

Municipal Public Health Planning - Good Practice Program

Embedding Public Health into the Business of Local Government

1. Organisational Checklist for Embedding Public Health

1. Does the City of Melbourne have any **policies** for public health?

	Yes	No
If yes, describe -		
• Priorities		
• Processes		
• Values		
• Philosophies		
• Professional codes of practice		
• Quality improvement system		

2. Does the City of Melbourne have a multi-disciplinary internal public health **committee or advisory group** for decision making, sharing ideas and support?

	Yes	No
If yes, list membership and provide TOR		

3. Does the City of Melbourne have suitably experienced and qualified public health **staff**?

	Yes	No						
If yes -								
• List number, qualifications and position within organisation								
• Is the mix of staff skills appropriate? <table border="0" style="width: 100%;"><tr><td style="width: 60%;"></td><td style="width: 20%; text-align: center;">Yes</td><td style="width: 20%; text-align: center;">No</td></tr><tr><td> If yes, describe mix</td><td></td><td></td></tr></table>		Yes	No	If yes, describe mix				
	Yes	No						
If yes, describe mix								
• Is public health experience valued? <table border="0" style="width: 100%;"><tr><td style="width: 60%;"></td><td style="width: 20%; text-align: center;">Yes</td><td style="width: 20%; text-align: center;">No</td></tr><tr><td> If yes, how is this evident?</td><td></td><td></td></tr></table>		Yes	No	If yes, how is this evident?				
	Yes	No						
If yes, how is this evident?								
• Is staff development for public health supported? <table border="0" style="width: 100%;"><tr><td style="width: 60%;"></td><td style="width: 20%; text-align: center;">Yes</td><td style="width: 20%; text-align: center;">No</td></tr><tr><td> If yes, describe how</td><td></td><td></td></tr></table>		Yes	No	If yes, describe how				
	Yes	No						
If yes, describe how								
• Is public health knowledge supported, with subscriptions to relevant journals and professional associations? <table border="0" style="width: 100%;"><tr><td style="width: 60%;"></td><td style="width: 20%; text-align: center;">Yes</td><td style="width: 20%; text-align: center;">No</td></tr><tr><td> If yes, list subscriptions</td><td></td><td></td></tr></table>		Yes	No	If yes, list subscriptions				
	Yes	No						
If yes, list subscriptions								

4. Does the City of Melbourne have dedicated and innovative **leadership for the coordination** of public health?

	Yes	No
If yes, describe		

5. Does the City of Melbourne have public health **principles** (empowerment, public participation, broad determinants of health, equity and justice, intersectoral collaboration) in the mission statement or organisational values?

	Yes	No
If yes, describe		

6. Does the City of Melbourne have **reporting processes** (planning, implementation and evaluation) and **documentation** of public health achievements?

	Yes	No						
If yes -								
• Describe								
• Is there recognition and incentives for staff to be involved in quality public health initiatives? <table border="0" style="width: 100%;"><tr><td style="width: 60%;"></td><td style="width: 20%; text-align: center;">Yes</td><td style="width: 20%; text-align: center;">No</td></tr><tr><td> If yes, describe</td><td></td><td></td></tr></table>		Yes	No	If yes, describe				
	Yes	No						
If yes, describe								

7. Does the City of Melbourne have structures that support **consumer and community participation** in decision making and project operations?

	Yes	No
If yes, describe		

8. Does the City of Melbourne have open **short and long term planning processes** that include public health? Yes No
- If yes -
- List plans, authors and references to public health (especially health outcomes or social determinants of health)
 - Describe planning processes -
 - Why was this plan developed?
 - How did its development begin – by whom, what division?
 - Were other internal stakeholders consulted? If yes, who and how?
 - Were external stakeholders consulted? If yes, who and how?
 - How were priorities decided?
 - How and by whom was the plan implemented and evaluated?
 - Are there dedicated finances for public health (an allocated minimum percentage of the overall budget)? Yes No

If yes -

 - Describe finances
 - Do public health practitioners know how much and how decisions are made about its distribution? Yes No
 - Does a three-year plan and vision for public health, exist? Yes No

If yes, how are priorities established?
9. Does the City of Melbourne have suitably experienced and qualified **management staff**? Yes No
- If yes -
- List title and position in organisational structure
 - Do they understand and value public health? Yes No

If yes, how this is demonstrated?
 - Do they encourage opportunities for inter-divisional work to improve health outcomes in the municipality? Yes No

If yes, how is this demonstrated?
 - Do they recognise and support the health requirements of staff? Yes No

If yes, how is this demonstrated?
10. Does the City of Melbourne have **opportunities for health promoting work**? Yes No
- If yes -
- Describe
 - Is health promotion included in job descriptions? Yes No

If yes, describe
 - Is dedicated time available for health promoting work (planning, needs identification, collaboration)? Yes No

If yes, describe
11. Does the City of Melbourne have **opportunities for staff to become actively involved** in -
- planning their (and the organisation's) work Yes No

If yes, describe
 - assessing progress towards their goals Yes No

If yes, describe
 - redesigning office practices Yes No

If yes, describe
12. What are the **strengths, weaknesses, opportunities and threats** for future public health work in key divisions of council?

2. Checklist for Evidence of Public Health in Planning Documents

(Adapted from Environments for Health)

1. Name of plan
2. Author/s of plan
3. Title and position in organisation
<p>4. Level of council action:</p> <p><input type="checkbox"/> Whole of population</p> <p><input type="checkbox"/> Neighbourhood</p> <p><input type="checkbox"/> Targeted population (specify)</p> <p><input type="checkbox"/> Specific issue(specify)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>5. Does the plan state an aim/s to alter one or more health outcomes? Yes No</p> <p>If yes, specify outcome/s</p>
<p>6. Does the plan state a vision, principles, strategies, aims, objectives, approaches, activities and/or actions to alter one or more determinants of health in the built/physical environment? Yes No</p> <p>If yes, specify component/s of the built/physical environment</p>
<p>7. Does the plan address issues that may arise for the most vulnerable groups in the municipality as a result of these altered components of the built/physical environment? Yes No</p> <p>If yes, specify groups and how issues are addressed</p>

<p>8. Does the plan state a vision, principles, strategies, aims, objectives, approaches, activities and/or actions to alter one or more determinants of health in the social environment? Yes No</p> <p>If yes, specify component/s of the social environment</p>
<p>9. Does the plan address issues that may arise for the most vulnerable groups in the municipality as a result of these altered components of the social environment? Yes No</p> <p>If yes, specify groups and how issues are addressed</p>
<p>10. Does the plan state a vision, principles, strategies, aims, objectives, approaches, activities and/or actions to alter one or more determinants of health in the economic environment? Yes No</p> <p>If yes, specify component/s of the economic environment</p>
<p>11. Does the plan address issues that may arise for the most vulnerable groups in the municipality as a result of these altered components of the economic environment? Yes No</p> <p>If yes, specify groups and how issues are addressed</p>
<p>12. Does the plan state a vision, principles, strategies, aims, objectives, approaches, activities and/or actions to alter one or more determinants of health in the natural environment? Yes No</p> <p>If yes, specify component/s of the natural environment</p>
<p>13. Does the plan address issues that may arise for the most vulnerable groups in the municipality as a result of these altered components of the natural environment? Yes No</p> <p>If yes, specify groups and how issues are addressed</p>

HEALTH OUTCOMES

- Mortality all causes
- Causes of death
- Low birth weight

VULNERABLE GROUPS

- Low income families (particularly women of child-bearing age, children and adolescents)
- People who have socio-economic problems
- People with mental illness
- People from non-English speaking backgrounds
- Chronically ill people (particularly socially isolated individuals and families with a chronically ill member, and the elderly)
- Frail elderly people (particularly those who are socially isolated and/or have low incomes)
- People affected by alcohol and/or substance abuse
- Homeless people (particularly youth, women of child-bearing age and the elderly)
- People of Aboriginal and Torres Strait Islander background

DETERMINANTS OF HEALTH

- **Components of the Built/Physical Environment**

Transport
Roads
Urban planning outcomes eg housing
Built form
Amenities eg parks, street lighting, footpaths, shops
Permeable neighbourhoods
Recreation facilities eg playgrounds, sports facilities

- **Components of the Social Environment**

Health care services	Education
Food security	Housing
Working conditions	Lifelong learning
Early childhood development	Gender
Demographics	Ethnicity / Culture
Sense of place and belonging	Language
Sense of community	Art and culture
Social capital	Participatory democracy
Social support	Community facilities
Social participation	Perceptions of safety
Social inclusion	Globalisation

- **Components of the Economic Environment**

Globalising economy
Economic policy
Industrial development
Employment
Resources
Income
Income distribution

- **Components of the Natural Environment**

Climate	Ozone layer
Geography	Impact on food production
Air quality	Water quality
Natural disasters	Native vegetation
Global climate change	