name Maxine Scicluna  
Title Director  
Branch Community Care Program  
Division RACC

Date 02 February, 2018

Action Officer: Natasha Milewski  
Unit: RACC A/g EO  
Extension: 48513





2 February, 2018

Judith Perry  
 Stomal Therapy Department  
 Belconnen Community Health  
 56 Lathlain St  
 Belconnen ACT 2616

Dear Judith,

**Re: Employer Approval to Attend the Hollister "ADVOCATE For Change " Event – Sydney - 2 March, 2018**

The purpose of this letter is to seek your approval for *Crystal Watt* of Belconnen Community Health to attend the above Hollister Educational Event – in Sydney on 2 March, 2018

To continue with our commitment in advancing the discipline of Stomal Therapy by offering independent clinical education for Stomal Therapy Nurses (STNs), and appropriately supporting them to educate and care for their patients, Liberty Medical is hosting the Hollister education event "ADVOCATE For Change" on:

**Date** 2 March, 2018

**Venue:** Parkroyal Darling Harbour, Sydney NSW

The evening will focus on the presentation of the recently published ADVOCATE clinical trial and discussion about clinical research in the field of Stomal Therapy and will compare ostomy-related costs and incidence of peristomal skin complications (PSCs) for ceramide-infused ostomy skin barriers and control skin barriers.

Please find **attached an invitation copy with agenda and information on our speakers for the event.**

To ensure STNs are given the opportunity to attend, Hollister is happy to provide *Crystal Watt* with:

- a return economy air travel
- 1 night's accommodation on the night of the event, including breakfast; and
- return transfers from home to airport to venue.

Liberty Medical will not be liable for other incidental expenses and travel claims.

.....2

Liberty Medical P/L,  
 P.O. Box 375, Box Hill Vic 3128  
 1800 219 179  
 ABN : 36 072 817 755  
 www.hollister.com.au



We trust you will embrace this initiative as an opportunity to share and expand clinical knowledge within your organization. Can you please sign and return a copy of this letter as an indication of your approval for *Crystal Watt* to attend.

If you require further information please do not hesitate to contact me at any time.

Kind Regards,

*Jennifer Capaul*

**Jennifer Capaul-Parker**  
Marketing Manager  
ANZ Liberty Medical Pty Ltd  
P: +61 417 497 333  
E: Jennifer.capaul-parker@libmed.com.au



I, ....., Title: .....

on behalf of <Organisation>: .....hereby approve of <Attendee Name>

.....attending the Hollister educational event on <Date& Location>

.....

.....  
**Signature**

.....  
**Date**

Liberty Medical P/L,  
P.O. Box 375, Box Hill Vic 3128  
1800 219 179  
ABN : 36 072 817 755  
www.hollister.com.au

**Perry, Judith (Health)**

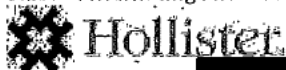
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From: [REDACTED]  
 Sent: Thursday, 1 February 2018 11:58 AM  
 To: Perry, Judith (Health)  
 Subject: RE: Cheryl Jannaway, STN - Approval To Attend [SEC=UNCLASSIFIED]

Hi Judith – confirming that STNs attending this event is purely for education reasons; no requirement to purchase Hollister products if attending the event.

Thanks

Jackie Francis  
 Sales & Marketing Associate



P: 03 9673 4367 E: [REDACTED]



Join us on  
 Facebook

Liberty Live Well Club

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From: Perry, Judith (Health) [mailto:Judith.Perry@act.gov.au]  
 Sent: Thursday, February 1, 2018 11:50 AM  
 To: [REDACTED]  
 Subject: FW: Cheryl Jannaway, STN - Approval To Attend [SEC=UNCLASSIFIED]

Dear Jackie,

Can you please confirm that staff attendance at this event does not constitute an agreement to purchase Hollister products? ACT Health purchase stoma products from a variety of companies based on a number of criteria.

Kind regards,

Judy Perry  
 Nurse Manager  
 Belconnen Community Health Centre

(02) 6205 1285 / M [REDACTED]  
 Judith.Perry@act.gov.au




---

From: Jannaway, Cheryl (Health)  
 Sent: Thursday, 1 February 2018 9:39 AM  
 To: Perry, Judith (Health) <Judith.Perry@act.gov.au>  
 Subject: FW: Cheryl Jannaway, STN - Approval To Attend [SEC=UNCLASSIFIED]

Hi Judy,

I received this yesterday, I would be grateful if you are able to fill out the employer approval.

Regards

Cheryl

---

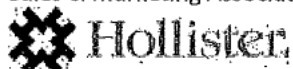
**From:** Jackie Francis [REDACTED]  
**Sent:** Wednesday, 31 January 2018 12:26 PM  
**To:** Perry, Judith (Health) <Judith.Perry@act.gov.au>  
**Cc:** Jannaway, Cheryl (Health) <Cheryl.Jannaway@act.gov.au>; [REDACTED]  
**Subject:** Cheryl Jannaway, STN - Approval To Attend

*Sent on behalf of Jennifer Capaul-Parker, Marketing Manager*

Dear Judith

please find attached our letter with agenda requesting your approval for Cheryl Jannaway, STN to attend the upcoming **ADVOCATE For Change** launch event in Sydney, 2 March 2018. We do look forward to having Cheryl there. If approved, can please fill in and sign page 2 as an indication of your approval and return to this email address.

Jackie Francis  
 Sales & Marketing Associate – ANZ



Ground Floor/ 990 Whitehorse Road | Box Hill, VIC, Australia | 3128

P: 03 9673 4367 E: [REDACTED]



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 Facebook

[Liberty Live Well Club](#)

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Document Number CHHS \_\_\_/\_\_\_



## Learning & Development Application Rehabilitation, Aged & Community Care

You must attach the following:

- Conference / Workshop informational brochure.  
 Completed Travel Form if travel involved

Date of application submission: 01/02/2018

Your Details - Staff member to complete	
Name: Cheryl Jannaway	Email: Cheryl.jannaway@act.gov.au
Work Contact Number: 62075933	Mobile Contact Number: [REDACTED]
Discipline: Nursing	Work Area/Team: Belconnen Community Nursing Team
Employment Status: Please tick <input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Classification: CNC 3.1 Stoma AGS Number: 8207868

Learning and Development Activity Details - Staff member to complete		
Conference/ Course/Seminar Title Hollister Education "Be an advocate for change"		
Dates: 2 <sup>nd</sup> March	Time: 8.30am - 1230pm	Days Absent From Work: 4 hrs
Venue: TBC	Location: Please tick <input type="checkbox"/> ACT <input checked="" type="checkbox"/> Other: Sydney	
How do you intend to travel: Please tick <input checked="" type="checkbox"/> Plane <input type="checkbox"/> Government Vehicle <input type="checkbox"/> Own Arrangements		
<i>PLANE FLIGHTS + Accommodation To be organized + Funded by Hollister</i>		

Costs Applied for - Staff member to complete (Please tick)	
Accommodation and travel (Airline/Car Hire) approved for full funding by the RACC Division will be organised by the Personal Assistant to the Executive Director once approved. Travel to/from the conference must occur on the same day unless approved by the DDG / DG	
<input checked="" type="checkbox"/> Work time only (2 days or less)	<input type="checkbox"/> Transport \$
<input type="checkbox"/> Work time only (3 days or less)	<input type="checkbox"/> Accommodation \$
<input type="checkbox"/> Course Registration \$	<input type="checkbox"/> Paid Travel Time    hrs

Rationale for Recommendation - Please tick and provide explanation	
<input type="checkbox"/> Essential Training	<input checked="" type="checkbox"/> Training identified on PMA / IDLP
<input type="checkbox"/> Staff requested to attend by Manager	<input type="checkbox"/> Training required to maintain professional registration
<input checked="" type="checkbox"/> Other <i>RELEVANT TO CNC STOMA ROLE</i>	

Doc Number	Issued	Review Date	Area Responsible	Page
	March 2017	March 2020	RACC	7 of 11


Document Number CHHS \_\_\_/\_\_\_

What key objectives will you share with the workplace on your return?

1. Clinical evidence in Ostomy.
2. Evidence based decision making on clinical practice and how this affects the STN profession
3. How change and provide better outcomes for patient stoma care

Outline how you intend to share your learning from this course:

By providing education sessions monthly to all community nursing teams.  
 By providing feedback at team meetings.  
 Providing education and mentorship to nurses assisting with stoma clinics.

Applicant signature:  Date: 2/2/18

**Approval Process Only.**

Line Manager to complete	
Line Manager Name: <u>J. A. PERRY</u>	Signature: <u>J A Perry</u>
Recommendation: Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If occurring during work hours has the impact on service delivery been considered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have other staff been considered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments: <u>Minimal impact on service delivery</u>

**Line Manager Rationale for Recommendation / Non Recommendation - Please provide explanation:**

Recommended: (1) Highly relevant to roles - CRC SPITH, CDP & President ACP Branch Stoma Association.  
(2) Minimal time off required (1 hrs).  
(3) No other costs by ACP Health.

**Line Manager/Director Offer of Support (line only requests up to 3 days)**

Line Manager (courses ≤ 2 days):     Yes     No    Signature:    Date:

Director (courses up to 3 days only):     Yes     No    Signature: M. Scicluna    Date: 2.2.2018

Work time only.

**Director rationale for Approval/Recommendation/Non Recommendation:**

Brief attached to notes for travel funding by Hollister

Flights and accomodation funded by Hollister. No cost to RACC except leave from workplace.

Highly recommended as this opportunity will allow update of stoma products and technique. Highly relevant for our stoma therapist.

Document Number CHHS \_\_\_/\_\_\_

Executive Director, Rehabilitation, Aged and Community Care Offer of Support	
Full Cost to RACC?    Yes / No	
Paid Leave            Yes / No	
Course Registration    Yes / No \$ _____	Accommodation    Yes / No \$ _____
Transport              Yes / No \$ _____	Travel Time        Yes / No
Authorising Officer's Name:	Authorising Officer's Signature:
Contact Phone No:	Cost Centre:
Authorisation Date:            /    /	

**Rationale for Recommendation / Non-Recommendation**

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**Further information or advice:**

**Discuss with your Manager:**

Executive Assistant Section Only		
<b>Travel Booked:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Date:	<b>Accommodation Booked:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Date:	<b>RACC Staff Development Spreadsheet Completed</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Date:

Document Number CHHS     /    

## Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services Intranet site.

Travel Requisition No: \_\_\_\_\_

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: <i>CHERYL JANINAWAY</i>				Classification: <i>RN 3.1</i>			
Group: <i>CC NURSING</i>				Unit:			
Work phone: <i>6251201</i>		Fax:		Mobile: <i>[REDACTED]</i>		Home Phone: <i>6161 6705</i>	
Home address: <i>[REDACTED]</i>				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: <i>TRAVEL to be organised &amp; funded by MINISTER</i>							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
	<i>//</i>			<i>//</i>			
	<i>//</i>			<i>//</i>			
	<i>//</i>			<i>//</i>			
	<i>//</i>			<i>//</i>			
If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 - option #1 for Government.							
Domestic:				International:			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		



Document Number CHHS \_\_\_/\_\_\_

TRAVELLER'S DETAILS				
Executives	4 star*	over 4 hours Business Class	4 star*	
Non Executives	3 star*	Economy Class	3.5 star*	Economy Class
If you intend to seek approval to vary from accommodation standards, please give reasons:				

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details. <i>TO BE ORGANIZED &amp; FUNDED BY HOLISTER *</i>					
Date In	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				
Details of any leave or non-official travel which you intend taking directly before or after your official travel					
From: //	To: //	Contact details:			
Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.					
Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.					
Advance: \$	BSB No:	Account No:			
<i>N/A.</i>	<i>N/A.</i>	<i>N/A.</i>			

X	Signature of traveller <i>[Signature]</i>	Date <i>2/2/18</i>
	<b>Supported - funds are available and travel is recommended</b>	
Signature of supervisor <i>[Signature]</i>	Date <i>2/2/18</i>	
<b>Approval of travel</b>		
Signature of delegate	Pos No.	Classification
Signature of Director-General/Minister (for overseas travel only)		Date / /

BOOKING REFERENCE:	Advance and cabcharges acquitted (finance officer)
TRAVEL COSTS:	Advance and cabcharges reconciled
COST CODES:	Signature of finance officer



You're invited

# Be an Advocate for Change

Hollister Education Australia is proud to present  
an evening dedicated to advocacy in stoma care.

Sydney: 2nd March 2018

## Advocate for Change

Hollister Education Australia is proud to present an evening dedicated to advocacy in stoma care.

With an international and national speaker line up, newly published, world-first clinical evidence in ostomy will be discussed, as well as the impact of evidence based decision making on clinical practice and the STN profession.

Join us for an exciting evening, and be an advocate for change in the stomal therapy discipline.

**Date:** Friday 2nd March 2018

**Location:** Park Royal Darling Harbour, 150 Day St, Sydney

**Time:** Registration from 4.45pm

### Agenda

4.45pm	Registration, arrival canapés
5.15pm	Opening Address: Paris Purnell
5.30pm	Why research matters in the STN profession: Julia Kittscha
5.50pm	Research driving choice in clinical decision making: The ADVOCATE Study: Ginger Salvadalena
6.20pm	Entrée
6.45pm	Health economic implications of compromised peristomal skin: Gary Inglese
7.15pm	Dinner
7.45pm	Speaker Panel: Paris Purnell
8.15pm	Closing Address: Paris Purnell
8.30pm	Dessert and coffee
8.45-9.30pm	Departures

**RSVP by Friday 16th February 2018 online at:**  
[www.surveymonkey.com/r/advocateforchange](http://www.surveymonkey.com/r/advocateforchange)



## Speaker Profiles



**Ginger Salvadalena**  
PhD, RN, CWOCN (USA)

Ginger is Clinical Scientist Fellow, Global Clinical Affairs, at Hollister Incorporated in Libertyville, Illinois. For over 20 years Ginger has practiced Wound, Ostomy and Continence Nursing, first as a Medical Surgical Clinical Nurse Specialist in acute care hospital practice, and since 2012 in various roles in the medical device industry. Salvadalena earned her Master's Degree at the University of Washington in Seattle, Washington and her PhD in Nursing at the University of Illinois at Chicago, Illinois. Her research interests include stoma and peristomal complications, stoma site marking, and stoma management. Salvadalena has authored multiple peer-reviewed publications and book chapters, and presented to international audiences.



**Gary Inglese**  
RN, MBA (USA)

Gary is a nurse who has spent nearly 38 years in the healthcare industry, working in a variety of leadership roles. He currently serves as the Senior Director of Global Health Economics at Hollister Incorporated, where he leads a team of specialists addressing reimbursement issues and value demonstration with healthcare payers globally. Gary's past experiences with healthcare payer authorities and decision makers throughout Asia and North America have provided him with the expertise in healthcare economics and subsequent impact on nursing and patient care. Gary has authored multiple peer-reviewed publications on cost effectiveness in healthcare and has delivered numerous presentations internationally.



### **Julia Kittscha**

Clinical Nurse Consultant Stomal Therapy ISLHD,  
RN, BHSc (Nursing), Grad Cert STN, MN (Research)

Julia Kittscha has been a Clinical Nurse Consultant in Stomal Therapy for 18 years. Her current role at Wollongong Hospital in NSW Australia encompasses the acute setting, nurse led clinic, periphery hospitals and community. During her career she has presented at national and international conferences. She has several journal publications and is the current Editor for the Journal of Stomal Therapy Australia.

Julia has conducted research as part of a team and whilst completing her Masters by research. The research for her Master degree explored the experiences of patients discharged home from hospital with a newly formed ileostomy. Recently, Julia was a finalist in the category of 'Clinical leadership' in the NSW Health 'Excellence in Nursing and Midwifery Awards 2017'. She is passionate about Stomal Therapy Nursing and relishes sharing her skills to empower others.



### **Paris Purnell (Facilitator)**

STN, Senior Manager, Clinical Education  
for Hollister Incorporated, Asia Pacific

Paris is a qualified Stomal Therapy Nurse, who has also worked in colorectal surgical and upper GI units. In addition to Australia, Paris provides clinical education support to Latin America, Asia, India and some Middle Eastern countries to assist them in developing clinical education frameworks and promote the ostomy nursing profession through education. He is actively involved in numerous ostomy related projects, both nationally and internationally, including the recent publication in WOCN on a review of convexity and an international advisory board on the utilisation of convexity. Paris regularly speaks at a variety of venues including hospital based courses, specialist meetings and professional conferences. He has extensively published in professional journals.

Australia  
PO Box 376  
Box Hill, VIC 3128  
1800 219 179  
[www.hollister.com.au](http://www.hollister.com.au)

New Zealand  
PO Box 62-027  
Mt Wellington, Auckland  
0800 678 689  
[www.hollister.co.nz](http://www.hollister.co.nz)





## MINUTE

### SUBJECT: Ongoing travel arrangements for Dr Paul Kelly

To: Liesl Centenera, Senior Executive Responsible for Business Integrity Risk (SERBIR)

Through: ~~Ms Nicole Feely, Director-General Health~~

From: Dr Paul Kelly, Chief Health Officer and Deputy Director-General Population Health

*meely  
10/9.*

Date: 10 September 2015

### Purpose

To seek your approval for travel and accommodation for myself (Dr Paul Kelly), to be reimbursed by third parties from October 1 2015 to 30 June 2017.

### Background

As Chief Health Officer and Deputy Director-General, Population Health Division, I am a member of the governance board of The Australian Prevention Partnership Centre (TAPPC).

### Issues

As part of my role, travel is required to attend various meetings and workshops. My travel arrangements for this position are either:

- made by Population Health Division, and then reimbursed by TAPPC, or
- made by TAPPC

As per the ACT Government Code of Conduct, Public Sector Management Act and the Health Directorate Fraud Management Framework, Control Plan and Policy, any travel and accommodation paid for by a third party needs to be reviewed and approved by you, in your role as Senior Executive Responsible for Business Integrity Risk (SERBIR) to ensure there is no conflict of interest.

As my travel is likely to be extensive, I am asking that you approve all travel for myself that will be reimbursed by TAPPC up to 30 June 2017.

**Recommendation**

That you approve reimbursement for my travel TAPPC to 30 June 2017.

*AGREED/NOT AGREED/NOTED/PLEASE DISCUSS*

.....  
*Liesl Centenera*  
*Senior Executive Responsible for Business Integrity Risk (SERBIR)*  
*September 2015*

Dr Paul Kelly  
Chief Health Officer and Deputy Director- General, Population Health  
September 2015

Action Officer: Elizabeth Hallam  
Extension: 50883



## AUSTRALIAN CAPITAL TERRITORY REMUNERATION TRIBUNAL

Ms Kathy Leigh  
Head of Service  
Director-General  
Chief Minister, Treasury and Economic  
Development Directorate  
[Kathy.Leigh@act.gov.au](mailto:Kathy.Leigh@act.gov.au)

Ms Alison Playford  
Director-General  
Justice and Community Safety Directorate  
[Alison.Playford@act.gov.au](mailto:Alison.Playford@act.gov.au)

Mr Michael De'Ath  
Director-General  
Community Services Directorate  
[Michael.De'Ath@act.gov.au](mailto:Michael.De'Ath@act.gov.au)

Ms Natalie Howson  
Director-General  
Education Directorate  
[Natalie.Howson@act.gov.au](mailto:Natalie.Howson@act.gov.au)

Mr Ben Ponton  
Director-General  
Environment, Planning and Sustainable  
Development Directorate  
[Ben.Ponton@act.gov.au](mailto:Ben.Ponton@act.gov.au)

Ms Nicole Feely  
Director-General  
Health Directorate  
[Nicole.Feely@act.gov.au](mailto:Nicole.Feely@act.gov.au)

Ms Emma Thomas  
Director-General  
Transport Canberra and City Services  
Directorate  
[Emma.Thomas@act.gov.au](mailto:Emma.Thomas@act.gov.au)

Cc: Mr David Nicol  
Under Treasurer  
Chief Minister, Treasury and Economic  
Development Directorate  
[David.Nicol@act.gov.au](mailto:David.Nicol@act.gov.au)

Dear Directors-General

### ACT Remuneration Tribunal 2018 Autumn Review

The Tribunal is undertaking its annual review into the remuneration and allowances to be paid, and other entitlements to be granted to:

- Members of the Legislative Assembly (including the Chief Minister, Deputy Chief Minister, and other Ministers and Members of the Legislative Assembly holding particular offices);



- the Head of Service, Directors-General and ACT Public Service Executives;
- Full-time Statutory Office Holders, referred to in Section 10(1) of the *Remuneration Tribunal Act 1995*, including the Clerk of the Legislative Assembly, the Auditor-General and Electoral Commissioner; and
- any other positions that have been referred to the Tribunal for consideration.

The Tribunal will place an advertisement in the Canberra Times during January 2018 and on the Tribunal's website. Submissions close at **midday on Monday 12 February 2018**.

The Tribunal would welcome any submission you may wish to make on any or all of these matters. To ensure that the Tribunal can continue to make sound and supported remuneration decisions based on an assessment of work value, submissions should, where possible, provide supporting reasoning for any recommended changes to remuneration of a role.

Some useful points to address in submissions are:

- the actual work of the role or entity and its impact on the ACT community;
- the role or entity's scope of work, the extent of its advisory or decision-making powers and, where known, its budget;
- what members are responsible for and what work they do; and
- a recommended remuneration for the role and any comparative data or examples that support the recommendation.

Please note that submissions are generally published on the Tribunal website. Please indicate in your submission if you would prefer it not be published and your reasoning.

If you would like to discuss your submission with the Tribunal at the upcoming Autumn Review, please contact the Tribunal's Secretary, Mr Andrew Hogan on (02) 6205 4714 or [remtrib@act.gov.au](mailto:remtrib@act.gov.au) to schedule a time. The Tribunal will be meeting on Thursday 1 March 2018 and Friday 2 March 2018. The Tribunal may be in contact with you if any further information is needed or if they would prefer to discuss your submission at their upcoming meeting.

Yours sincerely



Dr Colin Adrian  
Chair, ACT Remuneration Tribunal  
20 December 2017



# Travel Form

CORIS / 1140226  
 AM. CORIS / 11390  
 DSCIS / 2070

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS			
Name: Dr Paul Kelly		Classification: SSPEC	
Group: Population Health Division		Unit: Chief Health Officer	
Work phone: 6205 2108	Fax:	Mobile:	Home Phone:
Home address:		Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression	

TRAVEL DETAILS							
Reason: TAPPC Investigators' Forum on Tuesday, 20 October 2015 – paid for by TAPPC (The Australian Prevention Partnership Centre)							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	20/10/15	8:40	Melbourne	20/10/15	9:50	Economy	QF1529
Melbourne	20/10/15	18:05	Canberra	20/10/15	19:10	Economy	QF742
	//			//			
	//			//			

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)**

	Domestic		International	
Director-General	4.5 star*	Economy Class under 4 hours,	4.5 star*	Business Class
Executives	4 star*	over 4 hours Business Class	4 star*	
Non Executives	3 star*	Economy Class	3.5 star*	Economy Class

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
//	//				
//	//				
//	//				

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

<b>Advance: \$</b>	<b>BSB No:</b>	<b>Account No:</b>

Signature of traveller <i>M Kelly</i>	Date 10/9/2015
---------------------------------------	----------------

**Supported - funds are available and travel is recommended**

Signature of supervisor	Date / /
-------------------------	----------

**Approval of travel**

Signature of delegate	Pos No.	Classification	Date / /
-----------------------	---------	----------------	----------

Signature of Director-General/Minister (for overseas travel only) <i>M. ...</i>	Date 10/9/15
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**BOOKING REFERENCE:**

**TRAVEL COSTS:** paid for by TAPPC (The Australian Prevention Partnership Centre) *CR15/11390*

**COST CODES:**

**Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer



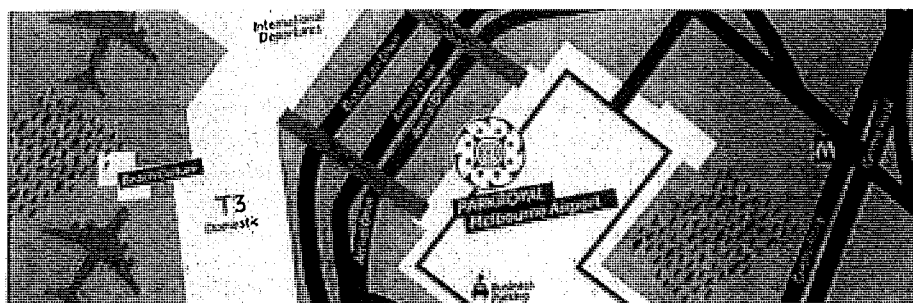
The Australian Prevention  
Partnership Centre  
Systems and solutions for better health

## Investigators' Forum Program

Tuesday 20 October 2015

### Investigators' Forum

9.30am – 5.00pm Parkroyal Melbourne Airport  
Arrival Drive, Melbourne Airport VIC (1800 192 144)



### CONTACT PERSON

Diana Freeman, Events Manager  
Telephone: 02 9351 2818  
Email: [preventioncentre@saxinstitute.org.au](mailto:preventioncentre@saxinstitute.org.au)

### PURPOSE

The purpose of the Investigators' Forum is to:

1. Provide an update on the Prevention Centre's work, including new priorities
2. Reflect on projects of the Centre, debate methods and identify priority research questions
3. Foster collaboration by increasing awareness of talents, projects, resources and possibilities within the network

### MULTIMEDIA

Twitter: Follow us on @TAPPCentre. The hashtag for the Forum is #TAPPCforum.

Wi-Fi: Please ask at the registration desk to arrange access to Wi-Fi.

Photography: A photographer will take photos during the sessions and the breaks. If you don't wish to have your photograph taken, please let us know.

Tuesday 20 October 2015		
Time	Item	Presenter/facilitator
09.30 – 10.00	Registration and tea/coffee	
10.00 – 10.45	<b>How are we doing?</b> Update on the Prevention Centre's activities and projects with brief updates and key highlights from Chief Investigators	<b>Professor Andrew Wilson</b> , Director, The Australian Prevention Partnership Centre (the Prevention Centre)
10.45 – 12.00	<b>Standing up for prevention.</b> What tools and methods do we need for better communicating the value of prevention?	<b>Professor Penny Hawe</b> , the Prevention Centre and Menzies Centre for Health Policy, University of Sydney <b>Associate Professor Lucie Rychetnik</b> , the Prevention Centre, the Sax Institute, University of Notre Dame Australia, University of Sydney
12.00 – 1.00	Lunch	
1.00 – 2.15	<b>Big data and burning questions in prevention.</b> Workshop to develop research questions using routine population data collections, population cohorts, non-health datasets and linked data to inform prevention science	<b>Professor Adrian Bauman</b> , the Prevention Centre and Prevention Research Collaboration, University of Sydney
2.15 – 2.40	<b>Model behaviour.</b> Interactive demonstration of simulation modelling for testing interventions to reduce alcohol-related harm	<b>Dr Jo-An Atkinson</b> , the Prevention Centre <b>Professor John Wiggers</b> , the Prevention Centre and Hunter New England Health
2.40 – 3.00	Afternoon tea	
3.00 – 3.45	<b>Food trail.</b> Mapping the factors impacting equity in the distribution of healthy food	<b>Ellie Malbon</b> , the Prevention Centre and Australian National University
3.45 – 4.45	<b>How are we closing the gap?</b> A look at our work to inform a comprehensive approach to Aboriginal and Torres Strait Islander tobacco control, and discussion about gaps and priorities	<b>Professor Sandra Eades</b> , the Prevention Centre and Baker IDI <b>Dr Catherine Chamberlain</b> , the Prevention Centre and Baker IDI <b>Professor Alan Cass</b> , the Prevention Centre and Menzies School of Health Research
4.45 – 5.00	<b>Where to now?</b> Closing remarks	<b>Professor Andrew Wilson</b>

**Hallam, Elizabeth (Health)**

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**From:** Centenera, Liesl (Health)  
**Sent:** Monday, 14 September 2015 3:27 PM  
**To:** Kelly, Paul (Health)  
**Cc:** McNeill, Laura (Health); Hallam, Elizabeth (Health)  
**Subject:** RE: TAPPC travel

Paul, thanks for doing this, I will print out this email, attach to the brief and agree to the request.

Regards  
 Liesl

---

**From:** Kelly, Paul (Health)  
**Sent:** Monday, 14 September 2015 3:26 PM  
**To:** Centenera, Liesl (Health)  
**Cc:** McNeill, Laura (Health); Hallam, Elizabeth (Health)  
**Subject:** RE: TAPPC travel

Hi Liesl,

1. The date corresponds with the end of ACT Health's contract with the TAPPC as a funding partner.
2. Governance Board membership is part of that contractual commitment. I am the designated Board member for ACT Health.
3. Workshops are possibly a confusing term. In addition to the governance board meetings (quarterly by memory, alternating between Sydney and Canberra with some by TC) there are 2 investigator meetings per year, Sydney, Melbourne or Canberra for up to 2 days. These are important opportunities to influence the research agenda and to receive feedback from the various projects and programs of work. It is important that ACT Health is represented at these meetings. Sometimes I present, other times I am specifically asked for the government partner perspective. I do not see any conflict of interest there, but happy to discuss further.

I hope that helps in your deliberations.


Paul

***Dr Paul Kelly***

ACT Chief Health Officer & Deputy Director-General |

Population Health | ACT Health Directorate

PH 02 6205 2108 | E [paul.kelly@act.gov.au](mailto:paul.kelly@act.gov.au)

 Paul Kelly - ACT CHO (@PKelly\_ACTCHO) on Twitter

<http://www.health.act.gov.au/healthy-living/population-health>




---

**From:** Centenera, Liesl (Health)  
**Sent:** Monday, 14 September 2015 2:47 PM  
**To:** Kelly, Paul (Health)  
**Subject:** TAPPC travel

Paul, I received your request today and am musing on the length of the approval – is there any reason why 30 June 2017 was the date chosen?

In terms of travel for board meetings, I'm okay, it would be part and parcel of agreeing to be on the board. What I'm not comfortable with is saying that I agree no workshop topics for the next couple of years will raise a conflict of interest. Then again, I'm guessing conflict shouldn't really be an issue as the TAPPC and Pop Health would have common interests mostly.

I'm looking for a way to agree with your request as I agree it is ridiculous to apply each time but I need to ensure proper probity.

Regards  
Liesl

Liesl Centenera  
A/g Executive Director People Strategy & Services  
ACT Health  
Level 1  
12 Moore St  
Canberra City ACT 2001  
Ph. 0262051086  
Mob. 0410439381

Care ▲ Excellence ▲ Collaboration ▲ Integrity

