



SOUTHERN SERVICES
REFORM GROUP

SSRG Workgroup Meeting
Workgroup: Carer Issues
Date: Tuesday 22 January 2013

Present: Jen Day(Chair), Julie Milburn, Brenda Johnson, Stephanie Papps, Carol Sargeant, Meredith McLeod, Julie Haselgrove, Filomena Occhiodoro, Louise Fuller, Sally Warnes(Project Officer), Bev Bannister(Minutes)

Apologies: Carole Matthews, Sandy Johnson-Jones

Agenda Items	Discussion	Actions
Welcome and apologies	<ul style="list-style-type: none">• Welcome to a new year• Sandy, who works in the City of Onkaparinga respite team, will be a new group member but is an apology today• Julie Milburn has joined the group to replace Andrea Stent	
Previous minutes & business arising	<ul style="list-style-type: none">• Previous minutes accepted• All actions completed	

<p>Working Carers resource launch discussion and planning</p>	<ul style="list-style-type: none"> • The launch is a celebration of a completed project, a handover to the carer organisations and to educate other attendees • The launch is scheduled for 25 February 2013 • Venue is the Mitcham Cultural Village, 103c Princes Road, Mitcham • Brenda is investigating the catering options • Trent is investigating the wine and glasses options • Trent may be able to obtain glasses from Uni SA at no cost, Julie Haselgrove has some extra flute glasses she will bring on the day • SSRG looked into having a prominent guest speaker but have decided against this as the cost is too high • Peter Sparrow from Carer Support and Rosemary Warmington from Carers SA, have been invited to speak at the launch. Peter will talk about the impact of working and being a carer. Rosemary will talk about the difference having a resource like this can make in the workplace • Equal Opportunity Commission to be asked to speak as well • Members of the group to do a presentation on the resource. Sally will tweak the presentation made for the SRA Conference and will ask Carole to do the presentation with her • Mike Feszczak, City of Onkaparinga Volunteer Development Officer, to be the emcee • Members of the Red Hatters society to do a hat parade • SSRG Steering Committee members are inviting three businesses each to attend the launch • Invitations will be sent to Toucan Publishers, Trent Johnson and working carers for their help and contribution to the resource • Members of the carers group to invite three personal connections or colleagues each and give contact details to Sally so she can send the invite • Sally to write letter and do the invite flyer for carers • Invites to go out next week • Julie Millburn to ask working carer to take photos, Trent will also be asked to take photos of the event 	<ul style="list-style-type: none"> • Sally to tweak presentation and ask Carole to do presentation with her • Sally to meet with the Red Hatters and discuss hat parade • Sally to do invitations and send out • Julie to ask carer about taking photos • Brenda to ask Trent to take photos
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	<ul style="list-style-type: none"> • Group members to walk around serving food and drinks • A list was started of who would be doing what job on the day <ul style="list-style-type: none"> • Drink waiters – Meredith McLeod, Julie Haselgrove, Brenda Johnson • Meet and Greet – Filomena Occhiodoro, Stephanie Papps, Julie Milburn • Setup helpers arriving about 3pm - Filomena Occhiodoro, Julie Milburn • General helpers – Sally Warnes, Bev Bannister, Jen Day, Garry Springall, Louise Fuller • Utilise the sound system at the venue. • Ask if we can display pictures on the walls at venue • Sally to follow up on food order and costs as Brenda will be away for a few days • Have badges made for the group to identify them as workgroup members and not as catering staff • Set up a buffet table to place trays of food on once people have slowed down eating and they can then help themselves • Setup chairs in theatre style in front of the stage for the presentations plus have bar tables for drinks in the back half of the room • Atlas Hire have wine barrels that could be the bar tables – costs less than the tables • Drinks served – wine, bubbles, juice and soft drinks • Trays will be required for drinks to be served on • Suggestions of music to be played – ‘Leave your hat on’ – ‘Where you lay your hat is your home’ – ‘Hats off to Larry’ • Music to go onto mp3 player • We could ask the hat ladies if they have any music they wish to play for the hat parade • Have intro music then music to play after the presentations • We could have a path of witches hats for the parade, a couple of group members to set up witches hats while wearing hard hats • We will need a screen, laptop, speakers and data projector for the presentations 	<ul style="list-style-type: none"> • Sally to go and test out sound system and ask about displaying pictures • Sally to follow up on catering • • Bev to design and get badges made • Bev to investigate hire of all items required • Bev & Sally to organise juice, soft drinks, ice, jugs, serviettes • Bev to organise laptop, screen etc
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	<ul style="list-style-type: none"> • Play the DVD as part of presentation done by Sally and Carole, for the benefit of business people attending that are unaware of the resource • Speakers to talk for approximately ten minutes each • SSRG pull up banner and posters from carer organisations to decorate walls, SSRG have a display board that we can use • Carer Support may be able to bring pictures of carers to decorate walls • Display boards to put things on need Velcro spots • Carer quotes rolling on screen at all times • Have a rolling slide acknowledgement of each organisation and contact details • Have a table with the black hats with brochures from organisations inside them • DVDs to be given out with a business card telling where the resource can be obtained on our website • Have a few hard copies of the resource around on the day. • If more resource packs are required they can take details of people who want more info then get back to them later • Buy gifts for red hatters • Have balloons as decorations – use a helium kit or see about buying already blown up • Have a hatstand and a cheval mirror in the lobby. Mirror from Sally and hat stands from Jen Day and Julie Haselgrove • Sally to do running sheet for the day • We cannot get into the venue until 12 noon to setup • ECH need to do post evaluations now six months is up 	<ul style="list-style-type: none"> • Bev to organise banner and display board • Bev to organise blue tack, Velcro dots etc for picture displays • Bev to make business cards and have printed • Carer Support and Carers SA to bring some complete Resource packs on the day • Bev & Sally to buy gifts • Bev to see about balloons • Sally to do running sheet and send to all
<p>Health and Community Informed Choices Project report</p>	<ul style="list-style-type: none"> • Louise talked briefly and handed out copies of her report • The definitions list is available if needed or Louise can email it to you <p>Project Aim To increase the knowledge and understanding of health professionals about community services that are available in the Cities of</p>	

Onkaparinga, Holdfast Bay, Marion and Mitcham.
Targeted at health professionals – newly employed but will be available for all health professionals, community services and health consumers

Summary of Work

- Confirmed large volume of Community Services Information in many forms
- Identified that information is accessed in different ways – brochures, work colleagues, folders, directories, internet - no one way
- Established scope of project given limited time and budget – young professionals
- Decided that the resource will include a magnetic booklet with QR code, i-phone app and poster
- Finalised quotes on booklet and app development
- Commenced design and writing - service categories, definitions, Checklists, FAQs
- Completed definitions of services and sent to the app developer Toucan
- Promotion –Will develop structured promotional/marketing resource.

Next – Now to March

- To finalise writing information for inclusion in the resource
- To finalise design and layout of resource
- To meet with community and health professionals to ensure information is correct
- To gain feedback from SSRG workgroups, target group and community health professionals
- To develop marketing resource

Discussion

- Name for app

	<ul style="list-style-type: none"> • Ideas for fact sheets etc. (section 3 of app) 	
Population Health survey	<ul style="list-style-type: none"> • Members filled in a survey for Sally to collect data on ageing in the south – the survey question was ‘Are there adequate positive ageing strategies and services for older people in the southern region?’ 	
Information sharing	<p>Julie Milburn – Carer Support</p> <ul style="list-style-type: none"> • Is attending meetings in place of Andrea due to organisational changes • Is a carer herself so understands the pressures of being a working carer • Introductions were made around the table as Julie did not know everyone. • Has already used the resource in some of her presentations <p>Meredith McLeod – Carer Support</p> <ul style="list-style-type: none"> • The ATSI worker at the southern office will be joining the Carer Issues group in the near future 	

Next meeting date: 19 February 2013
Time: 2 - 4pm
Venue: Committee Room, City of Mitcham