

## Minutes

### Meeting of the SWMPF Working Group on Social Planning

9.30am – 11.30am, Thursday 18 June, 2015

St Patrick's Community Support Centre

12 Queen Victoria Street, Fremantle

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

**Participants:** Jane Brinsden (Librarian, Fre-info community information service, City of Fremantle); Chloe Lawrence (Community Development Officer, City of Cockburn); Michael Bosley-Smith (Manager Research and Evaluation, Department for Local Government and Communities); Jenni Gordon, (SWMPF and PIR program); Robert Shaw, SMYL Community Services); Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Population Health Unit); Angela Zeck (local resident); Karin MacArthur (SWMPF Executive Director); Kellie Bennett, (Community Development Coordinator, City of Melville)

**Apologies:**

Yayoi Ikeda (Department for Local Government and Communities)

1. **Welcome, introductions and apologies**
2. **Minute taker:** Megan Milligan
3. **Approval of minutes meeting 21May 2015**  
The minutes were approved without change.

4. **Business arising from previous minutes**

- 4.1 Communication campaign to raise awareness of available services**

Discussed how feedback could best be obtained from the community regarding their preference for accessing information. The following suggestions were received:

- City of Cockburn Residents Association
- Ottey Centre.
- Willagee Community Centre
- Fremantle Legal Centre

- SMYL indicated they have 60 people that come in on Friday who are recent immigrants

For service providers Jenni Gordon suggested Partners in Recovery

#### 4.2 Service Mapping

The City of Cockburn (CoC) and the City of Melville (CoM) have sent their raw data to Yayoi. Their data is slightly different to that of the City of Fremantle. Some work is needed to align all three of the local government data sets. The data should be ready by the time Yayoi gets back from leave on the 8<sup>th</sup> July 2015. We are still on track for a map to be ready in October.

Catchment Coverage- Initially the map will only cover the local government area but later on in the project it may be able to include suburbs as well.

Robert has so far looked at 9 different plug-in options. None are an exact fit for us but two are close. There are a lot more to look through and Robert will continue on in this endeavour (a plug-in provides a tool to interrogate the data).

Robert explained that a web page and an app are quite similar. The web page is the important thing. If people are using a smartphone they don't need an app. The existing SWMPF website is mobile friendly.

Karin advised that the owner of the My Community service directory which began in Queensland has indicated it will be available in Western Australia soon (3/9/2015) <https://www.mycommunitydirectory.com.au/>. Thus far it has been difficult to glean accurate information regarding this potential service.

Service providers that fulfil the following criteria can list for free

- Provide services for free or minimal cost or are funded by local, state or federal government
- Provide services that can be accessed by community
- Run events that can be accessed by community
- Provide advocacy or support services for the community

#### Actions

- Chloe, Kelly and Jane to meet after this meeting to further discuss issues relating to the raw data.
- Yayoi to look at data from three local governments when she returns from leave.
- As no July meeting will be held, Robert to send an update around on Plug Ins prior to the August meeting.

- Michael also to send an update around before next meeting

#### **4.3 Community Profile Availability**

**Action:**

As there was not a unanimous agreement it was decided that the profiles will not be put on the SWMPF website.

#### **5. Communications campaign to raise awareness of available services**

See Business arising

**Action:**

As there is going to be no meeting in July, Jen and Megan to send an update of the communication plan prior to the next meeting

#### **6. Service Mapping update**

Michael has recently bought some new software not specific to this project but it may be of assistance – InstantAtlas

See also Business arising

#### **7. Action Plan**

No updates

#### **8. How are we going to measure the impact of our project Amma Buckley?**

Amma Buckley will attend the next meeting on the 20<sup>th</sup> August 2015.

#### **9. Next Meeting**

Due to a number of committee members taking leave it was decided to cancel the July meeting. Next meeting to be held on the 20 August 2015 at SMYL 56 Marine Terrace, Fremantle

#### **10. Other business**

Karin asked if everyone had received an invite to the Annual Review on 2 July 2015. The purpose of this Review is to review what has been achieved and to look ahead to what we hope to achieve in the coming year and beyond.

**Action:** Karin to send information around regarding the Annual Review.

**Draft Social Planning Working Group Action Plan (as at 18 June 2015)**

Outcomes	Action	Task	Timeframe	Responsibility	Indicator
Information re all human services in the three LGAs is easily and publically accessible in one location, together with any gaps and duplications	Formatting raw data for input into the map.	<ul style="list-style-type: none"> <li>-Chloe and Kellie to be in contact with Lincs regarding outstanding data categories.</li> <li>-Chloe and Kellie to manually cleanse available data.</li> <li>-Jane to get all the Fremantle data ready before she goes on leave.</li> <li>-Yoyoi to have a look at all data before she goes on leave on the 8<sup>th</sup> June.</li> </ul>	<p>Completed</p> <p>To report back on progress at next meeting.</p>	Chloe, Kellie, Jane and Yayoi	<p>Service providers report increased accessibility of information relating to services offered in the region, including duplications and gaps (qualitative)</p>
	Research appropriate 'plug-ins'.	<ul style="list-style-type: none"> <li>-Robert to look into appropriate 'plug –in' and produce an example of what can be done to enhance the map and develop the software to build an online community</li> </ul>	<p>Completed</p> <p>August working group meeting</p>		<p>Residents report increased accessibility of information relating to human services available in their community (qualitative)</p>

		directory app.			
Social profiles are developed for target communities within the 3 LGAs	Community Profiles completed  Location of the completed profiles	-Karin to look into the most appropriate location to house/host the completed profiles.	Completed  Completed		Development of community profiles providing comparable data across the 3 LGAs (qualitative)
Communications campaign to raise awareness of available services	Create a communications task team.  Launch communications strategy early 2016.	Develop draft communications plan to promote the directory.  Planning to take place over the next three months.	Set-up by June working group meeting	Jennifer, Megan and Angela  Jennifer, Megan and Angela	Service providers report increased awareness of human services offered in the region (qualitative)  Residents report increased accessibility of information relating to human service available in their community (qualitative)

<p>Consumers demonstrate increased understanding of human services available in the region</p>	<p>Information for residents – in terms both of availability and accessibility (of language)</p>	<p>Trial communications campaign to raise awareness of services in three sample sites (Davis Park, Willagee and South Lake)</p>	<p>To be decided</p>	<p>To be decided</p>	<p>Residents report increased accessibility of information relating to human service available in their community (qualitative)</p>
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