



**Deakin University/DH/DHS
(Barwon - South Western Region) Partnership
Executive Meeting**

Minutes

Friday 26th February 2010, 11.00am to 1.00pm
Regional Directors Office, Level 3, State Government Offices, Geelong

Chair: Ms Christine Faulkner

Present

Ms Chris Faulkner, Professor John Catford, Mr Jim Higgins, Associate Professor Mardie Townsend, Ms Kay Mills, Mr Chris Loughnan.

Apologies

Mr John Hedditch, Professor Sue Kilpatrick, Dr Anita Peerson

Item	Subject	Action
1	Welcome and Introduction Chris Faulkner welcomed Executive members to the meeting and noted John Hedditch, Sue Kilpatrick and Anita Peerson as apologies. Sue has accepted the invitation to join the Partnership Executive team.	<ul style="list-style-type: none">• Partnership team send a formal letter to Sue thanking her for her agreement to join the Executive.• Mardie will meet with Sue to discuss her role as Advisory Group (AG) Chairperson for Community Capacity Building AG.

2	<p>Confirmation of Minutes Thursday 17th December, 2009</p>	<ul style="list-style-type: none"> • Executive meeting minutes confirmed and accepted.
3	<p>Business Arising from Minutes:</p> <p>Farmer Health Conference As a result of recent discussions with Sue Brumby the Deakin/DH/DHS Partnership has agreed to provide \$5000 funding to the National Centre Farmer Health (NCFH) to support their 2010 Conference. An additional \$5000 will also be provided from the Department of Health (DH) to assist in presenting this event</p> <p>Workforce Developments Kay outlined some recent developments for DH/DHS in the area of Workforce in BSW Region.</p>	<ul style="list-style-type: none"> • Letter from DH sent to NCFH agreeing to funds allocation. • Partnership Team to send a formal letter outlining Partnership and DH funding as the major focus for supporting the Farmer Health Conference and outlining process for future funding submissions. • Workforce AG to be developed as a Partnership priority to support these developments.
4	<p>Partnership Budget</p>	<ul style="list-style-type: none"> • Executive reviewed and accepted budget report.
5	<p>Partnership team staffing changes Mardie informed the Executive that Dr Cathryn Carpenter has resigned as the Deakin Coordinator and outlined the need to fill this key position as soon as possible. Dr Anita Peerson has been appointed for a 3 month trial with her appointment commencing March 1. Anita would be divested of other roles to be able to undertake this work at 0.6 eft capacity. The Executive agreed this would be a good short term solution and Chris Faulkner noted that the appointment should be reviewed for at the end of this period by the Partnership Team and Executive.</p>	<ul style="list-style-type: none"> • Partnership team and Executive review appointment at the end of 3 month period

<p>6</p>	<p>Partnership Mid Term Evaluation Report (tabled) There have been several outcomes achieved by this evaluation</p> <ul style="list-style-type: none"> • The report provides a comprehensive mid-term evaluation. • An abstract has been submitted to AUCEA for their annual conference. Acceptance of this paper would result in the opportunity to do an oral presentation and submit a full paper which would be peer reviewed for inclusion in the conference proceedings. • Kathryn von Treuer and Josie Palermo are also working on a paper linking these findings to previous case studies. 	<ul style="list-style-type: none"> • Full published report will be distributed to the Executive (and posted on the Partnership website) when it is available.
<p>7</p>	<p>Revised Partnership Model Kay tabled revised partnership model incorporating changes from last Executive meeting. The Executive added the following key recommendations and edits to the model:</p> <ol style="list-style-type: none"> 1. Partnership Mission Statement Summarize Partnership Mission with one or two key sentences followed by key objectives of 3 Advisory Groups. 2. Deakin/DH/DHS Strategic Alliance (BSW Region) recommended as new partnership name to incorporate the Department of Health as additional primary partner, reflecting a deeper engagement phase. 3. New Memorandum of Understanding (MOU) is recommended for sign off by three key alliance members. 4. Community Capacity Building Advisory Group recommended as new AG name to cover a broader range of activity (including but not limited to health literacy). 	<ul style="list-style-type: none"> • Partnership team to action Executive changes to model and then to distribute to Executive by email for approval and ratification before consultative phase with Alliance membership. • Kay to send Mardie old MOU for redrafting by Izabela Sulek (Projects & Partnership Manager Deakin)

<p>7</p>	<p>The Executive recommended that a Deputy Chair be appointed to each AG.</p> <ul style="list-style-type: none"> • Workforce Development Advisory Group Chairperson: Mr John Hedditch Partnership Team representative: Ms Kay Mills Suggested Deputy Chair: <i>Assoc Prof Bernie Marshall</i> • Research/Evidence/Evaluation Advisory Group Chairperson: Assoc Prof Mardie Townsend Partnership team representative: Dr Anita Peerson Suggested Deputy Chair: <i>Dr Shelley Bowen</i> • Community Capacity Building Advisory Group Recommended Chairperson: <i>Professor Sue Kilpatrick</i> Partnership team representative: Chris Loughnan Suggested Deputy Chair: <i>Ms Christine Ferguson</i> <p>Advisory Group Membership: the Executive recommends a process of inviting a targeted group of key representatives onto a newly structured membership group</p>	<ul style="list-style-type: none"> • Mardie/Anita to invite appropriate Deakin representative onto AG as Deputy Chair. • John/Kay to invite appropriate DH representative onto AG as Deputy Chair. • Mardie to invite Sue Kilpatrick to chair AG. • John Hedditch to invite appropriate DH/DHS representative onto advisory group as Deputy Chair. • The Partnership Team (John, Mardie, Kay, Anita, Chris) identify best candidates to invite onto each AG.
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Communication Plan

When the final "Alliance" model is ratified by the Executive it recommends drafting two communication letters

- **General letter** to all members providing a detailed outline of the revised "Alliance" covering its structure, focus and objectives for 2010. The letter will convey the outcomes of the recent review; who we are now and what we aim to achieve. It will include details of the Strategic Alliance model outlining new details of the refreshed and revised AG structures and terms of reference. The letter would advise that advisory group membership lists are being reconstituted into smaller working groups representing key personnel for targeted objectives. We will thank all past members for their valuable contribution to Partnership activity over the past few years and invite members to comment on revised model.
- **Advisory group letter** to targeted members of three AG advising them of changes to Partnership model as above and inviting them to be members of the relevant AG.

- Partnership team to develop communication letters for circulation

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Deakin/DH/DHS Strategic Alliance (BSW Region):Priorities 2010

The Executive team reviewed and discussed Alliance priorities for 2010 noting the following parameters for operations:

- There is currently no opportunity to increase funding to the Partnership for staffing or resources.
- The Alliance Team needs to focus on a realistic and achievable set of objectives which matches its' limited resource base.
- The Alliance Team is advised to explain resource constraints to members and encourage wider action input as well as direction from AG membership eg members actioning key items and delegating meeting administration and minute taking to the group.

The Executive recommended the following key priorities for 2010:

- Focus Alliance work activity under the umbrella of the three redefined AGs.
- To discontinue the Beacon Project focus. The creation of the CNDAB + Deakin Research Forum team has been a successful partnership beacon project with carriage now being driven by the Project Research team. Similarly the Beacon Project to facilitate the NCFH Conference is well underway and now includes Partnership and DH financial support. The Workforce Beacon Project objectives can continue to be covered under the priorities of the Workforce Development AG.
- The Executive emphasized the importance of Deakin and DH Coordinators supporting activity and collaborations across the three AGs and not limiting their focus to one area.

- John Catford to brief Sue Brumby regarding the revised Deakin/DH/DHS Alliance structure and Beacon resource limitations, with the NCFH taking carriage of their 2010 Conference without additional partnership support, as resources have been provided.

<p>9</p>	<p>Other Business Chris Faulkner noted the following items for Executive information and feedback:</p> <ul style="list-style-type: none"> • Research Application – Whole of community approach to Childhood Obesity Prevention. DH and Deakin WHO Obesity Sentinel site have been encouraged by Prevention and Population Health Branch to develop a Partnership Application for a whole of community childhood obesity prevention research project region wide. Work is underway on the application and should be completed in 3-4 weeks. This initiative will seek funding via the DH Research Partnership Fund and subsequently the NHMRC Research Partnership Project for 5 year funding. The Deakin/DH/DHS Partnership will be required to be a key supporter of the application. • Provincial Victoria - Liveability Symposium. Discussions have been held with Nadia Reid (DPCD) to take steps to convene representatives from BSW Region’s DPCD, RDV, DH, DHS to establish a series of activities to focus on the Liveability theme as it applies to different communities and its impact on provincial Victoria eg small towns in decline, regional centres, disadvantaged populations, coastal communities. • Healthier Together- A Strategic Plan for Health and Wellbeing in Victoria’s Great South Coast is being developed by DH and key stakeholders. 	<ul style="list-style-type: none"> • Application will be circulated to the Executive when completed. • FYI and further follow up with key Deakin people (Mardi, Evelyn, Louise et al) likely in the next 4-6 weeks. • A copy of the plan will be forwarded to executive members particularly seeking Deakin feedback/comments on how to establish a sustainable monitoring and evaluation framework.
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9	Other business: John Catford noted Deakin's interested in developing an initiative in the area of emergency services and emergency service management out of the Warrnambool campus.	<ul style="list-style-type: none">• John to meet with Jim to discuss further.
10	Next meeting	To be confirmed for June/July 2010.