South West Metropolitan Partnership Forum

Not-for-profit organisations

Government (local, State and Commonwealth)

Business

Community

Philanthropy

Changing lives together
Patron - Tim Winton

Minutes

Meeting of the SWMPF Social Planning Working Group
9.30am, 18 September 2014
City of Cockburn Committee Room 2

Chair: Jennifer Valesini (Senior Project Officer- Community Engagement, City of Fremantle)

Participants:; Angela Zeck (local resident); Damien Connolly (Provider Support – Aged Care, Fremantle MedicareLocal); Robert Shaw (Skills for Education and Employment Administrator, SMYL Community Services); Jane Brinsden (Librarian, Fre-info community information service, City of Fremantle); Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Population Health Unit); Nadine Hicks (Manager, Corporate Services, St Patrick's Community Support Service); Karin MacArthur (SWMPF Community Partnership Broker)

Apologies:
Mel Croke (Regional Manager, Department of Housing); Sally Kirk (Senior Practice Development Officer, Department for Child Protection and Family Support); Kellie Bennett (Community Development Coordinator, City of Melville); Jennifer Snell (Manager, Supported Accommodation Services, UnitingCare West);

Minute-taker: Chloe Lawrence (Community Development Officer, City of Cockburn)

1. **Welcome**
   Meeting open 9.30am

2. **Volunteer to take minutes**
   Chloe Lawrence (Community Development Officer, City of Cockburn)

3. **Approval of the minutes**
   Minutes were approved - noted that latest version with updated details was on the website.

4. **Business arising from the minutes of August 21, 2014**
   - The data Robert was hoping to obtain on School Leavers is not being gathered. Centrelink would have some information, but there is no way to localize it sufficiently and it may be skewed based on who registers with Centrelink and who doesn't. The group discussed how this data could be collected as an indicator, one suggestion was the ABS
   - It was mentioned that it would be good to have a representative from the Department of Education come along to help with clarification around DoE data that can be made publically available and data collection
   - Karin has some data but is investigating what can be made publically available

5. **Development of Action Plan- project outcomes and indicators**
   - The group doesn't have a formal action plan as yet. Actions so far have included the creation of preliminary profiles of hotspots in each area. Based on these, community profiles can be created across the 3 LGA's. This will assist service providers and increase awareness of what services are available to local residents
   - The group discussed potential actions based on the approved outcomes these included:
     - Development/Community Profiles- creating community profiles on a suburb basis with agreed template headings. Ideally these will be approximately 2 pages and include the most important information necessary for getting a rounded snapshot of each suburb.
     - Information for residents RE: services- this includes an awareness of services, making information available and accessible and simplifying.
     - Mapping of existing of services- looking into the possibility of adapting Queensland's 'my community directory' to assist in mapping out the services and identify gaps and duplications. Karin to liaise with the Queensland organization and, if appropriate, request that they present a proposal to the group on how they could support our work.
     - Resident feedback on service gaps- feedback from residents would focus on this rather than their direct feedback on the Community Profiles as originally discussed.
   - The group also discussed the key indicators with consideration for how these were to be carried out, it was agreed that these would be effective indicators. Karin to report on how these would be carried out and the data that would collected going forward.
   - Based on the discussion it was agreed that it would be useful to have an action working template that considered the outcomes, actions, timeframe, delegated responsibility and the indicators. The approved outcomes, proposed indicators and an idea of a working draft action plan template are attached.

6. **Finalisation of community profile headings**
   The meeting was short on time, so it was agreed that everyone would review the South Lake community profile with consideration of the Davis Park profile and come to the next meeting with an idea of what the final and most important community profile headings should be.

7. **Engagement of residents and other stakeholders to seek their feedback/input on draft profiles (in relation to services and supports)**
   This was discussed when considering the Action Plan. It was agreed that resident/stakeholder feedback would focus on service gaps rather than the community profiles.

8. **Proposed initiatives to raise awareness of SWMPF online services directory**
   This was discussed as per previous meeting

   Next meeting:
   The next meeting of the working group will be held at 9.30am on Thursday 16 October 2014 at St Patricks' Community Support Centre

   Meeting closed: 11.30am

Approved outcomes

- All human services in the three LGAs are identified in one location, together with any gaps and duplications
- Social profiles are developed for all communities within the three LGAs
- Demographics and human service statistics for all three LGAs are easily and publically accessible in one location
- Consumers demonstrate increased understanding of human services available in the region

Proposed indicators

- Residents report increased accessibility of information relating to human services available in their community (qualitative)
- Service providers report increased awareness of human services offered in the region (qualitative)
- Increase in number of community profiles providing comparable data across the 3 LGAs (quantitative)
- Service providers report increased accessibility of information relating to services offered in the region, including duplications and gaps (qualitative)

Working Draft Action Plan Template

Outcomes	Action	Task	Timeframe	Responsibility	Indicator
Social profiles are developed for all communities within the 3 LGAs	Development/ Community Profiles	- Establish working template for LGA hotspots - Create community profiles for all suburbs in 3 LGAs	TBC	Cockburn Fremantle Melville LGA representatives	Increase in number of community profiles providing comparable data across the 3 LGAs (qualitative)
Consumers demonstrate increased understanding of human services available in the region	Information for residents (awareness of services)				Residents report increased accessibility of information relating to human service available in their community (qualitative)
	Mapping of existing services				
	Resident feedback on service gaps				