

MINUTES

INW PCP GOVERNANCE GROUP MEETING	
DATE	1.30pm – 3.30pm Monday, 9 October 2017
VENUE	North Western Melbourne PHN Level 1, 369 Royal Parade, Parkville

Item		Actions/Decisions
PRESENTATION		
Colleen McCombe and Diana Rice from Office of Suburban Development presented on the newly formed Metropolitan Partnerships, and advised:		Sign up for consultation updates via the Engage Website. Link
<ul style="list-style-type: none"> • Metropolitan Partnerships were established as a way to engage local communities, and state and local governments to discuss the top priorities for each region and ensure suburbs have the infrastructure and services they need for a liveable and sustainable future. The Partnerships are a four year program. • INW PCP’s catchment goes across three of the Metropolitan Partnerships; Northern, Western and Inner Metro. • The Western Metropolitan Assembly took place on 4 October and the Inner Metro Assembly on 31 August. Priority action areas and outcomes identified at the consultations will be available in the near future and will be provided to government by November. • Partnership membership comprises: <ul style="list-style-type: none"> - Eight community and business leaders - Each local government CEO in the region - Deputy Secretary from State Government - Link to the Commonwealth Government 		Register to attend the Northern Metropolitan Partnerships Assembly on 25 October. Link
		Action: Copy of presentation to be provided with these Minutes.
		Action: Emma Fitzsimon will connect with the three Metropolitan Partnerships in INW PCPs catchment and distribute information to members.
1. Welcome and acknowledgement of country		
	Jessica McGrath was welcomed to her first Governance Group meeting.	
2. Introductions		
	Barry Hahn, Moreland City Council (Chair) Tony McCosker, St Mary’s House of Welcome Fiona McKinnon, St Vincent’s Hospital Caz Healy, cohealth Marilyn Harper, Bolton Clarke Robyn Gregory, Women’s Health West Marilyn Harper, Royal District Nursing Service Nigel Fidgeon, Merri Health	

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	Jessica McGrath, NEAMI Huy Luu, Australian Vietnamese Women’s Association Amanda Allen-Toland, Department of Health and Human Services Sue Hookey, Melbourne Health Community Partnerships (Proxy) Emma Fitzsimon, INW PCP Executive Officer Barbara Paolini, INW PCP Communication/Administration Officer (Mins)	
3. Apologies		
	Adrian Murphy, City of Yarra Fiona McCormack, Melbourne Health Community Partnerships Chris Carter, NWM PHN Kate Sieh, North Western Melbourne PHN	
4. Minutes of previous meeting		
	Minutes from the 14 August 2017 meeting were accepted.	Moved: Nigel Fidgeon Seconded: Robyn Gregory Carried
5. Conflict of interest		
	Nil	
6. Correspondence in		
	Nil	
7. Business Arising		
7.1 Presentations 2018	Emma Fitzsimon suggested Don Stewart be invited to present at the December meeting on the Aboriginal Health Framework which INW PCP has developed . The framework titled ‘From Symbols to Systems’ focuses on strengthening cultural security in mainstream organisations. Emma will bring of list of possible presentations for 2018 to the next meeting for further discussion.	Action: It was AGREED that Don Stewart be invited to present at the December meeting.
7.2 State-wide PCP update	Emma Fitzsimon advised <ul style="list-style-type: none"> • Judith Abbott, Director - Prevention, Population, Primary and Community Health, has resigned from DHHS • Elise Davies is now the Acting Assistant Director replacing Matthew Arnold, who has moved to another area of DHHS. 	
7.3 INW PCP Strategic Plan 2017-21 7.3.1 Action Planning update	Emma Fitzsimon advised: <ul style="list-style-type: none"> • The IHP Alliance and the Access and Equity Alliance are working 	

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	<p>together to firm up a two year action plan</p> <ul style="list-style-type: none"> • Once developed the plan will go to the Governance Group for endorsement • Emma will review ways of evaluating the plan to measure outcomes • Melissa Collins has commenced at INW PCP as the Project Coordinator, Prevention • We are in the process of recruiting for a Project Coordinator Equity & Participation • The Access and Equity Alliance will meet monthly and its main focus will be Health Literacy and responding to the reform • Having discussions with other PCPs on how we work on shared measures. 	
<p>7.4 Northern Division PCPs Reporting Proposal- update</p>	<p>Emma advised there is no update as Central Office are yet to provide information regarding reporting requirements.</p>	
<p>8. Budget 2017-2018 & Report YTD</p>		
<p>8.1 2017/18 YTD Budget Report and notes</p>	<p>Emma Fitzsimon tabled the August 2017 YTD budget report and advised:</p> <ul style="list-style-type: none"> • There are a couple of entry errors in the report – Full year budget figures- special projects and program expenses. This has altered the target surplus amount. Emma has alerted Merri Finance and it will be corrected in the next report. • Total income variance is \$929 • Total expenses variance is \$69,330 • DHHS is yet to invoice us for the \$26,600 RII funds we are holding • Emma Fitzsimon explained variances in the budget notes including: <ul style="list-style-type: none"> - Staff training and development: includes executive coaching for EO (2017/18), INW PCP Staff- Prince training, leadership and management course and Collective impact conference - Telephone expenses – relating to 3 mobile phone upgrades. 	<p>Action: Amanda Allen-Toland to follow up regarding the RII funds.</p>
<p>8.2 2017/18 Final Budget Report and notes</p>	<p>Emma Fitzsimon tabled the Final 2017/18 Budget Report</p>	<p>DECISION: It was RESOLVED that the Governance Group endorse the Final Budget Report.</p>

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		Moved: Nigel Fidgeon Seconded: Tony McCosker Carried
8.3 Financial Acquittal- 2016/17 DHHS Reporting	<p>Emma Fitzsimon tabled the 2016/17 Financial Acquittal and advised it had been certified by Nigel Fidgeon (Auspice Agency CEO) and Fiona McCormack (Acting Chair). The Acquittal forms part of the PCP reporting to DHHS for 2016/17.</p> <p>2016/17 DHHS Reporting: Emma advised that INW PCP have submitted two case studies and the new strategic plan to DHHS. The e-referral report will be submitted at the end of the month.</p>	DECISION: It was RESOLVED that the Governance Group endorse the 2016/17 Financial Acquittal Report. Moved: Fiona McKinnon Seconded: Marilyn Harper Carried
9. New Business		
9.1 Review of INW PCP Governance Policies	<p>Emma Fitzsimon tabled eight INW PCP Governance policies that are up for review: Delegations Policy; EO/Chair Relationship Policy; Governance Group Induction Policy; Governance Group Committee’s Policy; Code of Conduct Policy; Governing Process Policy; Risk Management Policy; Tenders & Submissions Policy.</p> <p>Emma advised that there are no suggested changes to the content of all policies.</p> <p>Nigel Fidgeon advised Merri Health will be updating its Delegations Authority by the end of the year.</p>	DECISION: It was RESOLVED that the Governance Group endorse the INW PCP Governance Group policies. Moved: Caz Healy Seconded: Sue Hookey
9.2 Governance Group Vacancy	<p>Emma Fitzsimon advised she recently met with Leanne Brooke from The Long Walk. Leanne expressed interest in becoming a member of INW PCP and potentially joining the Board.</p>	Action: Emma to follow up with the Long Walk regarding membership.
9.3 PHN update	<p>No PHN representative was present at the meeting.</p>	
9.4 DHHS update	<p>Amanda Allen-Toland advised:</p> <ul style="list-style-type: none"> • Korin Korin Balit-Djak (meaning 'growing very strong') is DHHS's 10 year plan was launched and replaces Koolin Balit. It is the State Government Policy Direction for the response to Aboriginal Health, Wellbeing and Safety. • The Victorian Government is working towards a Treaty with Victoria's Traditional Owners. 	<p>Korin Korin Balit-Djak Link</p>

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	<ul style="list-style-type: none"> • Work is underway to transition the contract management of Aboriginal children in the non-Aboriginal Out of home care system to Aboriginal Community Controlled Organisations. • Maysar could be invited to a future meeting to provide an overview of its work. 	
10 Executive Officer Report		
		Noted
11 Other Business		
Governance Group Self Assessment	Emma Fitzsimon advised she will send a survey link for the annual Governance Group self assessment and will provide a report at the December meeting.	Action: Emma Fitzsimon to send annual Governance Group self assessment survey.
Next Meeting		
	1.30pm-3.30pm Monday, 11 December 2017	Meeting closed at 3.00pm