

**Minutes**  
**Coordination of Wrap-Around Services Working Group**  
**9:00am – 11:00am, Friday 25 September 2015**  
**UnitingCare West**  
**10-12 Market Street, Fremantle**

**Chair:** David Cain, Executive Manager, Community Living, UnitingCare West

**Participants:** Tracy Foulds (Headwest), Traci Cascioli (St Patrick's Community Support Centre), Jennie Gray (Anglicare), Brent Lippiatt (Department of Social Services), Jenni Gordon (SWMPF), Jade Gallaher (Department of Housing), Heather Hobert (Disability Services Commission), Renee Robson (Department of Education), Paul Loseby (St John of God), Karin Mac Arthur (SWMPF)

**Apologies:** Antonella Segre (Connect Groups), Ann Atkinson (Strong Families), Clory Carrello (Cockburn Integrated Health), Olwyn Craske (Ruah Inreach Fremantle), Paul Hogan (Cockburn Community Care)

**1. Welcome, introductions and apologies**

David welcomed the working group to the new UnitingCare West premises in Fremantle. UnitingCare West was thanked for the use of the venue for the meeting.

**2. Volunteer to take the minutes**

Tracy Foulds

**3. Approval of minutes of meeting 27 August 2015**

Minutes were approved without change

**4. Business arising from the previous meeting**

A proposal was made at the SWMPF Steering Committee (Dylan Smith) that the Think Tank (TT) use an independent facilitator. David to follow up.

**Action:**

- David to advise Dylan Smith why the working group does not support the proposal to engage an independent facilitator.

## 5. Interagency Workshop

David acknowledged the excellent work done by Karin and Jenni in ensuring that the workshop was a success.

Evaluation of the workshop was completed by approximately 20 participants, which was positive and indicated the usefulness of the workshop for the people who attended.

An action plan from the workshop included the development of the good practice guidelines, the interagency directory and future workshops:

- Discussion of the interagency directory included the possibility of including terms of reference and geographical coverage of the interagency groups. Following discussion it was decided that the directory include whether Terms of Reference exist for the group and how to access. It was also decided that geographical coverage would be too difficult to manage and therefore the onus would be on individuals to make contact with the interagency group to determine. There are currently 14 agencies on the directory. Jenni to send to members for feedback.
- Interagency Workshops throughout the year. The group decided that two workshops a year would be a realistic figure. Future workshops could include a guest speaker and the possibility that members give presentations about their interagency groups. The group raised the possibility of a Christmas interagency get-together.
- The group reviewed the Building Blocks for Effective Collaboration. It was agreed that it needed to be reviewed to ensure there is common language and understanding and any duplication is removed. It was decided to keep the information to one page as a quick reference guide and the preamble was not required. Also discussion of the need for relationship building to be a main heading. Once finalised, this will be sent to all attendees who will be encouraged to provide feedback.

**Action:**

Jenni to update the Building Blocks for Effective Collaboration and send to members with the Interagency Directory and members to provide feedback.

**6. Revised informed consent form**

Feedback was sought from the Alma Street Advisory Group who felt there was a need for a witness signature to be included on the form at all times as a protection for informed consent. This was discussed by the working group, which acknowledged the feedback. It was decided that the witness signature be optional with the line above to be removed and a note about the client receiving a copy being added.

**Action:**

Jenni to update the consent form.

**7. Think Tank**

David provided a presentation on the Think Tank to the Leadership Group. It was decided to now run with the Think Tank and that the project at Caralee Community School to be the first case study. Information will be updated on the website to invite referrals to the Think Tank. It was important that there were clear expectations regarding timeframes and possible outcomes. It was decided that the first Think Tank meeting will be held on the fourth Tuesday of October.

**8. Any other business**

Karin advised that SWMPF will be producing a short e-newsletter which would include updates on the projects. It would include messages from the Chair and Group Chairs to create the sense of collective leadership.

Karin is also developing a PowerPoint presentation for use by members to introduce SWMPF.

**9. Next meeting**

23 October, 9am-11am at Headwest, 645 Canning Highway, Alfred Cove