

## Minutes

### Meeting of the SWMPF Social Planning Working Group

**From 3:00pm to 4:15pm 31 July 2014**  
**Willagee Community Centre, Cnr Winnacott and Archibald St**

**Interim chair:** Karin MacArthur, Community Partnership Broker, SWMPF

**Minute taker:** Megan Milligan, Senior Health Promotion Coordinator, South Metropolitan Population Health Unit

**Participants:** Kellie Bennett ( Community Development Coordinator, City of Melville), Chloe Lawrence ( Community Development Officer, City of Cockburn), Jane Brinsden (Librarian, Fre-info Community Information Service, City of Fremantle) Mel Croke (Regional Manager, Department of Housing), Jennifer Snell (Manager, Supported Accommodation Services, Uniting Care West)

**Apologies:** Sally Kirk (Senior Practice Development Officer, Department for Child Protections and Family Support), Jackie Davis (Executive Officer, Business Development and Strategy, Fremantle Medicare Local), Nadine Hicks (Manager, Corporate Services, St Patrick's Community Support Service)

- 1. Welcome**
- 2. Approval of the revised minutes of June 23**  
Minutes were approved without change.

### 3. Business arising from the minutes of June 23

- Sally to contact the Education Department re school attendance data. School attendance figures have been obtained.

**Actions:** As Jackie, Robert and Sally were not present these actions were carried over to the next meeting

- Jackie to provide data on health needs usage of services and outcomes in the 3 LGAs plus East Fremantle
- Robert to check what data we can access in regard to school leavers, career development data and training data for our LGAs
- Sally to check with DCP about access to the SHOR data

### 4. Functions and objectives of the Social Planning Working Group

The initial plan is to develop a community profile of each hot spot:

- Davis Park
- Willagee
- South Lake
- Hilton

The profile would include:

- demographics
- services

Obvious gaps and service duplications would be identified and this would be passed onto local government and SWMPF so that it could be used in their planning processes. Profiles would be 1-2 pages.

The key objective is to provide data that i) is comparable across the 3 LGAs and ii) is easily accessible in one location and iii) allows all stakeholders to learn from programs and services in particular areas that we could build upon elsewhere.

This mapping exercise of services will be extended to cover the entire region (all three LGAs).

### 5. Collation and analysis of data collected to add value to SWMPF working groups and broader community

Initially it was decided to just develop one profile for the Davis Park area and use this as a template to apply to the other communities.

Importantly, we are not seeking to duplicate data or documentation that already exist but to add value by providing a snap shot picture of the

community in question that will be of use to both consumers and service providers.

- Due to the small populations covered by each hotspot, health data would not be available as drilling the data down to such small numbers can mean any conclusions drawn are not representative of the population. However, the health issues for the hotspots are likely to be similar to those of the total population.
- Vulnerable and At Risk Children and Young People Working Group  
The working party decided not to focus on this area as there was sufficient work to do with the community profiles. The Vulnerable and At Risk Children and Young People Working Party will be responsible for collecting this data.
- There may be a profile developed suitable for the community (to increase awareness of services and supports available) and then another one for service providers (to inform planning) to ensure community members are not provided with a negative picture of their community. This will be decided at a later date. The data will be presented in a strength based manner.

#### **Action**

Jane to put together a draft template for Davis Park profile for the next meeting

Karin to pass on school attendance data, police data and any other relevant data to Jane.

#### **6. Discussion on how the working group will engage local residents**

Local governments will use their networks to engage local community members and other stakeholders who should be invited to inform this project.

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

Meetings will be held from 9:30am -11:30am every second Thursday.

Chloe will see if the Ottey Centre is available for the next meeting. If the Ottey Centre is not available it can be held at the Dick Lawrence Park.

#### **8. Proposal to rotate minutes**

This proposal was agreed upon. It was also decided that the minutes should be done within one week of the meeting.

#### **9. Any other business:**

- Chairperson  
Karin will carry on as the interim chair for the time being until a suitable candidate volunteers to take on the role. Ideally this would be someone from local government. Mel kindly agreed to chair the next meeting as Karin will be on leave.
- Working Group Terms of Reference  
These will be done when the TOR for the Leadership group are endorsed (likely 1 August).
- Membership  
The group decided that Robert Shaw from SMYL would be invited to provide information when required rather than attending each meeting. Karin to follow up.
- SWMPF online directory of services – working group members were reminded to make use of this resource and to advise any additions/changes and so on. Members are asked to please assist in raising awareness of the directory.

**The next meeting of the working group, to be chaired by Mel Croke, will be held at 9.30 am on Thursday 21 August at the Ottey Centre unless advised otherwise.**