

## **Minutes**

### **Meeting of the SWMPF Working Group on Social Planning 9.30am – 11.30am, Friday 15 December 2016 WAPHA , 2-5, 7 Tanunda Drive, Riverdale**

#### **Chair:**

Jane Harwood - WAPHA

#### **Participants:**

Chloe Butt – City of Cockburn

Robert Shaw – SMYL

#### **Guest:**

Dylan Smith – Fremantle Foundation

#### **Apologies**

Jenni Gordon - SWMPF

#### **Welcome and introductions**

Dylan Smith introduced himself and work of Fremantle Foundation to the group.

#### **Volunteer to take minutes:**

Jane

#### **Approval of meeting minutes**

Agreed to move minutes and actions to next meeting and focus on conversations with Dylan and the Vital Signs project.

#### **Any other business**

The group discussed the opportunities to support and promote the Vital Signs project outlined by Dylan.

It was agreed that the Social Planning Group could support the project in the following ways:

- Sharing of any useful data from the service directory
- Potential for any Working Group project money to be invested in the project
- Opportunity to promote the project through directory listings
- Review of any publications and data to provide context and proof reading support
- Support in gathering of qualitative data, wither through existing networks of by facilitating connections with others



To move forward on these it was proposed that the group take the following actions:

- Seek LGA representation from Fremantle and Melville to increase numbers on the committee and extend reach of awareness of the Vital Signs project and social planning group.
- Confirm what, if any, project funding is available to Working Groups.
- Maintain conversations and project updates between the Vital Signs project and Social Planning Working Group.

**Next meeting**

February 2017 – date tbc.

### Social Planning Working Group Action Plan (as at 24 August 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	Appoint service map builder	-Michael and Yayoi to present map to Leadership Group.	November	Karin, Michael and Yayoi	Service providers report increased accessibility of information relating to services offered in the region, including duplications and gaps (qualitative)  Residents report increased accessibility of information relating to human services available in their community (qualitative)
		-Jenni to look at different options for updating and maintaining the data	November	Jenni	
		-Group to identify alternative approach to enable working group to identify service gaps.	November	All	
		SWMPF funding to be secured and design workshop to be arranged.	November	Karin, Jenni and Robert	

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.  Obtain initial feedback from stakeholders to inform communication campaign	Develop draft communications plan to promote the directory.  Jen and Megan to hold interviews with at least one community centre in each LGA and PIR service providers.	Completed  Feedback and recommendations to be presented to working group meeting in November 2015	Jennifer, Megan and Angela  Jennifer, Jenni 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)
Consumers demonstrate increased understanding of	Information for residents – in terms both of availability and	Trial communications campaign to raise awareness of services in three sample sites (Davis Park, Willagee and South Lake)	February 2016	To be decided	Residents report increased accessibility of information relating to human service available



 Not-for-profit organisations

 Government  
(local, State and Commonwealth)

 Business

 Community

 Philanthropy

human services available in the region	accessibility (of language)				in their community (qualitative)
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