Healthy Food Environment Policy Index (Food-EPI) Australia – Progress update 2019

Queensland Government

Policy information (July 2016 – June 2018)







Actions taken (July 2016 – June 2018) by the Queensland Government in relation to the recommended policies from the 2017 Food Policy Index report

ID	Domain	Recommended policy actions	Progress against meeting recommended action
QLD1	Leadership	Continue efforts to establish a state-wide Queensland Health Promotion Commission (QHPC) to direct whole-of-government initiatives and partnerships for implementing evidence-based programs to promote health and wellbeing	Public Health Commission During the 2017 State election, the Queensland Government committed to establishing a statutory public health commission to tackle Queensland's high obesity and chronic disease rates by supporting children, young people and families to adopt a healthy lifestyle. Following the 2017 State election, the Government has maintained their commitment to rebuild preventive health and health promotion capacity through the establishment of a state-wide health promotion agency, and by supporting practical programs of proven effectiveness to assist everyone in our communities to live a long, healthy life without the threat of chronic illnesses such as diabetes, heart disease and cancer. The intent is to introduce legislation to establish a health promotion agency in 2019.
			Our Future State: Advancing Queensland's Priorities In 2018, the Government released their broad objectives for improving the wellbeing and prosperity of Queenslanders - Our Future State: Advancing Queensland's Priorities. The strategy is focussed on collaborative effort across government and with partners. Two of the six whole-of-government priorities specifically relate to health and wellbeing:
			Give our Children a Great Start focusses on healthy birth weight and immunisation; with increasing the proportion of babies delivered at a healthy birth weight by 5% by 2025, a whole-of-government target.
			Keeping Queenslanders Healthy focuses on healthy body weight and reducing suicide; with increasing the number of Queenslanders with a healthy body weight by 10% by 2026, a whole-of-government target.
			Healthier Food Environments in Healthcare Facilities The Queensland Minister for Health and Minister for Ambulance Services has announced that Queensland will phase out junk food and sugary drinks for staff and visitors from all healthcare facilities. Planning to deliver this commitment has commenced.
			Council of Australian Governments Health Council – Child Obesity Prevention Project

			In October 2016, the Council of Australian Government's Health Council discussed the issue of childhood obesity and considered collective action that could improve children's health by limiting the promotion and availability of unhealthy food and drinks. Ministers agreed to action that could be taken to limit the impact of unhealthy food and drinks on children and to consult with Ministers in other portfolios to collaboratively develop joint approaches. Schools, sport and recreation, and public healthcare facilities are the focus of the national childhood obesity prevention project, as well as potential enhancements for the food regulation system and food marketing systems. The Queensland Government is leading the national child obesity prevention project that includes development of cross sector national initiatives and stakeholder consultation on specific actions, for Ministerial consideration. Outcomes from the Council of Australian Government's Health Council child obesity prevention project will be announced in 2018/ 2019.
QLD2		Improve compliance with the 'Smart Choices: Healthy Food and Drink Strategy for Queensland Schools' policy in all schools (including government, independent and Catholic schools) by extending reporting mechanisms, incentives and support systems	An updated Ready Reckoner to support implementation of Smart Choices was released in 2016. Changes have been made to the classification of some food and drinks to align more closely with the National Healthy School Canteens Guidelines and the Australian Dietary Guidelines. State schools have been encouraged and supported to implement these changes. School principals are responsible for ensuring Smart Choices is implemented. There is no formal auditing of compliance with the strategy. The Queensland Department of Education continues to develop and review student health and wellbeing initiatives and resources, provide advice and support to schools about implementing Smart Choices, and liaise with key stakeholders to deliver programs across Queensland.
			The Queensland Department of Health funded the Queensland Association of School Tuckshops (QAST) to deliver The Healthy Tuckshop Support Program. This program provides support to government and non-government schools to implement and maintain healthy food and drink choices in Queensland schools. The program included the delivery of face-to-face networking opportunities, provision and promotion of healthy recipes and menus, and electronic communications. In 2017/2018, 52% of school tuckshop menus reviewed achieved compliance against Smart Choices, compared to 12% in 2015/2016.
QLD3	·	Establish a whole-of-government policy on healthy food procurement and provision across all Queensland	The Queensland Government <u>Be healthy, be safe, be well Framework</u> provides an integrated and proactive approach to health, safety and wellbeing across the Queensland public sector. The

		Government departments and settings under government control (e.g., sport and recreation facilities, community events)	framework identifies four organisational levers that can improve health, safety and wellbeing outcomes in agencies. These include leadership, culture, work design and work environment. The Healthier.Happier.Workplaces initiative supports the organisational levers of culture and work design. The program targets Queensland organisations and includes a recognition scheme where different levels of commitment to workplace health and wellbeing are acknowledged. There is currently no government-wide policy around the provision of healthy food in public sector workplaces.
QLD4	Food labelling	Enhance existing menu labelling regulations by requiring food outlets to display interpretive nutrition labelling (broader than kilojoule labelling), potentially through adaptation of the Health Star Rating scheme	The Queensland Department of Health is leading the national review of fast food menu labelling schemes in Australia. In February/March 2018 consultation with the fast food industry, public health and consumer organisations and government agencies informed the next steps of the policy review. Overall, there is stakeholder support for the current menu labelling schemes, with only one industry stakeholder voicing opposition to regulatory approaches and in this case, menu labelling. Addressing the inconsistencies between jurisdictions and achieving national consistency was a recurring theme throughout submissions and across the key issues canvassed. Reviewing the National Principles was a recommended approach where an approach was discussed. Views on extending menu labelling to include interpretative nutrition information (e.g. Health Star Rating) were sought. Overall, industry did not support interpretative information on menus, and specifically highlighted that the Health Star Rating system was inappropriate for fast food. In contrast, many public health organisations called for the Health Star Rating to be adapted for use on fast food menus. The consultation report is now available. On 29 June 2018, the Australia and New Zealand Ministerial Forum on Food Regulation agreed to further consultation to develop policy options to improve and strengthen menu labelling schemes in
QLD5	Monitoring and intelligence	Implement ongoing monitoring of food environments, including the extent of marketing of unhealthy foods to children, and the nutritional quality of food provided / available in schools and public sector settings (such as hospitals, other government facilities providing food service)	Australia. The Queensland Department of Health developed the Healthier drinks at healthcare facilities: Best Practice Guide for use by all Hospital and Health Services (HHSs) in June 2016. Incentive funding has been provided to most HHSs to facilitate implementation of the Best Practice Guide. Monitoring indicates that in June 2018, 30% of HHSs had committed to completely removing sugary drinks from sale in health facilities. A further 30% had made significant progress towards reducing supply of sugary drinks, with work beginning in the remaining HHSs in the second half of 2018. The A Better Choice Healthy Food and Drink Supply Strategy for Queensland Health facilities is being reviewed and updated. This strategy assists health facilities to create an environment that makes healthy food choices easier choices by improving the range, availability and promotion of healthy foods and drinks. It also limits the availability of less healthy options.

			The Queensland Department of Health has funded Queensland Association of School Tuckshops (QAST) to undertake a state-wide snapshot survey of school tuckshops in 2018. Previous surveys were completed in 1998 and 2008. This survey considers a range of factors including the nutritional quality of food provided. The final report is expected later in 2018. Queensland implemented a fast food menu labelling scheme in 2017. Evaluation of the menu labelling scheme is now underway and is considering legislative compliance; consumers' knowledge, attitudes and behaviours; and nutritional content of fast food. The results are expected to be available in 2019.
QLD6	Food promotion	promotion of unhealthy food and beverages in settings controlled or managed by the Queensland Government (e.g., public transport, bus shelters, government-owned	The Queensland Department of Health developed the Healthier drinks at healthcare facilities: Best Practice Guide for use by all Hospital and Health Services (HHSs) in June 2016. Implementation of the Best Practice Guide requires that less healthy drinks should not to be promoted or advertised on cabinets, fridges, vending machines or menu boards, or used in promotional deals. Monitoring indicates that by June 2018, 30% of HHSs had committed to completely removing sugary drinks from sale in health facilities. A further 30% had made significant progress towards reducing supply and promotion of sugary drinks, with work beginning in the remaining HHSs in 2018/2019.
QLD7	Food promotion	Require all organisations, such as community groups and sports clubs, that receive funding from the Queensland Government to restrict all promotion (including sponsorship) related to unhealthy food and beverages as a condition of receiving funding	This is currently not a Queensland Government priority.
QLD8	Governance	assessments as part of policy development and proposal processes, including explicit details about the consideration of potential impacts of	The <u>Social Impact Assessment (SIA) Guideline</u> (the Guideline) applies to all Queensland Government projects that are subject to an Environmental Impact Statement process under the <i>State Development and Public Works Organisationation Act 1971</i> or the <i>Environmental Protection Act 1994</i> . The Guideline states that the SIA must address health and community wellbeing, including ensuring the project "avoids or mitigates negative social impacts and capitalises on opportunities to improve the health and wellbeing of the local and regional communities". Further details are included in the Guideline.
QLD9	Support for communities	Put in place overarching state-wide structures, with associated resources,	Healthy Futures Commission

to provide broad and coordinated support for creating and maintaining healthy food environments at the community level across multiple settings During the 2017 State election, the Queensland Government committed to establishing a statutory public health commission to tackle Queensland's high obesity and chronic disease rates by supporting children, young people and families to adopt a healthy lifestyle. Following the 2017 State election, the Government has maintained their commitment to rebuild preventive health and health promotion capacity through the establishment of a state-wide health promotion agency, and by supporting practical programs of proven effectiveness to assist everyone in our communities to live a long, healthy life without the threat of chronic illnesses such as diabetes, heart disease and cancer.

Our Future State: Advancing Queensland's Priorities

In 2018, the Government released their broad objectives for improving the wellbeing and prosperity of Queenslanders - <u>Our Future State: Advancing Queensland's Priorities</u>. The strategy is focussed on collaborative effort across government and with partners. Two of the six whole-of-government priorities specifically relate to health and wellbeing:

Give our Children a Great Start focusses on healthy birth weight and immunisation, with increasing the proportion of babies delivered at a healthy birth weight by 5% by 2025, a whole-of-government target.

Keeping Queenslanders Healthy focuses on healthy body weight and reducing suicide, with increasing the number of Queenslanders with a healthy body weight by 10% by 2026, a whole-of-government target.

The Health and Wellbeing Strategic Framework

The <u>Health and Wellbeing Strategic Framework 2017 to 2026</u> sets a prevention-focussed pathway for achieving improved health for all Queenslanders. The goal of the framework is to increase the proportion of Queenslanders who adopt healthy behaviours and reduce unhealthy behaviours by creating healthy environments and empowering individuals with the knowledge, skills, attitudes and motivation to live healthy lives.

The framework provides for the identification, delivery and progress reporting of priority actions over the next 10 years. It supports the Queensland Department of Health's strategic objectives – in particular, to promote and protect the health and wellbeing of current and future generations of Queenslanders.

The framework focuses on the key modifiable behaviours of:

			 unhealthy eating and physical inactivity tobacco smoking unsafe sun exposure. Progress towards the achievement of ambitious 2020 and 2026 targets was reported in February 2018 in accordance with the Performance Measurement Strategy. This Performance Report 2016–17 describes the current status and progress against key indicators for the Health and Wellbeing Strategic Framework 2017 to 2026, and identifies drivers of and barriers to implementation. The 2017-18 Performance Report will be available in November 2018.
QLD10	Support for communities	Extend commitment to existing social marketing campaigns (including the 'Healthier. Happier.' campaign) by increasing their scope and reach, as part of broader efforts to improve population nutrition	The overarching goal of the ongoing Healthier. Happier. social marketing activity is to improve the health of Queenslanders by reframing attitudes towards, and understanding of healthy weight, diet and physical activity, to encourage healthier lifestyle choices. This includes the interactive Healthier. Happier. website that features tools, recipes, tips and information, and social media (Facebook and Instagram). The Healthier. Happier. social marketing activity has delivered over 1.3 million users and over 2.8 million unique page views on the Healthier. Happier. website in 2016-18. Multiple social marketing campaigns such as <i>Colour Wheel, Menu Labelling</i> and <i>Straight Answers</i> were in market 2016-18. These campaigns aimed at encouraging Queenslanders to increase their consumption of fruit and vegetables by including more colour in their diet, driving awareness of menu labelling legislation changes and busting common health and food related myths. Alongside the major campaign activity, Healthier. Happier. behaviour change messaging extended to
			Queenslanders through partnerships with other Queensland Government departments and non-government organisations, such as 10,000 Steps, Bridge to Brisbane fun run, My Health for Life, and the Department of Housing and Public Works My Home Awards.
QLD11	Food retail	Develop and implement programs, including incentives or accreditation schemes, for sports and recreation clubs to sell a healthier range of food and beverages whilst limiting availability of unhealthy food and beverages	Queensland Department of Health is funding the Queensland Alcohol and Drug Foundation to support and guide amateur sporting clubs with junior members to improve the way alcohol is managed and to promote healthy food and drinks. <u>Good Sports</u> provides a three-level accreditation program that includes resources and training to help clubs tackle alcohol-related issues as well as mental health, smoking and healthy eating. An extension of the core program, the Healthy Eating program focusses on increasing the range of healthy food and drink options available, safe food handling, promoting water as the drink of choice, encouraging healthy fundraising activities and developing a healthy food and drink policy.

QLD12	adopt the health, safety and wellbeing initiatives, with a focus on healthy	Workplace Health and Safety Queensland, WorkCover and the Queensland Department of Health jointly deliver workplace health, safety and wellbeing initiatives to Queensland workplaces. These initiatives aim to support workplaces to make policy, cultural and physical environment change that promote healthy lifestyles. A partnership-based, multi-strategic model using evidence-based interventions, including targeted strategies (e.g. industry specific) and universal strategies (e.g. website, workplace recognition scheme), to support best practice workplace health promotion programs and policies. More than 3700 Queensland workplaces have registered with Healthier.Happier.Workplaces since the program began.
		The Work Health Design Team from Workplace Health and Safety Queensland will continue to integrate health and wellbeing with the work of the health and safety regulator. Health, safety and wellbeing are included in the Workplace Health and Safety Queensland's Healthcare and Social Assistance strategy and in the Injury Prevention and Management program's workplace audit tool.
		Other examples of embedding health, safety and wellbeing into systems include targeting peak industry bodies, member organisations and the Queensland Public Sector. Influencing these high-level stakeholders will facilitate the adoption of healthy food environments in workplaces by facilitating integrated systems that will support sustainable workplace based initiatives.
		Specific cross sector activities include: A continued partnership with Brisbane Catholic Education to engage 11 schools with 8 completing action plans and 5 schools now having a health, safety and wellbeing committee. Evaluation results should be available in 2019. - Facilitation of the Workplace Health Initiative Network (WHIN) with 101 participants representing 20 of the 21 Government Departments continues and currently supports implementation of the
		Queensland Government Be healthy, be safe, be well framework. - Establishing a Hospital and Health Service health, safety and wellbeing network in partnership with Queensland Department of Health to build the capability of members to improve health, safety and wellbeing in the healthcare sector.
QLD13	Establish governance structures to improve policy coherence regarding agriculture, food, health, and innovation / research and development policies	Our Future State: Advancing Queensland's Priorities The Queensland Department of Premier and Cabinet is coordinating governance mechanisms across all relevant agencies to ensure the attainment of Our Future State: Advancing Queensland's Priorities through innovative and effective policy.

			Queensland Department of Health remains a member of the Food Regulation Standing Committee (FRSC) a sub-committee of the Australia and New Zealand Ministerial Forum on Food Regulation (the Forum). FRSC is responsible for coordinating policy advice to the Forum. To inform Queensland contributions to the food regulation agenda, the Queensland Department of Health leads the Queensland Food Interdepartmental Group, which meets prior to Forum meetings. The Food Regulation System has identified reducing chronic disease related to overweight and obesity is a priority. To identify opportunities to support obesity prevention objectives, A Health and Food Collaboration has been established. Queensland is a member of the Collaboration, currently Chaired by the FRSC Chair.
QLD14	Food retail	retailers and food service outlets in remote communities to improve in- store availability of healthy foods and limit availability and sales of unhealthy foods	An 18-month pilot project partnered with three Aboriginal and Torres Strait Islander Shire Councils to create healthy places in communities to reduce sugary drink consumption. The project focussed on engagement with Mayors, Councillors, Traditional Owners and Elders, community organisations and community members to develop appropriate local strategies for implementation. Strategies included the development of a local social marketing campaign and the installation of water bubblers. Community stores also made changes to support healthy drink choices such as placing water only fridges near the store's entrance and selling water at cost price. In one store, data indicated a small, but statistically significant increase in water sales and a similar decrease in soft drink and other sugary drink sales.
	Monitoring and intelligence	children's height and weight at key stages of primary and secondary schools, on an 'opt-out' consent basis	Measuring of children's height and weight at key stages of primary and secondary schools is not a current Queensland Government priority. However, the Queensland Department of Health releases biennial The health of Queenslanders report, with the 2018 edition due to be released in November 2018. Childhood overweight and obesity in Queensland are reported, with a key facts snapshot highlighting 2016 risk factors.
QLD16	Food retail	including incentives or accreditation schemes, for restaurants, pubs and clubs to improve the healthiness of their menu options	The Healthy Food Partnership (HFP) was established by the Commonwealth Government to improve the nutrition of Australians by supporting food reformulation, making healthier food choices easier and more accessible and by raising awareness of better food choices and portion sizes. In August 2016 a Food Service Working Group was established to develop actions that restaurants, cafes, sporting venues, pubs and clubs etc could implement to support dietary guidelines. The Queensland Department of Health contributed to the development of a scheme that will be launched in 2019.

Additional actions/policies/progress related to improving the food environment / obesity prevention / population nutrition (not captured above)

The following programs are funded by the Queensland Department of Health to address prevention of overweight and obesity. Intervention strategies outlined in the Health and Wellbeing Strategic Framework 2017-2026 include:

- 1. Public Policy and Legislation
- 2. Sector Development
- 3. Social Marketing Campaigns
- 4. Personal Skills Development
- 5. Risk Assessment and Early Intervention
- 6. Health Surveillance and Research

The actions mentioned above include public policy and legislation, sector development initiatives, social marketing and health surveillance and research. Those listed below focus on personal skills development and risk assessment and early intervention. Together these strategies provide an integrated approach to promoting healthy weight.

Action		Details
1.	Queensland Country Women's Association Country Kitchens program Personal skill development	Country Kitchens aims to help rural and remote Queenslanders learn to cook healthy nutritious meals at home and encourage healthy eating within their local communities. The Country Kitchens program builds the capacity of the QCWA to support healthy eating and lifestyle initiatives in rural and regional communities. The QCWA is supporting local branches to implement the Country Kitchens Healthy Catering Guidelines to improve food and drinks supplied at branch meetings and promote healthier food environments in their local communities.
2.	Need for Feed high school cooking program Personal skill development	Need for Feed aims to improve student's confidence and skills in preparing healthy food. The program targets secondary school students in grades 7 to 10 attending state and non-state secondary schools, with a priority focus on those living in socioeconomically disadvantaged areas and Aboriginal and Torres Strait Islander students.
3.	My Health for Life Risk assessment, early intervention and counselling	My Health for Life identifies Queensland adults at highest risk of developing preventable chronic diseases and provide them with access to lifestyle modification interventions to reduce their risk. Queensland adults aged 45 years and older and people of Aboriginal and Torres Strait Islander origin aged 18 years and over, who are assessed as being at high risk of developing chronic disease. Includes adults over 18 years with pre-existing conditions including a previous history of gestational diabetes mellitus; familial hypercholesterolemia; high blood pressure or high blood cholesterol.
		Health risk assessments are being offered in a range of settings, including GP practices, pharmacies, health facilities, workplaces and online. Referral (including self-referral) is required to access the 6-month lifestyle

	modification program delivered via telephone coaching or group based sessions. A maintenance program and online support is available following program completion. Diabetes Queensland is leading the statewide implementation of this program, together with a Healthier Queensland Alliance including Heart Foundation, Stroke Foundation, all Queensland Primary Health Networks, Queensland Aboriginal and Islander Health Council and the Ethnic Communities Council of Queensland. The telephone coaching is available statewide and delivered through the Diabetes Queensland 13 RISK (13 7475) telephone call centre. Group based sessions are facilitated by appropriately qualified and trained local health service providers.
4. Life Education Personal skill development	Life Education supports the delivery of health education modules addressing nutrition, physical activity, healthy weight, smoking and alcohol. The target group includes primary school students from state and non-state schools across Queensland, with a particular focus on rural and remote areas and communities with socio- educational disadvantage (as measured by ICSEA). Extra-curricular school-based health education program comprising a mobile classroom and specially trained educators who present vital health and safety messaging through tactile and multisensory activities. Children are encouraged to participate and learn through engaging education experiences. Sessions use the latest technology and provide children with online resources and problem-solving activities that can also be used by teachers in the classroom.
5. Jamie's Ministry for Food Personal skill development	Jamie's Ministry for Food supports Queenslanders to change to a healthier way of eating through provision of practical hands-on cooking classes which demonstrate how easy and cheap it can be to make simple and nutritious meals from scratch. Areas of high need are prioritised for the Mobile Kitchen locations and the program proactively recruits participants from high risk population groups e.g. concession card holders, Aboriginal and Torres Strait Islanders and young people. Jamie's Ministry for Food delivers hands on food literacy and cooking skills courses, in a friendly, supportive and fun environment, through a centre at Ipswich and a Mobile Kitchen that travels across the state. The program delivers 'Train-the-Trainer' and 'Internship' programs that will build the capacity of local communities and organisations to sustain ongoing delivery of the food literacy and healthy eating messages.
Queensland Healthcare for Healthy Weight intranet portal Sector Development	To help make Queenslanders among the healthiest people in the world by 2026, Queensland Health has developed the Healthy lifestyles internet portal, supporting Queensland health professionals to encourage and support patients and the public to have a healthy lifestyle. The portal includes up-to-date healthy lifestyle resources and tools for health professionals, consumers, workplaces and health surveillance and reports.

		New portal <u>Growing good habits</u> , the State's first online hub for childhood obesity and nutrition information, offering both families and health professionals tips and advice on a range of common lifestyle issues that play a part in maintaining a healthy weight. Preventive Health Branch collaborated on the development of this website together with Children's Health Queensland, The Queensland Child and Youth Clinical network and The University of Queensland.
		The consumer website contains information about all stages of child development, with ideas for physical activity and practical ways to improve nutrition, child-friendly and tasty recipes, as well as the latest news and research on childhood obesity. There is a dedicated section for health professionals with resources to help identify and manage children at risk of being above a healthy weight and support communication with families to ensure they can get the help they need.
7.	Brief Intervention for a Healthy Lifestyle Training Sector Development	To provide clinicians with the skills and confidence to conduct brief interventions as part of their routine care, to support patient's uptake of healthy behaviours including healthy eating, incorporating physical activity into daily life, and reduce smoking and alcohol misuse.
		Online brief intervention training, consisting of two specialised courses 1) for health workers who work predominately with non-maternity patients and 2) for midwives, child health nurses and other clinicians who work with pregnant and breastfeeding patients. This initiative is ongoing.
8.	Get Healthy Coaching and Information Service Risk assessment, early intervention and counselling	To support people to make positive lifestyle changes in relation to increasing physical activity and healthy eating and achieving and maintaining a healthy weight.
		Queenslanders over 16 years can self-refer, or be referred by their general practitioner or other health care provider. Five programs are available - Get Healthy standard program; Get Healthy in pregnancy program; Aboriginal and Torres Strait Islander program; Type 2 diabetes prevention program; and Information only program.

Appendix

Definitions

- Food: refers to food and non-alcoholic beverages. It excludes breastmilk or breastmilk substitutes.
- Food environments: the collective physical, economic, policy and socio-cultural surrounding, opportunities and conditions that influence people's food and beverage choices and nutritional status.
- **Government**: includes any government departments and, where appropriate, other agencies (i.e. statutory bodies such as offices, commissions, authorities, boards, councils, etc). Plans, strategies or actions by local government are not included, although relevant information can be noted if relevant.
- Government implementation: refers to the intentions and plans of the government and actions
 and policies implemented by the government as well as government funding for implementation
 of actions undertaken by non-governmental organisations, academic institutions, private
 companies (including consultants), etc.
- Healthy/unhealthy food: Categorisation of foods as healthy / unhealthy are in accordance with
 the Australian Dietary Guidelines (i.e. core and discretionary foods). Where it is not clear which
 category to use, categorisation of foods should be informed by rigorous criteria or the use of a
 nutrient profiling model.
- Policy actions: A broad view of "policy" is taken so as to include all government policies, plans, strategies and activities. Evidence of policy implementation takes consideration of the whole policy cycle, from agenda-setting through to policy development, implementation and monitoring. Policy progress may include, inter alia:
 - o Evidence of commitments from leadership to explore policy options
 - Allocation of responsibility to an individual/team (documented in a work plan, appointment of new position)
 - o Establishment of a steering committee, working group, expert panel, etc.
 - Review, audit or scoping study undertaken
 - Consultation processes undertaken
 - Evidence of a policy brief/proposal that has been put forward for consideration
 - Preparation of a regulatory or economic impact assessment, health impact assessment, etc.
 - Regulations / legislation / other published policy details
 - Monitoring data
 - Policy evaluation reports