

# Youth Partnership Project Executive Committee

## Minutes – 13 December 2017

**Date & Time:** 13/12/2017 10:00am  
**Chair:** Karina Chicote

**Location:** Belmont Youth & Family Services Training Room  
**Minute Taker:** Hannah Woodward

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### Agenda Item

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#### 1) Opening

##### a) Welcome and Welcome to Country

Karina welcomed everyone to the meeting and noted that Ross sends apologies for being unable to make and chair the meeting. Karina asked if everyone was comfortable with her chairing – which was agreed by the meeting.

Cindy provided a welcome to Country.

##### b) Attendance and Apologies

Attendance:

- Chris Woods, City of Gosnells
- Christine Jackson, Department of Education
- Matt Sharp, WA Police
- Karina Chicote, YPP Manager
- Hannah Woodward, YPP Team (non-voting)
- Anthony Howson, Department of Justice
- Rebekah Milnes, City of Armadale
- Jamie Barr, AYIP Coordinator (non-voting)

Apologies Received:

- Ross Wortham, YACWA (Chair)
- Sue-Ellen Middleton, Department of Communities
- Lisa Dobrin, City of Belmont
- Glenn Spencer, WA Police
- Ben Whitehouse – Child Protection (Noted that Ben is the new Director of Armadale CPFS District)

##### c) Previous Minutes

###### i) Confirmation of Minutes 21 June 2017

Meeting confirmed the previous minutes and agreed for their publications with noted redactions.

###### ii) Action List

Action list was reviewed, and updates as attached.

The meeting discussed Item 11a from 21/6/2017 – Regarding Business/Commercial Representatives for Exec Committee. It was noted that there hasn't been progress on this item. Meeting recalled benefits this position would bring, but discussed the need for the role of this representative to be clear before relevant people can

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be approached. Some suggestions were provided, including John Hughes, Primewest (who have a number of shopping centres in the south east), the Gosnells quarry.

**ACTION: Those who have ideas to send names and contacts to Karina. Karina will also discuss with Save the Children's business development team.**

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## 2) Finances and Funding

Copies of current budgets were distributed.

### a) DoC Budget

Karina noted again that the salaries are currently over the budgeted amount, due to being paid upfront to City of Armadale for the AYIP Coordinator Position. Additionally, there has been a slight increase in management costs, due to additional income from philanthropic contribution to Save the Children.

### b) WAPOL Budget

As requested at the last meeting, the WAPOL Budget was presented to the executive committee. It was noted that there is some additional expenditure which has yet to be included into this budget, but will be updated soon, including wages for a staff member which has been seconded from another internal team. Since the AYIP Youth Workers won't be starting until January, this is later than expected and so these expenses are yet to be incurred.

Karina informed the Committee that these Youth Workers have now been selected for the AYIP Education Program. In addition to the Team Leader, we have been able to employ two youth workers full time (rather than 1.5 FTE

### c) Proposed Sustainability Committee

The YPP Team proposed the establishment of a committee to work on procuring necessary funding - in particular for funding the AYIP Coordinator position post June 30. The group will come up with ideas for sources, review proposals and ensure we are strategic about our approaches. Additionally, they will be able to pull in information from across different departments/agencies to strengthen proposals, and work towards plans for co-investment mechanisms too. The meeting agreed with establishing this sub-committee.

**ACTION: Establish Sustainability Sub-Committee. Members to include Bek, Liz and Anthony.**

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## 3) Information Sharing

### a) Revised Operational Structure

Over the last year, there has been an evolution of the YPP and our work, so the governance structure has been updated to reflect these changes. Revised structure was distributed, discussed and approved by the meeting.

Bek noted that the recent Community Dimensions Report references the YPP as a case study in a recommendation.

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#### b) YPP MOU

Revision of the YPP MOU hasn't progressed since last meeting, as the focus has been on the AYIP MOU. Work towards revising the YPP MOU will recommence in the new year and reflect updates to language which has been included in the AYIP MOU.

**ACTION: Information Sharing Working Group to finalise YPP MOU Revision by next meeting.**

#### c) YPP Executive Committee Membership (YMCA)

Karina gave background about YMCA's involvement as a key AYIP partner. Additionally, YMCA are the key youth service provider for the City of Belmont. Meeting noted that it will be useful to have them involved in YPP Executive Committee for their insight across the corridor, and additionally to ensure services from Belmont area are a part of the YPP's journey. Karina noted that this had been discussed with Lisa from the City of Belmont and she was supportive of this. The meeting agreed.

**ACTION: Karina to formally invite an appropriate representative from the YMCA.**

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### 4) Youth Intervention Partnership

#### a) AYIP MOU

The AYIP MOU has received legal approval from all relevant government departments, and has now been signed by all govt. partners, and is in the process of also being signed by NGOs.

#### b) AYIP Steering Group

The last YPP Executive Committee Meeting approved a working group to develop the terms of reference for the AYIP Steering Committee. This TOR have been developed, and the group has commenced. The steering committee is comprised of representatives from:

- WA Police,
- Child Protection
- Department of Education - one from Regional Office, one from high school representative (Cecil Andrews College), and a local primary school representative (Challis Community Primary),
- AYIP Coordinator (representing the AYIP NGO partners), and
- YPP Manager (as YPP Backbone Represented).

Glenn Spencer is the Chair.

Karina highlighted the Steering Committee's Role, as outlined in TOR:

- *Support the process for identifying young people outlined in the AYIP Model*
- *Support the development of policies and procedures for the partnership as required*
- *Provide oversight of the client brokerage funds*
- *Review participant transition out of the AYIP education program and in to mainstream education, in line with agreed success indicators*
- *Review top line participant data to monitor project progress*
- *Provide guidance and expert/technical advice to support the design of new initiatives as identified, including special projects such as the AYIP education program*
- *Provide regular reports to the YPP Executive Committee, including recommendations on the development of the Youth Intervention Partnership model*

**ACTION: AYIP Steering Committee TOR to go to the AYIP Aboriginal Reference Group for information**

#### c) AYIP Aboriginal Steering Group

The AYIP Aboriginal Steering Group has been established and has met twice. Lyall is the chair of this group. He said the group is keen to be a part of the YPP and are concerned about 'our young people'. The meeting

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noted that it is a strong group with a lot of knowledge, including relevant education expertise and other specialised skills. We have also talked about the future opportunity for this group to be consulted by other organisations/groups working with children and young people in the area.

#### d) Future Hosting of AYIP Coordinator

The group discussed the advantages of the local government being the hub for the YIP Coordinator position and emphasised the need to ensure that we continue to advocate for the importance of this role being placed with the LGA, and that we should present a package of the costs of this including management and hosting etc. when looking to replicate the model. It was noted that there are also people at the City of Armadale who do see the advantages of the position being housed there and will do the best to support this going forwards.

It was noted that the current arrangement is that the YPP provides funding to cover the YIP Coordinator wages, while the host covers other costs such as office space, phone, role-related transport costs and management. It was also noted that a state government agency might not be an ideal host, due to their focused mandate.

**ACTION: Sustainability committee to develop procedures for organising the hosting of the AYIP Coordinator, should the current arrangement be unable to continue.**

#### e) Education Program Update (Co-Design)

The report from the recent education program focused co-design workshop has been completed and circulated. A summary was also distributed for information. Karina gave background of the Co-Design workshop and shared some of the key results highlighted in the summary.

#### f) General Update

Young people for 2018 intake have been identified, and we are starting to approach their families to seek consent for their involvement in the holiday program, which starts in the second week of January. The new staff will be starting on the 2<sup>nd</sup> of January with a week of training in a variety of areas – including on AYIP, how it works, and specialist areas.

It was noted that the Definition of Young People with Complex Needs matrix was used to identify the young people, although it was adapted and refined throughout the process to ensure its usability. Approximately 8 young people have been selected for this year, with the intention to solidify our approach and have success, looking to take a larger group next year.

Jamie gave an update from the AYIP Breakfast Club which has been taking place since September. Building from the relationships and approach of the school holiday program, with similar strategies and resources from different organisations, the AYIP breakfast club has been collecting young people in the morning, feeding them, preparing them emotionally for the day, setting goals and dropping them at school. There have been really significant changes in attendance, and achievement in areas such as literacy.

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## 5) Communications & Advocacy (inc. Working Group)

### a) Invitation to add YPP Exec. role to LinkedIn

The YPP LinkedIn Profile has been set up and Executive Committee members are invited to add their role on the exec to their LinkedIn Profiles (if they have them). Hannah will send an email with further information and instructions.

### b) Key presentations and meetings

The YPP team have had a number of significant meetings and presentations since last exec meeting. Karina gave a very brief overview of the following:

- Mirrabooka RMF
- WA Barr Association Youth Justice Panel
- Department of Communities Hong Kong Youth Exchange Program
- Tony Buti - AYIP
- WA Police - AYIP
- South West Partnership Forum – Use of Data
- Federal MP Matt Keogh - Update
- Child Protection – State Aboriginal Liaison Officers Presentation
- Keynote & Workshop at Education Engagement Forum
- Lorraine Thomas - Target 120
- Senator Sue Lines - Update
- Federal Labor Crime & Justice Taskforce (inc Matt Keogh, Clare O’Neil, Cathy O’Toole & Madeline King’s Office)
- Australian & New Zealand Society of Criminology Conference

### c) Future meetings booked

Additionally, there are some further meetings coming up, including:

- Rachael Green, Department of Justice - Target 120
- Deputy Commissioner WA Police

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## 6) CAN Updates

### a) Discussions re: relevance and future reporting of CAN

The meeting discussed that CAN activity have now taken their own form and are operating independently of the YPP. Meeting agreed to remove this standing item from the agenda.

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## 7) Youth Voice

### a) YPP Executive Committee- Youth Representative

Habiba Asim has been the youth representative to Executive Committee for the last year (although has struggled fitting in meetings with uni). Her term on the committee has now concluded and being part of the YPP Exec is no longer as relevant for her. Noted that the YPP team took Habiba out for lunch and thanked her for her contribution.

Keneasha Lindsay was a YLR member and continues to be connected to YPP, doing her Master’s in Criminology next year with a project based on AYIP. The YPP Team recommended that she join the Executive Committee as a youth rep.

**Resolution: Keneasha appointed to exec for 1 year.**

The meeting noted that in future, expressions for interest for this role should be sought.

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**b) Youth Co-Design**

During the school holiday program, the young people who will be a part of the education program will be part of a co-design process to design that program.

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**8) Monitoring and Evaluation**

The M&E committee have been very active over recent months.

There was a concern with a question regarding whether we needed ethics approval to conduct the AYIP evaluation. The YPP Team have since met with Murdoch university ethics committee, and it was decided that ethics approval wasn't required to start the project (including using data to identify young people), as this is covered by the AYIP MOU. However, if someone was looking to do research on AYIP (for example members of the M&E Committee), they will need to apply for ethics approval for their project, then only have access to de-identified data for that purpose. Due process to be further explored in the new year.

**a) Logic Model**

We have been working on the AYIP Logic models – there is one for individual change (on young people) and one for systems change.

**b) M&E Plan**

The M&E Plan is in development. Once finalised it will be shared with the exec.

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**9) Other Business**

**a) Police Clearances for AYIP.**

Christine noted that AYIP Education Program staff, working on a school site, will need an Education Department Police Clearance (Noting this is different to other checks). Others, such as Elders, who come into the program will only need Working with Children Checks.

**b) Reflections on YPP in 2107**

Reflecting on strengths of the YPP in 2017, the meeting commented how it has been great that the project has developed organically and has been flexible to respond to community needs. It was also noted that there has been lots of strong advocacy to decision makers and people with impact this year.

**c) Thanks to Christine Jackson**

The committee thanked Christine Jackson for her contribution to the Youth Partnership Project, ahead of her retirement early in 2018. Karina noted that Christine's efforts had been pivotal to getting the Education Department engaged with the YPP, and especially in getting the AYIP Alternative Education Program off the ground. She was also a key part of bringing AYIP's Aboriginal Advisory Group together. She's been a great supporter of the YPP, and we are sure we'll still be in touch.

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Meeting Closed 12:05 pm

## Attachment 1 – Action List

# Youth Partnership Project Executive Committee

Action List – As at 13 December 2017

Meeting	Agenda Item	Action	Person Responsible	Status
15 Feb 2017	6a	YPP Team to distribute AYIP Evaluation strategy for review	YPP Team	Bring developed by M&E Working Group. <i>ONGOING</i>
21 June 2017	11a	All to consider options for a business/commercial sector represented for Executive Committee & forward ideas to Karina.	All	<i>ONGOING</i>
16 August 2017	5a	YPP Team to share the YIP prospectus document with the Executive Committee for review once draft is complete.	YPP Team	<i>COMPLETE</i>
	5c	YPP should prepare an "Info Package" for LGAs & other relevant stakeholders about the YIP model & what implementation in a new area would involve, for when the YPP is ready to upscale.	YPP Team	<i>ONGOING</i> This is a goal for 2018
	5c	YPP to organise presentations or workshops on the YPP & YIP Model with the leadership (Management and/or Councillors) of the Cities of Belmont & Gosnells to get them familiar with the project.	YPP Team, Chair & relevant LGA Reps.	<i>ONGOING</i> This is a goal for 2018
18 October 2017	2a	AYIP to keep track of real cost, including all contributions in-kind	AYIP Coordinator & YPP Manager	<i>ONGOING</i>
	2a	YPP Team to present WAPOL Budget to YPP Executive in future.	YPP Manager	<i>COMPLETE</i>
	3b iv	Karina, Christine, Glenn, Lyall and Cindy to develop a TOR and work out the details of AYIP Steering Group, including composition.	Karina, Christine, Glenn, Lyall and Cindy	<i>COMPLETE</i>
	3b v	M&E Working group to discuss recording Breakfast Club progress in more detail	M&E Working Group	<i>ONGOING</i>
	4b	Information Sharing Working Groups to update & amend MOU & distribute for re-signing	Information Sharing Working Group	<i>ONGOING</i>
	4c	Bek Milnes to join Advocacy & Communication Working Group	YPP Team /Bek	<i>REMOVED</i>
	4d	Information Sharing Working Group to review the Intellectual Property Clause in the YPP MOU	Information Sharing Working Group	<i>ONGOING</i>
	5ai	YPP Team to contact Serpentine Jarrahdale, explain our current situation & ask if they would like to be an observer for YPP meetings.	YPP Team	<i>ONGOING</i> To be invited for 2018
	5b v	Allen to follow up meeting with YPP & WA Police Commissioner	Matt/YPP Team /Allen	Meeting scheduled, but been postponed until 2018 <i>REMOVED</i>
	10	YPP Team to incorporate feedback into 2017-2019 Project Plan.	YPP Team	<i>COMPLETE</i>