

Minutes of the General Meeting

Date:	Monday 13 February 2023		
Time:	4.00pm - 5.00pm		
Venue:	Cancer Council Seminar Room, Bedbrook Place Shenton Park and Online		
Online link:	Join the meeting here		
Chairperson:	Ross MacKenzie	Minute Secretary:	Amanda Ferguson

Meeting opened at: 4.00pm

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1. Welcome and apologies

Online: Ross Mackenzie, Va Bola, Deb Fitzimmons, Aileen Lewis, Jennifer Duggan, Himani Jog, Laura Bryce, Lucinda Hancock, Niki Taylor, Reearna Morgan, Sally Blane, Megan Sauzier, Skye Lombardi, Kathy Shaw

Face to face: Amanda Ferguson, Bronte Wang, Noelene Swain, Jill Darby, Nicole Toia, XXXX

Apologies: Sue Dimitrejvich

2. Acceptance of previous minutes

General Meeting held 3 August 2022, minutes were confirmed by Nicole Toia, seconded by Bronte Wang.

3. Business arising from previous minutes

No business arising.

4. General and Other Business

Cyril Jackson Health Festival

- Deb advised that she won't be in Perth at the time of the festival, week of 16 May 2023. Deb has suggested that we can still hold the meeting on a set date at the school or wait for confirmation of the event and have the meeting coincide as in previous years, she is hopeful of confirming within the week
- RM advised that waiting a few weeks is the best way forward.

ACTION: Deb to advise Amanda as soon as she has confirmation.

5. Presidents Report

AGM

- RM covered the benefits of being part of the WAHPSA Executive Committee and encouraged everyone to look at the Roles and responsibilities document located on the website for more information
- The current committee voiced positive aspect of being part of the Executive Committee; forming partnerships, meeting likeminded people from a variety of organisation; learning new skills
- Deb commented that as a teacher it is beneficial particularly when those on the committee discuss resource development.

Strategic Plan

- General discussion about the Strategic Plan and addressing this throughout 2023.

ACTION: AF to upload documents addressed during the presentation to the website.

Freedom of Information

- Ross spoke to the presentation regarding the impact the WOSHEP tender will have on other Western Australian health promotion organisations
- Jenny Dugan asked Ross to provide some context around the tender, Ross provided a brief overview of the Tender and subsequent outcome
- Lucinda Hancock (Nutrition Australia (NA) Victoria, CEO) stated that NA have had a presence in WA for some time and have been working with ECU and Refresh.ED
- RM continued with the presentation covering the key items
- Megan Sauzier (WASCA, CEO) commented that this was a useful exercise and clarified that there is no room for details in applications to be misinterpreted. If you are new to writing tenders it is imperative to have an external agency review your application. It is important to recognise that as WA health promotion agencies we must remain focused on ensuring we are working in the best interest of schools
- Kathy Shaw (Fremantle Hospital, Legal department) presented information about how the FOI process works and how applicants can do better by asking the right questions:
 - Agencies often fail to apply the principals of the act very well, there are also limited human resources to address requests
 - Agencies often push back further for example; stating that the applicant has applied for too many documents; reduce the scope. However, without knowing what is available it is difficult to know what documents to apply for. Therefore, it is important to request information about the type and scope of documents available

- If advised that it will impact on the agency, then the applicant can rightly ask how it will impact them
- In regards to exempt documents, there are two limbs to the clauses
 - Exempt if it contains certain information
 - Not in the public interest to disclose. The applicant can then ask how is it not in the public interest? You have the capacity to ask this question, seek more clarity
- RM stated that getting the information from the DOH has been problematic, there are still a number of documents that haven't been provided such as the IP of Foodchecker. If this belongs to the provider (NA VIC) then at the end of the contract period does the program simply dissolve along with the online tool
- Jill Darby clarified that as a life member of WAHPSA and having worked with Refresh.ED, it was vital that the new provider acknowledged the history of who has been involved, who developed the resources and where the background comes from, specifically WASCA and ECU. This not only provides continuity but is helpful and respectful to the groups that have been involved.
- RM stated that all agencies should be treating all other agencies property with respect, Moral rights should be applied in this instance.

6. Guest Presentation

Jenny Dugan, Donate Life

- Jenny presented on the resources and lesson on the Donate Life website e.g.
 - Motivation to give
 - Knowing your audience/case studies
 - Future of transplantation
 - Gift of time
 - Writing for life competition, now available for classrooms
 - Conversations with family and friends
 - Songs written about organ and tissue donation
 - Registering
 - Debate re opt in or opt out system
 - Guest speaker, predominantly in high schools as once over the age of 16 they are old enough to decide to donate with parental involvement.
- [Cool Australia](#) assisted in reviewing all the old resources and assisted in developing new ones, Jenny recommended this platform as it is incredibly useful.

7. Organisational updates

- With limited time no organisational updates were provided.

8. Meeting closed at: 5.10pm

RM thanked all agencies for attending and looks forward to seeing everyone at the AGM in 4 weeks time.



9. Next General Meeting: AGM

Date:	Monday 13 March 2023
Time:	3.00pm – 3.30pm
Venue:	Healthway and LotteryWest office Station St Subiaco
Guest Speakers:	

Next meeting: General Meeting

Date:	Monday 13 March 2023
Time:	3.30pm – 4.30pm
Venue:	Healthway and LotteryWest office Station St Subiaco
Guest Speakers:	