

HOUGH, Clare

From: WILKES, Carolyn
Sent: Wednesday, 19 September 2012 11:14 AM
To: WILKES, Carolyn
Subject: FW: Occasional Papers [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Carolyn Wilkes

Ph: s47F - personal privacy
Email: s47F - personal privacy

From: DAVIDSON, Tony
Sent: Thursday, 8 September 2011 5:28 PM
To: WILKES, Carolyn
Subject: RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Carolyn,

Sorry for taking so long to get back to you, but my team have now had a good look at your paper and following are our comments.

Overall we think it has the potential for good Occasional Paper. It seems to be a good and thorough review but it might be worth considering splitting it in half and only publishing the section on the literature review of effective interventions and omitting the section on the stakeholder survey. As you have suggested, it's the literature review section that will be of more interest to the general public. Cutting the stakeholder survey section would also greatly reduce the length, as you would remove all Part 3 and then Appendices G, H and I, and would probably make it easier to obtain clearance for publication. Unfortunately this would necessitate re-writing the conclusions.

Whether or not the report is split, it has a good background on the topic and why and how the evidence was evaluated, but needs a good edit to fit in with the style guide, this is something we could assist with. It also needs a good executive summary. It would also be worth considering moving the tables that show the results of the individual studies and systematic reviews to the end and focus more on the general summaries. Part 4 might be able to be better integrated into the report, and Appendix B and maybe Appendix F could move up into the body of the paper.

I hope this is helpful.

regards

Tony

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Tony Davidson  
Publications Editor/Assistant Section Manager  
Research and Analysis Branch  
FaHCSIA  
s47F - personal privacy

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**From:** WILKES, Carolyn  
**Sent:** Thursday, 11 August 2011 1:54 PM  
**To:** DAVIDSON, Tony  
**Subject:** RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Tony

I have attached a copy of the final report for the Review of Early Intervention Therapies by the Australasian Autism Research Collaboration. During the preparation of the report there were discussions between us and Margot Prior and Jacqui Roberts about turning the report into an Occasional Paper and about the need to consider what parts of the report may not be necessary and/or appropriate to include in an Occasional Paper. We required a report that would assist us in the review of our guidelines and processes for the Helping Children with Autism (HCWA) Package (e.g. a lot of focus on operational issues) but there is a lot of outside interest in the results of the Review focused more on what are seen as effective and ineffective early interventions.

Our Section is meeting on the 23 August to discuss a draft implementation plan that I am working on, and to decide on how we will go about getting information in the Review out to stakeholders.

If you have the time, I would be interested in your thoughts on the suitability of the report for an Occasional Paper. I will get back to you after the meeting on the 23 and will also follow up by then about what contribution we can make towards cost.

Regards

Carolyn

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**From:** DAVIDSON, Tony  
**Sent:** Tuesday, 19 July 2011 4:43 PM  
**To:** WILKES, Carolyn  
**Subject:** RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Carolyn,

that is good news. We look forward to receiving the report.

At the moment the publications team is very busy and our resources are limited. If your Branch is able to contribute to the cost of production of the Occasional Paper that would be most welcome and would ensure that it could be produced without delay.

Depending on the size and complexity of the paper, production of Occasional Papers costs approximately \$7000 to \$9000.

Regards

Tony Davidson

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**From:** WILKES, Carolyn  
**Sent:** Friday, 15 July 2011 3:42 PM  
**To:** DAVIDSON, Tony  
**Subject:** RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Tony

The Review Report is close to be finished – in the next week or two – and we are still interested in developing an Occasional Paper from it. What costs will our Branch need to cover for its preparation and publishing?

Regards

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**From:** DAVIDSON, Tony  
**Sent:** Wednesday, 20 April 2011 9:38 AM  
**To:** WILKES, Carolyn  
**Subject:** RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Carolyn,

Do you have any further news on this?

Are you still considering publishing this as an Occasional Paper? If so are you able to give me an idea of when it might be available for us to begin work?

Regards

Tony

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Tony Davidson  
Publications Editor  
Research Projects and Publications Section  
Research and Analysis Branch  
Families, Housing, Community Services and Indigenous Affairs  
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**From:** WILKES, Carolyn  
**Sent:** Friday, 25 March 2011 4:03 PM  
**To:** DAVIDSON, Tony  
**Subject:** RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Tony

Thanks for the information below. We have our first teleconference with the review authors next week and I will discuss the Occasional Paper proposal with them and then let you know for sure.

Regards

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**From:** DAVIDSON, Tony  
**Sent:** Friday, 25 March 2011 12:54 PM  
**To:** WILKES, Carolyn  
**Cc:** SCHNEIDER, Judy  
**Subject:** RE: Occasional Papers [SEC=UNCLASSIFIED]

Hi Carolyn,

It would certainly be possible to publish such a review report as a part of the Occasional Paper series, subject to it being accepted and cleared by your branch and group managers. I will attach author guidelines and clearance forms to this message (they are also available on the Research Publications page of StaffNet <  
[http://staffnet/inforesources/facsia\\_research\\_pubs/Pages/default.aspx](http://staffnet/inforesources/facsia_research_pubs/Pages/default.aspx) >).

What we would require from your section and/or the authors is a copy of the report in Word format and any graphs or charts in (preferably) Excel format, together with clearance forms signed by the authors and your branch and group managers.

Once we have the material we would have it professionally edited for grammar, style, consistency and clarity, which would take approximately 2-3 weeks, depending on the workload at the time. This usually results in a small number of queries for the authors (and, regardless of whether there were any queries, we would always seek clearance from the authors of the edited copy before having a paper typeset). The paper is then typeset, converted to HTML for electronic publication, printed and distributed and on the FaHCSIA website. These later stages take between 4 and 8 weeks altogether.

Approximately a month prior to release we would ask your section to provide some Talking Points for us to attach to a Ministerial minute that we would prepare to alert the minister to the impending public release of the paper.

It would be very helpful if you could keep us informed of any decisions about whether or not you wish to publish the report in this series and on the progress and, in particular, any changes to the anticipated completion date for the report so that we can accommodate it in our work plan.

If you need any further information, please don't hesitate to contact me.

Regards

Tony Davidson

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Tony Davidson  
Publications Editor  
Research Projects and Publications Section  
Research and Analysis Branch  
Families, Housing, Community Services and Indigenous Affairs  
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**From:** SCHNEIDER, Judy  
**Sent:** Thursday, 24 March 2011 4:57 PM  
**To:** WILKES, Carolyn  
**Cc:** DAVIDSON, Tony  
**Subject:** FW: Occasional Papers [SEC=UNCLASSIFIED]

Carolyn, thanks for contacting us. Yes, we can do that. Tony will get back to you tomorrow with details about processes. Judy

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**From:** WILKES, Carolyn  
**Sent:** Thursday, 24 March 2011 4:41 PM  
**To:** SCHNEIDER, Judy  
**Subject:** Occasional Papers [SEC=UNCLASSIFIED]

Hi Judy

We've just contracted the Australasian Autism Research Collaboration (AARC) to Review Early Intervention Therapies as a follow-up to the Roberts and Prior (2006) report and to provide us with some practical information for improving our processes. Jacqueline Roberts and Margot Prior are two of the 6 researchers involved in the project. Can the Review Report, due by the end of June 2011, be the subject of an Occasional Paper, and if yes, what is the process for making this happen?

Regards

*Carolyn Wilkes*

Policy Officer  
Autism Section  
Mental Health and Autism Branch  
Department of Families, Housing, Community Services and Indigenous Affairs

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