



Re: HoS Checklist - Salary directly from NSW Health

Sent: 23 May 2023 8:33 AM

From: Quintin Lee

To: Michelle Hall; Llew Mills;

CC: Sarah Hutchinson (South Eastern Sydney LHD);



1 Attachments

image001.png (12 KB);

Read-Only Mode:

This product was placed in a read-only state on 26 July 2025 and no further data will be ingested.

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Hi Michelle,

Many thanks for your update, it's great to hear that the money has been parked aside and so there's no longer a need for invoice to be paid before 31 May! Hope you enjoy your training!

Thanks,
Quintin

From: Michelle Hall <Michelle.Hall@health.nsw.gov.au>

Sent: Tuesday, 23 May 2023 8:23 AM

To: Quintin Lee <quintin.lee@sydney.edu.au>; Llew Mills <llew.mills@sydney.edu.au>

Cc: Sarah Hutchinson (South Eastern Sydney LHD) <Sarah.Hutchinson@health.nsw.gov.au>

Subject: RE: HoS Checklist - Salary directly from NSW Health

Wonderful, thanks Quintin

I have all day training today so will get on to this tomorrow.

It may take a few weeks for the contract to be signed on my end but the Ministry have put these funds aside so there is no longer an urgency for the invoice to be provided by 31 May.

Kind regards
Michelle

Michelle Hall | [DACRIN](#) Statewide Coordinator | Mob 0421 649 907 | michelle.hall@health.nsw.gov.au

From: Quintin Lee <quintin.lee@sydney.edu.au>

Sent: Monday, 22 May 2023 6:18 PM

To: Michelle Hall <Michelle.Hall@health.nsw.gov.au>; Llew Mills <llew.mills@sydney.edu.au>

Cc: Sarah Hutchinson (South Eastern Sydney LHD) <Sarah.Hutchinson@health.nsw.gov.au>

Subject: Re: HoS Checklist - Salary directly from NSW Health

Hi Michelle,

Thanks for your reply, our contracts team has kindly added the details with the liability section (please see attached) 😊 When you find out about the ministry of health details at the Acceptance/Executive block, please kindly include them and return a clean copy to us so that we can arrange USYD delegate's signature

Thanks,
Quintin

From: Michelle Hall <Michelle.Hall@health.nsw.gov.au>
Sent: Monday, 22 May 2023 11:25 AM
To: Quintin Lee <quintin.lee@sydney.edu.au>; Llew Mills <llew.mills@sydney.edu.au>
Cc: Sarah Hutchinson (South Eastern Sydney LHD) <Sarah.Hutchinson@health.nsw.gov.au>
Subject: RE: HoS Checklist - Salary directly from NSW Health

Hi Quintin

To be perfectly honest with you I included N/A because I wasn't sure what to include here and couldn't seem to get any clarification on my end! Could you please ask the contracts team to complete this section with the usual information for USyd?

The details of the Ministry of Health at the Acceptance/Execution block will be included when it is returned to me (i.e. before it is executed by either party). I am in the process of clarifying who I need to include here.

Kind regards
Michelle

Michelle Hall | [DACRIN](#) Statewide Coordinator | Mob 0421 649 907 | michelle.hall@health.nsw.gov.au

From: Quintin Lee <quintin.lee@sydney.edu.au>
Sent: Monday, 22 May 2023 10:14 AM
To: Llew Mills <llew.mills@sydney.edu.au>
Cc: Sarah Hutchinson (South Eastern Sydney LHD) <Sarah.Hutchinson@health.nsw.gov.au>; Michelle Hall <Michelle.Hall@health.nsw.gov.au>
Subject: Re: HoS Checklist - Salary directly from NSW Health

Hi Llew and Michelle,

Llew, Thanks so much for getting back to me with your review and signature to the HoS Checklist! Hope you've had a nice break! Sorry for the typo in your last name.. I'll forward for finance and then HoS signatures shortly

Michelle, sorry about this, I had this in my inbox on Thursday but Outlook somehow didn't send.. the contracts team has reviewed the draft agreement and noted the following, would you please kindly advise?

- In Item 9, 'Cap on liability' is 'N/A'. Normally there should be a cap and/or explanations around this, may I know why, are there reasons for putting N/A for the cap? (This is an important issue for us, I also attach the general terms and conditions for the prequalification scheme).

- Do we have the details of the Ministry of Health at the Acceptance/Execution block? We need this before execution.

Thanks,
Quintin

From: Llew Mills <llew.mills@sydney.edu.au>
Sent: Monday, 22 May 2023 10:09 AM
To: Quintin Lee <quintin.lee@sydney.edu.au>
Cc: Sarah Hutchinson (South Eastern Sydney LHD) <Sarah.Hutchinson@health.nsw.gov.au>; Michelle Hall <Michelle.Hall@health.nsw.gov.au>
Subject: RE: HoS Checklist - Salary directly from NSW Health

Hi Quintin

Sorry for the delay in replying, I was on leave.

I have reviewed the pmss agreement and that looks fine.

I have added the relevant code to the excel spreadsheet, saved it as a PDF and signed it. This is attached. Please note that my name under the signature was listed as 'Llewellyn Halls' not 'Llewellyn Mills'. I changed it to the correct name.

Please let me know if there is anything else I need to do.

All the best

Llew

From: Quintin Lee <quintin.lee@sydney.edu.au>
Sent: Friday, May 12, 2023 8:00 AM
To: Llew Mills <llew.mills@sydney.edu.au>
Cc: Fmh Research Sydney <fmh.research-sydney@sydney.edu.au>; Sarah Hutchinson <sarah.hutchinson@sydney.edu.au>; Michelle Hall <Michelle.Hall@health.nsw.gov.au>
Subject: HoS Checklist - Salary directly from NSW Health

Hi Llew,

Hope you're well, this is Quintin, part of the FMH Research Support Team. I understand that DACRIN (NSW Health) has been paying to SESLHD, which the funds are transferred to USYD. Due to financial year requirement, NSW Health needs to pay a portion of \$29,998 directly to USYD, as a result, a HoS Checklist is required for the relevant contract to be signed.

Would you please kindly review the attached partially filled HoS Checklist?

With the research codes, from your RPCF for your existing account (G204959), the codes are in 2008, which would need to be converted to 2020 codes.

Field of Research

2008 code: 111799 Public Health and Health Services not elsewhere classified

2020 codes, there are numerous possibilities, would you please kindly choose 1? If there's more than 1 suitable, please kindly specify the %, you can select up to 3 codes and they must add up to 100%.



Socio Economic Objective Code

2008 code 920414 = Substance abuse

It has an exact match of 200413, substance abuse

Type of Activity

This appears to be 100% applied, and so have added in the attached form, if this should be amended, please kindly revise

Once you've confirmed the code, would you please kindly fill in the FoR section, and sign? You may have to export the Excel document to PDF.

Please let me know if you need anything further

Thanks,
Quintin

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