

Minutes

Meeting of the SWMPF Working Group on Social Planning 9.30am – 11.30am, Thursday 24 March, 2016 City of Melville, 10 Almonbury Road Booragoon

Chair: Joanna Arbel (Marketing and Communications, City of Melville)

Participants: Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Population Health Unit); Jane Brinsden (Librarian, City of Fremantle); Jenni Gordon (SWMPF)

Apologies: Chloe Lawrence (Community Development Officer, City of Cockburn)

1. Welcome

2. Volunteer to take minutes:

Jane Brinsden

3. Approval of minutes of meeting 25 February 2016

The minutes were approved without change

4. Business arising from previous minutes:

Jenni followed up the query regarding the possibility of a single data reversal. My Community Directory (MCD) will be unable to do a reversal of the data from the directory and provide it to the three LGAs. My Community Directory can however provide us with details regarding how many organisations have updated their data since being informed that it is on the directory.

MCD has sent an email to all service providers requesting them to check the accuracy of their organisations' directory details. They will then send a reminder email to service providers if they have not responded to this first email request.

Megan has followed up the issue of the Fremantle Hospital record with MCD and the record has successfully been deleted off the directory.

5. Working Group/community representative

Angela Zeck has resigned from the working group due to the meeting day now falling at a time when she has other commitments. The group thanked Angela for her significant contribution to the group, always advancing the view of the end user of the directory. The group will look to find a new community representative.

Action:

The LGA members will follow up with Council staff to see if they know of a suitable representative through existing consumer representative groups etc.

6. Directory Update.

The directory url does not have a www in front of it and this may create some difficulty for users.

Action:

Jenni to follow up with MCD to see if they can create a short link address with a www at the beginning.

Jenni is going to be doing a random sample of entries in the directory to see if they are accurate. All working group members are requested to do the same.

Action:

As above

7. Communications & Action Plan

Joanna outlined the Communications plan (see attached)

The meeting reviewed the poster and DL flyers and made various suggestions on improvements.

8. Evaluation

As part of the project evaluation, Amma Buckley will be coming to the next meeting to conduct a focus group.

Next Meeting:

28 April 9.30 am – 11.30 am St Patrick's Community Centre