



## SUPPORTING COMMUNITIES FORUM

### DRAFT MEETING DECISIONS AND ACTIONS

---

<b>Date</b>	Monday 24 June 2019
<b>Time</b>	9:30am – 1:00pm
<b>Location</b>	Department of the Premier and Cabinet (DPC) Level 14, Dumas House, 2 Havelock St, WEST PERTH
<b>Members Present</b>	Michelle Scott (Chair), Helen Creed (Deputy Chair), Pip Brennan, Jonathan Ford, Neil Guard, Jennifer McGrath, Lisa Rodgers, Dan Minchin, Vicki O'Donnell, Maria Osman, Michelle Andrews, Adam Tomison, Julie Waylen, Ross Wortham, Louise Giolitto, Kate George, Darren Foster, David Russell-Weisz, Suzi Cowcher.
<b>DPC</b>	Jennifer Dass, Kim Lazenby, Emily Roper, Kate Alderton, Nicole McCartney, Robin Ho and Annabelle Keogh.
<b>Invited Guests</b>	Kylie Whiteley (WAPOL), Kylie Hansen (WACOSS), Jodi Cant, Kate Ingham and Steven Hill (Department of Finance).
<b>Member Apologies</b>	Debra Zanella, Carol Pettersen, Chris Dawson APM, Tricia Murray

---

#### MEETING START 9:35 am

#### 1. INTRODUCTORY TOPICS

##### 1.1 Acknowledgement of Country

On behalf of the Forum, the Chairperson acknowledged the traditional custodians of the land the Forum meets on, the Whadjuk people. The Chairperson acknowledged their continuing culture and contribution to the life of this region and the strength and resilience of the Noongar people in this land.

##### 1.2 Welcome, opening remarks and apologies

The Chairperson:

- o noted apologies from Debra Zanella, Carol Pettersen, Chris Dawson APM and Tricia Murray;
- o congratulated Michelle Andrews on her appointment as the Director General, Department of Communities;
- o congratulated Jennifer McGrath on her appointment as Acting Commissioner, Mental Health Commission;
- o welcomed Jennifer McGrath as a new member of the Forum and as Co-Chair of the PRWG.
- o advised that Darren Foster will provide an update on the Public Sector Reform Update – Our Priorities (Item 2.2), with Emily Roper also in attendance to answer any questions;

- advised that Kylie Hansen, WA Council of Social Service (WACOSS) will provide a substantive update and discussion on the final Outcomes Measurement Framework (Item 3.1);
- welcomed Jodi Cant, Director General, Department of Finance; Kate Ingham, Director, Strategic Advisory Services; and Steven Hill, Assistant Director, Funding and Contracting Services (FaCS), Government Procurement (GP) to the meeting and advised that Steven Hill will provide a substantive update and discussion under the PRWG agenda item (Item 3.2).
- welcomed Emily Roper, Acting Deputy Director General, Department of the Premier and Cabinet (DPC) as the Co-Chair of the Communication about the Forum Working Group.
- The Chairperson also updated members on:
  - the briefing meeting with Hon Minister McGurk and the Forum Deputy Chair in April 2019, providing an overview and update on the work of the Forum and the main business discussed at the 25 March 2019 meeting of the Forum;
  - the letter from Minister McGurk acknowledging receipt of the 'Our Communities Dialogue' blueprint advising that Government is now considering the recommendations contained in the blueprint in greater detail.

The Our Communities Report Working Group Co-Chair Dan Minchin discussed about implementation of the recommendations contained in the blueprint and the potential role of the Forum.

- the release of the Sustainable Health Review (SHR) and endorsement by Cabinet of key recommendations. Members noted the release of the SHR and also acknowledged the approach of the SHR to consult effectively with the Forum and also the recommendations which are underpinned by a broad approach and engagement of a wide range of sectors to improve health outcomes for citizens.

The Chairperson advised members that the final report specifically mentions the Forum in a couple of recommendations with reference to a commitment to 'early intervention' initiatives that will support greater partnership and collaboration by a range of stakeholders in Government and the community services sector.

David Russell-Weisz, Director General, Department of Health advised Forum members of an SHR implementation framework being developed and will provide members with an update on the SHR implementation status and progress at a future Forum meeting.

### **1.3 Confirmation of the meeting notes from the 25 March 2019 Forum meeting**

The meeting notes from the 25 March 2019 meeting were approved with no changes.

### **1.4 Actions arising from the 25 March 2019 Forum meeting**

Members noted all the completed actions arising from the 25 March 2019 Forum meeting:

### **1.5 Conflict of interest declarations**

No conflicts of interest were declared.

## 2. STRATEGIC POLICY AND REFORM

### 2.1 Update and discussion on Department of Communities' Reform work (standing item)

Michelle Andrews, Director General Department of Communities, provided a brief update on the reform work underway within the Department.

Michelle Andrews advised members about the current state of the District Leadership Groups (DLGs). Michelle advised members that:

- there are currently 16 District Leadership Groups (DLGs) across the State, eight in the metropolitan and eight in the regional areas;
- the Department of Communities (Communities) continues to act as a driver and facilitator for the development of DLGs across the State;
- the various DLGs are at varying stages of development and capability, and have varying mandates to operate based on suitability for their district;
- a collaborative mechanism is adopted: to ensure a collective and collaborative focus on priorities; to deliver place-based solutions and knowledge; and to support reform at a local level;
- the focus has been on determining what DLGs can offer, understanding more about their purpose, roles and potential for engagement with the Forum;
- a 'Regional Development Plan' is being developed in discussions with WA Council of Social Service (WACOSS). The plan is expected to be rolled out at the end of 2019; and
- more information on the DLGs is now available on the Communities website at <https://www.communities.wa.gov.au/projects/district-leadership-groups/>.

Members discussed:

- the significant cost and time involved in attending DLG meetings which in some instances run for a full working day;
- the need to reprioritise resources including a smarter use of resources; and
- the 2005-2010 Indigenous Justice Agreement and its recommendations on workforce development in regional areas.

Michelle also advised members on the:

- Aboriginal Community Controlled Organisation (ACCO) Strategy and the co-designing of a 10-year plan to build an Aboriginal-led service sector and facilitating funded capacity-building initiatives; and
- Aboriginal economic development project that promotes increased procurement of goods, services and works from Aboriginal businesses also providing opportunities for Aboriginal traineeships and employment.

Members noted the \$200 million North-West Aboriginal Housing Fund set-up to drive better education and employment outcomes through housing. The Fund seeks to increase the number of Aboriginal households with economic independence.

The Chairperson thanked Michelle Andrews for the brief update and noted that the Forum will seek opportunities to support and collaborate on the reforms underway in Communities.

**Actions:**

1. **Forum Secretariat to circulate the Department of Communities presentation to Forum members.**

### 2.2 Update on Public Sector Reform (standing item) – Our Priorities

The Chairperson introduced this item and invited Darren Foster, Director General, DPC and the Public Sector Reform Unit (PSRU) team in DPC to provide a brief update on the 'Our Priorities: Sharing Prosperity' program (the program).

Darren advised Forum members of relevant 2019-20 budget allocations and provided a brief update on the program and evidence-based focused actions in three of the priority areas namely:

- A Bright Future
- A Safer Community
- Aboriginal Wellbeing

Darren also advised members about the funding received to establish and operate the 'Our Priorities' central implementation unit. Members noted that the central implementation unit within DPC will support government to drive delivery of the Our Priorities across all levels of the governance framework. The key function (role) of the unit will be to analyse, liaise, coordinate and report on progress to the Government and the public.

Members noted that the Our Priorities governance framework aims to deliver real outcomes for the community with cross-collaboration between government departments being at the heart of the program.

Forum members discussed:

- DPC's engagement with stakeholders outside of government;
- about the role of Aboriginal organisations in providing a lead in achieving some of the targets;
- the importance of partnerships and opportunities to use funding wisely; and
- their desire to ensure that the work of the Forum is well connected and integrated with the work of the Our Priorities program and that the expertise of Forum members is drawn upon.

Darren advised members that clear and regular updates and communication of the program successes with government and the community services sector, including transparency of data and progress towards meeting the targets is available on the Our Priorities webpage on [www.ourpriorities.wa.gov.au](http://www.ourpriorities.wa.gov.au). Darren advised members to subscribe to the webpage.

The Chairperson thanked Darren and the PSRU team for providing an update on the Our Priorities and invited PSRU to provide a substantive update to the Forum in September 2019 regarding progress with this reform initiative.

**Actions:**

- 2. Forum Secretariat to circulate the Our Priorities brief presentation to Forum members with a link to the new Our Priorities webpage to subscribe to.**
- 3. Forum Secretariat to arrange for the PSRU to provide a substantive update and discussion at a future Forum meeting regarding the progress of the Our Priorities program.**

### **3. WORKING GROUP REPORTS**

#### **3.1 Outcomes Framework Working Group – Substantive update and discussion**

The Chairperson introduced this item, and invited the Co-Chairs Louise Giolitto and Adam Tomison to provide an update on this item.

Louise Giolitto noted that.

- the Department of Finance funded this work through a 2017 Capacity Building Grant awarded to WACOSS. This funding ceases end of June 2019;
- the final Outcomes Measurement Framework (Framework) prototype 5 and supporting outcomes and indicators bank has been developed and informed by a number of

existing outcomes frameworks, approaches and data sourced from a number of line agencies and community service organisations;

- the overarching intent of the Framework is to help the public and community services sectors to 'speak the same language, and to support the integration of service delivery on the ground to help achieve better outcomes for Western Australians;
- the work on the development of the Framework has been greatly supported by the Outcomes Framework Working Group and Forum members; and
- the Working Group includes representatives from DPC, Finance and Department of Communities.

Adam Tomison noted that the high-level population outcomes under each domain populate the circle. It will be important to see how it resonates with different groups in government and community services sector.

Louise introduced Kylie Hansen, Senior Consultant, WACOSS to present on the final Framework. Kylie Hansen advised members that:

- the Framework is an election commitment to deliver an agreed-upon framework to measure outcomes across the community services sector;
- the Framework is person centred and essentially provides the tools, material, definitions and all the things required to measure outcomes;
- the Framework is developed to ensure it gives government a clear picture of the effectiveness of its funding, leading to improved funding decisions;
- the Framework will assist organisations in providing more targeted, flexible and innovative services including new opportunities to collaborate;
- the Framework provides the ability to focus on outcomes instead of outputs;
- feedback on the draft Framework has been extensive and all feedback will be provided in the final report of the Framework;
- the Framework has been developed with good collaboration and input from other Working Groups of the Forum, Government, Lotterywest and the community sector;
- there is also good alignment with the 'Our Priorities' whole-of-government targets program and other priorities of the Forum (including the Our Communities Report and Procurement Reform); and
- there is also great interest in the Framework from the community services sector.

Kylie also advised members that the total opportunities and number of stakeholders consulted and engaged with was higher than anticipated. The process of engagement has been an important and very enlightening experiences. The process included focussed workshops to consult on the Frameworks outcomes, indicators, values and principles.

Forum members thanked Kylie Hansen for presenting on the final Framework prototype 5 and outcomes and indicator bank. Forum members endorsed the final Framework with the Report to be provided to Minister McGurk.

Louise also advised members that ownership of the final Framework, implementation and training of agency staff in applying the Framework will be finalised as part of the process of seeking endorsement by Minister McGurk and Minister Wyatt.

Forum members discussed the importance of the implementation of the Report. Members requested that implementation remain on the agenda for future Forum meetings.

The Chairperson thanked all Forum members for the points raised and discussed. The Chairperson also thanked the Working Group Co-Chairs Louise Giolitto and Adam Tomison for their considerable work and engagement with the government and community services sectors to develop a robust and very useful Outcomes Measurement Framework tool.

**Actions:**

- 4. The Forum Chair to provide Minister McGurk with the final Framework for consideration and endorsement.**

## 5. Forum Secretariat to include the Outcomes Framework Working Group on the agenda for Forum meetings in September and December 2019.

### 3.2 Procurement Reform Working Group – Substantive update and discussion

The Chairperson introduced this item, and invited the Co-Chairs Vicky O'Donnell and Jennifer McGrath to provide the Forum with an update on this item.

Vicki O'Donnell acknowledged and thanked Timothy Marney earlier Commissioner, Mental Health Commission for his contributions and guidance as previous co-chair (until 14 June 2019) of the Working Group, and welcomed Jennifer McGrath as the newly appointed Acting Commissioner, Mental Health Commission.

The Chairperson also acknowledged and thanked Timothy Marney for his valued contributions as a member of the Forum and for leading and progressing the work of the Procurement Reform Working Group as earlier Co-Chair.

The Chairperson advised members that a letter has been sent to Timothy Marney on behalf of the Forum thanking him for his significant contributions as a previous member of the Forum.

Jennifer McGrath noted the changing culture throughout the WA public sector and the need for reforms across procurement practices and policy. Jennifer provided an overview on current projects of the Working Group, and discussed the 'Practice Review' and 'Co-design in a procurement context' projects.

Vicky O'Donnell introduced Steven Hill, Assistant Director, FaCS to present on the Good Procurement Practices Report (the report). Steven advised members that:

- the draft report takes a strengths-based approach when reviewing the current community services procurement practices in WA.
- the draft report is aimed at supporting implementation of the Delivering Community Services in Partnership (DCSP) Policy and highlights:
  - the need for effective procurement planning;
  - improved technical procurement skills in both Government and the community services sector; and
  - relationship-based contract management.
- the report highlights inconsistent application of the DCSP policy; limited knowledge sharing, gaps in knowledge and implementation of co-design; lack of communication throughout the procurement process; and underdevelopment of the procurement process as some of the barriers to best-practice procurement;
- the report also details strategies to strengthen procurement practice through: meaningful stakeholder engagement and effective co-design training; capacity building of contract managers to develop trust with funded organisations and across the sector; as well as the need to provide support to and invest in training for contract managers and procurement specialists.

Steven Hill advised members about the community sector consultation event hosted by the Working Group on 14 June 2019 to seek feedback on the draft report. Members noted that the event was well attended and provoked considerable discussion around the lack of compliance of the DCSP Policy. Members discussed the key comments received from the event which emphasised the need to:

- further explore the role of the accountable authority in ensuring compliance with the DSCP Policy;
- consider how senior management of government agencies are informed about good procurement practice and in turn ensure that a supportive environment is created within agencies for good practice;
- ensure that staff administering procurement are trained and accredited appropriately;



- conduct joint education and training events for government and the community services sector;
- establish an effective complaints processes;
- include service users in the approach to co-design;
- ensure procurement of sustainable services; and
- demystify the concept of value for money.

The Chairperson welcomed Jodi Cant, Director General, Department of Finance to participate in the discussions. Jodi Cant advised members that the Department of Finance is currently undergoing a re-structure with the aim to break-down silo's. The new structure once finalised will adopt a customer-centric and outcome-focused approach towards procurement, and will provide a supportive and productive environment to work in.

Members further discussed the:

- need for strategies to address poor procurement practices within Government and to strengthen compliance with the DCSP Policy;
- importance of regular communication between contract managers and service providers throughout the length of a contract;
- reliance on competitive tendering is not always the best option, and in turn may impact the diversity of service providers selected for contracts;
- the need for effective linkages across agency divisions i.e. policy design, service delivery and back to the procurement function;
- the Aboriginal Procurement Policy (APP) and the interim report to be released which outlines good results and achievements of the APP; and
- interest to review the APP interim report when publically available.

Jennifer advised members that:

- the Working Group has also engaged with key stakeholder groups within the procurement space i.e. the Government Community Services Procurement Leaders Council (GCSPLC), the Community Services Review Committee (CSPRC) and FaCS in the Department of Finance, to gain insights on procurement experiences, and as a means to identify good procurement practice themes across the government and community services sector; and
- there are limited procurement professionals in the industry and agencies will require additional resources and procurement staff with the right skills and experience to enable and support good procurement practices.

Forum members thanked Steven Hill for his presentation on the draft report. Members provided in-principle support for the draft report. The Working Group will update the report to reflect feedback received at the event and at the Forum meeting and will re-submit the report to the Forum for final endorsement at the next Forum meeting in September 2019.

The Chairperson thanked all Forum members for the points raised and discussed. The Chairperson also thanked Steven Hill, Kate Ingham and Jodi Cant for participating in the discussions, and to the Working Group for their considerable work and engagement across the government and community services sectors.

Vicki O'Donnell acknowledged and thanked Timothy Marney earlier Co-Chair of the Working Group (until 14 June 2019) for his significant contributions and leadership to drive the work of the Working Group.

#### **Actions:**

- 6. The Working Group to update the draft report to reflect feedback received at the event and at the Forum meeting. The updated report will be presented to the Forum for final endorsement in September 2019.**

**7. Forum Secretariat to circulate the Aboriginal Procurement Policy Interim Report Forum members.**

**3.3 Collaboration Working Group – Brief update and discussion**

The Chairperson invited Co-Chair David Russell-Weiss and Ross Wortham to provide the Forum with a brief update on this item. David advised members that the Working Group has:

- successfully completed the Literature Review report which provides an excellent assessment of local, national and international evidence that identifies the attributes, enablers and barriers to collaboration; and
- collected 32 case studies with equal number received from the public and community services sector with themes being fairly consistent and including the importance of trust and challenges of change management.

The Chairperson commended the Working Group for producing a very good Literature Review report and advised members that a copy of the Literature Review report is also available on the DPC – SCF webpage. Members briefly discussed the Literature Review report and noted that the report is very useful and well-written. Members advised that they have shared the report with their wider networks.

Ross Wortham advised members that the final Collaboration Report is expected to be completed by August 2019. The Working Group will provide a substantive update to the Forum at the 9 September 2019 meeting.

**Morning Tea**

**3.4 Data Sharing and Linkage Working Group – Substantive Update**

The Chairperson invited the Co-Chairs Pip Brennan and Darren Foster to provide the Forum with an update on this item. Darren advised members of the project's evolution, including the revised approach to the proposed legislative framework for privacy and responsible information sharing.

Darren introduced Robin Ho from DPC appointed as the Director to lead the 'Privacy and Responsible Information Sharing Project' team. Robin advised members that:

- following feedback received from stakeholders, the team has developed a revised legislative model underpinned by a comprehensive privacy framework;
- WA is one of two jurisdictions in Australia without either a whole-of-government privacy or data sharing legislation;
- the WA public sector holds a lot of important data and information across its agencies that could be better used for the benefit of individuals, families and the community; and
- the combination of common law and entity specific legislation and regulation has created a complex and inconsistent authorising environment, resulting in an inefficient and risk averse culture that does not always support sharing information within Government.

Robin also advised members about the changing community attitudes to privacy and increasing levels of community awareness and concerns. Members noted that:

- in 2017, 69 per cent of Australians reported that they were more concerned about the privacy of their personal information when using the internet than five years ago;
- technological advances are contributing to changing public awareness and attitudes towards privacy;
- the current legal framework is not fit for modern government;



- several oversight bodies have highlighted poor outcomes for individuals and groups within the community which could be, or may have been different if information was shared or communication improved.

Members noted that 'privacy' and 'data sharing' are key components of the proposed legislative model. Robin advised members that:

- under the 'privacy' component, the proposed legislation will require public sector agencies to consider privacy in everything they do when collecting or using personal information. Agencies will be legally obliged to ensure the privacy of citizens is a primary consideration;
- the WA Government is considering the appointment of a WA Privacy Commissioner to support accountability and transparency;
- under the 'data sharing' component, the legislation will establish acceptable purposes for sharing information such as for evidence-based decision making; effective and efficient delivery of government services; or for the wellbeing, welfare and protection of an individual or group; and
- the WA Government is also considering the appointment of a Chief Data Officer to support the WA public sector in using, sharing, linking and analysing information.

Members discussed that:

- different departments operate with different systems making data and information sharing challenging;
- data gathering is a significant issue; and
- accurate data is important for decision-making.

Robin advised members that Government is committed to effective stakeholder engagement ensuring Western Australians have the opportunity to provide feedback on the legislation and to develop the best approach for WA. Members noted that:

- a discussion paper has been developed and will form the foundation for a three-month public consultation process to seek stakeholder feedback;
- the public consultation period will:
  - run from August to October 2019;
  - seek to reach both the regional and metropolitan areas; and
  - will engage respected community leaders, respected faces and voices e.g. Professor Fiona Stanley, and an Aboriginal community leader to promote the projects benefits.
- information will be translated into other languages and other formats for accessibility acknowledging the need to engage with all community members;
- the project team will consult and collaborate with Aboriginal people in developing the proposed legislation. These efforts will be done, where possible, in close conjunction with the Closing the Gap work. As a first step of engaging with Aboriginal people, the project team will present to the Interim Aboriginal Working Group for their advice and guidance on Aboriginal data sovereignty and governance. Robin acknowledged and thanked Carol Pettersen and Vicki O'Donnell for their continued and valuable insights and suggestions on the project; stakeholder roundtables will be conducted in partnership with peak bodies to help inform the development of the legislative model and ensure it will support and benefit the broader community.

Forum members thanked Robin Ho for a very useful presentation and were pleased with the planned communication and engagement strategy. Members look forward to reviewing and providing feedback on the discussion paper once released.

The Chairperson thanked all Forum members for the points raised and discussed. The Chairperson also thanked Robin Ho, the PSRU team and the Working Group Co-Chairs

Darren Foster and Pip Brennan for their considerable work and engagement with the government and community services sectors.

The Working Group will provide a substantive update and discussion on the discussion paper at the next Forum meeting in September 2019.

**Actions:**

- 8. The Forum Secretariat to circulate the discussion paper (once released) to Forum members for review and feedback.**

### 3.5 Working Group Updates

#### State Homelessness Strategy Working Group

The draft Directions Papers was circulated to Forum members and other stakeholders for comment and feedback prior to being finalised. The final Directions Paper was published by the Department of Communities for public comments until 29 April 2019. Comments received will inform the development of the 10-Year Strategy on Homelessness (the Strategy).

A 'Homelessness Strategy Authorisation Process' diagram that shows the authorisation process for the Strategy, including decision points, what needs to be agreed to at each step and by whom, was endorsed by the Working Group. A draft Strategy will be presented to the Forum for endorsement at the 9 September 2019 meeting. The Strategy will be finalised and launched during the last quarter of 2019. The Working Group will provide a substantive update to the Forum at the 9 September 2019 meeting.

#### Communication about the Forum Working Group

To promote and make accessible the work of the Forum, Members noted that the distribution list of the Forum's Communique has been increased to include additional community service organisations, peak bodies and DLG Chairs. Additionally, key papers and reports produced by each Working Group is published on the DPC – Forum webpage to accurately reflect the activity and work of each Working Group.

The Forum will continue to explore and consider alternative communication mechanisms, such as podcast and other suitable social media platforms to promote the work of the Forum.

## 4. OTHER BUSINESS

### 4.1 Interim Aboriginal Working Group

Vicki O'Donnell advised members about the 10-Year Partnership Agreement on Closing the Gap and the Coalition of Aboriginal and Torres Strait Islander Peak Bodies; and the appointment of an Interim Aboriginal Working Group (IAWG) comprising of select Aboriginal people to advocate for WA community priorities and key outcomes.

Members also noted that the Coalition of Peaks are made up of nearly 40 members of national and state / territory Aboriginal and Torres Strait Islander Peak Bodies directly involved in the delivery and monitoring of services to their members and communities across a broad range of sectors.

Forum members thanked Vicki for the important information and work being undertaken to advocate for Aboriginal people and key outcomes.

## 4.2 Cultural Competency

Kate George and Maria Osman provided Forum members with a brief update on cultural competency and the importance for all stakeholders to have a shared understanding of what it means.

Kate George highlighted the critical importance of this serious issue that to date has not been considered appropriately or adequately addressed. Kate George advised members that cultural competency was a critical factor in service delivery for all Western Australians which was basic to the rights of all citizens. The Coroner's report into the death of the late Ms Dhu made two recommendations to Government in regards to cultural competency.

Maria Osman advised members about Diverse WA, a cultural competency training package (a free online course for State, Local Governments and the Community Sector) developed to help staff develop the skills and awareness to work effectively with people from culturally and linguistically diverse background.

Maria circulated flyers on Diverse WA and related statistics on agencies and users registered, and the number of people who have completed the training.

Forum members expressed their support for action in this area and that the issue remain as an agenda item for the remaining two Forum meetings.

Kate Alderton, Director, Aboriginal Policy and Coordination Unit (APCU) advised members of the development of a whole-of-government 'Aboriginal Affairs Strategy' and a number of initiatives currently underway in the cultural competency space across the WA public sector. Forum members discussed the potential role of the Forum to support the development of a coordinated approach that is informed by current best practice in the public sector.

The APCU Update will be a standing agenda item for the remaining two meetings of the Forum and will focus on developments made in the cultural competency space across the public and community services sector.

The Chairperson thanked Kate and Maria, and Kate Alderton for their contributions to this discussion.

### **Actions:**

- 9. Forum Secretariat to include the APCU Update as a standing agenda item for Forum meetings in September and December 2019.**

## 4.3 Forum Communications Update

Members noted the summary of communications from 1 April 2019 to 30 June 2019.

## 4.4 Any Other Business and Reflection on the Meeting

The Chairperson asked Forum members if there was any other business to be discussed. Forum members advised there was no additional business to be discussed.

The Chairperson thanked Forum members and Working Groups for their substantive updates and considerable contribution.

**The meeting closed at 1:30pm.**