

South East Metro Youth Partnership Project

Interim Steering Committee

Friday 25th of July 2014
9:00-11:00AM

Gosnells Community Lotteries House 2232C Albany Highway Gosnells WA 6990

Members Present: Ross Wortham (RW) (Save the Children – Lead Agency) Neil Kegie (NK) (City of Armadale) Kelly- Anne Charles (KC) (City of Armadale) Marg Buckman (MB) (Department of Education) Robert Becker (RB) (Department of Child Protection and Family Support) Rob Stevenson (RS) (WA Police) Matt Sharp (MS) (WA Police) Louise Gray (LG) (Hope Community Services)

Apologies: Debra Zanella (DZ) (Hope Community Services) Nigel Barrett (NB) (PCYC) Gordon (PCYC) Paul Mugambwa (PM) (WA Football Commission) Scott Faulkner (SF) (WA Football Commission) Lee Lombardi (LL) (Hope Community Services) Ian Gilyead (IG) (WA Police) Moira Clancy (MC) (Corrective Services) Suleila Felton (SFe) (Corrective Services) Shawn Boyle (SB) (Shawn Boyle and Associates)

Facilitator: Kevin Taylforth (Working Group Chair)

Minute Taker: Junie Baptiste Poitevien (Save the Children)

Item No.	Item	Action/Outcome	By Whom	By When
	Agenda Items			
1.	Acknowledgement of Country	1. KT provided an Acknowledgement of Country to the Nyoongar peoples.		
2.	Brief update on Recruitment	1. RW provided an update on the Senior Project Officer role being posted on Save the Children's website, SEEK and Ethical Jobs. RW described the role and deadline of application. The selection of candidates shortlisted for interviews will begin the first week of August. RW mentioned that the interview will be in form of a panel to which the panellists will be himself, the State Manager of Programs for Save the Children, and Marg Buckman.	RW and MB to hold interviews and recruit Senior Project Officer	

Item No.	Item	Action/Outcome	By Whom	By When
3.	Debrief from YPP Launch	<ol style="list-style-type: none"> 1. The group acknowledged the great turn out of the event, the fluidity and interaction of the people who attended the launch. 2. RB mentioned good media coverage and press release. RB restated Premier Cabinet's interest in the project. 3. RW commented about the press release in the West Australian being under representative to the overall project purpose and that the project outcomes need to be clear and concise and the communication strategy should not be focused on Save the Children alone – but needs to be representative of the whole group. 4. NK agreed and stressed on utilising simple messages and concepts. NK provided his feedback on people's shared interest of the project. Tony Simpson commented on sitting at an Executive Committee meeting in six months' time to witness the progress of the project. NK added that the attendees of the event were good people to consider building relationships with, but, beforehand, the group had to conceptualise and clarify the project. NK congratulated the event's turn out, logistics and relevancy of speeches. 5. KT commented on the opportunity and challenge of the project. KT stressed on the importance of the communication strategy and suggested it should be divided into two strata: a communication strategy to address the community and another one for ministers. KT added the need to keep a streamline communication to keep everyone informed to prevent the project from being dropped. 6. RB suggested using KPMG to evaluate the project. RW suggested PWC to be considered as well, because previous research has been done through them and it would add value. RW stated that the evaluation could be two fold, one of the relationship matrix and another of individual outcomes with children. The framework of the evaluation must be clear, concise and linked to the outcomes of the project. 7. NK proposed that the Partnership Forum case study would provide a good baseline for evaluating framework. 	<p>NK and RW develop an simplified project communique.</p> <p>RW to identify options for agencies that have the capacity to evaluate the project.</p> <p>RW and NK to write case-study.</p>	

Item No.	Item	Action/Outcome	By Whom	By When
		<p>8. NK stated that the strategy of communication should depend on the targeted audience, and commented on identifying policy problems to come up with solutions and opportunities to influence policy makers' involvement in the project. RB added linking to government priorities would allow the team to make intelligent deductions of a conceptual framework and add value to our understanding of the project's purpose and outcomes.</p> <p>9. KT suggested taking a step back and looking at the mission of the project. KT mentioned the need to be drivers, leaders and communicators who influence across all local communities. KT suggested on the possibility of having evaluators in the Executive Committee space to assess how it functions.</p> <p>10. NK recapped the key points to focus on:</p> <ul style="list-style-type: none"> a) Conceptualise the project in a brief communique b) Develop an evaluation framework c) Communication strategy targeting key stakeholders: <ul style="list-style-type: none"> i. Engage with the stakeholders ii. Understand their policy problems iii. Propose solutions and/or opportunities iv. Efficient spaces for shared interests <p>11. LG questioned whether the elections in 2017 might influence policy makers' impact on the project. RW and KT commented that the project shall remain apolitical and in line with the policy makers' interest on community.</p> <p>12. RW proposed to attend the Logan Together presentation on the 20th of August to learn from their experiences on working on a collective impact project in Queensland. The group agreed.</p>	<p>Group to attend Logan Together presentation.</p>	<p>20th of August</p>
4.	Review	1. NK presented on the communication strategy framework:		

Item No.	Item	Action/Outcome	By Whom	By When
5.	Feedback from meeting with WACOSS on DropIN web-tool	1. RW explained that DropIN is a new online tool developed by WACOSS and used as a platform for sharing information within the community sector. The website is customizable to each sector's interest and preference of functionalities, e.g. document sharing, polling, scheduling, shared calendars, etc. RW suggested creating an account, providing access to the Executive Committee as a starting point, as it would provide more functionality than Dropbox. RB noted that DropIN was not functioning on his iPad during the meeting, which would be a hindrance.	RW to check with WACOSS about Apple compatibility.	
6.	Discussion on Aboriginal membership on the Executive Committee	<ol style="list-style-type: none"> 1) The group suggested the following individuals as possible additions to the Executive Committee: <ol style="list-style-type: none"> a) Christine Jackson – Department of Education b) James Back – Reconciliation WA. c) Amanda or Renee – Child Protection and Family Support 2) The group discussed that RW have an informal conversation with the potential members to identify their interest and capability to be on the Committee. 3) RW questioned whether CoB and CoG sit in the Executive Committee space – the group felt that at this stage we should involve the other cities in different forums as to not make the Executive committee meeting too large. 	RW to have discussion with potential members.	
7.	Brief review/overview of the stakeholder mapping	1. NK presented the stakeholder mapping whilst discussing the communication strategy.		
8.	Discussion on MOU	1. The group again agreed that the MOU would be a key strategic document and would need to be signed by respective individuals in each organisation who have the highest level of authority, such as CEOs, Director Generals, and Commissioners and/or their delegates.	RW to draft up a revised version for discussion at the next meeting.	

Item No.	Item	Action/Outcome	By Whom	By When
		<ol style="list-style-type: none"> 2. LG noted that add a finance and budget section would be helpful for transparency – this was agreed to by the group. 3. KT noted that the MOU needed clear protocols for endorsement of project decisions. 4. RB and NK commented that the Committee should act as an advisory body rather than a decision making body, with particular reference to budgetary decisions – this was agreed by the group and language in the MOU would need to be clear to this point. 		
9.	Key Actions Arising and Next steps	<ol style="list-style-type: none"> 1. RW to draft updated MOU and circulate prior to next meeting. 2. Begin to progress the Communications Strategy as presented by NK. <ul style="list-style-type: none"> ○ RW to contact key stakeholders to follow-up from the Launch to gain interest and ideas on how to link into their policy priorities. ○ RW to identify options for agencies that have the capacity to evaluate the project. ○ NK and RW to draft up a case study for the Partnership Forum 3. RW to identify options for agencies that have the capacity to evaluate the project. 4. Executive Committee to attend Logan Today presentation. 5. RW to gain 3 quotes for agencies to support project branding. 6. JB to set up DropIN and Executive Committee to trail DropIN. 7. RW to contact and identify potential Aboriginal membership for the committee 8. RW to explore options for SEC Youth Sector Summit/Conference 9. RW and MB to hold interviews and recruit Senior Project Officer 10. Executive Committee to meet every fourth Friday of the month from 		

Item No.	Item	Action/Outcome	By Whom	By When
		9am-11am.		
10.	MEETING Closed 11:00 AM			
	DATE OF NEXT MEETING: Friday 22nd of August 9AM-11AM.			