

Anti-Cancer Council of Victoria



15 April 1991

4-0067

Mr B. Wadham
Director Pathology
Repatriation General Hospital
Private Bag No. 1
Heidelberg West Vic 3081

Dear Ben,

How nice to hear from you. Also how nice that we're both alive and well.

I think it's best for me to answer your letter out of my memory and then to hand it over to Adrienne Holzer who may or may not be able to find something useful in the files. Probably our annual reports will be the most useful source of data.

My memory tells me that Bill Keogh arranged for Michael Drake to be sent overseas and trained and then established cytology as a free service in Victoria - I can't recall the details of how he actually did that. He was, as you know, a close mate of Kevin Brennan's who was Chief Health Officer at that time. I think Bill persuaded Kevin that it would be a good idea if the Anti-Cancer Council gave the service to the Health Department as a "gift". There was no doubt that the reason that the VC(G)S was established at Prince Henry's was a result of the close personal relationship between Bill and John Funder as well as Kevin Brennan. The outcome was, of course, the long term and very satisfactory relationship between Prince Henry's and the service, which recently came to an end because of the hospital's demise.

I'll send a copy of both letters to Adrienne Holzer who will probably write to you when she has had a chance to look at the annual reports.

Cheers -

Yours sincerely,

Nigel Gray
Director

A-AJH

Repatriation General Hospital Heidelberg

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25 MAR 1991

21 March 1991

Dr Nigel Gray
Director
Anti-Cancer Council of Victoria
Keogh House
1 Rathdowne Street
CARLTON SOUTH VIC 3053

Dear *Nigel,*

Firstly, our thanks to Dr Marks and the Council for the skin cancer teaching transparencies. I tried them out on our pathology registrars who agreed that they are an useful teaching aid.

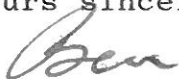
Secondly, I have been asked to assemble a poster on the history of exfoliative cytology in Victoria. This is for the RCPA scientific meeting in late September. It would be appropriate to make some mention of the Anti-Cancer Council's role in this aspect of pathology. For instance, I am aware that funding was provided in 1964 to establish services at both Alfred and Royal Melbourne hospitals but I do not know the extent of that support. I presume other hospitals may have also received assistance in starting cytology services. Further back in time I suspect the ACC also played a part in establishing the VC(G)S at Prince Henry's hospital. Possibly also the Council may have been involved in George Wied's visit in ? 1958 and in setting up cytology (under Gillian Jacob) at Royal Women's hospital.

I would be very grateful for any data on these projects which your archives might be able to supply.

Our paths don't seem to cross much these days; I trust you keep well and enjoy life as ever. I'm looking forward to this last year of full-time practice; it will be nice to have the right to decide how much one will do and where! (There always seems to be work available for old lag pathologists.)

With kind regards,

Yours sincerely,


BEN WADHAM
Director Pathology

Anti-Cancer Council of Victoria



February 7 1991

41-015

Dr Gabriele Medley
Director
Victorian Cytology Service
PO Box 253B
Melbourne 3001

Dear Gabriele

Incorporation of VCS

I am going overseas for several weeks and will miss the next board of management meeting on February 15.

In your letter of January 17 1991 you have advised of four notices of motion which will require a majority decision. I am therefore putting in writing my approval of the four motions as set out in your letter.

Yours sincerely

Nigel Gray
Director

1/10/6

Could you sign this
formal little note
to Gabrielle.

Dorothy assures me
that she's been through
everything and ^{the motions} they
are OK.

(Gabrielle called me
at great length on this
the other evening - she's
short of numbers at the mtg)

Judy



Victorian Cytology Service

Director: Gabriele Medley MB BS FRCPA FIAC
Deputy Director: Heather Mitchell MB BS FRACP MSc

17 January 1991

18 JAN 1991

Dr Nigel Gray
Director
Anti Cancer Council of Victoria
1 Rathdowne Street
Carlton VIC 3053

Dear Nigel

re: INCORPORATION OF VCS

It will be necessary at the next meeting of the Board of Management to take a number of important steps in the incorporation process. I would like, therefore, hereby to give you "Notice of Motions" that will each require a majority decision.

1. That this Board authorises Dr Gabriele Medley to incorporate the Victorian Cytology Service under the Associations Incorporation Act 1981.
2. That this Board appoints Dr Gabriele Medley, the Director of Victorian Cytology Service, to be the Public Officer of the Victorian Cytology Service Incorporated.
3. That this Board approves the attached "Statement of Purposes" of Victorian Cytology Service.
4. That this Board approves the Final Draft of the Proposed Rules for Incorporation which have been sent to members.

I am enclosing a copy of the Statement of Purposes which has had changes made to include reference to the VCCR and an additional clause (3) as requested by HDV. I also enclose an amended set of Draft Rules. There has been a change to clause 36g and clause 52.(2) has been added. Enclosed also is a copy of the forms I shall have to complete with your authority.

I look forward to seeing you on 15 February 1991 at 3.30 pm. An agenda for that meeting is enclosed and you will note it is very similar to the one for the Board Meeting of 21 December 1990 which, you will recall, was cancelled for lack of a quorum. The Director's Report and Financial Report for December 1990 and January 1991 will be forwarded to you in early February.

With kindest regards.

Yours sincerely

Gabriele Medley
Director



Victorian Cytology Service

22 NOV 1991

Director: Gabriele Medley MB BS FRCPA FIAC
Deputy Director: Heather Mitchell MB BS FRACP MSc

21 November 1991

Dr Nigel Gray
Director
Anti-Cancer Council of Victoria
1 Rathdowne Street
Carlton VIC 3053

Dear Nigel

Thank you for your letter about the private practice arrangement for VCS staff.

You are quite right, the Board did agree that the Service should pick up this amount. However the Health Department has not agreed to give us the extra funds required. The position is that we will be allocated a certain amount of money as a kind of "global" budget which we can spend as we wish, but I am still negotiating with the Region because I am reluctant to be in a position where important elements of the Service are in jeopardy.

Although we do not intend that we should be mendicant on RWH. I believe it should be pointed out that RWH has not really honoured its undertakings in a number of ways. If the hospital is led to see this, it may be a bit less aggressive in other charges proposed such as gardening, maintenance support, etc. I am also aware that the Private Practice Fund at RWH is in its parlous state partly because it is paying all sorts of people for a session here and a session there, including doctors and scientists; and partly due to the fact that the former Director (who, incidentally, is one of those still retained by it) has taken much of the Department of Anatomical Pathology and Cytology private work to the private service of which he is now a member.

It may still be possible for VCS to negotiate some element of the support previously derived from MMC-PHH fund, since we will be making a small contribution to the RWH fund during our "interchange" activities, but I would prefer not to raise this at the moment.

I would be pleased to discuss this further with you when you have time.

Yours sincerely

Gabriele Medley
Director

cc: Ms Dorothy Reading

Anti-Cancer Council of Victoria



15 November 1990

49-2374

Dr. H. Mitchell
Victorian Cytology Service
PO Box 253B
Melbourne Vic 3001

Dear Heather,

Thanks very much for the confidential copy of your paper for the National Bioethics Consultative Committee. It was a good read and it's a very convenient summary. I'm returning it with thanks.

I was given the job of raising this with Brian Howe as part of the ACS delegation and found myself in amicable but fairly clearcut conflict with Rhonda Purtell, who was also present. My "assessment" that he was likely to get the middle classes and only about a 30% participation rate at best, was in sharp contrast to hers. She believes various Queensland figures she has which suggest 70-90% "participation". I left the Minister clearly understanding that I didn't agree with such optimism but also let him know that he was likely to spend upwards of \$50 million trying to avoid half a week's yield of tobacco deaths. He actually listened quite attentively. I don't know what effect it will all have. As ACS we did formally indicate that we were supportive of mammographic screening, that it needed to be carefully controlled, that the funding issues needed to be extremely carefully considered as did accreditation and standards, and that hastening slowly was the best policy. This is clearly not the advice he is getting from his department.

Cheers -

Yours sincerely,

Nigel Gray
Director

Encl. Paper



Victorian Council

Director:
Deputy Dir

Notes for NOTG

Herewith Heather's

document. Dorothy

To: All I mentioned an ATMAC

From: Gabr document on cervical

Date: 27 Dec career (it could be in

1. INCORPORATION your mail at home). She

Enclosed is a copy of Incorporated. thought it could go with

After you have considered attached letter and refer you to Canberra

2. MEDICAL ADVISOR

Also enclosed is a report Committee.

Best wishes for a happy

Postal Address: P O Box 253B Melbourne Victoria 3001 Australia
Telephone: (03) 614 6822 Facsimile: (03) 629 7510

Gabriele Medley
Director



Victorian Cytology Service

Director: Gabriele Medley MB BS FRCPA FIAC
Deputy Director: Heather Mitchell MB BS FRACP MSc

28 December 1990

Dr S J Duckett
Regional Director
Western Metropolitan Region
Health Department of Victoria
Box 4057 GPO
Melbourne VIC 3001

Dear Dr Duckett

re: Incorporation of VCS

I note in the Draft Rules for Incorporation (and Registration) that the Health Services Act (SS25) provides for the appointment of a Chief Executive Officer to act as Secretary of an Agency, and the Associations Incorporation Act provides for the appointment of a Public Officer; both these appointments must be approved by the Health Department and should be held by the same person.

The Board has agreed that the Director of VCS should fulfil these roles. As you know, I currently occupy this position.

I would be grateful if you could arrange formal approval of this appointment or, if you do not approve, make an alternative suggestion.

With kind regards.

Yours sincerely

Gabriele Medley
Director

ps: A copy of the revised Draft Rules of Incorporation is attached.

R U L E S

of the

VICTORIAN CYTOLOGY SERVICE INCORPORATED

Name

1. The name of the incorporated association is Victorian Cytology Service Incorporated.

Definitions

2. In these rules the word "Act" shall mean the Associations Incorporation Act 1981 and any amendment thereto and the Regulations made thereunder by the Governor in Council.
3. The word "Service" used throughout these rules shall mean the Victorian Cytology Service Incorporated.
4. "Financial year" means the year ending on 30 June.
5. "Department" means the Chief General Manager or the Regional Director of the Department of Health Victoria.
6. "General Meeting" means a general meeting of members convened in accordance with these rules.
7. The word "Board" shall mean the Board of Management of the Service appointed in accordance with the provisions of these rules.
8. The word "Member" shall mean those persons appointed by the Minister for Health as members of the Board of Management.
9. The word "Minister" shall mean the Minister for Health.
10. "Standard Conditions of Funding" means the conditions imposed by the Department as standard conditions of funding applying to all registered funded agencies.
11. "Auspicing hospital" shall mean Prince Henry's Hospital while the Service remains located at St Kilda Road and shall mean Royal Women's Hospital when the Service is located in Swanston Street, Carlton.
12. In these rules, a reference to the Secretary of the Service is a reference:
 - (a) Where a person is appointed to the paid office of Director, Administrator, Manager or Chief Executive Officer, however styled, to that person; or
 - (b) In the case of no paid office as in (a) above, where a person holds office under these rules as Secretary of the Board of Management of the Service to that person.

13. Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation of Legislation Act 1984, the Associations Incorporation Act 1981 and the Health Services Act 1988.

Membership

14. The membership of the Service shall comprise those persons appointed by the Minister as members of the Board of Management pursuant to rule 34.
15. There shall be no entrance fee or membership subscription.
16. The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member and the Register shall be available for inspection by members at the address of the Service.
17. A member of the Service shall at all times comply with these Rules and must not do or permit or suffer anything to be done that is inconsistent with the objects and purposes of the Service.
18. A right, privilege, or obligation of a person by reason of the person's membership of the Service:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of the person's membership whether by death or resignation or otherwise.
19. A member of the Service may resign from the Service by writing to the Secretary and the Secretary shall make in the Register of Members an entry recording the date on which the member ceased to be a member.
20. The Secretary shall advise the Minister of each resignation.
21. The Board is not empowered to expel from the Service, or to take other disciplinary action against, a member of the Service.

Annual General Meeting

22. The annual general meeting of members shall be held on such day between the first day of July and the thirtieth day of September as shall be fixed by the Board.
23. (1) The ordinary business of the annual general meeting shall be:
 - (a) to confirm the minutes of the previous annual general meeting and special general meeting, if any, no discussion being permitted thereupon except as to their accuracy;

accounts for the year to the 30 June preceding, in accordance with Section 30(3) of the Associations Incorporation Act;

- (c) for the transaction of any business of which at least twenty-one (21) days notice has been given; and
 - (d) to consider those matters required by the Standard Conditions of Funding.
- (2) The report prepared under rule 22(1)(b) above shall include:
- (a) a review of the health services provided to the community in the preceding year and the health services proposed to be provided in the following year;
 - (b) if a health service agreement under section 26 of the Health Services Act was in place, the performance of the Service against the goals and objectives of the agreement;
 - (c) if a health service agreement under section 26 of the Health Services Act was not in place, the steps the Service is taking to enter into an agreement or the reasons why agreement could not be reached with the department; and
 - (d) any matters required by the Standard Conditions of Funding.

Meeting of the Members

24. The Secretary shall ensure that written notice of each annual general meeting and special general meeting shall be served on each member of the Service at least twenty-one (21) days before the meeting by delivering it or by sending it by post in a prepaid letter addressed to the member's usual or last known address.
25. If required by the Board, or upon the requisition in writing of five members of the Board, the secretary shall, as provided for in these rules, convene a special general meeting of members, the occasion for calling such meeting being stated in such requisition, and no business shall be transacted at such special general meeting excepting that for which it shall have been summoned and the confirmation of the minutes of any previous special general meeting, if any.
26. (1) Not less than seven of the members shall form a quorum at any annual or special general meeting. If a quorum does not assemble and proceed to business within one hour of the time fixed for the meeting no business shall be done at that meeting.
- (2) In such event, the meeting shall stand adjourned and there shall be another meeting at the same place and at the same time on the same day in the following week; and at this meeting any number of members exceeding five shall constitute a quorum.

27. At every general meeting the President of the Board, or in his or her absence the Vice-President, shall preside but if neither of these office-bearers is present, the members present shall choose one of their number to preside at that meeting.
28. A minute book shall be kept in which shall be recorded minutes of all general meetings. Such minutes, if purporting to be signed by the president of the meeting at which the proceedings were held, or by the president of the next succeeding general meeting, shall be evidence of the proceedings and such meeting shall be deemed to have been duly convened and held, and the resolutions recorded in the minutes duly passed or otherwise as recorded.

Voting at Meetings of Members

29. A member may at any meeting of members give his or her vote in person but not by proxy.
30. Each member shall be entitled to one vote only.
31. At all meetings of members, all questions shall be determined by a show of hands unless before or on the declaration of the result, a division is demanded by any member qualified to vote, in which event it shall be decided by a division. A declaration by the President that a resolution has, on a show of hands, been carried or otherwise, and an entry to that effect in the minutes of the meeting, shall be conclusive evidence of the fact.
32. At all meetings of members, the President shall have a deliberative vote and in the event of there being an equality of votes on any question shall have a casting vote also.
33. Where at any meeting of members a majority of those present and qualified to vote demand a poll on any question, the poll shall be taken at that meeting in such manner as the President may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

Board of Management

34. The affairs of the Service shall be managed by a Board of Management appointed by the Minister for Health.
35. The Board of Management shall consist of no more than thirteen persons and shall comprise:
 - (a) two persons appointed from a panel of three names submitted to the Board by the Anti-Cancer Council of Victoria. The Board shall give those names to the Minister together with any recommendations;
 - (b) two persons appointed from the Board of Management of the Auspicing Hospital. The Hospital shall submit a panel of three names to the Service and the Board shall give those names to the Minister together with any recommendations, provided that until the Victorian Cytology Service

relocates to the Royal Women's Hospital such representation will be by one appointee from the Board of the Monash Medical Centre and one from the Royal Women's Hospital;

- (c) one person appointed from a panel of three names submitted to the Board by the Australian Medical Association. The Board shall give those names to the Minister, together with any recommendations; and
 - (d) not less than six and no more than eight other persons.
36. The persons appointed by the Minister under rule 34(d) shall have expertise in the following areas (single area per person or a combination of two areas per person):
- (a) nursing with experience in family planning;
 - (b) epidemiology;
 - (c) membership of staff or Committee of Management of a Community Health Centre;
 - (d) management and accounting;
 - (e) gynaecological oncology;
 - (f) general practice with an emphasis on community health and women's health.
 - (g) There shall be two women as user/clients.
37. The Board:
- (a) shall control and manage the business and affairs of the Service;
 - (b) may, subject to these rules, the regulations, the Act and the Health Services Act 1988, exercise all such powers and functions as may be exercised by the Service other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Service; and
 - (c) subject to these rules, the regulations, the Act, and the Health Services Act 1988, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Service.
38. Each member of the Board shall be appointed to hold office for a term not exceeding three years and shall be eligible for re-appointment.
39. The Minister may remove a member of the Board from office.

40. The Board shall at its first meeting after the annual general meeting in each year appoint from its members a President, Vice-President and Treasurer.
41. The President, Vice-President and Treasurer shall hold office for one year and shall retire from these respective offices on the day of the annual general meeting next succeeding their appointments, but may be re-appointed.
42. In the event of a casual vacancy in the office of President, Vice-President or Treasurer, or any elective office, the Board may temporarily appoint to the vacant office some person qualified to hold same and the person so appointed may continue in office up to and including the day of such annual general meeting next following.
43. In the event of a vacancy occurring on the Board, the Minister shall appoint some eligible person to fill that vacancy.
44. For the purposes of these rules, the office of a member of the Board becomes vacant if that member:
 - (a) ceases to be a member of the service;
 - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - (c) resigns his or her office by notice in writing given to the Secretary.

Meetings of the Board

45. The Board shall meet at least four times each year at such time and at such place as the Board may from time to time determine.
46. Special meetings of the Board may be convened by the President or any four members. Seven days notice shall be given to members of such meetings specifying the general nature of the business to be transacted, and no other business shall be transacted at such meeting.
47. Written notice of each meeting shall be served on each member of the Board by delivering it to the member before the meeting or by sending it to him or her by post in a prepaid letter addressed to his usual or last known address in time to reach the member prior to the meeting being held.
48. At any meeting of the Board one third at least of the members shall form a quorum. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be adjourned. In such case the Secretary shall call another meeting to be held not more than ten days hence.
49. The President, or in his or her absence the Vice-President, shall preside at all meetings of the Board, but if neither of these office bearers is present, the members shall choose one of their number to preside.

50. All questions arising at any meeting of the Board shall be decided by a show of hands or, if demanded by a member, by a division. Each member shall have one vote. The President shall have a deliberative vote and in the event of an equality of votes on any question shall have a casting vote also.
51. Minutes shall be kept of the proceedings at all meetings of the Board.

Appointment of Sub-Committees

52. The Board may at any time appoint any sub-committee they may think fit, and may prescribe the functions of any such sub-committee. The committee shall have power to co-opt persons to serve on a sub-committee. The President and Secretary shall be ex-officio members of all sub-committees. The quorum for meetings of a sub-committee shall be one-third of its members.

Secretary

Note: The Health Services Act (S.25) provides for the appointment of a Chief Executive Officer whose appointment must be approved by the Health Department.

The Associations Incorporation Act (S.25) provides for the appointment of a Public Officer whose appointment must be notified to the Registrar.

These two positions should be held by the same person. In associations with paid secretaries, the Secretary will be Chief Executive Officer and Public Officer.

53.
 - (1) The Board of Management shall appoint a person as Secretary of the Service who shall be the Public Officer of the Service.
 - (2) Before appointing any person as Secretary the committee shall seek the approval of the Department.
 - (3) The term Chief Executive Officer as used in the Health Services Act 1988 is deemed to refer to the Secretary of the Service.
54. The Secretary of the Service shall keep minutes of the resolutions and proceedings of each general meeting and each Board meeting in books provided for that purpose together with a record of the names of persons present at Board meetings.
55. The Secretary shall, subject to the direction of the Board of Management:
 - (a) be responsible for dealing with correspondence of the Service and for the custody of all books, and documents and securities of the Service;
 - (b) be responsible for the day-to-day management of the Service and supervision of all staff;and
 - (c) make all payments authorised by the Service, provided that no payments shall be made without the authority of the Board.

Staff

56. Subject to the directions of the Department, the staff of the Service shall be such as decided and appointed by the Board.
57. Every officer appointed to the staff of the Service shall retire on attaining the age of sixty-five years. Where an advertisement published in daily newspapers circulating throughout the state of Victoria fails to produce applications from persons suitable to fill the position to be vacated, the Board may by an absolute majority of the whole Board retain the services of any officer over the age of sixty-five provided that the officer whose services are to be retained is capable of carrying out satisfactorily the duties of office. The instrument of re-appointment of officers over the age of sixty-five years must specifically state the appointment is for a one year period, but this does not prevent subsequent re-appointments for periods of one year.

Treasurer

58. (1) The treasurer of the Service:
 - (a) shall be responsible for receipt of all moneys on account of the Service and the issue of official receipts. Such moneys shall be deposited without delay to the credit of the Service in such bank or financial institution as the Board may from time to time determine; and
 - (b) shall keep correct accounts and books showing the financial affairs of the Service with full details of all receipts and expenditure connected with the activities of the Board.
- (2) The accounts and books referred to in this rule shall be available for inspection by members.

Finance

59. All cheques drawn shall be signed by two full-time senior members of staff of the Service, as authorised by the Board. A report of all payments shall be made to the Board at its meetings.

Funds

60. The Service shall comply with the Department's Standard Conditions of Funding.
61. The funds of the Service shall be derived from such sources as the Board may determine.

62. The funds of the Service shall be paid into accounts as required by the Standard Conditions of Funding.
63. The assets and income of the Service shall be applied solely in furtherance of its purposes and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Service.

Seal

64. The Official Seal of the Service shall be kept in the custody of the Secretary.
65. The Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Seal shall be attested by the signatures either of two members of the Board and the Public Officer of the Service.

Alteration of Rules, Statement of Purposes and Name

66. The Service must not change, amend or alter its name, statement of purposes or these rules without the approval in writing of the Department.
67. The name, these rules and statement of purposes of the Service shall not be altered except in accordance with the Act.

Auditor

68. Audit of the accounts of the Service and the appointment of the auditor shall be in accordance with the procedures or guidelines applying to the registered funded agencies published by the Department.

Auxiliaries

69. The Board may promote the formation of such auxiliaries as it deems expedient and may authorise the raising of funds by such auxiliaries for the purposes of the Service. For good cause shown, the Board may withdraw any such authority given.

Winding Up

70. The Service may be wound up voluntarily if the Service so resolves by special resolution and so informs the Department of such resolution.
71. Subject to the Associations Incorporation Act, the provisions of the Companies (Victoria) Code relating to the voluntary winding up of companies apply, so far as they are applicable and with such modifications (if any) as are prescribed, to and in relation to the voluntary winding up of an incorporated association.
72. The distribution of the assets of the Service shall be dealt with or disposed of in accordance with rule 73.

Distribution of Assets

73. (1) Any and all assets remaining after full settlement of all just debts and liabilities incurred by the Service shall, subject to any trust affecting them or any of them, be disposed of by gift or transfer to a registered funded agency, as approved by the Department, being a fund approved under Section 78(1)(a) (i) or (ii) of the Income Tax Assessment Act 1936, as amended.
- (2) Provided that, where the Government of Victoria has paid a capital grant towards the cost of erecting, purchasing or converting any building, or purchasing any land, it shall be the prerogative of the Minister for Health, on the recommendation of the Department, to determine the disposal of such buildings or land having due regard to the part of the capital cost which may have been defrayed by the Service.

Annual Reports

74. The Secretary shall, within twenty-eight days following the date of each annual general meeting forward to:
- (1) the Department:
- (a) two copies of the annual report;
 - (b) two copies of audited statements of the financial affairs of the Service; and
 - (c) the names and addresses of the office bearers of the Service.
- (2) the Registrar of Incorporated Associations:
- (a) the annual report;
 - (b) an audited statement of the financial affairs of the Service; including any trust of which the Service was a trustee during a period, being the whole or any part of the last financial year;
 - (c) a certificate signed by a person who attended the meeting, being a member of the Board of Management of the Service, to the effect that the statement has been submitted to the members at the annual general meeting of the Service;
 - (d) a statement of the terms of any resolution passed at the annual general meeting concerning that statement; and
 - (e) the prescribed fee (if any).
-

Certificate

We, the undersigned, being the President and Secretary respectively of Victorian Cytology Service Incorporated, hereby certify that these Rules are the rules of the Service which were approved at a General Meeting of members held on

..... President

..... Secretary

..... Date

REPORT OF VCS BOARD SUB-COMMITTEE ON MEDICAL ADVISORY COMMITTEE

Following the HDV Working Party Report on VCS in mid 1988, there have been significant changes in the profile of the Service.

1. There have been two major areas of expansion of the role of VCS. Although for 25 years VCS has been the largest reporting institution for Pap smears in Australia, there has until comparatively recently, been little utilisation of the vast body of data that has been accumulating in relation to the five million smears from more than one million women that have been screened.

With the development of the Epidemiology Unit, under the direction of Dr Heather Mitchell, there has been a steady stream of publications, both in Australia and in the international literature, derived from the statistical evaluation of this data. Much of the information so presented has become central to the process of evolution of a coordinated national screening programme for Australian women. There is an ongoing obligation on VCS to take a leadership role in this initiative.

2. Not entirely separable from this role is the imperative for VCS to accept responsibility as an educational resource for training of scientific personnel and health care providers to implement such a programme, and an information resource for women that will ensure its optimal uptake.

With the appointment of a new Board of Management in 1989, under revised by-laws, the need has arisen to examine a number of matters relating to policy development. One of these is the structure and function of the Medical Advisory Committee which was set up during the early life of the Service to advise the Board of Management on issues relating to the reporting and recommendation strategies to be adopted by the Service. This committee met very infrequently and included representatives of some learned institutions such as the Royal College of Obstetricians and Gynaecologists, the Royal College of Pathologists, the university departments of Obstetrics and Gynaecology; representatives of the major teaching hospitals, a representative of the AMA and the medical members of the Board of Management of VCS.

In June 1990 the Board formed a subcommittee to examine the matter of the Medical Advisory Committee and now, following discussions, has made the following recommendations:

1. That there should be an advisory body composed of a panel of experts drawn from Victoria and the other states, with additional persons from overseas who have specific areas of expertise relevant to early cancer detection and cancer prevention.
3. That from time to time, when there is a need to review policy with respect to reporting protocols and recommendation strategy, an appropriate group of persons from this panel is selected to advise on these matters. It is the responsibility of the staff of VCS to prepare proper documentation which will be forwarded to these persons to allow full consideration of the issues prior to a formal meeting. Opinion may be forwarded in writing by members of the group that are unable to attend in person.

Dr Elizabeth Banks
Dr Nigel Gray
Dr Gabriele Medley
Dr Heather Mitchell
Associate Professor Michael Quinn

14 December 1990

Victorian Cervical Cytology Registry

236-254 ST. KILDA ROAD, MELBOURNE 3004

29 June, 1990

Dr Nigel Gray
Director
Anti-Cancer Council of Victoria

Dear Nigel,

I write on behalf of the Board of the Victorian Cytology Service to thank you for the time and commitment that you have given to the setting up phase of the Victorian Cervical Cytology Registry.

The Board realizes that considerable demands were placed on the members of the Interim Management Committee of the Registry and would like to express its gratitude for your generous response to those demands.

The initial phases of the Registry's activities, which were overseen by the Interim Committee of Management, are now well under way and the permanent Management Committee will commence its role in July, by which time all aspects of the Registry's function will have been successfully commenced.

Thank you for your contribution to this important initiative for women's health. It has been very much appreciated.

Yours sincerely,



Dorothy Reading
Chairperson
Victorian Cytology Service Board of Management

cxcdr03r

Linda

Anti-Cancer Council of Victoria



27 June 1990

49-2107

Ms D. Reading
Chairperson
Victorian Cytology Service Board of Management
Victorian Cervical Cytology Registry
PO Box 996H
Melbourne Vic 3001

Dear Dorothy,

Thank you for your so so kind letter inviting me to have become Chairman of the Cervical Cytology Registry.

I wish to advise you that I am very pleased to have accepted.

Yes I did tell Heather I'd carry on for a while - I don't know whether I agreed for three years!

In the fullness of time no doubt a more suitable candidate will be found.

Best wishes.

Yours sincerely,

Nigel Gray
Director

Victorian Cervical Cytology Registry

19 June, 1990

236-254 ST. KILDA ROAD, MELBOURNE 3004

Dr Nigel Gray,
Director,
Anti-Cancer Council of Victoria.

Dear Dr. Gray,

Legislation setting up the Victorian Cervical Cytology Registry was passed by the Victorian Parliament and gazetted in July 1989.

The Victorian Cytology Service is the auspicing body for the Victorian Cervical Cytology Registry. The Registry's Management Committee is a subcommittee of the Board of Management of the Victorian Cytology Service.

An interim committee of management has overseen the initial phases of the Registry's activities. Their term of office will expire at the end of June, by which time they will have overseen the successful commencement of all aspects of the Registry's functions.

The time has now come to appoint a permanent management committee for the Victorian Cervical Cytology Registry and Dr Nigel Gray of the Anti-Cancer Council of Victoria has kindly agreed to chair the committee. I am writing on behalf of the VCS Board to invite you to become a member of the management committee for a term of three years.

The Board of Management of the Victorian Cytology Service has agreed to the following functions for the Management Committee of the Registry:

- i. to advocate for the role and operation of the VCCR in accordance with Section 62 of the Cancer (Central Registers) Act 1989
- ii. to advise VCCR staff in areas where Committee members have expertise of relevance to VCCR operation
- iii. to oversee the activities of the VCCR
- iv. to report to the VCS Board of Management.

The first meeting of the Management Committee will be at 4 p.m. on Tuesday 17 July 1990 at the Anti-Cancer Council of Victoria (parking underneath). You will be contacted shortly with more information about this meeting.

I hope you will be able to contribute your time and expertise to this important initiative for women's health. It will be very much appreciated.

Yours sincerely,



Dorothy Reading
Chairperson
Victorian Cytology Service Board of Management

cxcdr01r

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

236-254 St. Kilda Road, Melbourne, 3004



P.O. BOX 253B
MELBOURNE
VICTORIA 3001
AUSTRALIA
Telephone: (03) 614-6822
Facsimile: (03) 629 7510

Director: GABRIELE MEDLEY
MB, BS, FRCPA, FIAC

12 JUN 1990

6 June 1990

Dr Stephen Duckett
Director - Region 6
Health Department of Victoria
Box 4057
Melbourne 3001

Dear Dr Duckett

re: **RELOCATION OF VCS**

In reply to your letter of 1 June 1990, several areas must be addressed.

1. Monash Medical Centre Proposal

I must say I am somewhat confused by the schedule of accommodation at Monash Medical Centre (MMC), dated 22.09.89, which you have sent. At that time the decision had already been made to relocate to the Royal Women's Hospital (RWH). The last schedule I can identify was as defined in attachment 1a (net area as per Drg DD 20/6) given to me on 1.9.88, which was the one used for detailed planning to stage 2. The nett area was 724.6m² which, allowing 30%, would yield gross 942m². This did not include 100m² of storage to be provided at another site, and did not include the Registry. My concerns about the inadequacy of this space were expressed in a letter to Elizabeth Maddison in November 1988 (attachment 1b).

Several previous schedules had been proposed, the original one which was an exact relocation of existing space in 1987 was 625m² nett, sent to us in April 1988 (attachment 2). The original RWH proposal of 1988 which was of the order of 780.34m² gross, was obviously insufficient and was the main reason that relocation to that site was determined to be impossible (attachments 3a, 3b, 3c).

2. History of the relocation proposal

In 1987 when the demise of PHH was determined, VCS had space (excluding storage) on three floors, with a total of 756m². Conditions were extremely poor with overcrowding of clerical and screening areas, intermittent industrial unrest, inefficient workflow, and resultant staff instability. During early 1988, extra space was made available by Prince Henry's Hospital and in June 1988 we had 972m² gross (approx. 761m² nett) (attachment 4).

Subsequently further space was made available for the Registry and currently (June 1990) the total space occupied by the VCS (including training and storage areas) and the Victorian Cervical Cytology Registry is 1,348.66m², and this is the current operating space.

3. Changes in the nature of Victorian Cytology Service

In 1987 the Director of the Service, disheartened by years of inadequate resourcing, retired and set up a private cytology practice. Associated with this there was an immediate heavy loss of staff and the number of smears received reduced in number from 287,344 in 1987 to 257,195 in 1988. In the absence of any hope of adequate resourcing it was anticipated that progressive attrition of the Service was likely to occur.

In July 1988 the Health Department VC(G)S Working Party set up by Region 8 to examine all aspects of the VCS, recommended amongst other things that the minimal space requirement for relocation of VCS and the Registry was 1,043 m².

During 1989 the Commonwealth Government recognised that VCS was an important resource that provided a cost effective method of screening Victorian women for cervical cancer. A cervical cytology costing exercise conducted by The Australian Institute of Health compared similar state-funded services in Australia and demonstrated that VCS was the most economical. It also became evident to the funding authority that the cost per smear to the Commonwealth of cervical smears done privately was \$16.50, which compared most unfavourably with the cost per smear at VCS of approximately \$11.00. We were informed in October 1989 that the Commonwealth was prepared to share the recurring cost of VCS, previously completely borne by HDV, provided that every attempt was made to increase the "market share" of cervical smears processed by VCS. As a result, realistic funding was promised. A positive marketing strategy was introduced in the last quarter of 1989 which included a courier service to metropolitan users, Freepost envelopes etc., supported by a reorganised staff structure that achieved a turnaround time of 5 days for 91% of smears (compared with only 19% of smears in the previous year). Those initiatives reversed a significant further reduction in smear numbers which occurred during the first quarter of the 1989-90 year which, had it persisted, would have yielded a total for the year of approximately 218,000 patient episodes. It is anticipated that 240,000 patient episodes (equivalent to approximately 248,000 smears) will be processed during the 1989-90 financial year.

A new Board of Management was installed in 1989 and VCS was instructed to assume a considerably broadened profile in the Victorian health field. This includes an increased role in training cytologists and pathologists, and an increased responsibility for community education of both health care professionals and the public, an active role in auspicing the Victorian Cervical Cytology Registry and provision of an expanding epidemiological resource for government.

An obvious consequence of this resurgence of activity has been the need to plan for expansion of the VCS. If a 4% per annum expansion in patient episodes is achieved this will result in an estimated increase of approximately 25% over the next five years. It is also proposed that there will be rationalisation of cytology services from other Region 6 hospitals to VCS. Since screening cervical smears is a labour intensive activity, space must be provided for extra screeners required and this increase has been allowed for in recent planning.

4. Royal Women's Hospital Relocation Proposal

On 1 August 1989 a second proposal for relocation of VCS was received from Mr Gary Henry with details of a plan to build a car park allowing "for the siting of VC(G)S and the Registry on the ground floor and the mezzanine floor"... "the ground floor space is 875.67 sq. metres, the total gross area of 1,281.31 sq. metres." This proposal (attachment 5) was the one that was deliberated upon by the new Board of Management and finally resulted in the RWH being accepted as a preferable site to the MMC.

The area provided in the proposed RWH car park, though not by any means optimal since much of it is totally devoid of natural light, has with considerable effort been adapted to accommodate VCS and the Registry. The arrangement of the ground floor plus a blindly-ending half-floor, loosely termed 'the mezzanine', has been utilised as well as is possible. The total space in the current plan is only 1,003m² nett, i.e. 1,304m² gross, representing 22.69m² above promised allocation (see attachment 6). It should also be remembered that we anticipate amalgamation with the RWH Department of Cytology and incorporation of this unit geographically within the VCS, thereby freeing some space within the hospital Pathology Department.

In summary, the planned space represents a minimal requirement for a 5-year plan of operation of VCS. The current accommodation schedule is adequate, but not excessive.

5. Car parking at Royal Women's Hospital

The original Working Party Report indicated that it was desirable to obtain 50 car spaces at RWH (not including Registry staff). It is evident that car parking at the RWH is far more difficult than at the PHH site since street parking is quite impossible due to proximity to Melbourne University and lack of 4-hour and 8-hour meters which are available at the South Melbourne site. RWH is also much less convenient to the train service. Mr Gary Henry indicated that car parking would be available to all staff that required it at the same cost as was available to RWH staff. At the PHH site there are currently 37 staff car parks available to VCS staff, and there is usually a waiting list of about six to ten persons. Staff pay \$10.00 per fortnight for these spaces. VCS does not pay any supplement.

6. Annual on-costs paid to PHH

Fuel, light and power	\$ 7,958.52
Domestic services (cleaning etc.)	8,894.52
Repairs and maintenance	<u>7,060.80</u>
Total	\$23,913.84

VCS does not pay PHH for Personnel Services. Prior to 1980 the Finance Department provided all accounting support free of charge, and the Hospital Manager acted as Manager of VCS.

Over the past 25 years there has been a sharing of intellectual and scientific resources between VCS and PHH. All pathologists have been members of the Senior Medical Staff and have taken an active role in the hospital, and in university teaching, occupying roles as Divisional Heads, Chairman of Staff, Clinical Dean etc. Task sharing with the Department of Anatomical Pathology has provided necessary diversity of activity for VCS staff and a valuable back up resource for PHH. These activities have been of tremendous mutual benefit and cannot be quantified.

I trust this is the information that you require.

Yours sincerely



Gabriele Medley
Director

cc: VCS Board of Management (Att. 6 only)
Ms Onella Stagoll



Health Department Victoria

Western Metropolitan Region

FAX COVER SHEET

P.O. Box 4057, G.P.O.,
Melbourne, Victoria, 3001.
Fax 616 7617

1 June 1990

Dr. G. Medley
Director
Victorian Cytology (Gynaecological)
Service
PO Box 253B
MELBOURNE VIC 3001

Dear Dr Medley

Relocation of VC(G)S to Royal Women's Hospital
File Ref: 601 W01 37

The Royal Women's Hospital has submitted plans to the Regional Office for the Staff Car Park project which includes accommodation for VC(G)S.

The plans relating to VC(G)S can only be assessed by this Department by referring to an approved schedule of accommodation for the project. The schedule of accommodation currently on file is that prepared by the Monash Medical Centre Planning Team in September 1989 during the course of planning to relocate VC(G)S to Clayton. The schedule identifies a net floor area requirement of 676.26 square metres excluding the Registry (see attached copy).

The plans submitted by the Royal Women's Hospital indicate a significantly larger floor area to accommodate VC(G)S than that specified for the relocation to Monash Medical Centre. I recognise that the Registry needs to be included in the total scope of the project but this alone does not account for the larger areas presented in the plans.

Would you please review the attached schedule of accommodation prepared by Monash Medical Centre Planning Team and clearly indicate any variances between the areas specified in that schedule and the areas now identified in the Royal Women's Hospital's plans. Would you please provide a detailed explanation for significant variances which occur. In doing so, please supply a schedule of accommodation for the Registry and associated floor area.

... /2


-2-

In addition to presenting its plans, the Hospital has sought clarification on two associated matters related to the relocation, namely the need to provide car parking for VC(G)S staff and the need to provide cleaning, maintenance and energy / power services for VC(G)S.

I understood that, in relocating VC(G)S to the Royal Women's Hospital campus, the Hospital would provide a level of service equal to that currently provided by Prince Henry's Hospital. If this is correct, please advise me of the extent to which Prince Henry's Hospital provides car parking and support services in your current location and the charging arrangements associated with them.

As you would be aware, the Royal Women's Hospital wants to proceed quickly with the Car Park project and I would therefore appreciate your response to these matters as soon as possible.

Yours sincerely,


S. J. DUCKETT
Regional Director

VICTORIAN CYTOLOGY SERVICE

Schedule of Accommodation - 6 June 1990

Attachment 6

Room Name	HDV Schedule 22.9.89 (nett m ²)	RWH Schedule from current plan (nett m ²)	Comments
Reception	10.8	81	23 persons work in this area
Mail clerks	22.8	44	8 workstations + storage
VDU operators	35.64	14	
Bus Mgr	12.96	10	Administrative officer
Secretary	12.96	13	CPU, 3 large drives + storage
Computer room	8.46	23	3 printers, shredder, burster, mailing m/cs word
Printing room	12.6	14	Incl. data proc. office (4 staff)
Processing room	10.8	78	
Laboratory	77.04		
Workstations (14 no.)	54.0	70	16 places - includes lockers
Supervisor 1	5.76		
Workstations 2 (14 no.)	58.32	73	16 places - includes lockers
Supervisor 2	5.76		
Workstations 3 (14 no.)	58.32	74	18 places - includes lockers
Supervisor 3	5.76	47	4 Lectrifiers + 2 Compactuses
Files	38.88	24	4 persons
Follow up	20.88		
Seminar room	27.36	30	
Teaching room	36.0		
Multi-head microscope	11.88	53	Up to 9 persons + storage of tchg. materials
Senior scientist	12.6	16	Chief Scientist and Deputy
Research assistant 2	10.06	12	
Registrar	10.8	16	Trainee + Visiting Pathologists - 3 places
Epidemiologist office	14.4	19	Must have space for DP equipment/visitors
Research assistant 1	14.4	14	
Pathologist office 1	14.4	12	
Pathologist office 2	14.4	12	
Pathologist office 3	11.52	12	
Secretary & Waiting	17.64	14	
Director office	17.64	25	
Pathologist office 5	10.8	12	
	676.26	812	c/f

contd.....

Accommodation for functions not in HDV schedule
(nett m²)

b/f	812
Tea Room	21
Couriers (3 persons)	10
Clerical Supervisor	10
Slide matching + Filing room	10
Liaison Physician - 2 places	12
Sick room	11
Teaching coordinators	9
TOTAL VCS	895

Registry	13
Coordinator	95
DP operators, mailing function, fax machines, community educators	108

1,003 m² (nett)

TOTAL REGISTRY	301
GRAND TOTAL	
GROSS + 30%	
TOTAL GROSS	

1,304

**VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE
REVENUE AND EXPENSE STATEMENT - AS AT 31/5/90**

REVENUE	TOTAL \$
Government Grants	2,918,500
Bank Interest	72
	2,918,572
OPERATING EXPENSES	
Administration and Support Services	2,438,587
	2,438,587
TOTAL OPERATING EXPENSES	2,438,587
OPERATING SURPLUS TO 31/5/90	479,985
	479,985

BALANCE SHEET AS AT 31/5/90

EQUITY

CAPITAL	
Contributed Capital	593,323
Funds Held For Specific Purposes	29,055
Accumulated Deficit to 30/6/89	(772,064)
Surplus For This Period	479,985
	330,299

CURRENT LIABILITIES

Creditors and Accrued Expenses	28,848
Provision for Employee Entitlement	247,724
Bank Overdraft	78,483
	355,055

CURRENT ASSETS

Cash at bank and hand	10,115
Stores	61,590
Prepayments	1,800
Debtors and Accrued Revenue	130,200
Short Term Investments	139,000
	342,705

TOTAL CURRENT ASSETS

NON CURRENT ASSETS

Plant and Equipment	342,649
	342,649

TOTAL ASSETS

685,354

OPERATING STATEMENT

Adverse figures have minus sign

Y.T.D.

2 MONTHS APR/MAY 90 YEAR TO DATE

APR/MAY 89		NOTE	Actual	Budget	Var.	Actual	Budget	Var.
	<u>FINANCIAL</u> (\$000)							
1,957	<u>Income</u> - Ordinary Grants		480	377	(103)	2,918	2,807	(111)
	<u>Expenditure</u>							
1,383	Salaries Non-Medical		288	238	(50)	1,426	1,523	97
165	Salaries Medical		32	33	1	158	233	75
36	Superannuation		11	8	(3)	52	38	(14)
31	Long Service Leave		2	7	5	2	35	33
.86	Overtime, allowances, termination		22	7	(15)	70	72	2
1,701	Sub-Total Staff Costs		355	293	(62)	1,708	1,901	193
254	Administration		80	58	(22)	387	658	271
68	Medical Supplies		13	18	5	150	163	13
47	Other Costs		71	8	(63)	179	85	(94)
2,070	Total Expenditure		519	377	(142)	2,424	2,807	383
-113	Cash Surplus		(-39)		(39)	494		494
	<u>STATISTICAL</u>							
227	<u>Volume of Smears</u> (000)		45			219		
7.49	<u>Cost per Smear</u> (\$)		7.88			7.79		
1.62	Salaries (inc. Leave etc.) Services & Materials		3.64			3.27		
9.11	Total Cost		11.52			11.06		
	<u>Staffing (E.F.T.)</u>							
	Non-Medical							
36.72	. technician/technologist			37.01				
26.11	. other			28.20				
2.75	Medical			5.04				
65.58	Total Staffing			70.25				

30APR90 PURCHASE O/N -		96.80	
30APR90 PURCHASE O/N -		570.23	
30APR90 PURCHASE O/N -		293.40	960.23
		-----	-----
	APRIL Balance:		2753.22
1600 MEDICAL & SURGICAL NOT KITS	MARCH Balance:		8731.23
30APR90 PURCHASE O/N- HISTOCLEAR & HISTOMOUNT		236.00	
30APR90 PURCHASE O/N6605 METHANOL, XYLENE & SULPHATE		1407.67	
30APR90 PURCHASE O/N- ALCOHOL SUPPLIES		2588.93	4232.60
		-----	-----
	APRIL Balance:		12963.83
1700 MEDICAL & SURGICAL KIT SUPPLY	MARCH Balance:		126988.13
30APR90 PURCHASE O/N6343 SLIDES & COVERSLEIPS		2421.50	2421.50
		-----	-----
	APRIL Balance:		129409.63
1900 FUEL LIGHT & POWER	MARCH Balance:		5968.89
30APR90 PURCHASE O/N -		663.21	663.21
		-----	-----
	APRIL Balance:		6632.10
2200 DOMESTIC CHARGES	MARCH Balance:		6796.18
30APR90 PURCHASE O/N -		741.21	741.21
		-----	-----
	APRIL Balance:		7537.39
3020 REPLACEMENT & ADD. EQUIPMENT	MARCH Balance:		87347.27
30APR90 PURCHASE O/N6586 MV16 ANSI - MICROFILM READER		2900.00	
30APR90 PURCHASE O/N6585 COROLLA - EEL-287		11750.00	
30APR90 PURCHASE O/N6607 RANDOM ACCESS - MACINTOSH COMP		7884.00	22534.00
		-----	-----
	APRIL Balance:		109881.27

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for APRIL -----		
ACCOUNT DETAILS	VALUE	BALANCE
3110 REPAIRS & MAINTENANCE BUILD.	MARCH Balance:	5295.60
30APR90 PURCHASE O/N -	588.40	588.40
	-----	-----
	APRIL Balance:	5884.00
3120 REPAIRS & MAINTENANCE EQUIP.	MARCH Balance:	1122.00
30APR90 PURCHASE O/N6570 REPAIR OLYMPUS STAGE	127.50	
30APR90 PURCHASE O/N- SERVICE TO FAX	80.00	207.50
	-----	-----
	APRIL Balance:	1329.50
3404 ADVERTISING	MARCH Balance:	16489.31
30APR90 PURCHASE O/N -	3054.38	
30APR90 PURCHASE O/N- HOSP.& MEDICAL BULLETIN ADVERT	400.00	
30APR90 PURCHASE O/N- SCIENTISTS & CYTOPATH ADVERTS	720.00	4174.38
	-----	-----
	APRIL Balance:	20663.69
3408 BANK CHARGES	MARCH Balance:	402.80
30APR90 PURCHASE O/N- BADT TAX - APRIL 1990	34.95	34.95
	-----	-----
	APRIL Balance:	437.75
3410 BOOKS & MAGAZINES SUBSCRIPTION	MARCH Balance:	1706.59
30APR90 PURCHASE O/N- UNI. OF ABERDEEN - LITERATURE	11.45	11.45
	-----	-----
	APRIL Balance:	1718.04
3414 COMPUTER CONSULTANCY FEES	MARCH Balance:	16447.00
30APR90 PURCHASE O/N- LIC. SUPPORT FEE - MARCH 1990	800.00	800.00
	-----	-----
	APRIL Balance:	17247.00
3415 COMPUTER SUPPLIES	MARCH Balance:	20743.28
30APR90 PURCHASE O/N- COMPUTER CABLING	75.00	
30APR90 PURCHASE O/N- RE-INKING OF COMPUTER RIBBONS	120.00	
30APR90 PURCHASE O/N6578 EPSON COMPUTER RIBBONS	94.20	289.20
	-----	-----
	APRIL Balance:	21032.48
3420 FREIGHT & CARTAGE	MARCH Balance:	1889.07
30APR90 PURCHASE O/N- COURIER FEES	96.00	
30APR90 PURCHASE O/N- COURIER FEES	103.80	
30APR90 PURCHASE O/N- COURIER SERVICE FEES	262.50	
30APR90 PURCHASE O/N- TNT COURIER FEES	105.80	
30APR90 PURCHASE O/N- COURIER EXPENSES	142.00	710.10
	-----	-----
	APRIL Balance:	2599.17
3422 INSURANCE - WORKCARE	MARCH Balance:	6643.93

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for APRIL -----

ACCOUNT DETAILS		VALUE	BALANCE
30APR90 PURCHASE O/N-	LEVY FOR APRIL	1009.60	
30APR90 RECEIPT	VCCR RECOUP WORKCARE LEVY	61.79CR	947.81
		-----	-----
	APRIL Balance:		7591.74
3432 POSTAGE - INWARDS			
30APR90 PURCHASE O/N -			
	MARCH Balance:	14841.47	
		5100.59	5100.59
		-----	-----
	APRIL Balance:		19942.06
3434 POSTAGE - OUTWARDS			
30APR90 PURCHASE O/N-	TELEGRAM	12.00	
30APR90 RECEIPT		56.90CR	
30APR90 PURCHASE O/N -		108.65	
30APR90 PURCHASE O/N-	REIMBURSE FRANKING MACHINE	6000.00	6063.75
		-----	-----
	APRIL Balance:		67813.34
3435 PRINTING			
30APR90 PURCHASE O/N-	REQ. FOR ORDER PADS	272.00	
30APR90 PURCHASE O/N-	PHOTOCOPIER FEES	178.35	450.35
		-----	-----
	APRIL Balance:		8082.38
3436 STATIONERY - NOT KITS			
30APR90 PURCHASE O/N-	P/CASH - STATIONERY	34.25	
30APR90 PURCHASE O/N6596	JIFFY BAGS	134.70	
30APR90 PURCHASE O/N-	ENVELOPES	1501.08	
30APR90 PURCHASE O/N -		244.50	1914.53
		-----	-----
	APRIL Balance:		32105.31
3438 FILM AND FILM PROCESSING			
30APR90 PURCHASE O/N -			
	MARCH Balance:	5528.36	
		14.56	14.56
		-----	-----
	APRIL Balance:		5542.92
3446 STAFF TRAINING			
30APR90 PURCHASE O/N-	A.I.M. COURSE - B.D. SALTER	830.00	
30APR90 PURCHASE O/N-	J. LAW - SUPERVISOR COURSE	540.00	1370.00
		-----	-----
	APRIL Balance:		3395.00
3448 TELEPHONE EXPENSES			
30APR90 PURCHASE O/N-	GOLD PHONE ACCOUNT	321.17	
30APR90 PURCHASE O/N-	TELEPHONE & FAX ACCOUNT	1841.65	
30APR90 RECEIPT	GOLD PHONE ACC	250.22CR	1912.60
		-----	-----
	APRIL Balance:		30654.67

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for APRIL -----

ACCOUNT DETAILS

		VALUE	BALANCE
3450 TRAVELLING EXPENSES		MARCH Balance:	8006.32
30APR90 PURCHASE O/N-	H.MITCHELL - TAXI FARES	40.95	
30APR90 PURCHASE O/N-	TAXI FARES	14.90	55.85
		-----	-----
		APRIL Balance:	8062.17
3451 VEHICLE MILEAGE		MARCH Balance:	158.34
30APR90 PURCHASE O/N-	H. MITCHELL	26.30	26.30
		-----	-----
		APRIL Balance:	184.64
3453 CONFERENCE REGISTRATIONS		MARCH Balance:	1235.00
30APR90 PURCHASE O/N-	PATHOLOGY SERV. ACCREDITATION	350.00	350.00
		-----	-----
		APRIL Balance:	1585.00
3499 MISCELLANEOUS EXPENSES		MARCH Balance:	10704.39
30APR90 PURCHASE O/N6589	COURIER STAMPS	33.30	
30APR90 PURCHASE O/N-	PAGER RENTAL FEES	342.00	
30APR90 PURCHASE O/N-	MAGNETIC PAYROLL TAPES	105.00	
30APR90 RECEIPT	P.DEVLIN - MICRO. DEPOSIT	460.25CR	
30APR90 PURCHASE O/N-	REVERSAL OF INCORRECT AMOUNT	340.25	
30APR90 PURCHASE O/N-	CAR PARKING - H. MITCHELL	12.00	
30APR90 PURCHASE O/N-	DESIGN FOR CYTOLOGY SYMBOL	1653.00	
30APR90 PURCHASE O/N6615	"FRAGILE" STAMPS	30.80	
30APR90 PURCHASE O/N-	REVERSAL OF INCORRECT AMOUNT	120.00	2176.10
		-----	-----
		APRIL Balance:	12880.49
3700 MICROSCOPY FEES		MARCH Balance:	8544.80
30APR90 PURCHASE O/N-	D. RISTITCH - QUALITY CONTROL	102.40	
30APR90 PURCHASE O/N-	L.L. BAO - SLIDES	140.00	
30APR90 PURCHASE O/N-	L. RUSSELL - SLIDES	98.00	
30APR90 PURCHASE O/N-	T.H. ONG - SLIDES	84.00	
30APR90 PURCHASE O/N-	J. CHRISTIE - SLIDES	98.00	
30APR90 PURCHASE O/N-	L.L. BAO - SLIDES	70.00	
30APR90 PURCHASE O/N-	M.Y. WONG - SLIDES	70.00	
30APR90 PURCHASE O/N-	L. BROWN - SLIDES	84.00	
30APR90 PURCHASE O/N-	L. RUSSELL - SLIDES	56.00	
30APR90 PURCHASE O/N-	T.H. ONG - SLIDES	84.00	886.40
		-----	-----
		APRIL Balance:	9431.20
3710 COURIER EXPENSES		MARCH Balance:	3602.65
30APR90 PURCHASE O/N-	CAR RENTAL - COURIER PURPOSES	166.10	
30APR90 PURCHASE O/N-	MAGNETIC CAR SIGNS	240.00	
30APR90 PURCHASE O/N-	COURIER CAR RENTAL	82.00	488.10
		-----	-----
		APRIL Balance:	4090.75

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for APRIL -----		
ACCOUNT DETAILS	VALUE	BALANCE
3711 COURIER - FUEL		
	MARCH Balance:	717.62
30APR90 PURCHASE O/N- EAB-228 - FUEL	191.83	
30APR90 PURCHASE O/N- EAB-144 - FUEL	176.68	368.51
	-----	-----
	APRIL Balance:	1086.13
3712 COURIER - MAINTENANCE		
	MARCH Balance:	439.75
30APR90 PURCHASE O/N- P/CASH - COURIER MAINTENANCE	12.00	
30APR90 PURCHASE O/N- EAB-228 - 10000 KM SERVICE	170.71	
30APR90 PURCHASE O/N- COURIER CAR MAINT. - EAB-144	34.07	
30APR90 PURCHASE O/N- STREET DIRECTORIES	51.90	268.68
	-----	-----
	APRIL Balance:	708.43
3713 COURIER - INSUR/REGISTRATION		
	MARCH Balance:	3927.88
30APR90 PURCHASE O/N- REGISTRATION - EEL-287	560.60	560.60
	-----	-----
	APRIL Balance:	4488.48

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for MAY -----

ACCOUNT DETAILS	VALUE	BALANCE
0700 SUPERANNUATION EMPLOYER LEVY		
31MAY90 PURCHASE O/N- EMPLOYER CONTRIB. - MAY 1990	APRIL Balance: 2773.92	46966.80
31MAY90 PURCHASE O/N- EMPLOYER LEVY - MAY 1990	2122.04	
31MAY90 RECEIPT RECOUP VCCR - HSB LEVY	156.27CR	4739.69
	-----	-----
	MAY Balance:	51706.49
1300 FOOD SUPPLIES		
31MAY90 PURCHASE O/N -	APRIL Balance: 20.80	2753.22
	-----	-----
	MAY Balance:	2774.02
1600 MEDICAL & SURGICAL NOT KITS		
31MAY90 PURCHASE O/N- 10ML CENTRIFUGE TUBES	APRIL Balance: 86.00	12963.83
31MAY90 PURCHASE O/N6617 COVERSLIPS	1622.40	
31MAY90 PURCHASE O/N- PATHTECH - ULTRAMOUNT	69.00	
31MAY90 PURCHASE O/N6591 XYLENE PRONALYS	297.00	2074.40
	-----	-----
	MAY Balance:	15038.23
1700 MEDICAL & SURGICAL KIT SUPPLY		
31MAY90 PURCHASE O/N6371 SINGLE SLIDE MAILERS	APRIL Balance: 5643.00	129409.63
31MAY90 RECEIPT SLIDES - WESTERN GENERAL	78.00CR	5565.00
	-----	-----
	MAY Balance:	134974.63
1900 FUEL LIGHT & POWER		
31MAY90 PURCHASE O/N- ON-COST SERVICES	APRIL Balance: 663.21	6632.10
	-----	-----
	MAY Balance:	7295.31
2200 DOMESTIC CHARGES		
31MAY90 PURCHASE O/N- ON-COST SERVICES	APRIL Balance: 741.21	7537.39
	-----	-----
	MAY Balance:	8278.60
3020 REPLACEMENT & ADD. EQUIPMENT		
31MAY90 JOURNAL EPIDEMIOLOGIST P.C. RAM BOARD	APRIL Balance: 3795.00	109881.27
31MAY90 JOURNAL PURCHASE EPIDEMIOLOGIST P.C	12300.00	
31MAY90 JOURNAL PURCHASE LASER RAM BOARD	2990.00	
31MAY90 JOURNAL PURCHASE COMMANDER SYSTEM	12707.25	
31MAY90 JOURNAL PURCHASE 2 SKAI COMPUTERS	8220.00	
31MAY90 PURCHASE O/N6609 7 LITRE WATER BATH	780.00	
31MAY90 PURCHASE O/N6642 PRINTER TROLLEY	126.00	40918.25
	-----	-----
	MAY Balance:	150799.52
3110 REPAIRS & MAINTENANCE BUILD.		
31MAY90 PURCHASE O/N- ON-COST SERVICES	APRIL Balance: 588.40	5884.00
	-----	-----
	MAY Balance:	6472.40

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for MAY -----

ACCOUNT DETAILS	VALUE	BALANCE
3120 REPAIRS & MAINTENANCE EQUIP.	APRIL Balance:	1329.50
31MAY90 PURCHASE O/N- REPAIRS TO TYPEWRITER	80.96	
31MAY90 PURCHASE O/N- REPAIRS TO CHAIR	74.58	
31MAY90 PURCHASE O/N6625 COMPUTER COOLING COMPRESSOR	1600.00	1755.54
	-----	-----
	MAY Balance:	3085.04
3150 LEASES	APRIL Balance:	12976.00
31MAY90 JOURNAL PURCHASE EPIDEMIOLOGISTS P.C	12300.00CR	12300.00CR
	-----	-----
	MAY Balance:	676.00
3402 ACCOUNTANCY & CONSULTANCY FEES	APRIL Balance:	650.00
31MAY90 PURCHASE O/N- MR. J. PARNELL - ACCOUNTING	280.00	280.00
	-----	-----
	MAY Balance:	930.00
3404 ADVERTISING	APRIL Balance:	20663.69
31MAY90 PURCHASE O/N -	1915.28	1915.28
	-----	-----
	MAY Balance:	22578.97
3408 BANK CHARGES	APRIL Balance:	437.75
31MAY90 PURCHASE O/N- BADT TAX	51.00	
31MAY90 PURCHASE O/N- SAFETY DEPOSIT BOX FEE	7.00	58.00
	-----	-----
	MAY Balance:	495.75
3410 BOOKS & MAGAZINES SUBSCRIPTION	APRIL Balance:	1718.04
31MAY90 PURCHASE O/N- "PROFESSIONAL MANAGERS AUDIT"	22.50	22.50
	-----	-----
	MAY Balance:	1740.54
3412 COMPUTER MAINENANCE	APRIL Balance:	34741.16
31MAY90 PURCHASE O/N- COMPUTER CHARGES - MAY 1990	2407.00	
31MAY90 PURCHASE O/N- CABLING	100.00	
31MAY90 PURCHASE O/N- COMPUTER FEES	3418.00	
31MAY90 RECEIPT RECOUP BRYSON ACC. - RESEARCH	75.00CR	5850.00
	-----	-----
	MAY Balance:	40591.16
3414 COMPUTER CONSULTANCY FEES	APRIL Balance:	17247.00
31MAY90 PURCHASE O/N- LIC. SUPPORT FEE - APRIL 1990	1120.00	1120.00
	-----	-----
	MAY Balance:	18367.00
3415 COMPUTER SUPPLIES	APRIL Balance:	21032.48
31MAY90 JOURNAL EPIDEMIOLOGIST P.C. RAM BOARD	3795.00CR	
31MAY90 JOURNAL PURCHASE LASER RAM BOARD	2990.00CR	

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for MAY -----

ACCOUNT	DETAILS	VALUE	BALANCE
31MAY90	JOURNAL PURCHASE 2 SKAI COMPUTERS	8220.00CR	
31MAY90	PURCHASE O/N- SERIAL INTERFACE BOARD	175.00	
31MAY90	PURCHASE O/N6593 COMPUTER PAPER	939.50	
31MAY90	PURCHASE O/N 6611	54.89	
31MAY90	PURCHASE O/N- LASERJET TONER CARTRIDGES	1044.00	
31MAY90	PURCHASE O/N6627 PRINTRONIX RIBBONS	180.90	12610.71CR
		-----	-----
		MAY Balance:	8421.77
3420	FREIGHT & CARTAGE		APRIL Balance: 2599.17
31MAY90	PURCHASE O/N- COURIER FEES	80.00	
31MAY90	PURCHASE O/N- PETTY CASH	29.25	
31MAY90	PURCHASE O/N- COURIER FEES	18.40	
31MAY90	PURCHASE O/N- COURIER FEES	144.00	
31MAY90	PURCHASE O/N- COURIER FEES	225.00	496.65
		-----	-----
		MAY Balance:	3095.82
3422	INSURANCE - WORKCARE		APRIL Balance: 7591.74
31MAY90	PURCHASE O/N- W/CARE LEVY - MAY 1990	702.71	
31MAY90	RECEIPT RECOUP VCCR - W/CARE LEVY	50.94CR	651.77
		-----	-----
		MAY Balance:	8243.51
3432	POSTAGE - INWARDS		APRIL Balance: 19942.06
31MAY90	PURCHASE O/N -	7090.57	7090.57
		-----	-----
		MAY Balance:	27032.63
3434	POSTAGE - OUTWARDS		APRIL Balance: 67813.34
31MAY90	PURCHASE O/N -	239.85	
31MAY90	PURCHASE O/N- PETTY CASH	3.44	
31MAY90	PURCHASE O/N- POSTAL FRANKING MACHINE	6000.00	
31MAY90	RECEIPT RECOUP VCCR - POSTAGE	111.19CR	6132.10
		-----	-----
		MAY Balance:	73945.44
3435	PRINTING		APRIL Balance: 8082.38
31MAY90	PURCHASE O/N- NEWSLETTER PHOTOCOPY FEES	240.00	
31MAY90	PURCHASE O/N6604 VCS1 & VCS2 FORMS	2850.00	
31MAY90	PURCHASE O/N- PHOTOCOPIER FEES	78.91	
31MAY90	PURCHASE O/N- PHOTOCOPIER FEES	492.72	
31MAY90	RECEIPT RECOUP VCCR - PHOTOCOPY	59.00CR	3602.63
		-----	-----
		MAY Balance:	11685.01
3436	STATIONERY - NOT KITS		APRIL Balance: 32105.31
31MAY90	PURCHASE O/N- PETTY CASH	19.20	
31MAY90	PURCHASE O/N 6611	128.74	
31MAY90	PURCHASE O/N- PHOTOCOPIER TONER	91.75	

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for MAY -----

ACCOUNT DETAILS	VALUE	BALANCE
31MAY90 PURCHASE O/N -	273.51	
31MAY90 PURCHASE O/N6606 VARIOUS STATIONERY	171.97	685.17
	-----	-----
	MAY Balance:	32790.48
3437 STATIONERY - KITS	APRIL Balance:	3845.70
31MAY90 PURCHASE O/N6597 KIT BOXES	1556.62	1556.62
	-----	-----
	MAY Balance:	5402.32
3438 FILM AND FILM PROCESSING	APRIL Balance:	5542.92
31MAY90 PURCHASE O/N -	8.80	8.80
	-----	-----
	MAY Balance:	5551.72
3446 STAFF TRAINING	APRIL Balance:	3395.00
31MAY90 PURCHASE O/N- DR. MEDLEY - MAC. COURSE	430.00	
31MAY90 PURCHASE O/N- M. SEYFANG - TIME MANAGEMENT	840.00	
31MAY90 PURCHASE O/N- DR. CAVANAGH - COURSE	230.00	1500.00
	-----	-----
	MAY Balance:	4895.00
3448 TELEPHONE EXPENSES	APRIL Balance:	30654.67
31MAY90 JOURNAL PURCHASE COMMANDER SYSTEM	12707.25CR	
31MAY90 PURCHASE O/N- TELEPHONE ACC. FOR APRIL 1990	1784.52	10922.73CR
	-----	-----
	MAY Balance:	19731.94
3450 TRAVELLING EXPENSES	APRIL Balance:	8062.17
31MAY90 PURCHASE O/N- PETTY CASH	8.70	
31MAY90 PURCHASE O/N- TAXI FARES	73.30	82.00
	-----	-----
	MAY Balance:	8144.17
3453 CONFERENCE REGISTRATIONS	APRIL Balance:	1585.00
31MAY90 RECEIPT REFUND CONF. FEES DR. MITCHELL	300.00CR	300.00CR
	-----	-----
	MAY Balance:	1285.00
3499 MISCELLANEOUS EXPENSES	APRIL Balance:	12880.49
31MAY90 PURCHASE O/N- PAGER RENTAL FEES	24.34	
31MAY90 PURCHASE O/N- PAYROLL MICROFICHE	142.12	166.46
	-----	-----
	MAY Balance:	13046.95
3700 MICROSCOPY FEES	APRIL Balance:	9431.20
31MAY90 PURCHASE O/N- L. ALCOCK - SLIDES	168.00	
31MAY90 PURCHASE O/N- J. CHRISTIE - SLIDES	154.00	
31MAY90 PURCHASE O/N- M.Y. WONG - SLIDES	266.00	
31MAY90 PURCHASE O/N- L.L. BAO	313.60	

*** ACCOUNTING ONE ***

VICTORIAN CYTOLOGY (GYNAECOLOGICAL) SERVICE

VICTORIAN CYTOLOGY SERVICE

----- General Ledger Activity Report for MAY -----

ACCOUNT	DETAILS	VALUE	BALANCE
31MAY90	PURCHASE O/N- T. H. ONG - SLIDES	84.00	
31MAY90	PURCHASE O/N- P. JELLEFF - SLIDES	140.00	
31MAY90	PURCHASE O/N- SLIDES - M. Y. WONG	42.00	
31MAY90	PURCHASE O/N- SLIDES - J. CHRISTIE	182.00	
31MAY90	PURCHASE O/N- SLIDES - L.L.BAO	126.00	
31MAY90	PURCHASE O/N- SLIDES - L.BROWN	112.00	
31MAY90	PURCHASE O/N- SLIDES - T.H.ONG	84.00	
31MAY90	PURCHASE O/N- SLIDES - L.RUSSELL	84.00	1755.60
		-----	-----
		MAY Balance:	11186.80
3710	COURIER EXPENSES		
		APRIL Balance:	4090.75
31MAY90	PURCHASE O/N- R.A.C.V. MEMBERSHIP - EEL-287	30.75	
31MAY90	PURCHASE O/N6612 COURIERS UNIFORMS	648.00	
31MAY90	PURCHASE O/N- COURIER PARKING FINE	25.00	703.75
		-----	-----
		MAY Balance:	4794.50
3713	COURIER - INSUR/REGISTRATION		
		APRIL Balance:	4488.48
31MAY90	PURCHASE O/N- INSUR. COURIER CAR EEL - 287	780.71	780.71
		-----	-----
		MAY Balance:	5269.19

Anti-Cancer Council of Victoria



15 May 1990

49-1996

Ms V. Higgins
Victorian Cervical Cytology Registry
PO Box 996H
Melbourne Vic 3001

Dear Vicky,

Herewith a note from Onella Stagoll containing a resignation from Molly Hadfield.

I don't think there's anything to do as the Interim Committee seems to have disestablished itself.

Cheers.

Yours sincerely,

Nigel Gray
Director

Encl.



Health Department Victoria

Address all mail to
P.O. Box 4057 G.P.O.
Melbourne, Victoria.
Australia 3001

Reference No.

4 May, 1990

Dr. Nigel Gray
Director
Anti Cancer Council
1 Rathdowne Street
Carlton South Vic 3053.

-9 MAY 1990

Dear Dr. Gray,

Attached please find a letter of resignation from Ms. Molly Hadfield who has been a Community representative on the Interim Committee of Management of the Victorian Cervical Cytology Registry.

As you are Chairperson of the Interim Committee I believe the letter should have been addressed to you and I hereby forward it to you. I assume the question of replacement needs to be discussed in light of the changes being made to the Committee.

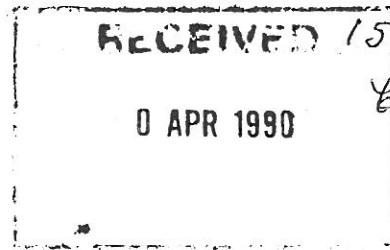
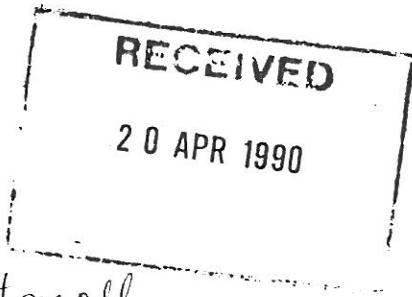
Best regards,

ONELLA STAGOLL
Manager
Women's Health Policy and Programs Unit

Att:

OSmg27

Sent to Vicki - 14/5/90



15. Furze Ave
Elssea Hts 3196
18/4/90

Mrs. O. Stegoll
Women. Health
Policy Unit,

Dear Anella,

I am writing to thank you for giving me the opportunity to have participated with the committee that has been involved in setting up the pilot, Cervical Cytology Registry. Many thanks to all the members for their hard work in getting the project up and going.

I feel many women in Victoria will benefit from this project.

Due to my voluntary work in the local area increasing, I cannot see my way clear enough to continue on the committee.

I would be grateful if you will please accept my resignation from the committee. Wishing the project every success.

Yours sincerely
Molly, Hadfields.



cc: EM

10 JAN 1990

THE UNIVERSITY OF MELBOURNE

A. E. Rowden White and
Edward R. White Institute

Department of Obstetrics
and Gynaecology

PROFESSOR R. J. PEPPERELL,
M.B., B.S., M.C.O., M.D.(Mon.), F.R.A.C.P., F.R.C.O.G., F.R.A.C.O.G.

Parkville, Victoria 3052
Australia

9th January, 1990.

Dr. Nigel Gray,
Anti-Cancer Council of Victoria,
1 Rathdowne Street,
CARLTON SOUTH, 3053.

Dear Nigel,

Re: Victorian Cervical Cytology Registry - Interim Management Committee

As you are aware I have been a member of this Committee however it now seems appropriate for me to resign as I am no longer a member of the VC(G)S.

I wish you well in your continued deliberations and institution of the registry in this State and you can rest assured that you will always have my support in regard to this most important matter.

Yours sincerely,

Roger Pepperell

RJP/LB

for next meeting