



# Preparation and Data Collection

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**“What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?”**

Forming a working  
group / steering group

# At what stage did you form a working group?

- The project was defined
- A literature review was undertaken
- The working group was formed at the beginning of the planning stage

# Who sat on the group?

- The steering group consisted of internal staff and external stakeholders
- Internal:
  - Health Promotion Officer
  - Recreation Services Coordinator

# External:

- South Metropolitan Public Health Unit (x2)
- TravelSmart
- School of Population Health UWA
- GP Network

## External (ctd)

- Premier's Physical Activity Taskforce
- North Lake Residents Association
- Lions Club of Jandakot Lakes
- Department of Education & Training

# Purpose of the Steering Group

- Advisory
- Offer suggestions
- Comment on decisions and progress
- Offer Guidance from their perspective

# How often did the group meet?

- Approximately every 2 months
- Every month would have enabled them to give more input

# Benefits to Having a Working Group

- Support and feedback
- Greater expertise
- Greater strength for getting things implemented
- Involves people in the planning
- Shares tasks

# Barriers to Having a Working Group

- Loss of continuity when people change jobs
- Attendance can vary – leading to inconsistency in planning
- Ideal would be if everyone could attend every meeting at least once a month –

# Coordination of the Project

- Internal coordinator -City of Cockburn
- Russell Tonkin, Health Promotion Officer in the Recreation department
- Easy access to Cockburn data, policy, facilities and staff.
- Keep it as simple as possible, complex is not always best.

# Time allocation to write the plan

- Process completed in one year by a part time employee
- Within planned time frame

# Sources of Information used to Create Community Profile

- For demographic data & projections:
  - ABS – Census of Population & Housing Cockburn
  - City of Cockburn Planning Reports
  - Corporate Plans e.g.
    - Cockburn principal Activities Plan
    - Action Plan and Budget
  - City of Cockburn website

# Sources of Information used to Create Community Profile

- For health data:
  - DOH
    - Physical Activity Levels of the South Metropolitan Health Region
    - Health survey of Cockburn, Kwinana & Rockingham
    - Summary of pop. characteristics and health & wellbeing of residents of Cockburn
  - Results from adult physical activity survey and pedometer study WA Govt 2003

# Existing resources reviewed

- Facilities: LG owned and Private including schools
- Environment: public open space, paths and trails,
- Programs, sporting groups, activities
- Policies, corporate plans
- Community

# How the resources were reviewed

- Consultation groups
- Physical Activity Survey
- Audit of facilities etc using various audit tools

