

# South East Metro Youth Partnership Project

## Executive Committee

Wednesday 3<sup>rd</sup> September 2014

1:00-3:00PM

Gosnells Community Lotteries House 2232C Albany Highway Gosnells WA 6990

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**Members Present:** Ross Wortham (RW) (Save the Children – Lead Agency) Junie Baptiste-Poitevien (JB) (Save the Children) Tessara Callaghan (TC) (Save the Children) Kelly- Anne Charles (KC) (City of Armadale) Marg Buckman (MB) (Department of Education) Robert Becker (RB) (Department of Child Protection and Family Support) Matt Sharp (MS) (WA Police) Debra Zanella (DZ) (Hope Community Services) Olivia MacDonald (OM) (Hope Community Services) Scott Faulkner (SF) (WA Football Commission) Isaac Stewart (IS) (WA Football Commission) Moira Clancy (MC) (Corrective Services) Suleila Felton (SFe) (Corrective Services) Kevin Taylforth (Ambassador)

**Apologies:** Nigel Barrett (NB) (PCYC) Gordon (PCYC) Paul Mugambwa (PM) (WA Football Commission) Lee Lombardi (LL) (Hope Community Services) Ian Gilyead (IG) (WA Police) Shawn Boyle (SB) (Shawn Boyle and Associates) Rob Stevenson (RS) (WA Police)

**Facilitator:** Neil Kegie (NK) (Chairperson, City of Armadale)

**Minute Taker:** Anania Tagaro (AT) (Save the Children)

Item No.	Item	Action/Outcome	By Whom	By When
	Agenda Items			
1.	<b>Acknowledgement of Country</b>	1. NK provided an Acknowledgement of Country to the Nyoongar peoples.		
2.	<b>Minutes from Previous Meeting &amp; Update on Actions Arising</b>	1. NK recapped actions arising from previous meeting and invited delegated members to provide an update: a) RW stated that the latest updated draft of the MOU has been completed and is ready for Members viewing and inputs. <i>Please see Item No. 9 for further details.</i>		



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		<p>sharing learnings of the YPP.</p> <ul style="list-style-type: none"> <li>- NK commented that the Summit is a large component of the project, and acknowledged that it will take a great amount of work.</li> <li>- DZ said that there should be a cohesive approach in regards to the purpose of the Summit.</li> </ul> <p>k) Senior Project Officer for YPP has been hired. Anania Tagaro commenced with Save the Children on the 20<sup>th</sup> of August 2014.</p> <p>l) Executive Committee has decided to meet every fourth Thursday of the month from 1:00-3:00PM</p>	AT to send calendar invite to all Members for future meetings	ASAP
3.	<b>Feedback on strategic meetings to date</b>	<p>1. RW provided brief updates from the round of strategic meetings he has attended since the YPP launch. RW stated that there have been approximately 10 meetings, which have included:</p> <ul style="list-style-type: none"> <li>- Jennifer McGrath, Deputy Commissioner and Anthony Howson, Director South, Department of Corrective Services</li> <li>- Jenni Perkins WA Commissioner for Children and Young People</li> <li>- Emily O'Hayon, Senior Policy and Program Officer CPFS, who is developing CPFS's 'At Risk Youth Strategy' 2015-2018. It was identified that YPP could potentially be embedded with the At-Risk Youth Strategy</li> <li>- Lorraine Thomas, Senior Policy Officer, Department of Premier and Cabinet, focus on at-risk youth,</li> <li>- Janelle Morley, Melissa Rudez, Arron Minchin, and Neil Thompson DSR,</li> <li>- Shane Devitt, PWC, regarding further scope to be involved in the evaluation of the project</li> </ul>		

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		<ul style="list-style-type: none"> <li>- Telethon Kids Institute, regarding methods of data collection and storage, as well as possibility of evaluating a component of the project</li> </ul> <ol style="list-style-type: none"> <li>2. RW announced that Save the Children was invited to sit on the Aboriginal Affairs Coordinating Committee's Sub-committee for Children, Youth and Families, however in the meeting attended the group, identified the need to disband the sub-committee and roll it into the existing Child Safety Director's Group. There is the possibility that RW will be invited to sit on that or other groups including the DPC Aboriginal Youth Expenditure Review Implementation Group, which will have direct benefits for the YPP.</li> <li>3. NK commented that the next significant meeting will be with Jennifer Matthews from DLGC. NK also reiterated that these meetings are being held with key decision-makers and people with influence.</li> <li>4. RW stated that there will continue to be more strategic meetings to be held in the next few months.</li> </ol>	RW to update Committee regarding next round of strategic meetings	Next Committee meeting
4.	<b>UN Millennium Development Goals (MDGs) Video</b>	<ol style="list-style-type: none"> <li>1. RW presented the UN Millennium Development Goals (MDGs) video to the Committee. <ul style="list-style-type: none"> <li>- AT explained that this video was created with the sole purpose of ensuring that any audience is able to understand the MDGs' principles and objectives, as the video utilises simple key messaging, colourful and engaging graphics, as well as stirring background music that allows it to be visually stimulating and emotive. AT stated that it has been a very effective communication tool for the UN MDGs.</li> <li>- RW said that the video is an example of how we are able to visualise the YPP's written Prospectus, which is yet to be developed itself. Furthermore, RW claimed that by having a video similar to the UN MDG video will enable us to clearly articulate the project and its vision not only when presenting to potential partners, stakeholders, communities and key individuals in garnering their support for YPP, but will also be</li> </ul> </li> </ol>	AT to source quote for YPP video development	Next Committee meeting



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		<p>8. RB stated that there is a Community Sector Roundtable that sits above PWC that has already set out some outcome measurement guidelines, and thus believes that the project should somehow be reflective of those.</p> <p>9. RW presented the slides on the vision, goals, key metrics and messaging of three established Collective Impact initiatives: Logan Together, Strive Together and The Ten20 Foundation</p> <ul style="list-style-type: none"> <li>- RW explained that the YPP should take a similar approach in terms of how these CI approaches have developed their vision statement and reiterated their purpose, goals and outcomes through very well-worded key messages that is repeated all throughout their communiques</li> </ul>	RB to circulate Community Sector Roundtable Report	Completed
6.	<b>Brief Update on Operational Model</b>	<p>1. RW presented the most recent version of the YPP operational model, which, in its spiral state, has become too complex. The model essentially describes the following spaces in which the project endeavours to work in:</p> <ul style="list-style-type: none"> <li>- Logan, Gosnells, Belmont/Victoria Park/Canning are communities that offer different gaps and opportunities for learning, and therefore, different community strategies will be developed for each community</li> <li>- Opportunities and subsequent strategies will be identified by hearing the voice of youth and community establishments.</li> <li>- A youth group/roundtable will be established that will not only have direct links with the Executive Community and participate at a strategic level, but also have the opportunity to initiate YPP-related initiatives on the ground in our target communities.</li> <li>- YPP has also been contracted to support the most vulnerable members of our communities, and therefore the project needs to work out how to influence the space of priority families. The project has a targeted intervention budget of \$80,000 a year of brokerage funding. The Committee will need to establish an EOI process or resource allocation strategy to implement this aspect of the project.</li> </ul>	RW and AT to work on operational model	Next Committee Meeting

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		<p>- The larger circles surrounding the strategic and operational spaces include the space by which the YPP holds its Youth Sector Summit, and as a consequence of building momentum for change, establish leadership and advocacy in the industry, with the final circle being the M&amp;E component, one of the largest aspects of the YPP.</p> <p>2. DZ commented that we need to have a balance of membership on the Committee in terms of believing and working collaboratively. DZ said that YPP is not just a government-driven initiative.</p>		
7.	<b>Brief Update on Project Evaluation – Opportunities to Explore</b>	<ol style="list-style-type: none"> <li>1. RW said that he has met with PWC to gauge their interest in once again undertaking some evaluation work for the project. RW also mentioned that PWC has an Indigenous consulting group.</li> <li>2. RW stated that he has also met with the Telethon Institute and discussed how they are able to contribute to the evaluation component of the project. RW also discussed methods of data collection with them and there is potential to utilise their 'Data Linkage' Project.</li> <li>3. RW mentioned that universities such as Murdoch, Curtin, UWA and Notre Dame have also expressed interest in being part of the YPP through linking in their students to research and evaluate different aspects of the project. RW said that we are likely going to be able to evaluate the project from three spheres – from individual, to Systemic, and Multi-Systemic outcomes.</li> <li>4. RW emphasised that the Committee must develop an EOI-type process for securing agencies and/or consultants to evaluate the project. RW said that the meetings he has held with the above parties are opportunities for the YPP to explore further.</li> <li>5. KT stated that it was important for PWC to be included in the project evaluation process, particularly as they have extensive experience in evaluating governance structures. KT said that he believes that PWC will be the best agency to evaluate whether the YPP and the Committee are meeting its goals and priorities.</li> <li>6. NK said that the evaluation process is one of the key aspects of the</li> </ol>		

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		<p>project, and as such work to progress this now is essential. NK suggested that a core sub-group of the Committee should be created to ensure that the process of contracting an agency to evaluate the project proceeds from this point forward.</p> <ul style="list-style-type: none"> <li>- The Committee approves the creation of the sub-group delegated with the task of progressing with securing project evaluators. Ross Wortham, Debra Zanella, Robert Becker and Kevin Taylforth comprise this sub-group.</li> </ul>	RW and AT to set an initial meeting for the Evaluation Sub-Group	12 <sup>th</sup> September 2014
8.	<b>Discussion on Aboriginal membership on the Executive Committee</b>	<ol style="list-style-type: none"> <li>1. RW provided an update regarding recent efforts on gauging the interest of key/influential Aboriginal leaders on the Committee. RW stated that Christine Jackson from the Department of Education is interested, as well as recommended that Jenna Woods, an emerging and ambitious young leader in the current youth space in Perth, be included in the Committee so that there is a strong voice for young people in the YPP governance structure. <ul style="list-style-type: none"> <li>- The Committee gave their full support in having Christine Jackson and Jenna Woods be invited to the next Executive Committee meeting.</li> </ul> </li> </ol>	RW to invite Christine Jackson and Jenna Woods to next Committee meeting	Next Committee Meeting
9.	<b>Comments and Discussion on MOU</b>	<ol style="list-style-type: none"> <li>1. RW informed the Committee that the latest draft of the MOU is ready for their viewing and inputs. RW distributed the hard copy of the MOU to all Members and stated that a soft copy will also be circulated for their convenience. RW said that a more comprehensive discussion on the MOU will be tabled for the next Committee meeting, and emphasised the importance of this being agreed upon by the whole group and subsequently finalised for signage by all Members.</li> </ol>	<p>All Committee Members to view and provide inputs on the MOU in next meeting.</p> <p>AT to circulate soft copy of the MOU to all Members.</p>	<p>Next Committee Meeting</p> <p>ASAP</p>
10.	<b>Key Actions Arising</b>	<ol style="list-style-type: none"> <li>1. AT to circulate draft Communications Strategy via email to all</li> </ol>		



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	<b>&amp; Next Steps</b>	<p>Members</p> <ol style="list-style-type: none"> <li>2. AT to compile quotes for project design/identity and present to Members <ul style="list-style-type: none"> <li>- SCA YPP Team to contract design/graphics agency and set up design meeting</li> <li>- AT to source quotes for YPP video Prospectus</li> </ul> </li> <li>3. JB to send DropIN link with instructions for Members to sign in and navigate site <ul style="list-style-type: none"> <li>- AT to send WACOSS Webinar invitation on 'Introduction to DropIN' to all Members</li> </ul> </li> <li>4. AT to send calendar invite to all Members for Executive Committee Meetings every fourth Thursday of the month from 1:00-3:00PM</li> <li>5. RW and AT to continue facilitating strategic meetings for the YPP</li> <li>6. SCA YPP Team to conduct face-to-face meetings/interviews with each Member of the Executive Committee regarding priorities and the 'change they want to see' from this project</li> <li>7. RB to circulate Community Sector Roundtable Report</li> <li>8. RW and AT to continue working on the YPP Operational Model</li> <li>9. RW and AT to set up initial meeting of the Evaluation Sub-Group</li> <li>10. RW to invite Christine Jackson and Jenna Woods to the Next Executive Committee meeting</li> <li>11. All Members to view and provide inputs regarding the YPP MOU <ul style="list-style-type: none"> <li>- AT to circulate soft copy of the YPP MOU to all Members</li> </ul> </li> </ol>		
<b>11.</b>	<b>MEETING Closed 3:00PM</b>			
<b>DATE OF NEXT MEETING: 25<sup>th</sup> September 2014, Thursday 1:00-3:00PM</b>				