

Minutes

**Meeting of the Coordination of Wrap-Around Services Working Group
9:00am – 11:00am, Friday 23 October 2015
Headwest, 645 Canning Highway, Alfred Cove**

Acting Chair: Jenni Gordon (SWMPF/PIR)

Participants: Tracy Foulds (Headwest), Traci Cascioli (St Patrick's Community Support Centre), Jennie Gray (Anglicare), Brent Lippiatt (Department of Social Services), Heather Hobert (Disability Services Commission), Paul Loseby (St John of God), Olwyn Craske (Ruah Inreach Fremantle), Paul Hogan (Cockburn Community Care), Ann McKay (Department for Child Protection and Family Support), Megan Richards (UnitingCare West)

Apologies: Antonella Segre (Connect Groups), Ann Atkinson (Strong Families), Clory Carrello (Cockburn Integrated Health), David Cain (UnitingCare West), Jade Gallaher (Department of Housing), Renee Robson (Department of Education)

1. **Welcome, introductions and apologies**
2. **Volunteer to take minutes**
Paul Hogan
3. **Approval of minutes of meeting 25th September 2015**
Minutes were approved without change
4. **Actions arising from the minutes**
All actions arising from the minutes are addressed below.
5. **Building blocks for effective collaboration**

The heading changes that were recommended at the last meeting have now been incorporated into the building blocks for effective collaboration document. The document is currently with the graphic designer, Barry Skeates. He is going to design the document to visually reflect collaboration. It will be designed to be formatted into both an A3

and A4 format so that it can also be printed off and used as a poster in the workplace.

6. **Inter-agency directory update**

Jenni is in the process of establishing which agencies in the directory have Terms of Reference and how these can be accessed. This information will then form part of the directory as it was requested at the inter-agency workshop.

The directory and the Building blocks for effective collaboration will be launched at an inter-agency function planned for the 3 December (at 3:00pm). It is anticipated the get together will be held at the Cockburn Integrated Health facility. It was decided that the programme should provide an opportunity for people to network followed by the launch and end with more networking.

Details to be finalised out of session

Actions

- Jenni to gather information on TOR for the directory.
- Cockburn integrated health facility – Paul Hogan to ask for fee waiver
- Jenni to research catering options for the launch function.
- Jenni to send an e-mail to inter-agency groups giving feedback from the workshop as well an update and a save the date for the 3rd December.

7. **Revised informed consent form**

The revised consent form (version 3) which took into account the input from the last working group meeting post Jenni and Karin's discussion with the Alma Street Consumer Advisory Board has been put on the website.

8. **Think Tank – update**

The Think Tank is now live on the website. The first session will be held on 24TH November 2015. The first referral relates to the difficulty in obtaining cross sector funding for collaborative projects. The case study is an excellent after school homework programme developed by Jason Shapcott, Deputy Principal of Caralee Community School.

Jenni asked nominations for people who could input into these issues.

9. Any other business

The following are points that came out of a discussion on the upcoming WA Mental Health Conference.

- SWMPF would make a good topic for presentation
- Maybe have collective impact as a topic.
- An excellent chance to promote SWMPF and the Think Tank (might be good to have two sessions to discuss) Chance to emphasise the capacity of the Think Tank to bring powerful players to the table
- Exposure will help with funding applications
- Olwyn offered to help Karin give a mental health perspective to the presentation
- Paul Loseby and Olwyn will research the conference and give feedback regarding the format of the presentation (e.g. which session slot/s).
- The closing date for abstracts is 16 Nov.
- Jenny Victory mooted to co- present

10. Next meeting – date and venue

20 November, Disability Services Commission, Swan Conference Room, 71-73 Norma Road, Myaree on the corner of Norma and Marmion.