Department of Health

health

Guide to municipal public health and wellbeing planning

State Government Victoria

Guide to municipal public health and wellbeing planning

Acknowledgements

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Disclaimer

This work has been compiled from a variety of sources including material generally available on the public record, reputable specialist sources and original material. Care has been taken to verify accuracy and reliability wherever possible. However, the material does not provide professional advice. The Victorian Government Department of Health does not give any warranty or accept any liability concerning the contents of this work.

Foreword

The release of the first *Victorian Public Health and Wellbeing Plan 2011–2015* in September 2011, marks a new phase of development for municipal public health and wellbeing planning. The plan sets the agenda for improving health and wellbeing across the state over the next four years. It suggests that to achieve this we need to move beyond what have often been seen as disconnected and uncoordinated activities, to build a strong and effective prevention system that responds to the needs of the Victorian community. The plan provides councils and their partners with a set of strategic directions and broad priorities within which to develop municipal public health and wellbeing plans for 2013–2017.
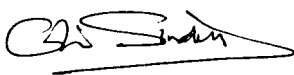
This *Guide to municipal public health and wellbeing planning* has been developed to assist local government planners in considering the directions set out in the *Victorian Public Health and Wellbeing Plan,* as required under the Public Health and Wellbeing Act 2008, while taking account of local needs and context. The guide recognises and builds on the significant achievements and experience of councils in municipal public health and wellbeing planning over the past two decades. It also recognises the strong partnerships many councils have built with community health services, primary care partnerships and other local services, as well as the wider community and local businesses. Strategic alignment of effort across all areas of council and across all local agencies will be critical to achieving our health and wellbeing objectives in the coming years.

The importance of local government in leading local policies and developing programs and infrastructure that can influence the health of local community members is not only recognised in Victorian legislation and government policy, but also globally. Since 1997 the World Health Organization has championed the Healthy Cities movement. More recently, the successes of the EPODE program in Europe and the achievements of the City of New York, among others, reinforce the contribution that local government leadership, underpinned by strong community engagement and partnerships, can make to health improvement. In England, the Government is returning lead responsibility for public health to local government based in part on their population focus, closeness to their communities and ability to influence wider social determinants of health. Councils will work in strategic partnerships with local health services to create an effective local delivery system to improve and protect community health and wellbeing.
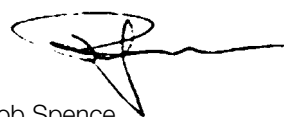
The growing challenges we face in improving population health and reducing health disparities, including population growth, demographic ageing and the rise of chronic and complex conditions, call for new approaches to how we work together to maximise the potential of preventive health interventions. The *Victorian Public Health and Wellbeing Plan* outlines the core elements of an approach to prevention that will help build on current strengths and, at the same time, provide a solid foundation to meet the challenges of the future.

Collaboration between the Municipal Association of Victoria, the Department of Health and other stakeholders is critical to Victoria's efforts to build a comprehensive prevention system that is coordinated, responsive, sustainable and complementary to the healthcare system.

We encourage you to use this guide when developing your new municipal public health and wellbeing plans for 2013–2017. Your comments on the content and usefulness of this guide are welcome, as are any suggestions for future improvements.

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Introduction

The *Public Health and Wellbeing Act 2008* (PH&WB Act) reinforces the statutory role of councils to 'protect, improve and promote public health and wellbeing within the municipal district' (s.24). The municipal public health and wellbeing plan (MPHWP) required of councils under the Act sets the broad mission, goals and priorities to protect and promote municipal public health and wellbeing.

Encouraging people to lead healthier lives – and building environments that help them to do so – is challenging. The *Victorian Health Priorities Framework 2012–2022,* which sets out the government's aspirations for the future of Victoria's health system, identifies the major challenges facing Victoria's health system, especially the demand on health resources due to population growth, demographic ageing, and the rise of chronic and complex conditions. The framework highlights the need for greater capacity to deliver prevention, primary care and early intervention.

The *Victorian Public Health and Wellbeing Plan 2011–2015* complements the *Health Priorities Framework* and is based on evidence that illustrates how to most effectively mitigate the challenges facing the health system. Overall its aim is to improve the health and wellbeing of Victorians by engaging communities and strengthening systems for health protection, health promotion and preventive healthcare across all sectors and levels of government. The plan outlines the wide range of contributors and mechanisms for coordinated planning, policy alignment and program coordination, and recognises MPHWPs as a key mechanism for delivering a system that is responsive to people's needs at the community level.

The plan outlines a number of opportunities to further strengthen and expand the role of local government in promoting health and wellbeing, in the context of building a more effective prevention system in Victoria. One of the most significant of these is the *Healthy Together Communities* strategy, jointly funded by the Victorian Government and the Australian Government through the *National partnership agreement for preventive health* (NPAPH), which will assist in finding new ways of working between local government and community partners to maximise the potential of preventive health interventions. A statewide initiative complementing this targeted community-level investment is the Centre of Excellence in Intervention and Prevention Science (CEIPS). This centre will lead the evaluation of Victoria's implementation of the NPAPH to assess its population-level health impact and to inform further policy development.

The Department of Health is also supporting councils to promote health and wellbeing in their communities through investments in new statewide initiatives: for example, the Victorian Prevention and Health Promotion Achievement Program. The Achievement Program benchmarks guide quality health promotion practice and supports schools, early childhood services, workplaces and workforces to provide healthy, safe and social environments for learning, working and living. The department has also launched a range of initiatives through the Victorian Healthy Eating Enterprise (VHEE), which councils can employ to create a culture of healthy eating. These include the *Healthy food charter,* the Victorian Healthy Eating Advisory Service, the Victorian Healthy Food Basket Survey and the *Victorian Aboriginal nutrition and physical activity strategy.*

As well as these new investments, other ways in which the department supports further strengthening the role of local government in promoting health and wellbeing are through:

- investing in the Victorian Population Health Survey to produce population health status estimates for each local government area (LGA) every three years
- developing evidence-informed health promotion resources
- aligning the planning cycle for the Integrated Health Promotion Program to that of MPHWPs so that community health and women's health services, primary care partnerships and councils can better align their priorities
- providing support through regional offices for networking, partnership development, use of research and data in planning, implementation, evaluation and workforce development
- planning guides to support quality municipal health and wellbeing planning.

This guide: provides a summary of current Victorian legislative and policy requirements; outlines key elements for effective planning for a healthy community represented within a six-stage planning cycle; recommends actions and milestones at each stage in this planning cycle to develop and implement an MPHWP; and provides references to relevant data and further resources. It is intended for use with the *Environments for health municipal public health planning framework,* which was developed by the department in collaboration with the Municipal Association of Victoria and other stakeholders in 2001. Environments for Health was designed to consider the impact on health and wellbeing of factors originating across any or all of the built, social, economic and natural environments.

A number of resources with specific advice about particular aspects of legislation and planning supplement this guide. These include:

- *Including public health and wellbeing matters in the council plan or strategic plan* – this resource will assist councils to consider the legislative and operational implications of including public health and wellbeing matters in their council plan (as allowed by s. 27 of the Act)
- *Municipal public health and wellbeing planning: Having regard to climate change* – this resource is designed to assist councils in meeting their obligations under the *Climate Change Act 2010,* with s. 14 identifying councils as one of the decision-makers that must consider climate change during the preparation of an MPHWP
- *A practical guide to conducting annual reviews of MPHWPs* – this resource provides a practical step-by-step guide to conducting an annual review of MPHWPs (as required by s. 26(4) of the Act).

This guide, the *Environments for health municipal public health planning framework* and the supplementary resources are available on the Department of Health website (see http://www.health.vic.gov.au/localgov/).

Part 1: Victorian policy and legislation for municipal public health and wellbeing planning

This section outlines the state policy directions and legislation that recognises the MPHWP as a key strategic planning mechanism for public health and wellbeing effort at the local community level. A broader discussion of the state and national developments important to prevention in Victoria is provided in the *Victorian Public Health and Wellbeing Plan 2011–2015* (Department of Health 2011b).

1.1 Victorian Public Health and Wellbeing Plan

The PH&WB Act requires that a plan to identify public health and wellbeing priorities for the state be developed every four years. The *Victorian Public Health and Wellbeing Plan 2011–2015* meets this requirement, summarising the public health and wellbeing needs of Victorians, identifying the health conditions projected to cause the highest burden of disease in Victoria and their associated determinants.

The plan complements the *Victorian Health Priorities Framework 2012–2022* (Department of Health 2011a), part of a suite of documents including the *Metropolitan Health Plan 2012* (Department of Health 2011c) and the *Rural and Regional Health Plan 2012* (Department of Health 2011d).

The *Health Priorities Framework* and the plan set the strategic directions and broad priorities within which local portfolios of activities can be developed. These local planning activities are also informed by evidence, by local context and need.

The plan reflects the significant work local government does with state government in health protection in areas including immunisation, food safety, environmental health, communicable disease prevention and control, and emergency management. The plan also outlines priority areas for prevention and health promotion, including physical activity, healthy eating, tobacco control, oral health, alcohol and other drug use, mental health promotion, injury prevention, skin cancer prevention and sexual and reproductive health.

Box 1.1: Priorities of the *Victorian Public Health and Wellbeing Plan 2011–2015*

Building a sustainable prevention system. Preventive health requires a system through which interventions can be coordinated, sustained and supported in the same way that healthcare requires a comprehensive and integrated system to manage illness. An effective prevention system must encompass:

- governance and leadership
- information systems
- financing and resource allocation
- partnerships
- workforce development.

Supporting key settings for action and engagement. To be effective, strategies to improve health and wellbeing require the support and engagement of those affected. This is often best achieved in a variety of settings such as workplaces, schools, recreation settings and with healthcare providers. Four priority settings are identified as major focal points for action:

- early childhood and education settings
- local communities and environments
- workplaces
- health services.

Strengthening established public health practice. The plan emphasises the continued importance of the traditional areas of public health – health protection, health promotion and preventive healthcare:

- *Protecting the health of Victorians* by ensuring that risks to health are identified, investigated and controlled without delay.
- *Keeping Victorians well* by providing individuals with the information and skills required to make healthy choices, and supporting communities to facilitate living a healthy lifestyle.
- *Preventive healthcare* through population based screening programs and the early intervention approaches.

Source: Department of Health (2011a)

In developing their MPHWPs, councils are encouraged to consider how they and their partners, including community health services and primary care partnerships, can implement or support interventions across the three major domains of public health practice that are relevant to their communities in the priority settings within their control or influence and which address the needs of population groups (including older people and those who are vulnerable to poor health) to support overall community health and wellbeing.

Section 3.2 of this guide lists some of the tools and resources designed to assist local government to consider evidence-informed actions when preparing their MPHWP.

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Box 1.2: Healthy Together Communities

To address the growing prevalence of preventable chronic disease, state, territory and Commonwealth governments have agreed, through the NPAPH, to invest in efforts to embed positive health behaviours in early childhood settings, schools, workplaces and communities. The NPAPH has provided the opportunity for Victoria to implement a systems approach to prevention in this state. This includes statewide policy and strategies, and targeted community-level investment to improve people's health where they live, learn, work and play. The funding for the 14 selected LGAs will allow them to:

- establish and build a local prevention workforce
- roll out a range of targeted programs and strategies that provide skills and support for achieving better health
- support prevention partnerships within their communities (for example, with government, non-government organisations, businesses and community members)
- support community engagement and participation in determining local solutions
- support health-promoting policies and programs in early childhood services, schools, workplaces and communities
- contribute to research and evaluation.

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Strategic directions across the interventions include tailoring interventions for priority populations to reduce disparities in health outcomes. The plan identifies a clear relationship between disadvantage and avoidable mortality, whereby avoidable mortality rates are significantly higher among people in disadvantaged areas (Department of Health 2011a). The plan shows how the burden of disease is disproportionately shared across the population, with certain groups and regions in Victoria having significantly worse health outcomes than others. This is particularly the case for Aboriginal people including Aboriginal children.

Koolin Balit – Victorian Government strategic directions for Aboriginal health 2012–2022 (Department of Health 2011e) sets out the government's objectives, priorities and enablers for action to improve the length and quality of life for Aboriginal people in Victoria. Local government is identified as having the potential to lead and influence positive changes in Aboriginal health and wellbeing at the local level. MPHWPs present a formalised mechanism to embed Aboriginal health and wellbeing into local government policy and action.

1.2 Public Health and Wellbeing Act

The PH&WB Act is central to Victoria's public health legislation. It seeks to achieve the highest attainable standard of public health and wellbeing by:

- protecting public health and preventing disease, illness, injury, disability or premature death
- promoting conditions in which people can be healthy
- reducing inequalities in the state of public health and wellbeing.

In achieving the objectives of the Act regard should be given to the guiding principles set out in ss. 5–11 of the Act. These include evidence-based decision making, collaboration, the precautionary principle and primacy of prevention. In particular, the principle of collaboration asserts that public health and wellbeing can be enhanced through collaboration between all levels of government and industry, business, communities and individuals.

Specific features of the Act relevant to municipal public health and wellbeing planning are summarised below.

The functions of councils

The Act strengthens the role of local government as a major partner in the effort to protect public health and prevent disease, illness, injury, disability or premature death. The Act clarifies the respective roles and responsibilities of local and state government regarding public health and wellbeing planning and the functions of councils (see Box 1.3).

Municipal public health and wellbeing plans

The Act makes explicit the matters an MPHWP needs to address, such as the evidence behind the plan, community consultation practices and to specify how the council will work in partnership with the department and other agencies (see Box 1.4).

The Act requires councils to prepare an MPHWP within 12 months of each general election of the council. Figure 1.1 illustrates the planning cycle for public health and wellbeing at local and state levels for 2011 to 2018.

Box 1.3: Functions of councils

The function of councils is to seek to protect, improve and promote public health and wellbeing within the municipal district by:

- creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health
- initiating, supporting and managing public health planning processes at the local government level
- developing and implementing public health policies and programs within the municipal district
- developing and enforcing up-to-date public health standards and intervening if the health of people within the municipal district is affected
- facilitating and supporting local agencies whose work has an impact on public health and wellbeing to improve public health and wellbeing in the local community
- coordinating and providing immunisation services to children living or being educated within the municipal district
- ensuring that the municipal district is maintained in a clean and sanitary condition.

Source: *Public Health and Wellbeing Act 2008 (Vic),* s. 24.

Box 1.4: Requirements of MPHWPs

A municipal public health and wellbeing plan must:

- include an examination of data about health status and health determinants in the municipal district
- identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing
- provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan
- specify how the council will work in partnership with the department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan.

Source: *Public Health and Wellbeing Act 2008 (Vic),* s.26 (2).

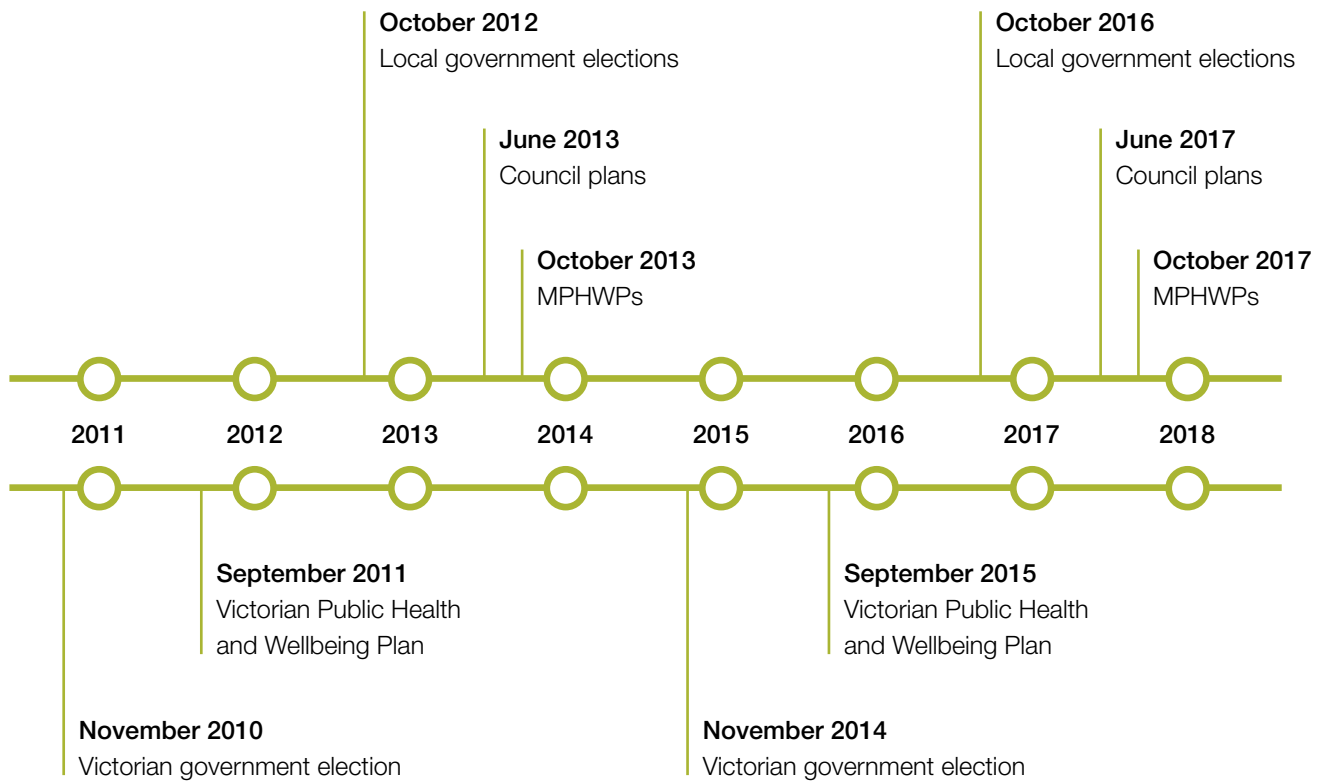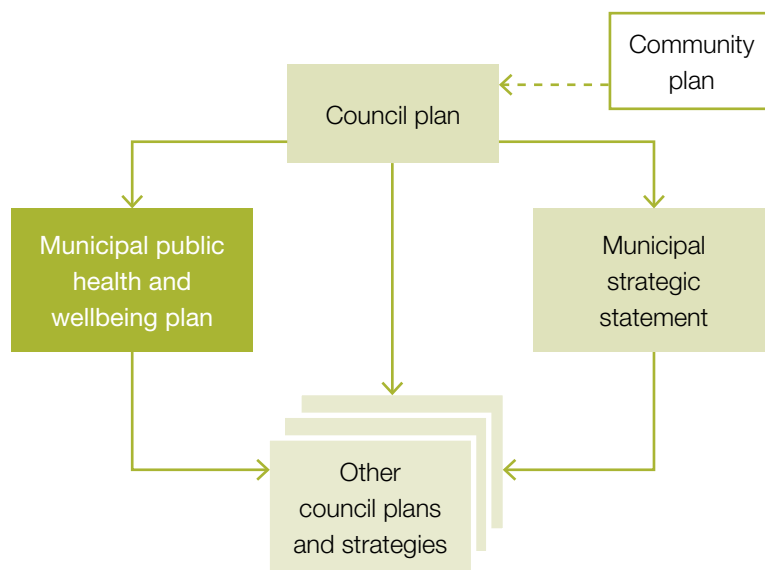**Figure 1.1: Planning cycle for public health and wellbeing planning**

October 2012
Local government elections

June 2013
Council plans

October 2013
MPHWPs

October 2016
Local government elections

June 2017
Council plans

October 2017
MPHWPs

2011 2012 2013 2014 2015 2016 2017 2018

September 2011
Victorian Public Health
and Wellbeing Plan

September 2015
Victorian Public Health
and Wellbeing Plan

November 2010
Victorian government election

November 2014
Victorian government election

Figure 1.2: Council planning hierarchy

Community plan

Council plan

Municipal public health and wellbeing plan

Municipal strategic statement

Other council plans and strategies

In preparing a health and wellbeing plan, the Act requires council MPHWPs to be consistent with its council plan and the council's land use plan required by the municipal strategic statement (MSS)[1] (s. 26(2e)) (see Figure 1.2), to have regard to the *Victorian Public Health and Wellbeing Plan* (s. 26(3)) and to review the municipal plan annually (s.26 (4)). (A resource for councils on conducting annual reviews of MPHWPs is provided as a supplement to this planning guide and may be accessed online at http://www.health.vic.gov.au/regions/southern/)

The Act also allows flexibility for local government to consider and plan for issues in locally determined ways, which fit with existing planning frameworks and strategies within local government rather than prescribing a specific 'model' plan developed by the state government. The Act enables the inclusion of public health and wellbeing matters in the council plan providing the matters required to be covered in the MPHWP have been adequately addressed in the council plan or other strategic plan prepared and approved by council (s. 27). A resource that assists councils to consider the legislative and operational implications of including public health and wellbeing matters in the council plan has been developed as a supplement to this planning guide (see http://www.health.vic.gov.au/localgov/).

The guiding principles of the Act and the requirements of MPHWPs are embodied in the key elements and recommended actions for effective municipal public health and wellbeing planning outlined in Part 2 of this guide.

Other statutory responsibilities

In addition to the PH&WB Act, there are many Acts and regulations (for example, the *Food Act 1984,* the *Tobacco Act 1987,* the *Safe Drinking Water Act 2003*) that contribute to protecting and promoting the health of Victorians.[2] Many other Acts administered by other portfolios play an equally important and complementary role in protecting and promoting health and wellbeing and preventing injury across a variety of settings. Successful prevention efforts require a whole-of-government approach and hence this broader regulatory environment forms part of Victoria's integrated prevention system. The plan includes a discussion of cross-government regulation to promote healthy living (Department of Health 2011a).

Victoria's 79 councils are an integral part of Victoria's regulatory system administering 29 Victorian Acts and many local laws (Victorian Competition and Efficiency Commission 2010).

Most recently a statutory link between the Climate Change Act and the PH&WB Act has been made that requires councils have regard to the Climate Change Act when preparing an MPHWP under s. 26 of the PH&WB Act.

The resource, *Municipal public health and wellbeing planning: Having regard to climate change,* has further information about how to consider climate change in planning strategies and actions across council. This resource is available at http://www.health.vic.gov.au/environment/climate-change.htm

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1 The Department of Planning and Community Development's guidance to councils on writing a MSS may be accessed at http://www.dpcd.vic.gov.au/__data/assets/pdf_file/0003/50295/PN04-Writing-an-MSS.pdf

2 Information on the roles and responsibilities of authorised officers appointed by councils for the purpose of the PH&WB Act is provided in the *Public Health and Wellbeing Act 2008 – guidance manual* (Municipal Association of Victoria 2010).

Part 2: Municipal public health and wellbeing planning

2.1 Key elements for effective planning for municipal public health and wellbeing

There are numerous approaches and processes councils use for strategic planning. The *Environments for health municipal public health planning framework* (Department of Human Services 2001) has been a standard reference for councils planning for municipal public health and wellbeing since its release in 2001. Other references that may be useful to councils in reinforcing and promoting the importance of local government in leading local planning and action for healthy communities, such as, the World Health Organization's Healthy Cities Program, are included in the references provided.

In this guide the legislated objectives, principles and requirements of MPHWPs are embodied in the key elements
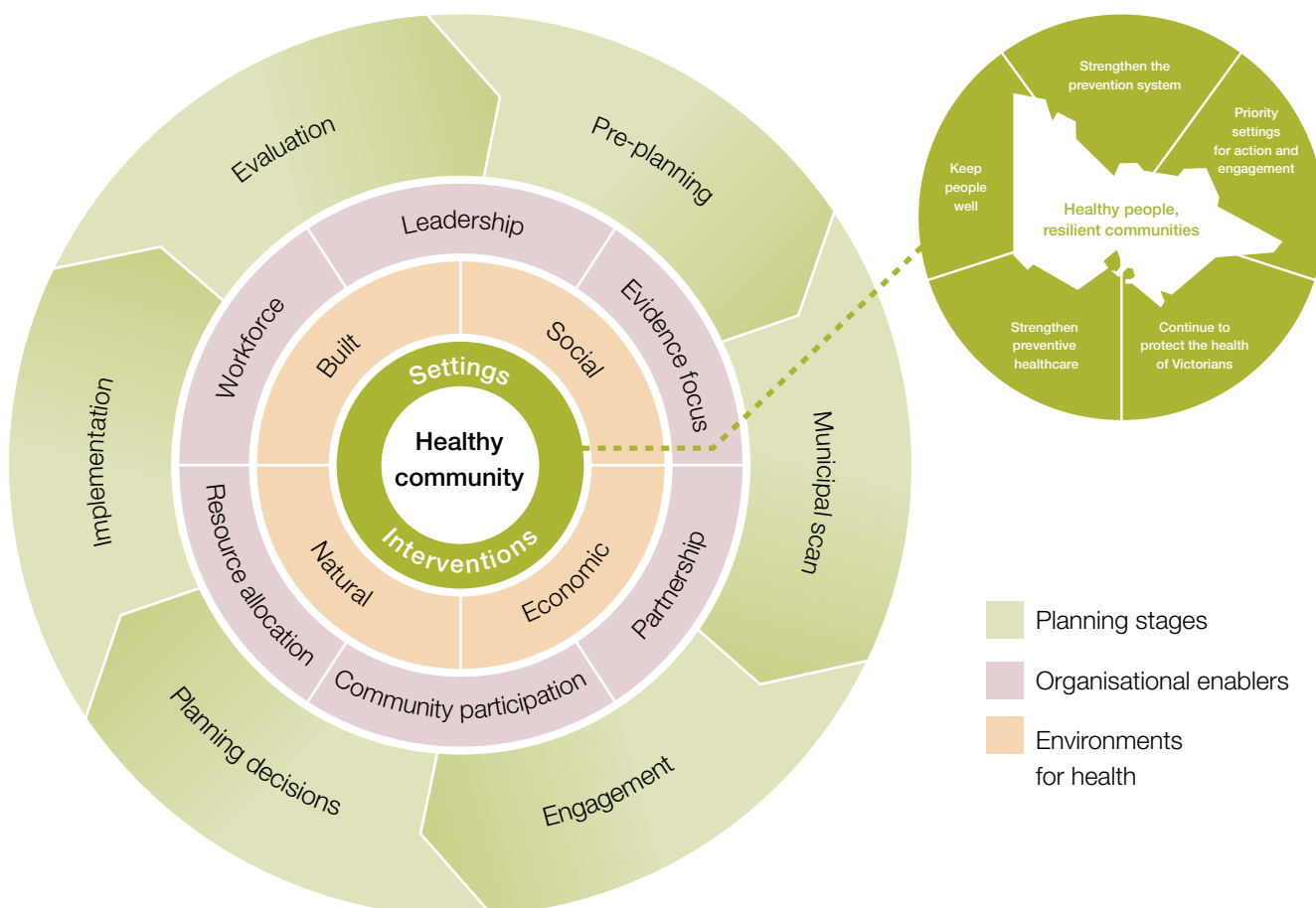
for effective municipal public health and wellbeing planning, these being synonymous with *Environments for health* and other population health approaches. These key elements, described below, are represented in a generic six-stage planning cycle, illustrated in Figure 2.1, which emphasises the link between planning, implementation and evaluation.

A focus on the health of the community

MPHWPs should reflect the breadth of public health effort. The scope of public health is defined in the *Victorian Public Health and Wellbeing Plan* as:

> *Public health is what we, as a society, do collectively to assure the conditions in which people can be healthy. Public health focuses on prevention, promotion and protection rather than on treatment, on populations rather than individuals, and on the factors and behaviour that cause illness and injury.*

Figure 2.1: Planning cycle for municipal public health and wellbeing

Interventions and settings

Effective planning for a healthy community requires a mix of interventions or strategies delivered in a range of settings. Consistent with the *Victorian Public Health and Wellbeing Plan,* domains for action include keeping people well, protecting the health of Victorians and strengthening preventive healthcare. Settings include: local communities and environments; workplaces; early childhood and education settings; and health services. Section 3.2 of this guide provides links to tools and resources to help councils identify actions to guide local planning efforts.

Investment in activities to improve environments for health

Our health and wellbeing is determined, or influenced by, a wide range of factors including individual, social, cultural, economic and environmental (World Health Organization 2008). Social, economic and environmental factors include: employment and housing; schools and education, social connections; conditions of work and leisure; and the state of housing, neighbourhoods and the environment. Further, exposure to environmental hazards and infectious agents also play a direct role. Access to quality healthcare and treatments can help to restore health or make a condition manageable.

There is a growing evidence base summarising the relationship between environment and health status; for example, the links between the natural and built environments, physical activity, chronic disease, obesity and mental health and wellbeing. A systematic review of the evidence undertaken by the Australian Institute of Health and Welfare (AIHW) on health and the environment provides examples of Australian data (AIHW 2011).

The *Environments for health municipal public health planning framework* (Department of Human Services 2001) places explicit emphasis on the built, social, economic and natural environments, and on the corresponding areas of council activity through which to take action, for example, land use planning, public realm and open space, transport and community wellbeing and development.

Enabling factors

Commitment to effective planning and implementation within councils requires: leadership; an evidence focus (or information systems); partnerships; community participation and engagement; resource allocation; and workforce development. These enablers are identified in the *Victorian Public Health and Wellbeing Plan* as the building blocks for developing a sustainable prevention system.

Table 2.1 describes how each enabler or building block would appear in a council with a strong focus on health and wellbeing determinants and systems-level activity. These descriptors are based on findings of an evaluation conducted for the department to assess the implications of including public health and wellbeing matters in council plans. This evaluation highlighted the enablers for good practice in planning for municipal public health and wellbeing.

Planning stages

Six interdependent planning stages are outlined below with actions and milestones for each. Reference is made to the relevant legislated principles and requirements for effective municipal public health and wellbeing planning.

- Pre-planning
- Municipal scan
- Engagement
- Planning decisions
- Implementation
- Evaluation

Table 2.1: Enablers critical to good practice in MPHWPs

Enabler	Capacity demonstrated by…
Leadership	Council has a chain of leadership that understands and champions the integration of health and wellbeing across all council business. This chain of leadership includes: • the mayor and an influential number of councillors • the chief executive • the directors and managers responsible for corporate planning, land use planning and municipal public health planning.
Evidence focus (information systems)	Council demonstrates accountability for public health and wellbeing outcomes. This means choosing the most promising course of action and understanding whether council is achieving the change and benefits it is planning for. This includes: • accountability for results at all levels • the use of evidence in guiding action • effective reporting systems • regular evaluation, reflection and application of learning.
Partnership	There is a strong record of collaboration across council departments and with external partners on initiatives that have integrated activity across the four Environments for health. Examples of such partnerships might include: • cross-department committees and projects • formal partnership agreements with community partners.
Community Participation	Council has a record of encouraging participation from the community in decisions affecting the health and wellbeing of the community. Evidence of effective engagement might include: • community plans • engagement policy • strength of engagement – on a participation scale.
Resource allocation	Council makes sufficient resources available to ensure each phase of planning is adequately completed. This means sufficient funds and timeframes to: • gather and analyse data • engage the community and other stakeholders • determine priorities and identify evidence-based interventions • support implementation including monitoring and evaluation.
Workforce development	Those with the task of planning have the right skills to make it happen and council is committed to their professional development. Those involved in planning include: • social and health planners and their line managers • corporate planners and their line managers • other business unit staff participating in corporate planning.

2.2 Pre-planning

Pre-planning is concerned with setting the foundation for planning. This stage creates the broad processes required to plan effectively and builds the leadership and partner support necessary to develop and implement the MPHWP. From a leadership perspective, pre-planning provides the opportunity to clarify where public health and wellbeing will feature in council's planning hierarchy and can lead to establishing a clear mandate from councillors and senior managers about the MPHWP's role in guiding council business. For partners and other stakeholders pre-planning provides the opportunity to create robust mechanisms that promote early buy-in and meaningful participation throughout the stages of planning.

Strong partnerships with community health services, primary care partnerships and other local services, as well as the wider community and local businesses will be critical to achieving alignment of objectives to improve the health and wellbeing of the local community.

Legislative considerations

PH&WB Act s. 26 requirements:

(e) be consistent with—

> *(i)   the Council Plan prepared under section 125 of the **Local Government Act 1989;** and*

> *(ii) the municipal strategic statement prepared under section 12A of the **Planning and Environment Act 1987.***

Toolkit: Resources to assist in pre-planning

*   *Including public health and wellbeing matters in the council plan or strategic plan: a resource for local government planners*
    Source: Department of Health, 2012
    Description: A resource that helps councils consider the legislative and operational implications of including public health and wellbeing matters in their council plan.
    http://www.health.vic.gov.au/localgov/

*   *Municipal public health and wellbeing planning: Having regard to climate change*
    Source: Department of Health, 2012
    Description: Guide on meeting the requirements of s. 14 of the Climate Change Act, which identifies local council as one of the decision-makers who must consider climate change during the preparation of a municipal public health and wellbeing plan.
    http://health.vic.gov.au/environment/

| Actions
What needs to be done? | Working papers
What documentation
is suggested? | Milestones
What will this stage achieve? |
| --- | --- | --- |
| • Assess council's capacity to support municipal health and wellbeing planning against key enabling factors (see Table 2.1). Consider how well each statement about organisational capacity in Table 2.1 describes your council

• Refresh or raise awareness among councillors and senior managers of council functions under s. 24 of the PH&WB Act

• Review previous municipal public health and wellbeing planning processes and clarify the areas that worked well and those that need improvement. Consider using the planning milestones in this guide as a checklist for your review

• Review requirements of other relevant legislation, for example, the Climate Change Act, and map other MPHWP and strategy requirements

• Assess what other external municipal, sub-regional or regional planning might be occurring where planning efforts can be optimised

• If considering the option of including public health and wellbeing matters in the council plan under s. 27 of the PH&WB Act, use the resource *Including public health and wellbeing matters in the council plan or strategic plan* to consider the benefits and risks to your council

• Determine internal management and coordination mechanisms (see engagement stage)

• Determine external advisory mechanisms based on stakeholder analysis

• Design a broad planning schedule over the whole cycle and assess resources required and those available for the planning process | • Review of previous MPHWP process

• Council planning hierarchy highlighting public health and wellbeing matters

• Governance structure for public health and wellbeing planning

• Broad planning schedule

• Briefing paper for sign off by council | • Decision made on the best approach to developing an MPHWP – a stand-alone plan or inclusion of public health and wellbeing matters into the council plan

• Clear understanding of how high-level public health and wellbeing goals will inform business plans and other subordinate plans

• Internal management and coordination mechanism(s) determined

• Cross-sector advisory mechanism(s) determined to ensure council receives advice from external stakeholders and community on development of MPHWP

• Leadership support demonstrated by:
  – council/senior management endorsement of the planning project (incorporating the above milestones)
  – councillors and senior managers having identified roles in key planning mechanisms and events |

2.3 Municipal scan

The municipal scan provides a preliminary understanding of the health and wellbeing status of the community and the determinants that contribute to this status. It needs to take into account the context of other local, state and national health policy and issues.

The municipal scan alone will not provide the information needed to identify priorities; however, it can indicate the areas where further analysis and discussion with stakeholders and the community needs to occur to identify priorities.

Legislative considerations

PH&WB Act s. 26 requirements:

(2)(a) *include an examination of data about health status and health determinants in the municipal district.*

(4) *In preparing a municipal public health and wellbeing plan, a Council must have regard to the State Public Health and Wellbeing Plan prepared under section 49.*

Related principle: Principle of evidence-based decision making.

Health status indicators include:

- life expectancy estimates and mortality rates
- burden of disease in the population
- potentially preventable hospital admissions (Ambulatory Care Sensitive Conditions)

The determinants of health impact on health at the individual or population level. They are key to preventing disease and injury and help explain and predict trends and disparities in health. They can be environmental, socioeconomic, behavioural or bio-medical, and can act more directly to cause disease (such as tobacco smoking) or be further back in the causal chain and act via a number of intermediary causes (such as socioeconomic status) (*Your health: the Chief Health Officer's report 2010,* Department of Health 2011f).

The *Victorian Public Health and Wellbeing Plan 2011–2015* provides councils with a set of broad priorities and information on links between health conditions, associated risk factors and determinants. Much of the data is available at the local level (see section 3.1).

In addition to the range of data listed in section 3.1, information for health and wellbeing planning can also be gained by undertaking system inventories and community consultation exercises. A system inventory maps and describes all the components of the local prevention system including the policies and programs of the councils, community health services, other key agencies and existing networks. The information collected through this inventory will assist in identifying stakeholders with a critical role in the successful planning, implementation and evaluation of MPHWPs.

Actions What needs to be done?	Working papers What documentation is suggested?	Milestones What will this stage achieve?
• Collect relevant data on health and wellbeing status (see suggested data sources listed in section 3.1) • Collect relevant determinants of health data to establish causes of the health problems (see section 3.1) • Assess the implications of national and state policies and priorities, such as the *Victorian Health and Wellbeing Plan 2011–2015,* for the community • Assess implications of other reports, local policies and local information on the community • Analyse data to identify which determinants, risk factors or issues are having significant impacts on the health and wellbeing of the community, and to identify the potential to take necessary action • Identify health disparities for priority population groups	• A data map of information and sources • A summary of municipal scan findings	• An identification and analysis of the health and wellbeing status of residents and visitors to the municipality • An identification and analysis of which determinants, risk factors or issues are having the biggest impact on the health and wellbeing of the community • A preliminary profile of health and wellbeing challenges facing the municipality for engagement purposes has been developed

2.4 Engagement

Engagement is concerned with involving internal and external stakeholders and the community in further understanding the health and wellbeing needs of the community. This stage applies these additional perspectives to the information from the municipal scan to create a fuller picture of the challenges confronting the community. It also provides for the identification of the assets and opportunities that might be used to respond to these challenges and builds the relationships that will help refine health and wellbeing actions and support implementation.

Legislative considerations

PH&WB Act s. 26 requirements:

(2)(c)   *provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan;*

(2)(d)   *specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan;*

Related principles: Principle of accountability and principle of collaboration.

Toolkit: Resources to assist engagement, communication and partnerships

- Herriman, J.2011. *Local Government and Community Engagement in Australia.* Working Paper No 5.
  Source: Australian Centre of Excellence for Local Government, University of Sydney
  http://www.acelg.org.au/upload/program1/1320191471_Community_Engagement_web.pdf

- VLGA Community engagement webpage and resources
  http://www.vlga.org.au/Resources/Consultation_and_Engagement.aspx

- International Association for Public Participation Spectrum for Public Participation
  Source: International Association for Public Participation (IAP2), 2004
  Description: The IAP2 Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. The website, http://www.iap2.org.au/ includes a number of additional resources for organisations to improve the quality of their community engagement work.

- *A guide to planning your community and stakeholder engagement strategy*
  Source: Department of Planning and Community Development, Victoria
  Description: Guidelines developed to help plan projects, programs and policy initiatives using an engagement approach which makes use of the IAP2 Spectrum for Public Participation
  http://www.dpcd.vic.gov.au/__data/assets/pdf_file/0019/43183/Engagement_Guide.pdf

- *VicHealth Partnership tool*
  Source: VicHealth, 2011
  Description: The VicHealth *Partnership tool* provides a framework to assist organisations to develop a clearer understanding of the range of purposes of collaborations, reflect on the partnerships they have established and develop ways to strengthen new and existing partnerships.
  http://www.vichealth.vic.gov.au/Publications/VicHealth-General-Publications/Partnerships-Analysis-Tool.aspx

Actions What needs to be done?	Working papers What documentation is suggested?	Milestones What will this stage achieve?
• Design a cross-council engagement strategy with a focus on the determinants of health • Design an external stakeholder engagement strategy with a focus on the determinants of health – including the Department of Health and other state government agencies • Where possible connect with existing relevant internal or external planning networks • Design a community engagement strategy using the *International Association for Public Participation Spectrum for Public Participation* to guide your approach to community engagement. http://www.iap2.org.au/resources • Present summary municipal scan findings and conduct consultation in accordance with the community and partner engagement strategy • Analyse the implications of consultations for the whole population and priority groups • Use partner and community insights to add to your understanding of health and wellbeing for the whole population and priority population groups	• An engagement strategy that recognises the multiple levels of engagement: cross-council; community and external stakeholders; and partners • An inventory of local services and system description • A summary of consultation findings from all stakeholders • A consolidated municipal health and wellbeing profile	• Working relationships with internal business units and external stakeholders (including the Department of Health) established • The community engagement strategy provides a clear role for local people in planning for health and wellbeing • An understanding of the community perceptions of the health and wellbeing challenges facing the municipality informed by stakeholders, including community members • An identification and understanding of the assets and opportunities in the community to address health and wellbeing challenges • A clear understanding of the dimensions of health disparity in the municipality

2.5 Planning decisions

The planning decisions stage is concerned with addressing those areas where the municipal scan and engagement indicate a need for change. The change sought will focus on long-term benefits and is expressed as a goal. Once the goals are identified strategies are selected to pursue the change based on the available evidence of what works. Innovative strategies are also considered where there are few evidence-based alternatives and there is a commitment to adequate evaluation. The planning decisions stage will result in a formal MPHWP document that will guide health and wellbeing action across council and identify how councils will work with partners (see s.26 (d)).

Legislative considerations

PH&WB Act s. 26 requirements:

(2)(b) identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;

(2)(c) provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan;

(2)(d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan

Related principles: Principle of evidence-based decision making, principle of accountability and principle of collaboration.

Deciding on MPHWP priority issues

Reaching agreement on MPHWP priority issues requires consideration of:

- the determinants, risk factors or issues that have significant impacts on the health and wellbeing of your community (the municipal scan from planning stage 2)
- state, national and local health priorities (from stage 2)
- your community and partner consultations (from stage 3).

Deciding on MPHWP strategies

Agreement among relevant stakeholders needs to be reached when selecting the strategies that will be used to address the agreed priorities. This process needs to include discussions about the criteria that will be used to guide strategy selection and an agreed process for assessing potential strategies and programs against the criteria. Possible criteria include:

- evidence of effectiveness
  - the number of studies
  - research design of studies
  - quality of studies
  - consistency of findings
- efficiency or cost-effectiveness (where available)
- equity
- feasibility of implementation
- acceptability to stakeholders
- potential for side effects – positive or negative
- sustainability.

A review of the research evidence for the potential strategies is needed to address the criteria of effectiveness, efficiency and strength of evidence and may also help to address the criterion of equity.

An assessment of your community's key strengths and capacities may also help to guide strategy selection as these will impact on the feasibility of implementing the strategy.

Actions What needs to be done?	Working papers What documentation is suggested?	Milestones What will this stage achieve?

• Agree local priority issues for long-term change (goals) based on a consolidated municipal health and wellbeing profile
 	
• Agree criteria to guide the selection of strategies and review the research evidence for effectiveness and cost-effectiveness
 	
• Review the effectiveness of strategies from previous MPHWPs informed by impact evaluation results
 	
• Select evidence-based strategies suited to local conditions and priority populations based on agreed selection criteria
 	
• Develop a balanced portfolio of strategies, including a limited number of innovative approaches where the potential for impact is high – but evaluate well to contribute to the evidence base
 	
• Validate proposed goals and strategies in accordance with stakeholder engagement strategies
 	
• Consider developing an evaluation strategy at this time to include as a summary in the MPHWP
 	
• Complete the final MPHWP and submit to the Secretary to the Department of Health, through the Regional Director Health and Aged Care.
	• A first draft MPHWP for stakeholder consultation
	
	• A second draft MPHWP for exhibition
	
	• A final MPHWP endorsed by council
		• Leaders in council are engaged in deciding priorities and agreeing on MPHWP goals and strategies
		
		• Local priority issues and long-term changes council intends to pursue over the life of the MPHWP are clear and agreed upon by stakeholders
		
		• Strategies that refer to evidence have been selected using agreed criteria (see toolkit). Strategies should be:
		  – specific and measurable
		  – based on best available evidence
		  – target behavioural, organisational and environmental factors
		
		• Documented MPHWP goals, objectives and strategies endorsed by internal and external stakeholders
		
		• MPHWP endorsed by council

The toolkit below lists resources that can assist evidence-informed decision making. A comprehensive, though not exhaustive, range of policy and planning tools that identify actions for council strategies, polices and plans for creating supportive environments are listed in section 3.2.

Toolkit: Resources to assist evidence-informed decision making

- The Department of Health's health promotion website provides links to a range of tools and guidelines that support evidence-informed decision making. The guide entitled *Making decisions about interventions: a guide for evidence-informed policy and practice* is a good starting point when making decisions about interventions. Links to evidence summaries on the department's website and on other key websites are also provided.

  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/index.htm

- *Making decisions about interventions. A guide for evidence-informed policy and practice*
  Source: Victorian Government Department of Health, Prevention and Population Health Branch, 2010
  Description: This document brings together the main concepts associated with evidence-informed decision making in the context of health promotion and disease prevention interventions.

  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/cdp_tools.htm

- *How to search for evidence of intervention effectiveness and cost-effectiveness*
  Source: Victorian Government Department of Health: Prevention and Population Health Branch, 2010
  Description: This tool is relevant to searching for evidence of intervention effectiveness and cost-effectiveness. It provides guidance to the steps required to review the evidence on a given research question in the area of intervention effectiveness and cost-effectiveness.

  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/cdp_tools.htm

- *Understanding program logic*
  Source: Victorian Government Department of Health, Prevention and Population Health Branch, 2009
  Description: This PowerPoint presentation introduces program logic as a useful tool for program or policy design, as well as for program evaluation. It also provides links to other program logic tools.

  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/cdp_tools.htm

- Canadian Best Practices Portal
  Source: Public Health Agency of Canada, 2012
  Description: This portal provides resources to support evidence-informed decision making. It includes examples of evidence-informed decision making, building capacity to do this and developing a strategy to find, consider and apply the evidence.

  http://cbpp-pcpe.phac-aspc.gc.ca/resources/evidence- informed-decision-making/

Evidence summaries

- Department of Health rapid reviews, evidence summaries and evidence-based resources
  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/cdp_effectiveness.htm

- Sax Institute evidence check reviews
  http://www.saxinstitute.org.au/policyresearchexchange/ EvidenceCheckReviews.cfm?objid=945

- Links to websites for sources of systematic reviews, economic evaluations and other high-level syntheses of the evidence are provided on the website below. Note: The majority of these sites allow free access to syntheses of the evidence.
  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/cdp_sources_evidence.htm

2.6 Implementation

Implementation is concerned with putting the MPHWP into practice. This means ensuring that actions are carried out as described in the MPHWP. Implementation involves working together with partners to pursue agreed activities and undertaking appropriate capacity building to support key tasks. Monitoring the MPHWP's progress and undertaking annual reviews will ensure the MPHWP remains on track and responsive to local needs.

Legislative considerations

PH&WB Act s. 26 requirements:

*(2)(c) provide for the involvement of people in the local community in the development, **implementation** and evaluation of the public health and wellbeing plan;*

(2)(d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan;

(4)   must review its municipal public health and wellbeing plan annually and, if appropriate, amend the municipal public health and wellbeing plan

Related principles: Principle of evidence-based decision making, principle of accountability and principle of collaboration.

Toolkit: Resources to assist with implementation

See sections 3.1 and 3.2 of this guide.

- *A practical guide to conducting annual reviews of MPHWPs*
  Source: Department of Health, Southern Metropolitan Region
  http://www.health.vic.gov.au/regions/southern/

Actions What needs to be done?	Working papers What documentation is suggested?	Milestones What will this stage achieve?
• Launch MPHWP • Develop an annual action plan and/or support business unit plans that progress public health and wellbeing strategies • Implement strategies as described in the MPHWP • Work in partnership with the Department of Health and other agencies to coordinate strategies • Monitor the progress of the MPHWP in accordance with the evaluation strategy, which should include processes for annual review (see evaluation stage) • Conduct annual reviews over the MPHWP cycle to consider any necessary changes to the MPHWP • Use the MPHWP's goals to influence emerging council policies and strategies, for example, those focused on priority populations or determinants	• An annual action plan and/or business unit plans • Routine monitoring reports • Annual review reports • Updated plans	• The MPHWP is communicated to community and stakeholders • An annual action plan is documented • Actions are included in unit business plans across council • An annual review of progress and environmental context is conducted to ensure MPHWP effort remains focused • The MPHWP is used to influence emerging council policies and other plans or strategies

2.7 Evaluation

Evaluation is concerned with demonstrating accountability for the investment of resources in health and wellbeing action and with learning more about what does and does not work. This information can be used to guide future investment in health and wellbeing action and provides an opportunity to report achievements and to share and celebrate successes.

Evaluation is most effective when designed early in the planning cycle. This allows information collection and other evaluation tasks to be designed and carried out throughout the life of the MPHWP, leading to a final evaluation to inform the next planning cycle.

Legislative considerations

PH&WB Act s. 26 requirements:

(2)(c) *provide for the involvement of people in the local community in the development, implementation and* **evaluation** *of the public health and wellbeing plan;*

Related principles: Principle of evidence-based decision making, principle of accountability and principle of collaboration.

Toolkit: Resources to assist with evaluation

- See the Victorian Department of Health's health promotion website for links to a range of useful evaluation tools.
  http://www.health.vic.gov.au/healthpromotion/ evidence_evaluation/cdp_tools.htm

- Refer to data sources listed in section 3.1 for indicators to assess population health trends.

- Evaluation of *Environments for health framework: final report*
  Source: Centre for Health through Action on Social Inclusion, Faculty of Health, Medicine, Nursing and Behavioural Sciences, Deakin University, for the Department of Human Services, 2006
  http://www.health.vic.gov.au/localgov/

Actions What needs to be done?	Working papers What documentation is suggested?	Milestones What will this stage achieve?
• Develop an evaluation strategy to answer the following questions about MPHWP goals and strategies: – Have we done what we said we would do? (Use the resource *A practical guide to conducting annual reviews of MPHWPs* http://www.health.vic.gov.au/regions/southern/) – Are we having the influence we expected? – Have we achieved the change we sought? – What worked well and what needs improvement? • Determine what role internal partners, external partners and the community will play in the evaluation • Design systems to support the evaluation strategy • Conduct evaluation in accordance with evaluation strategy	• Evaluation strategy • Evaluation report(s)	• Understanding about the impact council actions are having on local behaviours and on local environments • Understanding about whether council is achieving its goals • Learning about what might be done differently in the next MPHWP cycle – adding to the evidence base • Communication of evaluation findings with internal and external partners and the community

Part 3: Additional resources

3.1 Victorian data sources on health and wellbeing

Victorian Government data: Local government area profiles

Source: Department of Health

Description: These provide a broad range of data including population, socioeconomic, services and health data relating to the LGA.

www.health.vic.gov.au/modelling/planning/lga.htm

Health status of Victorians

Source: Department of Health

Description: Data on health measures such as prevalence of selected chronic diseases and lifestyle risk factors, as well as data on the use of selected healthcare services and social capital. Data is also available through reports and interactive online sites such as the Victorian Health Information Surveillance System (VHISS) and the *Health status atlas.*

www.health.vic.gov.au/healthstatus
www.health.vic.gov.au/healthstatus/interactive/vhiss.htm

Victorian Population Health Survey

Source: Department of Health

Description: The VPHS is an important component of the department's population health surveillance capacity. The annual survey is an ongoing source of quality information on the health and wellbeing of Victorians. The aim of the survey is to provide quality, timely indicators of population health that directly apply to evidence-based policy development and strategic planning across the department and the wider community.

For the years 2001 to 2007, the VPHS was conducted at the statewide level and sampled approximately 7,500 Victorians. In 2008 the sample size was expanded for the first time to approximately 34,000 Victorians, to enable analysis by LGA. This enables councils to confidently plan for public health and wellbeing, using the survey data to produce and evaluate evidence-informed plans. The LGA-level survey will be conducted every three years with statewide surveys conducted in the intervening two years.

www.health.vic.gov.au/healthstatus/survey/vphs2008.htm

Avoidable Mortality Study

Source: Department of Health

Description: Avoidable mortality (AM) is a simple and practical population-based method of counting untimely and unnecessary deaths from diseases for which effective public health and medical interventions are available. An excess of deaths due to preventable causes should suggest shortcomings in the healthcare system that warrant further attention.

www.health.vic.gov.au/healthstatus/admin/avoidable-mortality.htm

Victorian Ambulatory Care Sensitive Conditions study

Source: Department of Health

Description: Ambulatory care sensitive conditions (ACSCs) are those for which hospitalisation is thought to be avoidable with the application of public health interventions and early disease management, usually delivered in an ambulatory setting such as primary care. High rates of hospital admissions for ACSCs may provide indirect evidence of problems with patient access to primary healthcare, inadequate skills and resources, or disconnection with specialist services.

http://www.health.vic.gov.au/healthstatus/admin/acsc/index.htm

Indicators of Community Strength

Source: Department of Planning and Community Development

Description: The Indicators of Community Strength measure selected indicators of social cohesion by LGA, broadly categorised as social networks and support structures, the capacity of social networks, social and community participation, and levels of civic and social trust. The source of the data is the 2008 VPHS.

www.dpcd.vic.gov.au/home/publications-and-research/indicators-of-community-strength

The health and wellbeing of Aboriginal Victorians: Victorian Population Health Survey 2008, Supplementary report

Source: Department of Health

Description: This report contains the key findings about the health and wellbeing of Aboriginal Victorians from the VPHS 2008. The report made comparisons of survey findings between Aboriginal and non-Aboriginal Victorians. Information is presented on health outcomes and the socioeconomic determinants, psychosocial risk factors, community and societal characteristics, disease-inducing behaviours and healthcare system attributes that underlie and impact on health outcomes.

www.health.vic.gov.au/healthstatus/survey/vphs-aboriginal.htm

Victorian Population Health Survey of people with an intellectual disability 2009

Source: Department of Health

Description: This report contains the key findings about the health and wellbeing of Victorians with an intellectual disability. A total of 897 adults with an intellectual disability were surveyed in 2009.

www.health.vic.gov.au/healthstatus/survey/vphs-id.htm

Victorian Child and Adolescent Monitoring System: Community Profile Series

Source: Department of Education and Early Childhood Development

Description: The Community Profile Series provides local-level information on the health, learning, safety, development and wellbeing of Victorian children and young people.

http://www.education.vic.gov.au/about/research/pages/reportdatacommunity.aspx

VicHealth Indicators Survey

Source: VicHealth

Description: VicHealth's Indicators Survey (VI Survey) is a triennial, LGA-based survey targeting the adult Victorian population, collecting a wide range of information in relation to the social determinants of health and attitudes towards health and community wellbeing. The survey is based on a set of indicators critical to inform decisions about public health priorities. The survey complements other Victorian population health surveys such as the VPHS and, when combined, these two datasets enable local government planners to gain a comprehensive picture of health and wellbeing in Victoria. The Vichealth Indicators data is available at the website below and will also be made available through Community Indicators Victoria (see below).

http://www.vichealth.vic.gov.au/Research/VicHealth-Indicators.aspx

Community Indicators Victoria (CIV)

Source: Collaborative project hosted by the McCaughey Centre, School of Population Health, The University of Melbourne

Description: CIV is guided by a framework of community wellbeing and includes indicators of social, economic, environmental, cultural and democratic domains by LGA. The indicators included have been compiled from a range of sources including the VicHealth Indicators Survey (2011), the CIV survey (2007), the VPHS, Australian Bureau of Statistics Census data and other Victorian government departments.

www.communityindicators.net.au

Your health: The Chief Health Officer's report

Source: Department of Health

Description: The Chief Health Officer's biennial report provides a comprehensive picture of the health and wellbeing of Victorians. It is written to meet the requirements of s. 21(c) of the PH&WB Act. The report contains information on the general health status of Victorians (for example, life expectancy and mortality) and the determinants of health (for example, smoking and physical activity).

www.health.vic.gov.au/healthstatus/composite/your-health/current.htm

Surveillance data

The Infectious Diseases Epidemiology and Surveillance website provides a range of detailed infectious diseases surveillance reports (See section 3.2).

3.2 Tools and resources

This section includes tools and resources to support municipal public health and wellbeing planning across priority settings including: local communities and environments, workplaces and early childhood and education settings, and in areas of public health practice, including: protecting the health of Victorians and keeping people well.

Settings

Local communities and environments

By integrating action across the social, built, economic and natural environments, council policies and practices can make major contributions to many of the priority issues for promoting the health of Victorians. Tools and resources that relate to each the settings and priority issues are listed below.

Workplaces

- Workhealth
  Source: WorkSafe, 2010
  http://www.workhealth.vic.gov.au/

- *Primary prevention of chronic disease in Australia through interventions in the workplace setting: a rapid review*
  Source: Department of Health, 2008
  http://www.health.vic.gov.au/healthpromotion/
  evidence_evaluation/cdp_prevention.htm#workplace

- Victorian Prevention and Health Promotion Achievement Program
  Source: Department of Health
  http://www.health.vic.gov.au/prevention/
  achievementprogram.htm

- *Healthy Food and Drink Policy and Catering Guide for Workplaces*
  Source: Department of Health, 2012
  http://www.health.vic.gov.au/prevention/initiatives.htm

Schools and early childhood services

- Victorian Prevention and Health Promotion Achievement Program
  Source: Department of Health
  http://www.health.vic.gov.au/prevention/achieve_early_
  childhood.htm
  http://www.health.vic.gov.au/prevention/achieve_
  schools.htm

- Victorian Healthy Eating Advisory Service
  Source: Department of Health
  http://www.health.vic.gov.au/prevention/eating.htm

- Evidence summaries on increasing healthy eating by children are available at
  http://www.health.vic.gov.au/healthpromotion/
  evidence_evaluation/cdp_effectiveness.htm

Interventions in areas of public health practice

Continue to protect the health of Victorians

Communicable disease prevention and control

- The Infectious Diseases Epidemiology and Surveillance website provides a range of detailed infectious diseases surveillance reports.
  Source: Department of Health
  http://ideas.health.vic.gov.au/

The reports include:

- *Infectious diseases epidemiology and surveillance* – representing notified cases of infectious diseases received by the Department of Health provided by health regions and LGAs.
  Source: Department of Health
  http://ideas.health.vic.gov.au/surveillance/tabulated-
  summaries.asp

- *Victorian infectious diseases bulletin* – published quarterly and provides summaries of infectious diseases surveillance data, local news, outbreak investigations, infection control procedures, clinical cases of general interest and brief reports on original clinical or laboratory-based research.
  Source: Department of Health
  http://ideas.health.vic.gov.au/surveillance/diseases-
  bulletin.asp

Immunisation

- *Victorian immunisation strategy 2009–2012*
  Source: Department of Health, 2008
  http://www.health.vic.gov.au/immunisation/resources/
  victorian-immunisation-strategy.htm

- Local government advice and information resources
  Source: Department of Health
  http://www.health.vic.gov.au/immunisation/
  resources.htm

- Reports on immunisation coverage by age cohort
  and LGA are included in each edition of the *Victorian
  infectious diseases bulletin.*
  Source: Department of Health
  http://ideas.health.vic.gov.au/surveillance/diseases-
  bulletin.asp

Environmental health

- Environmental health material including the *Heatwave
  planning guide, Development of heatwave plans in local
  councils in Victoria* and *Municipal public health and
  wellbeing planning: Having regard to climate change*
  are included on the department's website
  Source: Department of Health
  http://www.health.vic.gov.au/environment

Food safety

- The Food Safety website provides information about
  food safety and food safety regulation.
  http://www.health.vic.gov.au/foodsafety

Incident and emergency response

- Councils are required to develop and implement a
  municipal emergency management plan (MEMP) under
  the Emergency Management Act 1986. The council
  planning committee responsible for developing the
  MEMP would be an important resource for information
  relevant to creating the MPHWP.

Keeping people well

Healthy eating

- *Municipal food security scanning tool*
  Source: Victorian Local Governance Association
  (VLGA), 2010
  http://www.vlga.org.au/Projects___Campaigns/Food_
  Security4.aspx

- Healthy Basket Food Survey
  Source: Monash University
  http://hfb.its.monash.edu.au/hfb/

- Food for All – Resources for local government
  Source: VicHealth, 2010
  http://www.vichealth.vic.gov.au/Publications/Healthy-
  Eating/Healthy-Eating-Programs/Food-For-All---
  Resources-for-Local-Governments.aspx

- *Food sensitive planning and urban design: A conceptual
  framework for achieving a sustainable and healthy
  food system*
  Source: National Heart Foundation of Australia (Victorian
  Division), 2011
  http://www.heartfoundation.org.au/
  SiteCollectionDocuments/Food-sensitive-planning-
  urban-design-full-report.pdf

- *Healthy Living Programs Project – executive summary*
  Source: Department of Health, 2012
  http://www.health.vic.gov.au/healthpromotion/
  evidence_evaluation/cdp_other_syntheses.htm

- *Local government and food security, an evidence review*
  Source: Department of Health, 2011
  http://docs.health.vic.gov.au/docs/doc/Local-
  Government-and-Food-Security:-An-Evidence-Review

Physical activity

- *Healthy by design: A planners' guide to environments
  for active living*
  Source: National Heart Foundation of Australia (Victorian
  Division), 2004
  http://www.heartfoundation.org.au/driving-change/
  current-campaigns/local-campaigns/Pages/victoria-
  healthy-design.aspx

- *Creating healthy neighbourhoods: consumer preferences for healthy development*
  Source: National Heart Foundation of Australia, 2011
  http://www.heartfoundation.org.au/information-for-professionals/publications/Pages/U-V.aspx

- *Healthy built environments: a review of the literature*
  Source: Healthy Built Environments Program, City Future Research Centre, University of New South Wales, 2011
  http://www.be.unsw.edu.au/sites/default/files/upload/pdf/cf/hbep/publications/attachments/HBEPLiteratureReview_FullDocument.pdf

- *Active by design, subdivision guidelines and checklist for residential development*
  Source: David Lock Associates, 2009
  http://www.bawbawshire.vic.gov.au/files/376958db-8d43-4fe4-9b5e-9fbb00d6ea97/BawBaw_ABD_FINAL20090526.pdf

- *Clause 56 walkability toolkit: making walking preferable, not just possible*
  Source: City of Greater Geelong and David Lock Associates, 2009
  http://www.geelongaustralia.com.au/common/Public/Documents/8cd9bd471204de4-Walkability%20Toolkit.pdf

- *Healthy spaces and places: a national guide to designing places for healthy living*
  Source: Planning Institute of Australia, 2009.
  In collaboration with the Australian Local Government Association, the National Heart Foundation of Australia and funded by the Australian Government Department of Health and Ageing.
  http://www.healthyplaces.org.au/userfiles/file/HS&P%20An%20overview.pdf

- The Healthy Spaces and Places website leads planners and other built environment professionals, health professionals, governments and communities to key tools and resources for building supportive environments for healthy spaces and places.
  For further information: http://www.healthyplaces.org.au

- The Thinking transport, integrated transport and mobility website provides examples of innovative work to improve active transport. The website includes links to **Victoria Walks** which has tips, resources and information to create walkable communities.
  http://www.thinkingtransport.org.au/content/good-ideas
  http://www.thinkingtransport.org.au/news/2011/11/victoria-walks

- *Healthy Living Programs Project – executive summary*
  Source: Department of Health, 2012
  http://www.health.vic.gov.au/healthpromotion/evidence_evaluation/cdp_other_syntheses.htm

Mental health promotion

- Mental health can be directly or indirectly supported through activity in a range of domains including participation in physical activity, sexual health, alcohol misuse, improving educational outcomes or prevention of violence. For example, actions that encourage physical activity, access to parks and open spaces contribute to enhanced mental health and wellbeing by helping to connect and strengthen communities. The following resource is designed to assist policy makers to systematically consider the social and environmental determinants of mental health when developing or reviewing policy or programs.

- *Using policy to promote mental health and wellbeing: a guide for policy makers*
  Source: Department of Health, 2012
  http://www.health.vic.gov.au/mentalhealthpromotion/

Tobacco control

- *Adopting a smoke free policy* (local councils)
  Source: Heart Foundation, 2011
  http://www.heartfoundation.org.au/driving-change/current-campaigns/local-campaigns/Pages/welcome.aspx

- Local government tobacco education and enforcement activities
  Source: Municipal Association of Victoria, 2011
  http://www.mav.asn.au/policy-services/health/public-health-regulations/tobacco/Pages/default.aspx

Oral health

- *Evidence-based oral health promotion resource*
  Source: Department of Health, 2011
  http://www.health.vic.gov.au/healthpromotion/
  evidence_res/quality_oral_health.htm

- For information on public dental services and access
  to oral health resources:
  Source: Dental Health Services Victoria (DHSV)
  www.dhsv.org.au

Alcohol and other drug use

- *Under the influence: What local governments can do
  to reduce alcohol and drug harms in their communities*
  Source: Australian Drug Foundation, 2012
  http://www.druginfo.adf.org.au/reports/prevention-
  research-quarterly

Community safety (injury prevention)

- Refer to design considerations for safe and healthy
  communities in *Healthy by design: a planners' guide
  to environments for active living*
  Source: National Heart Foundation of Australia
  (Victorian Division), 2004
  http://www.heartfoundation.org.au/driving-change/
  current-campaigns/local-campaigns/Pages/victoria-
  healthy-design.aspx

Skin cancer prevention

- *Skin Cancer Prevention Framework 2013–2017*
  Source: Department of Health, 2012
  http://www.health.vic.gov.au/prevention/skin-cancer

- *Shade policy framework*
  *Shade for everyone: a practical guide for shade
  development, including Designing for safe and healthy
  communities: a planning tool*
  Creating effective shade: shade audit tool
  Source: SunSmart
  http://www.sunsmart.com.au/workplaces_and_local_
  government/in_local_government

- In Victoria it is important to balance the risks of skin
  cancer from too much sun exposure with maintaining
  adequate Vitamin D levels. Vitamin D guidelines to
  be used in conjunction with SunSmart policies and
  guidelines includes
  *Vitamin D and the built environment in Victoria:
  a guideline for planners, engineers, architects and policy
  makers in local and state government.*
  Source: Department of Health, Victoria
  http://www.health.vic.gov.au/chiefhealthofficer/
  publications/

Sexual and reproductive health promotion

- Councils have opportunities within existing services and
  functions to promote sexual and reproductive health –
  directly and indirectly. Youth Services and Maternal &
  Child Health Services provide access to information,
  support and referral.

In addition to resources listed above, VicHealth
has developed a series of local government action
guides that councils may consider when preparing
their Municipal Public Health and Wellbeing Plans
and other strategies. The guides outline recent solid
research and some ideas for local action on ten
public health topics, consistent with national and
state priorities. These are available at:

http://www.vichealth.vic.gov.au/Publications/
VicHealth-General-Publications/VicHealth-local-
government-action-guides.aspx

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