



**Monash University National Centre for
Coronial Information**

developing and managing

The National Coroners Information System

ANNUAL REPORT

1 JULY 1999

TO

30 JUNE 2000

MUNCCI

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1. Preface

I am pleased to present this annual report which details the substantial progress made by MUNCCI/NCIS over the period. Amongst the major achievements are:

- National funding secured to June 2002;
- All States and Territories (except Queensland) on-line or in a testing phase;
- Major progress, almost to completion, of the access regime.

The success of MUNCCI/NCIS is essentially the success of collaboration and team work. Coroners and their staff, pathologists, police, policy and administrative staff in government departments, staff in universities, research organisations and statutory bodies have all contributed over and above the call of duty.

The MUNCCI team, under Jessica Lightfoot's tremendous leadership, has been magnificent, and built, I believe, strong and friendly links with all our stakeholders. Particular thanks are also due the members of the National Coordination Committee for Coronial Information, chaired by Professor Dennis Else, without which the policy and administrative framework within which MUNCCI/NCIS could function would not have developed.

As a result I think we can, as a community, look forward with confidence to a safer future.

**STEPHEN CORDNER
DIRECTOR, MUNCCI**

DIRECTOR, VICTORIAN INSTITUTE OF FORENSIC MEDICINE

**PROFESSOR OF FORENSIC MEDICINE,
MONASH UNIVERSITY**

2. Executive Summary

This is the second Annual Report of the Monash University National Centre for Coronial Information. For information regarding the history of the establishment of MUNCCI and the development of the NCIS please see the 1998/99 Annual Report and Business Plan.

2.1 *Major Achievements*

- National funding secured for three years from 1 July 1999 to 30 June 2002.
- Business Plan 1999-2002 developed and published.
- All States and Territories except Queensland either on-line or in testing phase.
- Local case management system (CMS) further developed.
- Access documentation submitted to Standing Committee of Attorneys-General for Consideration at their July 2000 meeting.
- Implementation commenced of the recommendations of the Core Data Set Working Group (see section 5.1).
- Security Policy Manual commissioned.
- Secure virtual private network (VPN) infrastructure implemented.
- Process for consideration of applications by the Monash University Ethics Committee established.
- Drugs module development commenced in November 1999.
- Negotiations furthered with the Australian Bureau of Statistics for coding of ICD 10 cause of death and other variables.
- Commenced discussions with Royal Life Saving Society of Australia, Surf Life Saving Australia and the Commonwealth Department of Health and Aged Care regarding capturing better quality information on drowning and other water related deaths.
- Work commenced on proposal for national minimum data set for police investigation into coronial deaths with specialist questions regarding cases such as suspected suicides, drug related deaths and water-related deaths.

2.2 *Review against operational objectives, Business Plan 1999 – 2002*

Section 6 of the Business Plan 1999-2002 sets out the operational objectives for the period. A summary of progress against these objectives is set out below.

Objective 1 – Full implementation by 30 June 2000.

All States and Territories except Queensland either fully on-line or in testing phase. See section 5.

Objective 2 – Licence Agreements in place by 30 June 2000.

Template Agreement draft with the assistance of the New South Wales Crown Solicitor's Office and submitted to the Standing Committee of Attorneys-General for approval in July 2000. If approved, will require execution by relevant authority in each participating State and Territory.

Objective 3 – Access Rules specified by 30 June 2000.

Template Access Rules drafted in consultation with State and Territory Coroners and submitted to the Standing Committee of Attorneys-General for approval in July 2000. The Access Rules are set out in the Schedule to each Licence Agreement.

Objective 4 – Privacy and ethics regime developed.

The NCIS Privacy Protocols were finalised and a regime was established for the consideration of applications by the Monash University Ethics Committee (see 3.1.3).

Objective 5 – Secure environment.

A Security Policy Manual was commissioned. Drafting commenced of a Security Procedures Manual.

Infrastructure was established for implementation of a virtual private network for the NCIS and participating jurisdictions.

Objective 6 – Administrative.

Each jurisdiction with a MUNCCI case management system (CMS) as been provided with up to date user manuals. Help desk support for participating jurisdictions has been ongoing. Assistance is provided promptly and problems usually resolved within the hour. More complex problems have been logged for resolution as soon as practicable. Training has been provided to MUNCCI staff to enhance the skill set of the organisation in the areas of programming, systems administration, web design, desk top publishing and information systems security.

Objective 7 – Financial Management.

MUNCCI has managed the NCIS within budget and operational costs are transparent (see section 7).

Monitoring of third party usage patterns to identify potential cost recovery scale will commence early 2001 once third parties start accessing the NCIS.

2.3 Objectives for 2000/2001

- Start granting access to Coroners, their death investigation staff and defined third parties.
- Complete implementation of revised core data set – major task.
- Develop updates of CMS and NCIS as required.
- Ensure appropriate training provided to coronial staff as required.
- Implement further versions of CMS and NCIS as required.
- Complete NCIS Data Dictionary.
- Develop Coding manual for use by coronial staff.
- Continue drugs module development.
- Develop and implement QA plan.
- Work with Queensland on participation issues.
- Update web site as required.
- Continue to promote NCIS as a valuable death and injury surveillance research tool.
- Continue to manage the NCIS within budget.

3. MUNCCI Board and Staff

MUNCCI is a research centre of Monash University. It is a consortium of the Victorian Institute of Forensic Medicine (VIFM - which is both the Department of Forensic Medicine and a Victorian statutory authority under the Department of Justice), the Monash University Accident Research Centre (MUARC) and the Department of Epidemiology and Preventive Medicine.

3.1 Board of Management

As for 1998/99, the Board's functions throughout 1999/2000 were to:

1. Develop and approve strategic directions for the MUNCCI.
2. Monitor the implementation and operation of the National Coroners Information System.
3. Provide advice and support necessary for the Centre to discharge its responsibilities to the University, State and Territory coroners and key stakeholders.
4. Oversee the provision by the Centre of services provided in accordance with agreements made with user agencies.
5. Receive and approve the Centre's budget statements.
6. Receive and approve the Centre's annual reports to the University.
7. Ensure the timely and effective completion of the work program of the Centre.
8. Play an active role in ensuring effective communication between the Centre and the University, State and Territory coroners (including the Australian Coroners' Society) and key stakeholders.

The composition of the Board remained unchanged throughout the reporting period.

Chairperson: Professor Nick Saunders, Dean of Medicine.

Members:

Prof Stephen Cordner	Director VIFM, Director MUNCCI
Assoc Prof Olaf Drummer	Head Scientific Services VIFM
Dr James Harrison	Director of the Research Centre for Injury Studies Flinders University (incorporating the National Injury Surveillance Unit)
Graeme Johnstone	State Coroner of Victoria (representing the Australian Coroners' Society)
Jessica Lightfoot	NCIS Project Manager
Prof John McNeil	Head of the Department of Epidemiology and Preventive Medicine
Prof Joan Ozanne-Smith	Chair of Injury Prevention, MUARC
Assoc Prof David Ranson	Deputy Director VIFM

The Board met on two occasions – November 1999 and February 2000. In particular, the Board considered the final report of the NCIS Core Data Set Working Group. With a few minor exceptions, the recommendations of the Working Group were endorsed by the Board.

3.2 NCIS Project Team

During 1999/2000, there were some changes to the project team. Adam Bate left to take up a position with Sausage Software. Two project officers, Lyndal Owens and Natasha Redman, were employed. Natasha's position is funded pursuant to the Drugs Module Funding Agreement with the Commonwealth Department of Health and Aged Care.

The staff composition during 1999/2000 was as follows:

- **Jessica Lightfoot** - Project Manager (since July 1998);
- **Jenny Neame** - Team Leader, Systems Development (since July 1998, revised position description in November 1999);
- **Adam Bate** - Programmer/Data Analyst (to August 1999);
- **Jarrold Boxall** - Programmer/Data Analyst (since March 1999);
- **Lyndal Owens** - Project Officer (since November 1999); and
- **Natasha Redman** – Project Officer, Drugs Module.

4. Key Stakeholder Organisations

4.1 National Coordination Committee for Coronial Information (NCCCI)

The role of the NCCCI throughout 1999/2000 was as for the previous reporting period, that is, to develop a national policy and funding framework for the NCIS. Membership for 1999/2000 and the organisation members represented are set out in Schedule 1

The NCCCI met on three occasions throughout the reporting period – September 1999, December 1999 and June 2000.

Through its four sub-committees, the work of the NCCCI was directed to determining the policy framework for the NCIS, in particular, the appropriate access regime.

4.1.1 Funding and Governance

The national funding strategy paper developed in the last reporting period was approved by the Standing Committee of Attorneys-General in July 1999. Funding pursuant to the strategy was substantially secured (see section 4).

4.1.2 Intellectual Property/Rights to Access

A Template Licence Agreement for execution between Monash University and each participating jurisdiction was finalised. The Schedule to the Licence Agreement incorporates the template Access Rules for each participating jurisdiction.

A template Access Agreement for execution between MUNCCI and Third Parties was also developed.

Both documents were endorsed by the NCCCI at its June 2000 meeting and were referred to the Standing Committee of Attorneys-General for consideration at their July 2000 meeting.

4.1.3 Privacy Ethics and Security

NCIS Privacy Protocols were drafted in consultation with the Office of the Federal Privacy Commissioner, the Commonwealth Attorney-General's Department Information Law Branch, the New South Wales Privacy Committee and Multimedia Victoria. They were submitted to the Standing Committee of Attorneys-General for approval in July 2000.

In conjunction with the secretariat of the Standing Committee on Ethics in Research Involving Humans – Monash University (Monash University Ethics Committee), MUNCCI established a process for the referral of applications to the Monash University Ethics Committee.

4.1.4 Quality Assurance

Members of the Quality Assurance participated in the Core Data Set Working Group (see 3.2).

At its meeting in June 2000, the NCCCI resolved that, should the Standing Committee of Attorneys-General endorse the documents pertaining to the NCIS policy framework and access regime, its tasks under the original terms of reference would be complete. However, it was agreed that the NCCCI could serve a useful purpose in continuing to oversee the operation of the NCIS. In particular, it was proposed that the NCCCI meet at least annually to consider the following issues:

- Reports on status of data contributions;
- Reports on data quality and action taken to improve data quality;
- Appropriateness of core data set;
- Proposed major enhancements to the database;
- MUNCCI's annual report, including financial statements;
- Ongoing funding arrangements.

4.2 Core Data Set Working Group

The Core Data Set Working Group was established in August 1999 to review the structure and content of the NCIS core data set. Their final report was submitted to MUNCCI in November 1999. The report is available from the MUNCCI/NCIS web site.

4.2.1 Membership

- Tim Driscoll, NOHSC – **co-chair**
- Professor Joan Ozanne-Smith, Monash University Accident Research Centre – **co chair**
- John Alexander, Australian Bureau of Statistics
- John Langley, Injury Prevention Unit, Otago University, New Zealand
- James Harrison, Research Centre for Injury Studies, Flinders University)
- Malinda Steenkamp, Research Centre for Injury Studies, Flinders University)
- Mark Sinclair-Stokes, Monash University Accident Research Centre
- Mark Stokes, South Australian Coroner's Office
- Stephen Cordner, Victorian Institute of Forensic Medicine/MUNCCI - **observer**
- David Ranson, Victorian Institute of Forensic Medicine/MUNCCI - **observer**
- Jessica Lightfoot, MUNCCI - **observer**

4.2.2 Outcomes

The Working Group made a number of recommendations regarding:

- the appropriate variables and coding schemes;
- the development of an NCIS Data Dictionary;
- the development of a coding manual to assist data entry staff;
- the inclusion of ICD 10 cause of death codes; and
- a further review of the data set after 12 months of operation.

The Working Group's recommendations were considered in detail by the MUNCCI Board of Management. The Board agreed that, subject to feasibility being confirmed by coding staff at participating jurisdictions, the recommended coding scheme be implemented.

4.2.3 Implementation

MUNCCI commenced an extensive consultation process with participating coronial offices in early 2000. MUNCCI then began development of a pilot CMS (case management system) version of the revised core data set which was the subject of further consultation. Implementation across participating jurisdictions is scheduled for the second half of 2000.

5. Funding Arrangements

5.1 Core funding

In our last Annual Report we anticipated that the national funding strategy developed by the NCCCI, and as set out in the table below, would be secured.

Funding of NCIS for 1999/2000 to 2001/2002 (Based on 50% contribution by the Commonwealth and CPI adjusted)			
Jurisdiction	<u>1999/2000</u>	<u>2000/2001</u>	<u>2001/2002</u>
Commonwealth	250,000	257,500	265,000
New South Wales	84,552	87,089	89,700
Victoria	61,802	63,656	65,500
Queensland	46,310	47,700	49,100
South Australia	20,048	20,650	21,250
Western Australia	24,241	24,968	25,700
Tasmania	6,411	6,603	6,800
ACT	4,193	4,318	4,400
NT	2,443	2,516	2,550
Total	\$500,000	\$515,000	\$530,000

With the exception of the amount sought from Queensland, the amounts indicated for 1999/2000 were secured. The Queensland Office of Fair Trading has agreed to contribute \$6,370 per annum for three years in line with a decision of the Ministerial Council on Consumer Affairs.

The amounts for the second and third years will be adjusted to account for GST.

5.2 Additional Funding – Drugs Module

Further funding was secured from the Commonwealth Department of Health and Aged Care (DHAC) for the development of a drugs module for the NCIS. DHAC is to provide \$393,000 over three financial years with \$162,000 being paid for the 1999/2000 financial year. This funding was provided in response to the report submitted to DHAC by MUNCCI: “Developing a Drugs Module for the NCIS”. The report concluded that development of a drugs module is both desirable and feasible as an important initiative to enhance the amount, consistency, accessibility and timeliness of data available on the role of drugs and alcohol in coronial deaths around Australia.

The Drugs Module Project commenced in November 1999 with the appointment of a designated Project Officer. Development work was initially based on the outcomes of the 1st National Drug-Related Death Workshop held in March 1999.

5.2.1 Drugs Module Deliverables

In accordance with the funding agreement between MUNCCI and DHAC, MUNCCI is required to deliver the following:

1. Planning and execution of the 2nd National NCIS Drugs Module Workshop (between July 2000 and September 2000).
2. Preparation of a report on the proceedings of the 2nd Workshop and submission to DHAC (within 6 weeks of the conclusion of the Workshop).
3. Resolution of definitions for key terms and agreed standards for collecting and producing drug death data and incorporation in a final drugs module data set (31 December 2000).
4. Preparation of a computer programming report and implementation report, (including resourcing issues) to determine the feasibility of continuing with the development and implementation of the module (31 May 2001).
5. Completion of computer programming of drugs module data items (30 October 2001).
6. Production of quality assurance documentation and training manuals (31 November 2001).

Progress from November 1999 to June 2000 focused on planning the 2nd National NCIS Drugs Module Workshop to be held on 27 and 28 July 2000 in Melbourne. The intention is to provide an opportunity for representatives from all states and territories and all stakeholder groups to come together and reach agreement on a number of issues relating to the Drugs Module data set. The workshop outcomes will be published on the MUNCCI/NCIS web site.

6. Technical Development

6.1 *New Version of Core Data Set (version 2)*

From March 2000, major systems development work was begun to plan and implement the recommendations of the Core Data Set Working Group. This involved changes to each of the five versions of the CMS (see 5.2 below) and to the front and back ends of the NCIS. With a technical staff of two, this required considerable time and effort.

Coding according to version 2 of the data set is scheduled to commence as of 1 July 2000.

6.2 *MUNCCI Case Management System*

Of the seven participating jurisdictions to date, 5 did not have a coronial database from which to upload to the NCIS. MUNCCI developed a case management system (MUNCCI CMS) to provide both the NCIS core data set and local requirements for data and reporting. Each jurisdiction's version therefore differs as far as local requirements are concerned. A summary of the status for each participating jurisdiction is set out below.

6.2.1 *ACT*

Originally undertook direct NCIS data entry via the Internet.

In February 2000, MUNCCI installed ACT version 1 of CMS. Still awaiting resolution of issues regarding timeliness of upload of toxicology and pathology reports.

Anticipated Data availability

1 July 1998 –version 1 of data set
1 July 2000 – version 2 of data set.

6.2.2 *South Australia*

SA version 1 of CMS installed August 1999 with data entry back to 1 July 2000 undertaken.

Upload of fields occurring via ftp. Need to upload toxicology and pathology reports from 1 July 1999.

Anticipated Data availability

1 July 1999 –version 1 of data set
1 July 2000 – version 2 of data set.

6.2.3 *Northern Territory*

NT CMS installed June 2000. Data entry commenced but not yet uploading. Need to resolve NT firewall issues to upload fields and text reports.

Anticipated Data availability

1 July 2000 – version 2 of data set.

6.2.4 *Western Australia*

WA version 1 scheduled for installation July 2000. Data entry will commence but still need to resolve WA firewall issues regarding upload of fields and text reports.

Anticipated Data availability

1 July 2000 – version 2 of data set.

6.2.5 Tasmania

Test version only. Will back data entry to 1 July 2000 when final version installed by end of 2000. Will then upload fields and text reports from 1 July 2000.

Anticipated Data availability
1 July 2000 – version 2 of data set.

6.3 Other Jurisdictions

6.3.1 New South Wales

During March – June 2000, NSW undertook enhancements to their existing database to obviate the need to enter so many variables directly into the NCIS via the Internet. MUNCCI provided consultation and assistance.

Anticipated Data availability
1 November 1998 –version 1 of data set.

1 July 2000 – version 2 of data set.

MUNCCI will develop the data entry screens on the NCIS to better facilitate this data entry function.

6.3.2 Victoria

One dedicated staff member has been employed to undertake coding/data entry of the following variables via the Internet:

- Mechanism
- Circumstances (to 30 June 2000)
- Object (from 1 July 2000).

Anticipated Data availability
1 January 1999 –version 1 of data set.

1 July 2000 – version 2 of data set.

MUNCCI will develop the data entry screens on the NCIS to better facilitate this data entry function.

6.3.3 Queensland

Due to the lack of a centralised State coronial system, Queensland is not yet in a position to participate in the NCIS. However, it is anticipated that they will be in a position to contribute data by 2002.

7. Access Regime

Further to the discussion under section 3.1, the following documentation was prepared for consideration by the Standing Committee of Attorneys-General at their July 2000 meeting. These documents determine the framework for MUNCCI to manage access to the NCIS.

1. Template Licence Agreement – to be a bilateral arrangement between Monash University and each participating jurisdiction.
2. NCIS Privacy Protocols – Schedule 8 to the Licence Agreement.
3. NCIS Access Agreement – to be a bilateral agreement between MUNCCI and approved organisations.
4. Information Sheet – this sets out the procedure to be followed in making an application for access for general research purposes.

Items 2, 3 and 4 will be available on the MUNCCI/NCIS web site from early 2001.

7.1 Summary of proposed access regime

The draft Access Rules developed by MUNCCI are based on the instructions of participating State and Chief Coroners. Each jurisdiction's rules are ultimately to be determined by the relevant State/Chief Coroner and will be set out in the Schedule to the Licence Agreement. The draft Access Rules contemplate access to the NCIS by two categories of users.

Category 1 – Coroners and their death investigation staff.

This category includes Coroners and clerks, police and other investigators conducting an investigation for and on behalf of the Coroner for the purpose of informing a current coronial inquiry. Access permissions will be issued by MUNCCI on the written authority of the relevant State/Chief Coroner.

Category 2 – defined 'third party' users.

A Third Party is defined in the Licence Agreements as "*any individual, organisation or agency with a statutorily mandated statistical function or with a role in research into or development of policy for public health and safety.*"

Third Party applicants will be required to submit an application to the Monash University Ethics Committee via MUNCCI. Approved applicants will be required to sign the NCIS Access Agreement and pay any required fee. After this stage, MUNCCI will issue nominated staff of approved organisations with password access. It is anticipated that most applicants will not be required to pay a fee during the period of the national funding strategy. This matter will be resolved before January 2001 and information available from the MUNCCI/NCIS web site.

8. Financial Statements

MUNCCI/NCIS funds are audited as part of the Monash University audited accounts. Funding and expenditure is detailed below.

8.1 Core Funding

Income	\$
Brought forward 1998/99	37,703
Commonwealth, State and Territory contributions	456,890
Sale of CMS (Tasmania, South Australia)	11,994
Total core income	506,587
Expenditure	
Salary costs	255,740
Operating costs (phone, fax, consumables)	24,687
Hardware	26,072
Software support	4,950
Staff Training/Education	11,365
Consultancies	49,472
Travel	15,742
NCCCI catering	587
VIFM network services (Internet access, IT support)	46,378
Total core expenditure	434,993
BALANCE	71,594

8.2 Drugs Module Funding

Income	\$
Payments 1 and 2 – May 2000	81,000
	81,000
Total income	162,000
Expenditure	
Advertising	1,027
Salary costs	47,500
Training/Education	1,245
Travel	6,175
Workshop (deposit)	3,236
Hardware	9,843
Operational support (IT consultation, PC support) – fixed cost	13,000
Administration costs (office supplies, phone etc) – fixed cost	3,333
Total expenditure	85,359
BALANCE	76,641

Note: Establishment costs borne by VIFM (and others) up to June 1998 totalled \$227,979 (see Schedule 2). These costs were acknowledged in the National Funding Strategy paper endorsed by the NCCCI at their meeting on 12 March 1999 at which meeting Professor Cordner explained that while VIFM was happy to have done the work, in the event that the MUNCCI budget allowed it, these costs should be regarded as having first call on any surplus. The Standing Committee of Attorneys-General accepted the National Funding Strategy paper at their meeting in July 1999.

8.3 In-kind support

A number of agencies have provided in-kind support that does not show up in the income and expenditure statement. In particular, MUNCCI acknowledges the following organisations for their valuable contributions of time and expertise.

Monash University Accident Research Centre:

- Ongoing assistance with refining the data set, including participation on the Core Data Set Working Group (see Part 3.2).
- Assistance with formulating quality issues.
- Assistance with the development of funding submissions.

National Injury Surveillance Unit:

- Ongoing assistance with refining the data set, including participation on the Core Data Set Working Group.
- Assistance with development of the Quality Assurance Officer skill profile and position description.
- Assistance with the development of funding submissions.

Australian Bureau of Statistics:

- Ongoing assistance with refining the data set, including participation on the Core Data Set Working Group,
- Agreement to contribute coded data to the NCIS (eg ICD – 10 cause of death codes).
- Provision of complimentary versions of ASCO automatic coder and ANZIS automatic coder for testing.

National Occupational Health and Safety Commission:

- Ongoing assistance with refining the data set, including participation on the Core Data Set Working Group.

Schedule 1 - NCCCI membership

Chair - Professor Dennis Else

Chair, National Occupational Health and Safety Commission (NOHSC)

ORGANISATION	REPRESENTATIVE
Australian Coroners' Society	Mr Graeme Johnstone State Coroner, Victoria
Standing Committee of Attorneys-General (SCAG) - Secretariat	Laurie Glanfield Director General NSW Attorney-General's Department
Standing Committee of Attorneys-General (SCAG) – States/Territories	Denis Hall (to September 1999) Barbara Ward (from December 1999) Senior Legal Officer Legislation and Policy, Department of Justice
Standing Committee of Attorneys-General (SCAG) – Commonwealth	Liz Atkins (to June 2000) Assistant Secretary Policy Co-ordination Branch Law Enforcement Division Attorney-General's Department
Health Departments – States/Territories	Ms Sue Cornes Manager Data Services Unit Health Information Centre Queensland Health
Health Departments - Commonwealth	Dr Joy Eshpeter (to September 1999) Dr Wilawan Kanjanapan (from December 1999) Assistant Director Information Development Section Population Health Division Department of Health and Aged Care
Police – States/Territories	Chief Superintendent Graham Gronow Operations Support Command Queensland Police Service
Police - Commonwealth	As for SCAG
Workplace safety – States/Territories	Elizabeth McDowall Senior Manager Strategic Policy and Research Branch Victorian WorkCover Authority

ORGANISATION	REPRESENTATIVE
Work Place Safety – Commonwealth	Sheila Butler (to December 1999) John Rowling (from June 2000) Assistant Secretary Safety and Compensation Policy Branch Dept Employment Workplace Relations and Small Business
Work Place Safety - National	Dr Tim Driscoll Head, Epidemiology NOHSC
Consumer Affairs – State/Territory	Ms Lois Goodes Manager, Policy Consumer and Business Affairs Victoria
Consumer Affairs - Commonwealth	Raph Cicchini (to December 1999) John Wunsch (from June 2000) Manager Safety Policy Unit Consumer Affairs Division Department of Treasury
Registries of Births Deaths and Marriages	Trevor Stacey Registrar NSW Registry of Births Deaths and Marriages
Australian Institute of Health and Welfare	Geoff Sims Head, Health Division Australian Institute of Health and Welfare (AIHW)
Transport Safety - National	Dr Michael McFadden (to December 1999) Michelle Walker (from June 2000) National Statistical Coordination and Analysis Australian Transport Safety Bureau
Australian Bureau of Statistics	Brian Doyle Regional Director Australian Bureau of Statistics (ABS)
National Injury Surveillance Unit	Dr James Harrison Director Research Centre for Injury Studies (RCIS) Flinders University
Professor Nick Saunders Dean of Medicine	MUNCCI

Schedule 2 – Unfunded costs

Part 8 of this Report details the income and expenditure for the current period. MUNCCI's first Annual Report, for the period 1998/1999, omitted to detail the unfunded expenses borne by consortium members in starting development of the NCIS. This work was begun before any government funding was secured and, arguably, but for the results achieved in demonstrating the feasibility of the development of the NCIS, the government funding would not have been forthcoming.

These costs were agreed to by the NCCCI at their meeting on 12 March 1999 at which meeting Professor Cordner explained that while VIFM was happy to have done the work, in the event that the MUNCCI budget allowed it, these costs should be regarded as having first call on any surplus. The Standing Committee of Attorneys-General accepted the National Funding Strategy paper at their meeting in July 1999.

<u>VIFM</u>	<u>Time Spent</u>	<u>Cost</u>
A/Prof David Ranson (Legally qualified Forensic Pathologist) - conceptual development, liaison with Coroners and other stakeholders, establishment of technical consultants group	6 weeks	15,680
Vicky Winship (Systems Manager, MUNCCI) - conceptual and technical development, liaison with Coroners and other stakeholders	12 months @ 4days/week	52,000
Kathy Ettershank (Manager, Special Projects - Lawyer) to March 1998 - development of Business Plan, executive and legal services	8 months @ 4days/week	29,867
Helen McKelvie (Manager, Special Projects - Lawyer) from April 1998 - policy development, executive and legal services	3 months @ 3 days/week	13,989
Gavin Reichel (IT Operations Manager) - technical planning and development	10 weeks	10,541
Russell Evans (Head, Administration) - budget development and IT liaison	2 weeks	2,420
Prof Stephen Cordner (Forensic Pathologist) Director, VIFM - executive services, liaison with Coroners and other stakeholders	8 weeks	26,815
Judith Bunn (Secretary to Director, VIFM) - stenographic and administrative assistance	8 weeks	4,934

TOTAL SALARIES	156,246
Plus salary oncosts	31,249
Travel	15,600
Printing	2,600
Postage/telephone	1,200
Teleconferencing	1,984
Rent/heat/light/power	6,600
TOTAL VIFM COSTS	215,479

MUARC

**Prof Joan Ozanne Smith
(Epidemiologist)**

- development of coding systems

4 weeks 10,000

**Dept Epidemiology and
Preventive Medicine**

Prof John McNeil, Dept Head

- strategic and executive services

1 week 2,500

TOTAL 227,979