

WIDE BAY BURNETT HUMAN SERVICES WORKING GROUP
(WBBHSWG) MEETING



Date:	16 July 2008
Venue:	Maryborough Town Hall Meeting Rooms Kent Street, Maryborough

Attendees

Working Group Member or visitor	Agency
Kerry Winsor	Fraser Coast Health Service District
Helen Hughes	Department of Local Government
Pam Steele-Wareham	Disability Services Queensland
Debra Moore	Fraser Coast Regional Council
Scott Pollock	Department of Housing
Lauren Pattie	Monto Community Development Council
Kate Curtain	Centacare - South Burnett Community Development Program
Louise Judge	Centacare - South Burnett Community Development Program
Geoff Wells	Department of Communities
Chris Shorey	Home and Community Care Program – Wide Bay
Shelley Jackson	Department of Infrastructure and Planning
Joanne Murrell	Queensland Transport
Cory Pignatelli	Centrelink
Angela Byrnes	Wide Bay Burnett Area Consultative Committee
Maurine Gibson	Fraser Coast Regional Council
Joan Dooley	Wide Bay Population Health Unit
Cherie McGregor	Queensland Council of Social Service Wide Bay Burnett
Sally Bick	Department of Education, Training and the Arts
Nathan Beel	University of Southern Queensland
Darren Hauser	Department of Communities

Apologies

Network member	Agency
Cr Joy Jensen	North Burnett Regional Council
Cr Ron Dyne	Gympie Regional Council
Kylie Slack	Queensland Health
Fiona Bailey	Department of Infrastructure and Planning
Sue Camps	Community Housing Resource Worker Program Wide Bay Burnett
Pattie Hudson	Queensland Health

Bruce Dymock	FAHCSIA
Lee Milcherdy	Taylor Street Community Legal Service
Verelle Cox	EDON Place Women's Domestic Violence Service Inc.
Janine Hall	Bundaberg Community Development Inc.
Abbie Grant - Taylor	Department of Education, Employment and Workplace Relations
Manny Hegarty	Department of Communities
Anne McWhirter	Lifeline Community Care Queensland – Bundaberg Family Relationship Centre
Carol Weekes	Department of Communities

Chair

Geoff Wells	Dept of Communities
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Minutes

Darren Hauser	Dept of Communities
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Chairperson Geoff welcomed members and visitors to the meeting held in Maryborough.

The apologies for the meeting were noted.

The minutes of the previous meeting were accepted as read.

Business Arising from the Minutes

ACTION	Responsibility
Remove all existing Queensland Police Service (QPS) contact details from the membership database. - <i>Done</i>	Darren
Include QPS Assistant Commissioner Secretary, Graham Rynders on working group database. - <i>Done</i>	Darren

ACTION	Responsibility
Contact local Regional Councils to nominate representatives as members of the WBBHSWG. – <i>Done with contact details added to membership database</i>	Darren

ACTION	Responsibility
Existing 'TEAM' Databases to be forwarded to Darren to comprise the new working group spreadsheet database. - <i>Done</i>	Helen

ACTION	Responsibility
Prepare a one page 'Background Paper' document to support WBBHSWG Terms of Reference. - <i>Done</i>	Darren

ACTION	Responsibility
Contact Angela Williams re availability/preferred date to facilitate proposed Strategic Planning Day – <i>Angela was unavailable. Rod Ainsworth from Starfire Solutions in Bundaberg facilitated the day held 6 June. 15 people attended. Rod collated participant feedback on the day and drafted the Strategic Plan and</i>	Darren

<i>Implementation Plan. This was then forwarded to a small working group to further develop and present at today's meeting.</i>	
Book Biggenden Show Hall and Catering. - <i>Done</i>	Darren

ACTION	Responsibility
Develop a Communication Strategy for WBBHSWG. – <i>Done, this was included in the Terms of Reference and Strategic Plan.</i>	Darren

ACTION	Responsibility
Access Terms of Reference for all WBBHSN sub groups and provide to members. – <i>Darren endeavoured to do this. The WBBYN and WBBATSIHSN are currently reviewing and developing their Terms of Reference documents. Unable to make contact with the Employment, Education and Training Group representative.</i>	Darren

Review and Endorsement of Key WBBHSWG Documents:

Draft WBBHSWG Terms of Reference, Strategic Plan and Implementation Plan documents were presented to members to review and consider for endorsement. Several changes were suggested for the draft Terms of Reference and Strategic Plan documents. **Members then agreed to endorse both the draft Terms of Reference and Strategic Plan documents with the recommended changes included.**

ACTION	Responsibility
Recommended changes made to draft WBBHSWG Terms of Reference and Strategic Plan documents and present to members with meeting minutes.	Darren

Draft WBBHSWG Implementation Plan 2008-11 (Further Actioning)

Darren and Shelley further explained the development and layout of the draft Implementation Plan.

It has two sections and is in its early draft stage. The first section, 'Key Principal Areas' relates to tasks aimed at establishing and maintaining the WBBHSWG and ensuring its effectiveness as the Peak Network for human service response in the region. Some of the tasks listed within this section include stakeholder acronyms and are driven by the Wide Bay Burnett Regional Plan 2007-26, whilst others are not.

The second section, 'Specific Issues' includes a number of tasks listed under a range of subheadings including social planning, health(including aged care), transport, housing, volunteering, child care, youth, training, Aboriginal and Torres Strait Islander, and other. These are predominantly driven by the Wide Bay Burnett Regional Plan 2007-26.

The draft Implementation Plan has a dual purpose role in providing a reporting framework and achieving regional focused human service outcomes.

It was suggested the WBBHSWG review the draft document and identify some priorities for the group to work on and get some short term results. One priority discussed was the need to review and update the existing WBBHSN Portal, that could be then used to further promote the new WBBHSWG.

Due to time constraints, it was not possible for members to go through the draft document in fine detail. It was suggested that members take the draft Implementation Plan away with them to review, whilst also completing sections and making any necessary changes pertaining to their respective agencies. It was requested that this feedback come back to Darren at Darren.hauser@communities.qld.gov.au for collation by COB 8 August. Any responses to actions relating to the Wide Bay Burnett Regional Plan could also be forwarded to Shelley at shelley.jackson@dip.qld.gov.au. Agencies providing feedback could also section off their responses specific to their agency in preference to forwarding back the entire document.

It was also suggested a small working group be formed to assist Darren in re-drafting the Implementation Plan to present back to members at the next WBBHSWG meeting 17 September in Kingaroy. Shelley, Maurine, Louise and Sue volunteered to join this group.

ACTION	Responsibility
Darren to forward electronic version of Draft WBBHSWG Implementation Plan 2008-11 to all members for completion and comment with feedback provided to Darren by COB 8 August.	Darren WBBHSWG members
Working Group to re-draft Implementation Plan and present to next WBBHSWG meeting 17 September in Kingaroy	Darren, Shelley, Maurine, Louise, Sue

WBBHSWG Contacts Database Update

Members were provided with a list of existing WBBHSWG names and contact email addresses as well as a list of 2008 Sectoral Group and Local Network representatives to review and provide update advice on to Darren.

ACTION	Responsibility
Members to provide update advice to Darren on existing contact databases	WBBHSWG members

WBBHSWG Portal

Shelley provided an overview on the existing WBBHSN Portal, including its history, what's included on it and its current status. Despite needing a substantial review and update the Portal was still seen as an effective communication tool that could continue to house minutes, agendas, planning documents and regional contacts details.

Shelley indicated that 'Resolute Information Technology' who was originally involved in the Portal could be further approached to provide training to get the website up to date.

Maurine added that 'Bay Connect' could also be approached to assist with the ongoing maintenance of the website.

Cameron Bisley from WBBACC joined the group for the discussion and added that WBBACC had recently taken over the Country Coast Portal from WBBROC and that there may be some opportunity to integrate the WBBHSWG requirements with this site moving forward.

It was decided to form a working group to progress this discussion and work, with a view to review, update, maintain and promote the Portal. Shelley, Maurine and Cameron agreed to join this group and coordinate further through Darren.

ACTION	Responsibility
Shelley to contact 'Resolute' re support Maurine to speak with 'Bay Connect' Cameron to speak with 'Catalyst'	Shelley Maurine Cameron
Portal Working Group to meet and coordinate through Darren	Shelley, Maurine,

Sub Group Feedback**Wide Bay Burnett Youth Network**

Debra provided an update on behalf of the Youth Network.

The Wide Bay Burnett Youth Sector Strategic Plan is currently being reviewed.

‘Headspace’, a youth specific early intervention for young people who are likely to experience mental health problems, aims to operate in Maryborough and Hervey Bay. Unfortunately its proposed open day launch has been delayed.

The next meeting will be held in Biggenden 9 September.

Anyone wishing to receive meeting minutes and be included on the mailout list can contact Fraser Coast Regional Council, Youth Development Officer, Sue Lawler on sue.lawler@frasercoast.qld.gov.au

Wide Bay Burnett Aboriginal and Torres Strait Islander Human Service Network (WBBATSIHSN)

Darren provided a brief update on behalf of Network Representative, Manny Hegarty.

The Network has had two well supported meetings since reforming and is currently reviewing its Terms of Reference and Strategic Plan.

Employment, Education and Training Group

No report was available.

Aged Care Strategy Update

Kerry provided an update on the Aged Care Strategy Steering Group that had met three times. The group’s main focus is on an upcoming Aged Care Workshop to be held at the Broлга Theatre in Maryborough 1 October 2008, in conjunction with International Day for Older People. The day will be facilitated by Griffith University staff and include reputable overseas guest speakers who will lead a program on ‘Options for the Future’ and how we can work towards these. However due to a clash with school holidays and some speakers not being available a date change may be considered.

Relevant data, publications and statistics were also being gathered in support of a community profile summary. Maurine offered to forward information from the Hervey Bay Seniors Forum.

ACTION	Responsibility
Hervey Bay Seniors Forum information to be forwarded to Kerry and the Aged Care Steering Group.	Maurine

Other Items for Discussion

- **Regional Planning Update**

Shelley handed out and briefly spoke on a number of fact sheets representing updates on current projects including Urban Footprint, Wide Bay Burnett Infrastructure Audit, Wide Bay Burnett Environmental and Natural Assets Strategy, Wide Bay Burnett Recreation and Sports Strategy, Wide Bay Burnett Regional Water Supply Strategy, Human Service Delivery Model, Aged Care Strategy, Peak Network Planning Day – 25 July 2008 and the Wide Bay Burnett Integrated Transport Plan. (For further information and contact details please refer to the fact sheets attached to meeting minutes)

Maurine and Darren indicated they would be attending the upcoming Peak Network Planning Day in Maryborough as representatives of the WBBHSWG.

- **Round Table Update**
 - **Emerging Issues**

Louise raised 'Mental Health' as an issue that requires further discussion. Louise added this is a serious ongoing issue that requires more support to people in our communities. From a service perspective there needs to be a more coordinated approach and we need to get some consistency across government agencies and regional boundaries. This is an issue the RMCN has endeavoured to address previously.

Louise was asked to draft a paper outlining specific concerns around this issue and forward to Darren to distribute with the meeting minutes and include on the agenda for the next meeting 17 September in Kingaroy.

ACTION	Responsibility
Louise to draft a Mental Health Issues Paper and forward to Darren for distribution	Louise
Mental Health Issues Paper to be included on Agenda for next WBBHSWG Meeting	Darren

General Bussiness

Nil

Meeting Closed: 12 noon and followed by lunch

Next Meeting: WBBHSWG
Wednesday 17 September 2008
Kingaroy Town Hall Reception Room, Kingaroy
9.45am M/T for 10 start – 12 noon