



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

**Minutes**

Thursday 2<sup>nd</sup> December 2010, 1030-1230hrs  
Rm AD1.122, Deakin University, Geelong-Waterfront

**Chair:** Mr Jim Higgins

**Present:** Ms Chris Faulkner, Mr Jim Higgins, Professor Sue Kilpatrick, Associate Professor Mardie Townsend, Mr John Hedditch, Dr Anita Peerson, Ms Kay Mills, Mr Chris Loughnan

**Apologies:** Professor John Catford

<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>1</b>	<b>Welcome and Introduction</b> Jim welcomed Executive members to the meeting noting Professor John Catford as an apology.	
<b>2</b>	<b>Confirmation of Minutes – 5<sup>th</sup> October 2010</b>	Executive meeting minutes confirmed and accepted.

3	<b>Business Arising from Minutes:</b>	No Business Arising
4	<p><b>Alliance Operations: <i>Advisory Groups</i></b></p> <p><b><i>Research, Evidence and Evaluation</i></b>  Verbal report provided by Anita Peerson and Mardie Townsend</p> <ul style="list-style-type: none"> <li>• One advisory group meeting has been held since last Executive Meeting. Focus and priorities are to be determined. Mardie expressed regret at being unable to provide the support to the advisory group due to a wide range of competing priorities. In 2011, the advisory group will be a key priority to operationalise.</li> <li>• The next advisory group meeting (February 2011) will inform preparations for a workshop (March 2011) to identify regional research priorities.</li> <li>• The Executive discussed the importance of a holistic membership base for the group which reflects broad social issues and a wide health and wellbeing agenda to underpin regional DH and DHS priorities and sub-regional planning priorities in the G21 and Great South Coast sub-regions.</li> </ul> <p><b><i>Workforce Development</i></b>  Verbal report provided by Kay Mills and John Hedditch</p> <ul style="list-style-type: none"> <li>• Chair (Professor Bernie Marshall and Deputy Chair John Hedditch) met to further refine Terms of Reference and membership suggestions following the initial workforce steering group meeting.</li> <li>• Terms of reference have been finalised and the second advisory group meeting was held on the 1 December in Geelong with video-conference links to Hamilton and Warrnambool.</li> <li>• A priority setting workshop meeting is scheduled in Camperdown (March / April 2011) to address: workforce planning and development, innovation and infrastructure best practice and priorities.</li> </ul>	<p>Jim Higgins is available for advice on DHS candidates for advisory group membership</p>

- Key tasks of this advisory group will include: development of a Regional Workforce Strategy (with external funding), network mapping, stakeholder analysis, linking with 'closing the gap' strategy) and the development of a BSW Region collaborative workforce website.
- Steering Group membership, which is currently over 30 people, encompasses wide representation across the region including Deakin, Department of Health and Department of Human Services, Regional Development Victoria, DEECD, South West and Gordon TAFEs, CEO Forum, Skilled Migration and LLENs. It is anticipated the group will evolve into smaller project teams to drive key priorities overseen by a higher level Advisory Group.
- Two additional full-time positions in the area of Workforce have been established at the Department of Health (BSW Region). These are: Allied Health Workforce Planning and Development Officer (Kate Breen) and Clinical Placement Network Project Manager (Dr Jane Redden-Hoare). These positions will link into the priorities and activity of the Steering Group. Other Department of Health positions that form part of the Regional Workforce Unit and support Steering Group activity include: the Manager Public Health and Regional Planning (John Hedditch), Regional Coordinator, Director of Nursing Network (Gerry Keely), regional data support, (Paul Gladigau) and Deakin/DH/DHS Strategic Alliance Coordinator (Kay Mills).
- Other regional workforce activity noted included:
  - Camperdown forum (December 2010) to establish a more coordinated student placement model for TAFE's and RTOs
  - LLEN and G21 work on health pathway careers
  - Kathryn Von Treuer's work on allied health worker retention rates
- Executive members comments on workforce issues included:
  - Alliance potential to play a lead role in workforce innovation and as a think tank
  - Importance of maintaining collaborative work between Department of Health and Department of Human Services on workforce needs and marketing
  - Need for better marketing of Health and Community Service opportunities for students in rural areas
  - Potential to further develop workforce pathways through TAFE with Social Work articulation being an excellent pathway model
  - Potential for alternative therapies being further developed in the region to link disengaged young people with relevant workforce options (eg. horticulture therapy, diversionary therapies)
  - Need to further develop student placements in both clinical and non-clinical settings

### ***Community Capacity Building***

Verbal report provided by Chris Loughnan and Sue Kilpatrick

- **Peter Quail Oration (2010):** *Improving the physical and mental health of those experiencing disadvantage* was presented by Professor Jim Hyde (Department of Health, Melbourne) and Ms Kellie Horton (Manager Health Inequalities, VicHealth, Melbourne) at John Lindell Theatre, Geelong Hospital, 28 October 2010. The Oration was well attended and enthusiastically received by audience participants in Geelong, Warrnambool and Hamilton. Participants reported that the Oration provided higher level frameworks for addressing disadvantage and discussion to inform their work practice.
- **Southern Grampians and Glenelg Primary Care Partnership (SGG PCP)** presented an interactive workshop *Spring into Good Health* at the new Hamilton and District Skills Centre, Hamilton, 24 November 2010. This workshop was designed specifically for seniors to come along and participate in the free gardening and cooking activities. Based on evaluations from the Public Health Forum (2009), the SGG PCP believe that improving health literacy is best targeted at a vulnerable group with practical hands-on learning. The workshop also provided a clear link for participants into the PCP ongoing Community Gardens project, Hamilton.
- **G21- Health & Wellbeing Pillar** a preference for a Public Health Forum topic is to focus on early years or obesity prevention. G21 has requested their forum occur in early 2011, as Anne Somerville (Director) has been on leave and the data collection for the G21 *State of the Region Children's Report* won't be completed until December 2010.
- **South West PCP** made an initial application for Alliance funding for a Public Health Forum on *Mental Health and Freedom from Family Violence* to be scheduled in November 2010. This plan was revised and the South West PCP has been in discussion with G21 regarding developing a region-wide forum for early 2011. Details forthcoming.

	<ul style="list-style-type: none"> <li>• <b>Community Capacity Building Workshop:</b> Two working party meetings to progress a Community Capacity Building Workshop in early 2011 have been held by videoconference (Geelong-Warrnambool). The draft details for this workshop to date: <ul style="list-style-type: none"> <li>○ <b>Workshop Theme</b> <i>Engaging and empowering the community for health and wellbeing: When to step in and lead, when to hold back and support</i></li> <li>○ <b>Audience:</b> managers and health promotion workers in BSW Region</li> <li>○ <b>Date and time:</b> 23rd March 2011, 1-day program, 1000-1500hr</li> <li>○ <b>Prospective Venue:</b> Camperdown Golf Course</li> <li>○ <b>Morning Program:</b> Keynote speaker- Professor Jane Farmer (Head of the La Trobe Rural Health School &amp; Associate Dean Regional for the Faculty of Health Sciences) and Marketplace format – choice of presenters outlining best practice community engagement strategies in the region. Workshop participants will choose from a range of presentations and move to a different group every 20 minutes. Expressions of interest from presenters covering a wide range of themes is currently being sought.</li> <li>○ <b>Afternoon program:</b> Yet to be confirmed</li> <li>○ The working party is reconvening in February to finalise the program and presenters.</li> </ul> </li>   <li>• <b>Community Capacity Building Workshop contacts suggested by Executive</b> <ul style="list-style-type: none"> <li>○ Mardie Townsend, Greer Lamaro and Chad Foulkes are presenting a panel discussion on community engagement process and examples at a conference in Pedang, Indonesia in December 2010. This could be a possible session for the workshop afternoon program.</li> <li>○ John Hedditch - suggestions of presentations on prevention health.</li> <li>○ Jim Higgins - suggestions on the WHO Healthy City Alliance: Corio- Norlane (contacts Chris Ferguson, Kirsten Hemley, Dr Mark Kennedy)</li> <li>○ Selection of community poster outlines from Paul Gladigoe.</li> <li>○ Windamara youth engagement programs (contact Michael Bell)</li> <li>○ <i>Closing the gap</i> projects (contact Syd Fry)</li> <li>○ <i>Active in Parks</i> program (contact Mardie for details)</li> </ul> </li> </ul>	<p>Mardie to forward abstract plan to Sue Kilpatrick &amp; Sue Morgan</p>
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	<p><b>Other Alliance Activity</b>  <b>Parent-to-Parent publications</b>  Verbal report provided by Anita Peerson</p> <ul style="list-style-type: none"> <li>• Co-author, Dr Susan Bailey (Queensland) requested approval for copyright transfer of Parent-to- Parent books (2) - to self-produce both books as either hard copy/e-book. DHS fully funded and State of Victoria holds copyright for this publication.</li> <li>• Executive discussed the request and concerns about accuracy and timeliness of content. The consensus was the publication was now out of date with no Alliance resources available for a new edition.</li> </ul>	<ul style="list-style-type: none"> <li>• Anita to brief John Catford &amp; request email response to Dr Susan Bailey advising of Executive concerns re publication and decision not to transfer copyright.</li> <li>• Jim Higgins to brief Tim Harrop of this decision as Susan Bailey has also approached Tim Harrop.</li> </ul>
5	<p><b>Alliance Budget tabled</b></p> <p><b>Budget notes</b></p> <ul style="list-style-type: none"> <li>• Includes contribution from DH for 2011</li> <li>• Additional costs not in budget : AUCEA and PHAA conference &amp; poster costs @ \$3500 (approx)</li> <li>• Public Health Forum and Peter Quail Oration under-spend for 2010 @ \$12,000  (ie Two G21 forums @ \$6000, South West PCP forum@ \$3000, Peter Quail Oration @ \$3000)</li> </ul> <p><b>Executive Minuted recommendations</b></p> <ul style="list-style-type: none"> <li>• In-kind expenses not to be debited against Alliance budget. This includes travel and accommodation inside the BSWR, stationery for small items and IT costs.</li> <li>• A general expenses category to replace non-salary expenses</li> <li>• A line item to be included under general expenses for each advisory group</li> <li>• Community Capacity Building Advisory group figure of \$5000 be added for Workshop program in 2011</li> <li>• Include Anita's salary as a component of Deakin's contribution</li> <li>• New budget format to be endorsed at next executive meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Mardie will consult with John Catford about in-kind budget adjustment</li> <li>• Anita and Kay will review budget format and request recommended changes with Lorraine (Deakin Accounts)</li> </ul>

<p>6</p>	<p><b>Other Business</b></p> <p><i>Project officer contract extension</i></p> <p><i>Alliance MOU update</i></p> <ul style="list-style-type: none"> <li>Executive members discussed ongoing process to review and update a new Alliance MOU.</li> </ul>	<ul style="list-style-type: none"> <li>Mardie Townsend confirmed Chris Loughnan's contract has been extended for a 12month period until December 2011.</li> <li>Anita to recirculate first draft to Executive for comment and feedback.</li> <li>Jim Higgins and Chris Faulkner will meet to discuss MOU and forward comments to Anita.</li> <li>Anita to compile comments and feedback in 2<sup>nd</sup> draft for circulation to Executive.</li> </ul>
<p>7</p>	<p><b>Executive Meeting schedules for 2011</b></p> <ul style="list-style-type: none"> <li>Executive meetings to be organised for target dates in April, July, November 2011.</li> <li>Recommended venue at Deakin Waterfront Campus (Alfred Deakin Institute) which has the flexible capacity for high quality video conferencing to Deakin Warrnambool and Deakin Burwood.</li> </ul>	<ul style="list-style-type: none"> <li>Executive assistants meeting to coordinate dates and will advise when dates are confirmed.</li> </ul>