



## Integrated Health Promotion Working Group (IHPWG) MINUTES

**10.30am – 12.30pm 16<sup>th</sup> May 2011 at Stawell Health and Community Centre**

**Chair/Minutes** – Meagan Ward (GPPCP)

**Attendees** – Julie Kendall, Naomi Caulfield, Jacinda O’Sullivan

**Apologies** – Katrina Toomey, Adrienne Annear, Jo Martin, Francesca Suffield, Janine Curtis, Ebony Kumnick, Julia Ogdin, Bree Doody, Loki McIntyre.

<b>Discussion &amp; Actions</b>		
Topic	Discussion	Who & When
<b>Welcome &amp; Introductions</b>		No action required
<b>Previous Meetings Minutes</b>		
<u><a href="#">General Business</a></u>  <b>Where are we at?</b>	<ul style="list-style-type: none"> <li>- PCP has 12 months of current IHP plan remaining. New plan will be 2012-2015.</li> <li>- Subcommittees have been reviewed and restructured into the Integrated Health Promotion Working Group (IHPWG).</li> <li>- Network has been kept up to date with ongoing communication.</li> <li>- Following March 10<sup>th</sup> a small working group has met to look at priorities, data, evidence etc and decide on 2 areas of focus for the IHPWG for the following 12 months or so. (Food security and Physical activity).</li> </ul>	

<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>- Terms of Reference were tabled and discussed. All agreed they were appropriate with an inclusion of the option to teleconference or videoconference for the meetings.</li> </ul>	<b>Action:</b> Meagan to add the wording around tele and video conference to the ToR.
<b>Terms of Agreement</b>	<ul style="list-style-type: none"> <li>- To A were tabled and discussed.</li> <li>- This group is a working group that will be completing actions between each meeting therefore, attendance is important.</li> <li>- Agencies/organizations/groups need to complete the Terms of Agreement and forward to Meagan ASAP. More than one representative can be nominated.</li> </ul>	<b>Action:</b> Meagan to attach another copy of the ToA with these minutes.
<b>IHPWG Reporting Template</b>	<ul style="list-style-type: none"> <li>- Reporting Template was tabled and discussed</li> <li>- For those representatives unable to attend a meeting, a report will need to be completed and submitted to Meagan prior to the meeting.</li> <li>- Template attached to these minutes and will be distributed with Agenda one week prior to each meeting.</li> </ul>	<b>Action:</b> Meagan to attach template with these minutes.
<b>Meeting Structure</b>	<ul style="list-style-type: none"> <li>- Discussion was had around the days, times and frequency of meetings with the following being decided.</li> <li>- Meetings will be held every 6 weeks on a Tuesday from 10.30am -12.30pm. They will alternate between Stawell and Ararat. Apologies/RSVP's will be required at least 3 days in advance.</li> <li>- Attendees to be punctual as meetings need to begin and end on time.</li> <li>- Meeting dates for the remainder of the year will be attached.</li> </ul>	<b>Action:</b> Meagan to attach meeting dates with these minutes.
<b>Focus Areas</b>	<ul style="list-style-type: none"> <li>- Some local data was tabled and briefly discussed.</li> <li>- <b>The IHPWG's focus areas will be Food Security and Physical Activity (Inactivity) however, Mental Health and Wellbeing through Social Inclusion, Connections and Support etc, plays an instrumental part in both these areas. The work of the IHPWG will encompass many of the Social Determinants of Health.</b></li> </ul>	
<b>What's next?</b>	<ul style="list-style-type: none"> <li>- Discussions around building the local picture and the importance of following the HP Planning Sequence.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Catchment wide mapping around the focus areas will be driven by the IHPWG. Mapping will assist us in defining the problems.</li> <li>- Need to engage with key stakeholders, different agencies/groups will have different parts to play along the way.</li> <li>- It was agreed that the IHPWG start off by looking at the Food Security focus area.</li> </ul>	
<b>Action for next meeting</b>	<ul style="list-style-type: none"> <li>- Sourcing and collating data around food premises, public transport.</li> <li>- Exploring what's currently happening to address food security</li> <li>- Who are our key stakeholders?</li>   <li>- In addition to the above information, future work with include Healthy Food Basket Surveys, Stakeholder Consultation, Community questionnaires/consultations etc.</li> </ul>	<p><b>Action:</b> IHPWG members to investigate what is happening in their areas to address food security and also think about key stakeholders. Both these areas to be brainstormed at the next meeting. Meagan to source data around registered food premises and public transport.</p>
<b>AHPA Conference</b>	<ul style="list-style-type: none"> <li>- Loki (GPPCP) recently attended the Australian Health Promotion Conference. His report is attached with these minutes.</li> </ul>	
<b>Smiles 4 Miles</b>	<ul style="list-style-type: none"> <li>- 8 settings are engaged for 2011 with the goal of having all awarded at the end of the year.</li> <li>- Resources have been distributed to the setting.</li> </ul>	
<b><u>Funding Opportunities</u></b>	<ul style="list-style-type: none"> <li>- Beaufort Community Bank Grants (building &amp; infrastructure)</li> <li>- Pyrenees Community Grants</li> <li>- Volunteer Grants</li> </ul> <p><a href="http://fahcsia.gov.au/sa/volunteers/funding/vg_2011_app_guides/Documents/app_guidelines20">http://fahcsia.gov.au/sa/volunteers/funding/vg_2011_app_guides/Documents/app_guidelines20</a></p>	

	<a href="#">11.pdf</a>	
<a href="#">Training and Professional Development</a>	<ul style="list-style-type: none"> <li>- Nutrition and Physical Activity Symposium (Melbourne 16<sup>th</sup>-18<sup>th</sup> June 2011)</li> <li>- MHFA Instructor Training Sponsorship through PCP (applications close May 20<sup>th</sup>) Contact Chantal Thomas 53526200</li> </ul>	
<a href="#">Roundtable</a>	<ul style="list-style-type: none"> <li>- Walk to School (May 20<sup>th</sup>)</li> <li>- Connecting Communities – Mallee &amp; Campaspe Social Inclusion Conference</li> </ul> <a href="http://www.northernmalleepcp.org/docs/evt_588.pdf">http://www.northernmalleepcp.org/docs/evt_588.pdf</a>	
<b>Next meeting: Tuesday 28<sup>th</sup> June 10.30am – 12.30pm Grampians Community Health Ararat</b>		