

Wellington Primary Care Partnership



Wellington Health Promotion Network **Minutes**

21st June 2011

9.30am – 11.45am

Conference Room
CGHS

Chair: Karen McLennan **Minutes:** Rachael Dooley


Attendees:
 Rachael Dooley - Health Promotion Coordinator, Wellington Primary Care Partnership
 Tara Smark – Project Officer, Wellington Primary Care Partnership
 Dawn Martin – Program Coordinator, GippSport
 Brenton Dinsdale – GippSport
 David Roberts – Active After School
 Linda Curtis – Mental Health Promotion Officer, Latrobe Regional Health
 Debbie Mitchell – Regional Health Promotion Advisor, Department of Health
 Karen McLennan – Social Planner, Wellington Shire Council
 Rebecca Mazengarb – Closing the Health Gap Coordinator, Ramahyuck
 Jenny Feist – Health Promotion Officer, Yarram & District Health Service
 Julie Fitt – UnitingCare Gippsland
 Leanne Wishart – Rural Access, Wellington Shire Council
 Janet Minos – UnitingCare Gippsland
 Sheryl McHugh – Wellington Shire Council
 Jan Tracey – Gippsland West Health Service
 Marieta Sears – School Nurse, Maffra Secondary College

1: Welcome

1.1 Introductions
 Farewell to Rachael Dooley, Health Promotion Coordinator from Wellington Primary Care Partnership who will be moving to UnitingCare Gippsland next month. Barb Radley will fill the position from 5th September.




1.2 Apologies
 Clare Heath, Deb Milligan, Darren Randle, Sarah Corbell, Craig Horn, Chris Rush, Stephanie Cohen

2 Confirmation of previous minutes (21st June 2011)
Amendment – Remove duplication of Jan Tracey and Stacey Smith
 Confirmed: **Dawn Martin** Seconded: **Rebecca Mazengarb**

 Amended minutes

Business Arising (actions from previous meeting)



2.1 Orientation /Induction Resource
 The network brainstormed the content and format of a resource targeting health professionals new to the area. Its purpose would be to inform them of Wellington region's services and community programs. R Dooley distributed examples of similar resources from Goulburn Valley PCP and Central Highlands PCP along with a sample document prepared by D Martin on GippSport services.

 Central Highlands PCP  Hume Region  Golden Valley PCP

It was agreed the resource should include member organisation's:

- Name, address and website
- Aim

	<ul style="list-style-type: none"> • A brief description of its programs • Their strengths • Target groups • Funding body • Geographical area • Local contact name, telephone and email • Map where the service is located <p>The resource will also contain general information on:</p> <ul style="list-style-type: none"> • List of acronyms • Recommend site to subscribe to • Data sources • List of network meetings <p>It was agreed the resource would be located on the WPCP website and it would contain links to other organisations and resource websites. It would also be beneficial to have a key word search function and be easily maintained.</p> <p><i>Action:</i></p> <p><i>R Dooley to send organisational template out with minutes</i></p> <p><i>All send summary of their organisation's services to C Haines to collate</i></p> <p><i>C Haines key word search function,</i></p> <p><i>D Mitchell to email R Dooley list of acronyms</i></p>
3	General Business
3.1	<p>Department of Health Reporting Requirements</p> <ul style="list-style-type: none"> • Community & Women's Health agency staff need to follow up with Managers if they have not seen reporting document <p>Requirements:</p> <ul style="list-style-type: none"> - Community & Women's Health agencies are required to submit an evaluation report on the evaluation plan on the one objective submitted in Feb 2011 and a case study. - PCP are required to provide a progress report (collation of agency input) and a case study
3.2	<p>Wellington Health Promotion Catchment Plan Progress Report</p> <p>The meeting split into three groups to review progress of three key goals</p> <ul style="list-style-type: none"> • Promoting Physical Activity and Active Communities • Promoting Accessible and Nutritious Food • Promoting Mental Health and Wellbeing <p><i>Action:</i></p> <p><i>R Dooley to put notes in progress report</i></p> <p><i>D Martin to email Community Spirit program 2010/2011 information to R Dooley for inclusion in report</i></p> <p><i>R Mazengarb to email 'Come & Try day' report and purpose of the committee to R Dooley for inclusion in report</i></p> <p><i>J Feist to email Woodside Gift Report & Walk n Talk participant feedback report to R Dooley for inclusion in report</i></p> <p><i>J Tracy to email RREIS action/program plan to R Dooley for inclusion in report</i></p>
3.3	<p>Most Significant Change Training</p> <p>R Dooley advised Most Significant Change training to be held on 15 -16 September and encouraged anyone who hasn't done training to register their interest.</p>

	 <p>MSC Registration Form</p> <p><i>Action:</i> <i>R Dooley to circulate flyer</i></p>
3.4	<p>Review of Health Promotion Network Terms of Reference</p> <p>The terms of reference were reviewed. J Tracey suggested amendment in Protocols which suggests the terms of reference be reviewed every 6 months be changed to every 12 months. This was agreed upon by all. A partnership survey needs to be completed by members to identify strengths and areas for improvement. Results will be presented at the next meeting.</p>  <p>Amended TOR</p> <p><i>Action:</i> <i>R Dooley to amend</i> <i>R Dooley to send link for survey to members</i> http://www.surveymonkey.com/s/6W28255 <i>Members to complete survey by 16th September</i> <i>R Dooley to put report on partnership survey on the meeting agenda</i></p>
4	<p>Reports</p>
4.1	<p>Research and Practice Forum</p> <p>K McLennan attended forum held on the 12th July which covered Easy English Evaluation tools. Found that the templates increased participants understanding of documents through improving health literacy. However, the modified documents may reduce validity. Active Australia has good examples of easy English documents and Scope can be a good resource for developing Easy & Plain English documents.</p> <p>Four key documents for measuring equity were discussed: Gender and diversity planning, ten best resources, health equity in Australia and social determinants of health. More questions were raised and a decision was made to approach Helen Keleher from Monash University to run a workshop in Gippsland to explore the topic in more detail.</p> <p>R Dooley reminded everyone that the 2011 Gippsland Health Promotion conference Taking the Next Steps: Sharing the Results and Sustaining Action will be held on 11 October at Monash University Gippsland campus.</p>
5	<p>Project Updates</p> <p><u>Sheryl</u></p> <ul style="list-style-type: none"> • Talking Transport has developed Easy English pictorial resources which are now available at WSC website or contact Sheryl for hard copies. • VCOS access and inclusion now have a Facebook page All Aboard for community to voice their transport concerns and provide feedback. Are also setting up a Facebook page for a car pooling scheme. Based on a similar program run by Northern Mallee PCP. • Bus Access forum will be held in Melbourne on 1st September, encouraged regional people to attend so it doesn't only focus on metropolitan transport issues. <p><u>Leanne</u></p> <ul style="list-style-type: none"> • Mobility maps are being developed for Yarram, Maffra, Heyfield, Rosedale, Sale and Stratford. Will also develop maps for 90 Mile Beach in partnership with Destination Gippsland. • Will distribute a Survey Monkey link to the network via the WPCP and WSC websites and community groups to get community feedback on accessibility needs. • Distinguished between Easy English & Plain English. Easy English is pictorial based and use pictures to represent words, plain English is when all jargon is removed and simple language and words are used. <p><u>Brenton</u></p>

- Access All Abilities Wellington are implementing an inclusive leisure initiatives as part of a state wide project to make leisure centres more accessible for people with disabilities.
- Aqua Energy, Sale now has communication kits which include Easy English and communication boards. 100 kits have also been distributed to all disability service providers.
- The program includes a communication audit, staff training and induction.
- An evaluation report will be written and used to showcase the program to other facilities.

Dawn

- Working with SNAP to improve clients access to sport and recreation programs.
- Surveyed clients on their preferred activities and sent out requests to clubs to gauge their interest in taking part in the program. 16 clubs registered their interest, participants identified an additional 15 clubs they would like to access.
- Welcoming & Inclusive Clubs and Mental Health First Aid training will be delivered to participating clubs.
- Lap the Lakes – Sale Rotary Club taking the lead role (to be confirmed)

Linda

- Partners in Depression, a training program for carers, was delivered in Bairnsdale and will be starting in Sale on Thursday 18th August.
- There was an excellent response to an ad publicising the program that ran in the Gippsland Times.
- Youth Mental Health First Aid training will be delivered in Sale 29th and 30th September.
- ASIST training will be delivered in Morwell August 25th and 26th.
- Received many requests from schools for participation in mental health wellbeing days.
- Is working with a Year 12 student to develop a half day training program on depression.

Jan

- Gippsland Womens Health Service and Maffra Secondary College Respectful Relationship Education in Schools Program is progressing well. From term four a person will be located one day week in the school to increase engagement.
- Will link with White Ribbon Day, International Day for the elimination of violence against women.
- Have negotiated with Maffra Secondary College to extend the program until the of the 2012 School year.

Julie

- Recently started as Best Start Facilitator.
- Will facilitate three working groups:
 - Increase breast feeding
 - Increase kinder participation
 - Increase social networks
- Has set a date for the breast feeding group to commence and the kinder participation group will start the following week. Still looking for participants for the social network group.
- Early Years Conference: This took place in July and the theme was Language, Literacy and Inclusion. The keynote speakers were Anthony Semann and Andrew Daddo. There were also lots of workshops all based on language, literacy and inclusion.

Janet

- Let's read – a program to encourage parents to read to children 0-pre school age.
- Will be targeting vulnerable families via home based outreach workers.
- Currently looking for culturally appropriate resources for indigenous and CALD communities.
- Scoping family services early years services to identify knowledge gaps in supporting vulnerable families

Bec

- Has been accepted to present at the Health Promotion conference.
- Has submitted an EOI for the Deadly in Gippsland Conference
- Has received \$132,000 funding for Eat Good Tucker program which will target

	<ul style="list-style-type: none"> - Expectant mothers to eat a healthy diet, - Healthy lifestyles - Men's health <ul style="list-style-type: none"> • Six Aboriginal health workers have completed Living Strong training and will roll out across three sites. <p><u>Tara</u></p> <ul style="list-style-type: none"> • Has been working on Active Communities program. Delivered activity equipment to Rosedale and Gormandale this week and Golden Beach next week. • Is working with the Loch Sport facilitator to deliver activity program at Golden Beach and is supporting two residents to complete their Certificate III in Fitness. <p><u>Karen</u></p> <ul style="list-style-type: none"> • Municipal Early Years Plan • Selena Gillham will start the Physical Activity Strategy position next week.
8	<p>Next Meeting Tuesday 18th October 9.30am – 11.30am Conference Room, Central Gippsland Health Service Chair – David Roberts Minutes:- Tara Smark Agenda items – Orientation Resource Partnership Survey Results</p>
9	<p>Meeting Closed 11.45am</p>