

## Minutes

### Meeting of the SWMPF Social Planning Working Group

9.00am – 11.00am, Monday 26 May 2014

Committee Room, City of Fremantle - Town Hall Centre, 8 William Street

**Interim chair:** Karin Mac Arthur, Community Partnership Broker, SWMPF

**Participants:** Jane Brinsden (Librarian, Fre-info community information service, City of Fremantle); Chloe Lawrence (Community Development Officer, City of Cockburn); Sally Kirk (Senior Senior Practice Development Officer, Department for Child Protection and Family Support); Elaine Newton (Social Worker, Department of Education); Jennifer Snell (Manager, Supported Accommodation Services, UnitingCare West); Nadine Hicks (Manager, Corporate Services, St Patrick's Community Support Service); Mel Croke (Regional Manager, Department of Housing); Angela Zeck (local resident).

**Apologies:** Jackie Davis (Executive Officer, Business Development & Strategy, Fremantle MedicareLocal); Kellie Bennett (Community Development Coordinator, City of Melville); Robert Shaw (Skills for Education and Employment Administrator, SMYL Community Services)

#### 1. Welcome

Karin welcomed all participants to the inaugural meeting of the South West Metropolitan Partnership Forum's Social Planning Working Group. This group is dedicated to developing improved tools for social planning, including data management, and to improving access to human services in the three local government authorities over the next two years (the life of this pilot project, which we hope will be extended!).

All participants introduced themselves and explained how they would be contributing to the work of the group. Together, the group represents a wealth of knowledge, skills, expertise and, above all, commitment and goodwill, which will go a long way towards improving data collection, information sharing and consumer awareness of services.

## **2.Functions and objectives of the Social Planning working group**

An outline of the key functions and objectives of the working group was provided to all participants before the meeting. In sum, these are to develop and implement initiatives to achieve the group's shared outcomes.

Karin stressed that this is a pilot project, which is designed to test new ways of working. This includes adopting a 'bottom up' approach and ensuring different perspectives are brought to the table to challenge conventional thinking.

## **3.Endorsement of draft outcomes and prioritization of initiatives to be undertaken**

The working group approved in principle the draft project outcomes circulated before the meeting, namely:

- 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
- Demographic 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.

The four outcomes of this working group (unlike the three other SWMPF working groups) come directly from – or are informed by - the State Government's Social Innovation Grant agreement re the SWMPF project.

The working group acknowledged that some of the wording might need to be refined in due course to clarify its meaning. For example, what do 'communities' in bullet 2 relate to? A neighbourhood? A suburb? Other?

It was also acknowledged that the outcomes needed to be broken down into specific, manageable pieces.

To that end, the group agreed to develop a framework to assist us to understand what information we have already got in each of the three LGAs and, from there, identify what additional information we need. (The LGA members present having advised that each LGA has different information available, different sources and different levels of accessibility.)

It was also agreed to focus this initial data gathering exercise on the SWMPF's two projects – community 'hotspots' and common social issue (vulnerable and at risk young people).

This would involve the following steps in the first instance:

- Identification at LGA level of what social and demographic information is available for all suburbs in that LGA; advice as to how that information is sourced, how often it is collected, why and when it is collected, how it is maintained and how it is accessed;
- Collation of all available social data in relation to the SWMPF's four identified community 'hotspots': Davis Park, Hilton, South Lakes and Willagee;
- Collation of all available data in relation to young people in the three LGAs, including services available for young people;
- Working group to review this information once collated and identify gaps (some of which may be addressed through agencies on the SWMPF Leadership Group not represented on this working group; also schools);
- Working group to seek input from residents' associations (or equivalent) in each of the four 'hotspots' as well as from young people in the three LGAs on the collated information and identify any additional issues arising;
- Meetings with residents' associations and young people will also seek advice on how to make information on existing services as accessible as possible to the broader community (tailored to the different demographic groups).

**Actions:**

- Jane, Chloe and Kellie to report back to the next meeting re how Cockburn, Fremantle and Melville collect social information; what social information is available; where it is sourced; why it is sourced (ie on an as needed or ongoing basis); whether it is publically available and, if so, how it can be accessed.
- All working group members to provide the next meeting with all demographic and social information they have in relation to Davis Park; Hilton; South Lakes; and Willagee. (Note: we are seeking information that is easily accessible to each organisation – we are not asking any members to undertake additional research at this point.)
- Jane, Chloe and Kellie to confirm there are residents' associations in Hilton, South Lakes and Willagee (information re Davis Park's already available) together with frequency and time/day of their meetings.
- Karin to provide all working group members with data provided through the SWMPF Foundation membership to inform initial identification of community 'hotspots' in Cockburn, Melville and Fremantle. (Attached)
- All working group members to provide the next meeting with all social information they have in relation to young people in Cockburn, Fremantle and Melville, as well as services available to young people in the three LGAs. (Note: we are seeking information that is easily accessible to each organisation – we are not asking any members to undertake additional research at this point.)
- Mel to provide working group members with map of Davis Park. This area is bordered by Fifth Avenue, Lefroy, Ceasar Street, and South Street.

#### **4. Discussion on how the working group will engage consumers**

The working group agreed that it would determine how best to engage consumers (assisted by Angela Zeck, a permanent consumer representative on the working group) according to each initiative.

For the initial priority initiatives to be undertaken (listed above), the working group will meet with and seek input from the residents' associations of each of the four community 'hotspots' as well as from young people (who will be working with the SWMPF's Vulnerable and At Risk Young People).

The working group also agreed that it would seek input from the relevant local councillors.

#### **5. Appointment of permanent working group Chairperson and Secretary**

Sally Kirk kindly agreed to take on the role of Chairperson of this working group and Jane Brinsden to take on the role of Secretary.

As Chair of the SWMPF Social Planning working group, Sally automatically becomes a member of the SWMPF Leadership Group, which meets once every two months. (The chairs of all four working groups sit on the Leadership Group to ensure that there is a good two-way information flow between the working groups and the Leadership Group.)

Karin will continue to attend the meetings of the working group wherever possible and support its work to the best of her ability. This will include providing the working group with draft Terms of Reference at the earliest opportunity as well as a draft measurement and evaluation framework.

#### **Actions:**

- Karin to provide Sally and Jane with all relevant background information to assist them in their new roles.

#### **6. Discussion on frequency of working group meetings, best meeting times and days.**

The working group agreed to meet once a month at this stage. These meetings will be held on a Monday at 9am. The venue for the meetings will rotate around the three LGAs (offices of all members, not always LGAs).

The next meeting will be held at **9am on Monday 23 June at the City of Cockburn, 9 Coleville Crescent, Spearwood.**

#### **7. Any other business**

Elaine to follow up re Fast-Track representation on SWMPF and advise Karin.