

South East Metro Youth Partnership Project

Interim Steering Committee

Wednesday 25th of June 2014
 3:00pm-5:00pm
 City of Armadale office, 7 Orchard Ave, Armadale WA 6112

Members Present: Ross Wortham (RW) (Save the Children – Lead Agency) Neil Kegie (NK) (City of Armadale) Gordon (PCYC) Scott Faulkner (SF) (WA Football Commission) Suleila Felton (SFe) (Corrective Services) Marg Buckman (MB) (Department of Education) Robert Becker (RB) (Department of Child Protection and Family Support) Rob Stevenson (RS) (WA Police) Louise Gray (LG) (Hope Community Services)

Apologies: Debra Zanella (DZ) (Hope Community Services) Kevin Taylforth (KT) (Working Group Chair) Nigel Barrett (NB) (PCYC) Paul Mugambwa (PM) (WA Football Commission) Lee Lombardi (LL) (Hope Community Services) Ian Gilyead (IG) (WA Police) Moira Clancy (MC) (Corrective Services) Shawn Boyle (SB) (Shawn Boyle and Associates)

Facilitator: Ross Wortham (Save the Children – Lead Agency)

Minute Taker: Junie Baptiste Poitevien (Save the Children)

Item No.	Item	Action/Outcome	By Whom	By When
	Agenda Items			
1.	Acknowledgement of Country	1. RW provided an Acknowledgement of Country to the Nyoongar peoples.		
2.	Welcome and Introduction	1. RW welcomed everyone and provided a brief introduction of the purpose of the Executive Committee and an overview of the agenda for the members present. RW provided an update on negotiations with the Department of Local Government and Communities noting that the contract has been signed and the Project is now ready to be launched. RW stated that the Executive Committee would need to be		

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		formalised to ensure good governance of the project.		
3.	Update on Social Innovations funding and contract negotiations	<ol style="list-style-type: none"> 1. RW stated that Save the Children was still waiting on Minister Simpson's signature of contract before it can progress to recruitment of project staff (<i>however, since the meeting the contract has been signed by both parties – and is now complete</i>). 2. RW announced that Minister Simpson originally wanted to launch the project on the 3rd of July with a particular request to have children present; however RW was opposed to taking children out of school during school hours and proposed an alternative date to launch the project during school holidays. (<i>since the meeting the Minister's office has provided an alternative date for the 23rd of July at 4pm</i>) 3. SFe commented that the executive board should attend the launch. 4. SF suggested adding value to the project's launch with a football player to attract more media. RW added that this would give the Launch an operational element and could combine three initiatives in Armadale with Ignite staff, One Step Closer staff and the WAFC Footy project being present. NK agreed to the suggested approach to the launch and proposed that we develop a simplified message for the project to ensure the Minister and the media understand the project's elements and purpose. LG agreed to the need for a simplified message for the press releases. 5. RW to develop Press Release and circulate to the group. 	RW	Early July 2014
4.	Recruitment	<ol style="list-style-type: none"> 1. RW commented that the job description for Project Officer (PO) had been edited and updated from the version that was previously sent out over email to the group. RW noted that this role was critical to the project staffing strategy, where RW would be dedicated to the project for 0.5 FTE and this new role would be a 0.6 FTE position. Together these two roles would provide the project with 1.1 FTE with strategic level involvement, along with the research, coordination, and administrative support necessary to ensure the project is a success. RW mentioned that the PO position would be in a SCHADS 		

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		<p>5.1 level role.</p> <p>2. NK, RB and SFe suggested that the position's description implied a higher level of responsibilities and the title was not equivalent to those duties. SFe suggested that the position title be changed to "Senior Project Officer". The group consented on these above suggestions and approved the position description with a title change.</p> <p>3. RW explained the HR process for the requirement of this position and commented on the need to have at least one Committee Member to be present at the panel interview. MB agreed to sit on the panel.</p> <p>4. RW to advertise Senior Project Officer Position, cull applications, conduct phone screenings, and arrange interviews with MB.</p>	RW	By end of July
5.	Governance	<p>1. RW recapped the YPP Governance structure (see attached). The group agreed to the structure and to the overall purpose of the Executive Committee, YPP Forum for sector wide stakeholders, and the local area coordinating groups for operational coordination. RW suggested that specialist Think Tanks be established on project elements, such as complex case-coordination, collective impact, and the situational analyses'.</p> <p>2. RW suggested that he should sit as chair of the YPP Forum and the Project Officer would be then lead actions from the group, this would then position the Forum to be driven strategically, aligning it with the priorities of the Executive Committee.</p> <p>3. RB agreed to the YPP structure and reiterated the importance of having the South East Metro Human Services Regional Manager's Forum as a key component of the structure to ensure higher level government involvement, 'buy-in' and a position for further advocacy.</p> <p>4. RW suggested the need to have an independent chair at the Executive Committee; however RB stated that RW may be well-placed to chair of YPP Executive Committee as he is leading the</p>		

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		<p>project.</p> <p>5. RW suggested that the representatives of the Executive Committee would need to sign a Memorandum of Understanding. This was agreed by the group and SFe suggested that this MOU should be signed by those with clear authority within each member organisation, such as a Director General, Executive Director or CEO. The group agreed. RW noted that a draft MOU has been completed, which would be reviewed later in the meeting.</p> <p>6. RW commented on the need to get the wider sector involved in the project. He suggested groups like Communicare and Centrecare, who are very active in the youth space in the South East Corridor, have not been involved historically and that the YPP Forum might be a good place to engage them and others.</p> <p>7. RW proposed to have the three LGAs represented on the Executive group. NK also stated encouraging linkages of higher such as inviting Tom Leeming from the Department of Premier and Cabinet to future meetings.</p> <p>8. RW proposed that an Aboriginal Elder and/or Aboriginal community leader should be on the Executive Committee. RB proposed to approach the Department of Aboriginal Affairs to either sit or just attend the Executive Committee. SF added that the DAA has funded programs and identified that need to investigate what these programs are doing.</p> <p>9. RW requested that the Executive Committee members think about Aboriginal representatives who may be interested in sitting on the Committee and bring these ideas back to next meeting.</p> <p>10. It was generally discussed that the group may be getting too large and that there may be a need to identify other ways of engaging key stakeholders.</p>	Whole Group	Next meeting

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6.	Stakeholder Mapping Analysis Workshop	<ol style="list-style-type: none"> 1. RW discussed the stakeholder mapping (tabled at the meeting – see attached copies) and noted that the main point to these was to identify which stakeholders should be most engaged and which potentially could be part of the YPP Forum. 2. NK noted the importance of developing a clear communication strategy to help lead the project. 3. The Stakeholder mapping discussion was postponed until the next meeting as the members needed time to review the documents. RW to send around digital copies. 	Whole Group	Next meeting
7.	Discussion on MOU	<ol style="list-style-type: none"> 1. RW tabled a draft MOU for discussion, noting that the version circulated via email prior to the meeting was an abbreviated version developed from the previous Youth Working Group Terms of Reference. RW noted the MOU needed deep discussion and that it would take time to draft a final version. 2. NK noted that the background section needed more information and that there needed to be an overview of the YPP objectives and purpose. 3. In reference to Executive Committee meetings' frequency, RW suggested quarterly meetings; however in the interim during the project start-up phase the committee agreed to meet monthly. RW to send around Doodle Poll to identify next meeting date. 4. RW noted that quarterly progress and financial reports will be presented to the Executive Committee. 5. RW questioned whether sharing of information should be added in the MOU. RB suggested that a confidentiality section should be added, with particular regard to information about individuals that may be shared at this meeting. MB stated that we would need to work towards sharing information on clients, but this was still complicated. 6. NK commented that there should be a section on financial responsibilities of the group and a section on allocation of brokerage 	RW	6 July 2014

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		<p>funding needed to be added to provide transparency.</p> <p>7. SFe proposed that DGs sign the MOU to increase visibility of the project.</p> <p>8. RW to redraft the MOU with more detail and recirculate over email for preview by the committee members for discussion at the next meeting.</p>	RW	Next meeting
8.	General Business	<p>1. RW invited the group to provide feedback on how the meeting was facilitated to identify any efficiencies and/or areas for improvement for the next meeting.</p> <p>2. The group acknowledged the meeting was facilitated well and that the preparation work was comprehensive.</p>		
9.	Key Actions Arising and Next steps	<p>1. Provide feedback on MOU</p> <p>2. Provide feedback on Stakeholder mapping.</p> <p>3. Provide feedback on communication strategy.</p> <p>4. Executive Committee members think about Aboriginal representatives</p> <p>5. Advertise Senior Project Officer Position</p> <p>6. Develop clear Press Release for YPP Launch.</p>		
10.	MEETING Closed 4:40pm			
	DATE OF NEXT MEETING: Meeting date is TBD – via doodle.com.			