

Minutes

Meeting of the SWMPF Working Group on Social Planning 9.30am – 11.30am, Thursday 25 February, 2016 City of Cockburn, 9 Coleville Crescent, Spearwood

Chair: Jenni Gordon (SWMPF)

Participants: Robert Shaw (SMYL Community Services); Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Population Health Unit); Jane Brinsden (Librarian, City of Fremantle); Joanna Arbel (Marketing and Communications, City of Melville); Chloe Lawrence (Community Development Officer, City of Cockburn)

Apologies: Jennifer Snell (Uniting-Care West); Jennifer Valesini (Senior Project Officer - Community Engagement, City of Fremantle); Angela Zeck (local resident)

1. Welcome

A welcome was extended to Jo who will be replacing Kellie Bennett as the City of Melville's representative on the working group.

2. Volunteer to take minutes:

Megan Milligan

3. Approval of minutes of meeting 10th December 2015

The minutes from the last meeting remain outstanding. Jenni to follow up with the relevant member.

4. Business arising from previous minutes:

Nil

5. Feedback on new directory

Jane expressed her concerns that the data in the directory may already be out of date and that people were often reluctant to keep their own information updated.

Jo spoke about the new WALGA Directory (WA Local Government Association). WALGA said they would let local governments know if traffic to the directory increases as an incentive to local governments to update their information.

Robert suggested it would be good to get MCD to conduct one reversal of the data at no cost (go back to the source data and get it updated).

Action

Jenni to request one reversal of data from Brentyn Parker

- Comments re directory

Fremantle Hospital is coming up as closest hospital emergency department despite it no longer being an emergency department. The closest emergency department is now Fiona Stanley.

Action

Megan to identify the person at Fremantle Hospital who updates the data and get information for Fiona Stanley.

Jenni to talk to Brentyn and get the information on Fiona Stanley added.

Many of the Department of Health entries e.g. South Metropolitan Population Health Unit, Fremantle Emergency Department have a secondary heading '*Health and Disability Services Complaints Office*'. Jane has checked her data and the other local government data and it doesn't seem to be originating from there. The Complaints Office is an independent office completely separate from the Department of Health. This needs to be removed.

Actions

Jenni to resolve this issue with MCD

Jenni to check what the process is when someone presses the button 'report incorrect information'. If a message goes through to the organisation and the message is not opened, what, if any, is the follow-up procedure? After a certain length of time with no response is an entry deleted?

Jenni to see if there is a way to return to the SWMPF directory website from a website accessed through the directory.

Each local government seems to have a different approach to what will happen to their current directories once this one is introduced. [City of Fremantle's current directory has 800 more entries than those transferred across to the SWMPF Directory. Unless they are transferred across they will need to maintain both directories.](#)

City of Cockburn thought they would get rid of their own directory and just have the SWMPF Directory.

6. Communications campaign to raise awareness of available services update:

Members expressed a need to identify what will happen to the directory after 30th June 2016 if the SWMPF receives no further funding. There was a sense that there may be no point in promoting the directory to service providers etc. if it will not be around after 30th June.

Jenni said that the SWMPF had paid an annual fee to MCD for the service directory, which would keep the directory current for 12 months after it goes live. If SWMPF received no further funding, there would be an opportunity for the 3 LGAs to take over the site.

It was decided that we would no longer run with the idea of setting up promotional forums in the three LGA's. Instead, we would seek to do promotions of the directory at individual inter-agency group meetings.

Evaluation data could then be collected at the interagency meetings.

7. Action Plan:

Up to date

Next Meeting:

24 March venue TBC 9:30am - 11.30am