

Minutes

Meeting of the SWMPF Social Planning Working Group 9.30am – 11.30am, 19 March 2015 City of Cockburn

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

Participants: 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); Angela Zeck (local resident); Robert Shaw (Skills for Education and Employment Administrator, SMYL Community Services); Chloe Lawrence (Community Development Officer, City of Cockburn); Kellie Bennett, (Community Development Coordinator, City of Melville); Michael Bosley-Smith (Manager Research and Evaluation, Department for Local Government and Communities); Yayoi Ikeda (Department for Local Government and Communities); Jenni Gordon, (Senior Research and Operations Officer -SWMPF); Michael Cordery (Fremantle Medicare Local)

Apologies:

Karin MacArthur (SWMPF Community Partnership Broker); Jennifer Snell (Manager, Supported Accommodation Services, UnitingCare West); Sally Kirk (Senior Practice Development Officer, Department for Child Protection and Family Support)

1. Welcome, introduction and apologies

2. Volunteer to take minutes

Nadine Hicks, St Pats

3. Approval of minutes of meeting 19 February 2015

The minutes were approved without change.

4. Business arising from the minutes, including update from Michael Bosley-Smith (Department of Local Government and Communities)

- A discussion took place further to the decision made at the last meeting regarding the deferment of the marketing of the database. It was agreed that the marketing of the online directory should be postponed until it was known whether it would be possible to produce a better product.
- Michael gave a demonstration of the development of the service mapping exercise to date:
 - Michael confirmed that the primary intent of the mapping exercise is to develop a service tool with which to share information between agencies as well as inform future planning. However, he stated that there is no reason why it couldn't be made public. Although, there is some uncertainty as to the scope of the additional resources that would need to be sourced in order to do so (which would need to be provided by SWMPF).
 - The maintenance of the database could be carried out automatically if there was an acceptable minimum quality standard in the ongoing data entry phase. Currently this standard is probably not there and we would need to consider this point again as the map is further developed.
- The group reconfirmed the view that the map, even though still under development, is potentially a much more useful tool for the community than the current database.
- Yayoi met with Jane to gather the initial data and this data was used to prepare the map for initial demonstration seen today.

5. Service Mapping

- Chloe and Kellie both reported some difficulty in extracting the required data from their systems.

Actions

- Kellie to organise a meeting with Yayoi, Jane, Chloe and relevant technical staff to find a way forward with the current data issues.
- Jane to send Nadine the information required to update St Pat's in the FreInfo directory.

6. Community Profiles

- It was decided that the profiles are as complete as possible as it is very difficult to source the additional outstanding data. The profiles will be distributed as an e-version to working group members and made accessible from the website.

7. **Action plan**

Progress to date was reviewed.

8. **Next meeting – date and venue**

Next meeting is Thursday 16 April, 9:30 – 11:30am, at the City of Melville.

9. **Any other business**

- Jenni spoke about the role of the Future Freo group and the data and reports they are generating to support future planning. She will circulate more information.
- Many thanks to Jane and the City of Fremantle for hosting our meeting.