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## 2 COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE DISCLOSURES OF INTERESTS

Member	Disclosure of Interest
<b>CHAIR</b> Julie Kilkelly <i>WCDHB Member</i>	<ul style="list-style-type: none"> <li>• Member - Pharmaceutical Society</li> <li>• Member - NZ College of Pharmacists</li> <li>• Member - Pharmacy Defence Association</li> <li>• Director - Kilkelly Kartage Ltd</li> <li>• Trustee - West Coast PHO Board – Co-opted Pharmacist</li> <li>• Director - Olsen's Pharmacy</li> </ul>
<b>DEPUTY CHAIR</b> Dr Carol Atmore <i>WCDHB Member</i>	<ul style="list-style-type: none"> <li>• Contracted by WCDHB and South Link Health as GP Liaison Officer</li> <li>• Member, South Link Health</li> <li>• General Practitioner, employed by Dr Mark McLaughlin</li> </ul>
Professor Gregor Coster <b>Chairman WCDHB</b>  <i>Appointed February 2003</i>	<ul style="list-style-type: none"> <li>• Director - PHARMAC</li> <li>• Director - Cornwall Management Limited</li> <li>• Director - Cornwall Nominees Limited</li> <li>• Trustee - The University of Auckland Primary Health Care Trust</li> <li>• Chairman - Institute of Rural Health</li> <li>• Trustee - Goodfellow Foundation</li> </ul>
Robyne Bryant <b>WCDHB Member</b>	<ul style="list-style-type: none"> <li>• Member - New Zealand Nurses Organisation</li> <li>• Member - New Zealand College of Midwives</li> <li>• Member - Mawhera Maori Women's Welfare League</li> <li>• Employed by Coast Health Care as a Maori Mental Health Worker</li> <li>• Trustee - Board of Coast Care Trust</li> </ul>
Lindy Mason	<ul style="list-style-type: none"> <li>• Owner - Masons Pharmacy</li> <li>• Member - Pharmaceutical Society</li> </ul>
Cheryl Brunton	<ul style="list-style-type: none"> <li>• Medical Officer of Health for West Coast - employed by Community and Public Health - Canterbury District Health Board</li> <li>• Senior Lecturer in Public Health - Christchurch School of Medicine and Health Sciences (University of Otago)</li> <li>• Fellow - Australasian Faculty of Public Health Medicine</li> <li>• Member - Public Health Association of NZ</li> <li>• Member - Association of Salaried Medical Specialists</li> </ul>
Greville Wood	<ul style="list-style-type: none"> <li>• General Practitioner – West Coat DHB</li> <li>• Fellow – Royal New Zealand College of General</li> </ul>

	Practitioners
Barbara Greer	<ul style="list-style-type: none"> <li>• Member - Rata Branch Maori Women's Welfare League</li> <li>• Member - Poutama Ora</li> <li>• Member - Runanga O Makaawhio</li> <li>• Shareholder - Mawhera Corporation</li> <li>• Tumuaki Rata Te Awhina Trust</li> <li>• Member – Epiqol</li> <li>• Member – NHO Consumer Advisory Group</li> </ul>
Sharon Ransom	<ul style="list-style-type: none"> <li>• Member – New Zealand Nurses' Organisation</li> <li>• Member – West Coast Primary Health Nurses Network</li> <li>• Member – Child and Youth Advisory Committee</li> <li>• Clinical Leader – Nelson Marlborough West Coast Royal New Zealand Plunket Society</li> <li>• Member - Well Child Network</li> <li>• Aunt employed by WCDHB</li> </ul>
Barbara Beckford	<ul style="list-style-type: none"> <li>• Member - Medical Radiation Technologists Board (Responsibility for registration and disciplinary matters)</li> <li>• Member - NZ Medical Council Professional Standards Competence Review Committee</li> <li>• Co-Convenor - Federation of Women's Health Councils Aotearoa (Consumer advocacy interests)</li> <li>• Co-Chair - National Screening Unit Consumer Reference Group</li> <li>• Member - Breastscreen Aotearoa Advisory Group</li> <li>• Member – Public Health Association of NZ</li> <li>• Member – Well Women's Centre</li> </ul>



## 2 AGENDA

### FOR THE WEST COAST DHB COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE MEETING TO BE HELD IN THE BOARD ROOM, CORPORATE OFFICE, GREYMOUTH ON WEDNESDAY 16 FEBRUARY 2005 COMMENCING 10.30 AM

1. Welcome / Introductions/Apologies
2. Standing Orders / Disclosure of Advisory Committee Members' Interests
3. Agenda Check
4. Minutes of the Last Meeting – 15 DECEMBER 2004
5. Action / Responsibility List, Matters Arising & Updates
  - 5.1 Undergraduate Training Programme
  - 5.2 Rural GP Training Programme
  - 5.3 Child & Youth Health Strategy
  - 5.4 Provider KPIs/Monitoring
  - 5.5 Maori Health Plan – Implementation Report
6. Correspondence
7. General Business
  - 7.1 Health Needs Analysis/District Strategic Plan/DAP 05/06
  - 7.2 Cervical Screening – Barbara
  - 7.3 Scholarships – Greville

Next Meeting – To be advised

**Note:** Please bring your last set of minutes from **3 October 2004 meeting for referring to DAP and HNA**

**Meeting finish time: 1pm**



## **4 DRAFT MINUTES OF THE COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE MEETING**

**HELD 15 DECEMBER 2004, IN THE BOARDROOM, CORPORATE OFFICE, GREYMOUTH  
AT 10:41 AM**

**PRESENT:** Julie Kilkelly, Chair  
Lindy Mason  
Greville Wood  
Cheryl Brunton  
Robyne Bryant  
Barbara Beckford

**IN ATTENDANCE:** Malcolm Stuart, WCDHB member  
Carol Atmore, GP Liaison Officer, WCDHB Member  
Gerri Vanderzanden, Community and Public Health  
Kevin Hague, General Manager Planning & Funding  
Melanie Penny, Research and Planning Analyst  
Gary Coghlan, General Manager Maori Health  
Shona McLeod, Planning and Funding Analyst  
Janet Hogan, Sexual Health Co-ordinator

Alison McDougall, Minute Secretary  
Bianca Kramer, PA to GM Planning and Funding

**APOLOGIES:** Gregor Coster, Chairman, WCDHB  
Christine Robertson, Deputy Chair, WCDHB  
Robin Williams, General Manager Primary Care Services/Director of Nursing  
Barbara Greer  
Barbara Beckford - lateness

### **1. WELCOME, APOLOGIES**

The Chair welcomed everyone to the meeting. The Chair updated the Committee that the new Board has now taken office and advised the Committee the Board is likely to decide the make-up of Advisory Committees at its next meeting. The Chair requested feedback from members on the length and frequency of meetings. A Committee member suggested the meetings should be at least two hours duration. The general consensus was that two monthly meetings were acceptable.

### **2. DISCLOSURES OF INTEREST**

The following changes were made to the disclosures of interest.

**Greville Wood**

- Add, Regional Co-ordinator for Undergraduate Training Programme, Dunedin Medical School
- Add, Member - PSA

The Chair requested Barbara Greer's disclosures of interest be confirmed prior to the next meeting

### 3. AGENDA CHECK

- Maori health plan implementation report deferred to the next meeting as agreed with the General Manager Maori Health.

*Barbara Beckford joined the meeting at 10:50am*

### 4. MINUTES OF LAST MEETING HELD 13 OCTOBER 2004

*Moved: Lindy Mason, Seconded: Barbara Beckford*

**It was RESOLVED that the Minutes of the Community and Public Health Advisory Committee meeting held 13 October 2004 were a true and correct record.**

### 5. ACTION & RESPONSIBILITY LIST, MATTERS ARISING AND UPDATES

The Chair advised the WCDHB endorsed CPHAC's recommendation around rural ranking implications for rural teaching programmes. The Committee will monitor if there are concerns raised from the PHO or other parties.

**Follow up with Quitline regionalisation of data for people calling Quitline and provide as available. Note: Nelson region data referred to in the HNA.**

The General Manager Planning & Funding advised he is working with Quitgroup and the Ministry to obtain the data and will provide the information to CPHAC as soon as it is available. A Committee member noted that it appeared that often West Coast data is included in reporting with other regions and it would be useful for all data to be reported separately for the West Coast. General discussion followed on the providers that can already provide separate data for the West Coast and others that could provide the data easily. The Committee also discussed the different ways data is collected. The Chair advised the Committee would like to see regional data from Quitline and Healthline as soon as possible.

**Action: General Manager Planning and Funding**

**Co-ordinate distribution of information about up and coming education sessions to various groups of health professionals.**

Information is to be provided to the Community Liaison Officer. Ongoing to be removed from Action and Responsibility List.

**Contact Darcy Vaka at Community and Public Health, Greymouth to obtain local figures for quit rates for his smoking cessation programmes.**

Gerri Vanderzanden advised the Committee she has obtained some data from Darcy Vaka. There are 138 people in the programme with 33 people having successfully quit for a year or more. This indicator is reported on a quarterly basis. There are also 44 people currently on a prevention of relapse programme. CPHAC discussed quit rates and the timeframes

evaluated in reporting. The Chair noted that the CP&H programme is very labour intensive with a lot of face to face contact and this is reflected in the better quit rates. Gerri Vanderzanden advised that at this point the programme is targeted at Maori, although there are some Pakeha involved in the programme, however they are likely to be partners of other Maori participants. Gerri will obtain figures for inclusion in the next meeting papers.

**Action: Gerri Vanderzanden**

**Prepare reports on provider performance indicators and social determinates of health indicators for CPHAC to monitor.**

The General Manager Planning and Funding advised a second report has come through from the PHO however a comparable report has not yet been received from Rata Te Awhina Trust. The General Manager Planning and Funding will look to have reports available for the first meeting of next year. The Chair advised this item will be removed from the Action and Responsibility list as reports will be provided to CPHAC on a regular basis.

**Action: General Manager Planning and Funding to have reports available**

**Liaise with the Diabetes Nurse Educator to collect information on the number of diabetes reviews conducted at the hospital.**

**AND**

**Invite GP Liaison Officer to next CPHAC meeting to discuss the planning for an integrated diabetes project and suggested timeframes re: data collection and reporting from various providers.**

**AND**

**Approach Rata Te Awhina and DHB Diabetes Nurse Educator to establish reports on annual diabetes reviews/screening performed in these areas.**

The Chair advised the GP Liaison Officer is in attendance to update the Committee on the diabetes project working party she is facilitating.

The GP Liaison Officer advised there have been two meetings of the Integrated Diabetes Service Working Party. Paul Holt, Norma Devlin and GPs feel there can be better integration and focus on patients' needs not just provider services. The group aims to empower consumers with education and self management skills and provide better integration between providers of diabetes services.

The GP Liaison Officer advised the group is working on establishing a complete diabetes register for the whole West Coast. At the moment South Link Health holds annual review data and Paul Holt also holds data for his patients. The group is looking to integrate the information into one database. The PHO has agreed to fund some of the initial working party meetings. Once the database is up and running it will have the information required to produce an annual report for CPHAC. The General Manager Planning and Funding suggested the PrISM project may be able to assist in integration however it will depend on whether it is utilised by all GPS. There will be practices that won't take PrISM so the data will need to be supplied to the DHB in other ways. The GP Liaison Officer advised South Link Health is also starting a VPN for its practices. The General Manager Planning and Funding advised that South Link Health and WCDHB IT have already discussed interface between the two systems.

***The Sexual Health Co-ordinator joined the meeting at 11:25am***

For the Integrated Working Party to provide the information required by CPHAC and the WCDHB it will need additional resources and ongoing funding. CPHAC discussed allocation

of resources and agreed that the data will be provided through contractual obligations between various parties and with the WCDHB.

***Moved: Lindy Mason, Seconded: Greville Wood***

**Recommendation:**

**THAT a collation of all West Coast diabetes data is done annually for presentation to CPHAC in September of each year beginning in 2005.**

**Carried.**

It was noted that the aim of the Committee would be to see a greater and comprehensive reporting of chronic disease management with time.

**Follow up with the PHO to ensure GPs and Practice Nurses are aware of funding opportunities in the PHO contract, i.e. areas of significant underspend.**

The General Manager Planning and Funding advised he has discussed this matter with the PHO and South Link Health and member practices will be contacted to ensure they are aware of funding opportunities.

Completed.

**Invite the Planning and Funding Analyst to attend the next meeting to provide an update on the Child and Youth Health Strategy.**

Agenda Item.

## **5.1 Undergraduate Training Programme**

Greville Wood advised the Board has approved the proposal and the Dunedin School of Medicine have agreed to make the West Coast a training hub. Greville has been appointed as the Training Co-ordinator until 2006. The first students will arrive in February 2005 and will rotate through various areas of the Coast, crossing all sectors not just primary care. There has been a strong indication of support from Solid Energy and Greville has had preliminary discussions with the Chief Executive Officer, WCDHB about the value of setting up a Trust which can administer scholarships as well. The Chair advised the matter of scholarships will be included on the Agenda for the next meeting.

**Action: Chair**

## **5.2 Postgraduate Training Programme**

Greville Wood advised the General Manager Primary Care Services/Director of Nursing is Chairing a Committee which has met several times. There are some issues around RMOs which are being discussed with the General Manager Operations. Greville is unaware on progress with the CTA Committee. The Chair requested an update from Management on the status of the CTA Committee and progress with the WCDHB Committee at the next meeting.

**Action: General Manager Primary Care Services/Director of Nursing**

Greville Wood advised the WCDHB Committee is looking at starting the programme with the November 2005 intake of RMOs. He advised there may need to be a dedicated resource within WCDHB to assist in timely progression of the postgraduate programme.

***Moved: Greville Wood, Seconded: Julie Kilkelly***

**Recommendation:**

**THAT CPHAC supports in full the West Coast Rural GP Postgraduate Training Programme noting that arrangements need to be in place by April 2005 for November 2005 commencement and requests that the West Coast District Health Board instruct Management to scope and reallocate resource as necessary to achieve this target.**

**Carried.**

*The Planning and Funding Analyst joined the meeting at 11:40am*

**5.3 Child and Youth Health Strategy**

The Planning and Funding Analyst advised work is underway on the Youth Health Strategy and she is preparing a presentation with the working group for use in schools. She is also working on holding community forums for older youth no longer attending school in January and February of next year. A survey has been developed for providers and community groups to evaluate priorities so strategies can then be developed in line with this. The outline of the Plan should be available in May. The Chair requested an update on progress following the conclusion of the community meetings.

*The Planning and Funding Analyst left the meeting at 11:55am*

**6. CORRESPONDENCE**

*Moved: Robyne Bryant, Seconded: Lindy Mason*

**The CPHAC correspondence Outwards was endorsed and Inwards received.**

**7. GENERAL BUSINESS**

**7.1 Sexual Health - Buller**

The Sexual Health Co-ordinator gave a presentation on a proposal for the provision of sexual health services in Buller. The WCDHB currently provides a service in Greymouth but could provide outreach clinics to Buller. The Family Planning Association provided a service in Buller in 2003 for one year due to a surplus of funding, however when this funding ran out, the service was cancelled. The Sexual Health Co-ordinator has been advised by community members and providers in the Buller region that services in Buller are lacking. Currently the service is only provided by BMS and this is a barrier to accessing services for some people as Westport is a small community and there are no other options for treatment.

The Sexual Health Co-ordinator advised she has combined sexual health and family planning services in the proposal. With nurse led clinics family planning services cannot be provided due to supervision issues, however there may be an opportunity to use Dr Anna Dyzel's standing orders for nursing to allow Buller nurses to provide this service. She advised that Community and Public Health provide health promotion services for sexual health in Buller. Gerri Vanderzanden clarified the position is not a health education role and it is targeted specifically to youth.

The Sexual Health Co-ordinator advised an option for provision of sexual health services in Buller could be a nurse from Greymouth travelling to Buller to provide clinics. This is a good option in the short term, with a dedicated sexual health and family planning nurse in Buller perhaps being a longer term option. A Committee member queried whether a dedicated person in Buller could create the same barrier as that which currently exists with BMS being the only provider. The Sexual Health Co-ordinator advised this is unlikely as the person would be separate from BMS.

The Sexual Health Co-ordinator advised the second option for provision of service is a GP led service. Using GPs to provide the service would not remove the barrier that currently exists with BMS unless the GP is based in another facility.

Back up for sexual health services in Buller has been offered by the sexual health doctor in Greymouth.

The Sexual Health Co-ordinator advised there is funding available until the end of 2005 for nurse led initiatives however there would need to be renegotiation for the next funding round. The PHO also funds two free visits a year for clients under 22 for contraceptive services. The Committee discussed possible funding streams.

The Chair advised it is clear there needs to be a service in Buller and there will be issues around funding, however, there are funding streams that can be investigated. CPHAC generally supported the proposal and it appears there is also an area of need in South Westland. The Chair requested the Sexual Health Co-ordinator report back to CPHAC on sexual health services in September 2005.

**Action: Sexual Health Co-ordinator**

***Moved: Julie Kilkelly, Seconded: Lindy Mason***

**Recommendation:**

**That CPHAC supports a sexual health service in Buller (as presented) and directs management to work with the Sexual Health Co-ordinator and her team to identify how implementation and funding can occur, noting that consideration should also be given to expanding the service to South Westland in the future.**

**Carried.**

***The Sexual Health Co-ordinator left the meeting at 12:30pm***

## **7.2 West Coast Public Health Plan**

Gerri Vanderzanden advised the Plan is still in draft and it is based on the service plan for deliverable to the Ministry of Health until 30 June 2006. Community and Public Health in conjunction with DHB staff, have identified parts of the Plan that are West Coast priorities listed under service line headings with the strategies that will be used to reach goals and expected outcomes. The Plan provides an overview of the services Community and Public Health delivers and each has its own project plan. There are 13 service lines purchased by the Ministry of Health from Community and Public health however all 13 are not delivered on the West Coast. The priorities were identified from the DAP and discussions are held with Planning and Funding when vacancies occur to improve service with the positions changed to reflect other priorities of the DHB. Gerri advised the Committee can provide feedback

before the Plan is finalised, keeping in mind if something is being added then something else may drop off as the level of resource will remain the same. Cheryl Brunton advised that Community and Public Health has discussed reporting on the Plan with the PHO and WCDHB and outcomes can be reported on a quarterly basis possibly through a "traffic light" report.

The General Manager Maori Health queried Maori input into the plan and Cheryl Brunton advised that Darcy Vaka provided initial feedback although the Plan will be part of a wider consultation process. Cheryl advised Community and Public Health have offered a free resource to the WCDHB to assist with data analysis and collection in relation to WCDHB services. The Chair recorded her thanks to Community and Public Health on behalf of CPHAC and the Board on collaboration over resourcing and reporting requirements.

The Chair advised the Plan will be placed on the Agenda for the next meeting to allow members to provide feedback.

**Action: Chair**

### **7.3 Primary Health Care Plan**

The General Manager Planning & Funding advised he has received the contribution from the General Manager Maori Health for the Plan, however he is still waiting on sections from other areas. The Plan aims to articulate WCDHB's vision as being a leader in primary care service planning and delivery.

### **7.4 Health Needs Analysis / District Strategic Plan / District Annual Plan 05/06**

The General Manager Planning & Funding advised that earlier this year a workshop was held for Board and Advisory Committee members around planning for the 04/05 DAP. At that time the suggested focus was on the District Strategic Plan as the DAP is more of a compliance exercise, whereas the DSP is where we can have real input into solutions that fit our specific needs. The draft DSP needs to be submitted to the Ministry of Health by July 2005 and if members would like to have input into the Plan then it will need to be prior to February. The Chair requested all members review the HNA in the last meeting papers and think about what the Committee would like to see incorporated into the DSP. The Chair suggested another workshop be held for Advisory Committee members on the DSP and that this should occur annually.

***Moved: Greville Wood, Seconded: Julie Kilkelly***

**Recommendation:**

**THAT a planning workshop is held annually for Advisory Committee workstreams to consider the District Annual Plan, District Strategic Plan, and Health Needs Analysis.**

**Carried.**

## **8. IN COMMITTEE**

**Pursuant to Clause 32a, Schedule 3 of the New Zealand Public Health & Disability Act 2000 members of the public are to be excluded from the portion of Wednesday 15 December 2004 meeting of the West Coast District Health Board Community and Public Health Advisory Committee that relates to the following items on the grounds that the public conduct and discussion of the following items would enable the WCDHB to**

carry out, without prejudice or disadvantage, commercial activities granted by Section 9(2)i of the Official Information Act 1982.

- Fluoridation Survey Update

*Moved: Robyne Bryant, Seconded: Lindy Mason*

It was RESOLVED to move into In Committee at 1:05pm

9. **MOVING OUT OF COMMITTEE**

*Moved: Robyne Bryant, Seconded: Julie Kilkelly*

It was RESOLVED to move out of In Committee at 1:30pm

10. **NEXT MEETING**

To be advised.

*There being no further business to discuss the meeting concluded at 1:32pm*

## Action and Responsibility List - Community & Public Health Advisory Committee Meeting

Item No.	Meeting Date	Action Item	Action Responsibility	Due By
-	3 December 2003	Follow up with Quitline regionalisation of data for people calling Quitline and provided as available. Note: Nelson region data referred to in the HNA. Provide regional data for Quitline and Healthline services.	General Manager Planning & Funding	Ongoing
-	16 June 2004	Obtain local figures for quit rates for Darcy Vaka's smoking cessation programmes.	Gerri Vanderzanden	February 2005
5.1	15 December 2004	Provide an update on progress of the WCDHB Committee for the Postgraduate Training Programme and the status of the CTA Committee considering postgraduate training nationally.	General Manager Primary Care Services/Director of Nursing	February 2005
5.2	15 December 2004	Include Scholarships on the agenda for discussion at the next meeting.	Chair	February 2005
7.1	15 December 2004	Include Scholarships on the agenda for discussion at the next meeting.	Chair	September 2005
7.2	15 December 2004	Provide feedback on Community & Public Health's West Coast Public Health Plan.	Committee Members	February 2005



## **5 DISTRICT STRATEGIC PLAN**

The paper is not available at this time and will be distributed at the meeting



## **7 MEETING DATES FOR 2005**



<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>	<b>VENUE</b>
Wednesday 16 February	DSAC CPHAC	8.30 am – 10.30 am 10.30 am – 1.30 pm	Board Room, Corporate Office, West Coast DHB
Friday 4 March	Board	9.15am	Board Room, Corporate Office, West Coast DHB
Friday 1 April	HAC	8.00 am – 10.00 am	Board Room, Corporate Office, West Coast DHB
	Board	10.45 am	
Wednesday 4 May	DSAC CPHAC	8.30 am – 10.30 am 10.30 am – 1.30 pm	Board Room, Corporate Office, West Coast DHB
Friday 6 May	Board	9.15am	Hokitika (venue to be advised)
Friday 3 June	HAC	8.00 am – 10.00 am	Board Room, Corporate Office, West Coast DHB
	Board	10.45 am	
Wednesday 15 June	DSAC CPHAC	8.30 am – 10.30 am 10.30 am – 1.30 pm	Board Room, Corporate Office, West Coast DHB
Friday 1 July	Board	9.15am	Board Room, Corporate Office, West Coast DHB
Friday 5 August	HAC	8.00 am – 10.00 am	Board Room, Corporate Office, West Coast DHB
	Board	10.45 am	
Wednesday 17 August	DSAC CPHAC	8.30 am – 10.30 am 10.30 am – 1.30 pm	Board Room, Corporate Office, West Coast DHB
Friday 2 September	Board	9.15am	Westport (venue to be advised)
Friday 7 October	HAC	8.00 am – 10.00 am	Board Room, Corporate Office, West Coast DHB
	Board	10.45 am	
Wednesday 12 October	DSAC CPHAC	8.30 am – 10.30 am 10.30 am – 1.30 pm	Board Room, Corporate Office, West Coast DHB
Friday 4 November	Board	9.15am	Board Room, Corporate Office, West Coast DHB
Friday 2 December	HAC	8.00 am – 10.00 am	Board Room, Corporate Office, West Coast DHB
	Board	10.45 am	
Wednesday 14 December	DSAC CPHAC	8.30 am – 10.30 am 10.30 am – 1.30 pm	Board Room, Corporate Office, West Coast DHB

