

# South East Metro Youth Partnership Project

## Executive Committee

Thursday 25th September 2014

1:00-3:00PM

Gosnells Community Lotteries House 2232C Albany Highway Gosnells WA 6990

**Members Present:** Ross Wortham (RW) (Save the Children – Lead Agency) (City of Armadale) Marg Buckman (MB) (Department of Education) Robert Becker (RB) (Department of Child Protection and Family Support) Debra Zanella (DZ) (Hope Community Services) Sophie Harrington (SH) (Hope Community Services) Ian Westmore (IW) (WA Police) Steve Thompson (ST) (WA Police) Rob Stevenson (RS) (WA Police) Scott Faulkner (SF) (WA Football Commission) Suleila Felton (SFe) (Corrective Services) Christine Jackson (CJ) (Department of Education) Rebekah Milnes (RM) (City of Armadale) Ian Eardley (IE) (Directions WA) Kevin Taylforth (Ambassador)

**Apologies:** Kelly- Anne Charles (KC), Paul Mugambwa (PM) (WA Football Commission) Lee Lombardi (LL) (Hope Community Services) Matt Sharp (MS) (WA Police) Ian Gilyead (IG) (WA Police) Shawn Boyle (SB) (Shawn Boyle and Associates) Isaac Stewart (IS) (WA Football Commission) Moira Clancy (MC) (Corrective Services) Andrea Nixon (AN) (Department of Child Protection and Family Support) Junie Baptiste-Poitevien (JB) (Save the Children) Tessara Callaghan (TC) (Save the Children)

**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>Welcome to New Executive Committee Members</b>	1. NK welcomed the new members to the SEC YPP Executive Committee: - Christine Jackson (Department of Education)		



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		<p>that JB has forwarded this information to all Members via email. However, for the new Executive Committee Members, this information and the login link to DropIN will be sent to them shortly.</p> <ul style="list-style-type: none"> <li>- RW emphasised that the DropIN site is still a working progress, and therefore, may still have limited capabilities.</li> <li>- AT explained that when logging into the site for the first time, Members must activate their membership and create a new password. AT also stated that in order to find the 'Youth Partnership Project' page, they must search for it using the Search function located on the homepage itself.</li> </ul>	information and DropIN link to new Executive Members	
4.	<b>SEC YPP Presentation</b>	<p>1. RW and NK gave the SEC YPP Presentation that RW presented at the recent South East Metro Regional Manager's Forum to the Executive Committee. RW stated that the YPP Team is able to have one-on-one conversations with any Member about any aspect of the project for greater clarity and to provide more detailed information.</p> <p><i>Project Objectives</i></p> <ul style="list-style-type: none"> <li>- For the benefit of the new Executive Committee members, NK gave a detailed explanation of the SEC YPP objectives. NK mentioned that these should be included in the 'Prospectus' or 'one-pager' that we are able to give to people to explain what the project is doing and what it aims to accomplish. NK mentioned that these objectives were included in our original proposal for the project.</li> </ul> <p><i>Governance</i></p> <ul style="list-style-type: none"> <li>- When discussing the governance structure of the project, NK stated that we need to ensure that this is youth-led from the beginning and therefore that is why the project will establish a</li> </ul>		

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		<p data-bbox="721 213 1169 245">'Youth Leadership Roundtable'.</p> <ul data-bbox="676 268 1603 1181" style="list-style-type: none"> <li data-bbox="676 268 1603 596">- RW further explained that the 'Youth Leadership Roundtable' will provide as much accountability for the project as the Executive Committee. RW said that the project must have a youth voice, with this driving what the Roundtable will look like and how they will work together. RW stated through our sound contacts with organisations like Millennium Kids, YACWA and the community, we are able to contact specific young people – inspiring young leaders – to be part of this group.</li> <li data-bbox="676 619 1478 724">- In regards to the advocacy/systemic reform level, RW emphasised that this is the space where we want to affect/influence policy change.</li> <li data-bbox="676 746 1603 1181">- RW stated that the operational space is the space in which we will be working in with direct service delivery providers. He said that we will be working in three communities where we will be implementing the collective impact theory and practice through a joined-up and targeted approach to service delivery in addressing the needs of at-risk young people. Furthermore, RW mentioned that we will also coordinate and facilitate an annual 'Youth Sector Summit', which is a conference-type event, where learnings are shared and networking opportunities will be held, as well as a platform by which to showcase the strengths of young people from the South East Corridor.</li> </ul> <p data-bbox="627 1203 1568 1235"><i>Programming Across the Continuum of Resilience vs. Vulnerability</i></p> <ul data-bbox="676 1257 1594 1474" style="list-style-type: none"> <li data-bbox="676 1257 1594 1474">- RW said that we are able to use the model to assess the community gaps and resources. He said that it was common knowledge that the majority of resources are being allocated within universal, primary and tertiary intervention services. As such, by plotting this along the continuum, RW emphasised that there is a gap in investment within the areas of early,</li> </ul>		

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		<p>secondary and initial tertiary intervention services.</p> <ul style="list-style-type: none"> <li>- Therefore, RW stated that the YPP will see itself working and filling the gap within the areas of early, secondary, and initial tertiary intervention along the continuum.</li> <li>- RW said that the situational analysis we are currently conducting allows us to determine how we are able to operationalise in the three LGAs. From the baseline data we obtain, we are able to target the services that we need to be working with to address need and gaps within the community by establishing a 'Local Coordination/Strategic Planning Group' consisting of key personnel from on-the-ground service providers for each community.</li> <li>- AT mentioned that we are currently in the initial phases of starting the 'Local Coordination/Strategic Planning Group' for Armadale, and have been in touch with key individuals and gauged their interest of being part with this group.</li> </ul> <p><i>Project Timeline</i></p> <ul style="list-style-type: none"> <li>- RW briefly explained the project timeline, and stated that there is a draft work plan that is currently in place. RW emphasised that this project timeline is not in any order of priority.</li> </ul> <p>2. KT claimed that there is very little mention of education, training and work experience in the presentation of the project. KT said that this may be an area by which Directions WA is able to advice the project on.</p> <ul style="list-style-type: none"> <li>- NK said that he agreed with KT on this issue. NK mentioned that education and personal/professional development opportunities for young people can also be mapped out on the continuum.</li> <li>- RB also agreed in that the continuum can be used as a method by which to map out current opportunities for young</li> </ul>		

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		<p>people, and identify the gaps where opportunities should exist that can, as a consequence, have better outcomes for children, young people and families</p> <ul style="list-style-type: none"> <li>- NK stated that each organisation is also able to map their programs within this continuum, and this can be used as a way to identify gaps in service delivery within each organisation, and therefore design programs more intelligently.</li> </ul> <p>3. RW said that as part of creating the YPP 'Prospectus' and other foundational documents, we need to make our language clearer.</p> <ul style="list-style-type: none"> <li>- NK stated that the 'Youth Leadership Roundtable' will be able to provide guidance on the language of such documents.</li> <li>- RB said that a glossary of terms developed for the project would also be helpful.</li> </ul>	AT to develop glossary of terms for YPP to be included in foundational documents	Ongoing
5.	<b>Feedback on Strategic Meetings to Date</b>	<p>1. RW provided brief updates from the round of strategic meetings he and the YPP Team have attended since the last Executive Committee meeting. RW emphasised that there has been overwhelming support and guidance for the project that has been generated from these meetings, which have included:</p> <ul style="list-style-type: none"> <li>- Daniel Morrison, CEO, Aboriginal Alcohol and Drug Service (AADS)</li> <li>- James Curtis, A/Executive Director Community Development, Department of Aboriginal Affairs (DAA)</li> <li>- Ian Westmore, Crime Prevention &amp; Community Liaison Unit, WAPOL</li> <li>- Bob Tadeo, Director of Policy and Aboriginal Service, Department of the Attorney-General (DoTAG)</li> <li>- Anthony Howson &amp; Suleila Felton, Department of Corrective Services (DCS)</li> </ul>		

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		<ul style="list-style-type: none"> <li>- Helen Miskell, Director of Non-Government Funding and Policy, Department of Child Protection and Family Services (DCPFS)</li> <li>- Karin MacArthur, Community Partnership Broker, South West Metropolitan Partnership Forum</li> <li>- Jennifer Matthews, Director-General, Scott Hollingsworth &amp; Ray Peters, Department of Local Government and Communities (DLGC). RW noted that DG Jennifer Matthews is in full support of the project and is willing to facilitate a 'DG Roundtable' for the YPP to present at in November.</li> <li>- The South East Metropolitan Human Services Regional Managers Forum (SEMHSRMF)</li> </ul> <p>2. RW also asked for the advice and guidance of all Members regarding who else need to be briefed and consulted for the benefit of the project.</p> <ul style="list-style-type: none"> <li>- IW said that he will be organising a meeting for us with Noreen O'Rourke from WAPOL soon</li> <li>- ST agreed to facilitate a meeting with Superintendent Brad Royce, also from WAPOL</li> <li>- SF inquired if there is scope to meet with the Office of Multicultural Interests (OMI). RW said that there is definitely avenues by which they are able to advice on the project, or at least be aware of it, and asked who will be the best person to contact there. SF said that IS will be able to assist in facilitating a meeting with OMI.</li> </ul>	AT to contact IS regarding best contact person from OMI	Before the next Executive Committee meeting
6.	<b>Update on SEC YPP Prospectus</b>	<p>1. RW briefly explained the YPP 'Prospectus' and that this is currently in draft form. RW said that this will be used as a communication tool to gain support and buy in for the project.</p> <ul style="list-style-type: none"> <li>- AT further explained that the Prospectus aims to be understood by audiences at all levels. The YPP Team is also looking at creating a 'video Prospectus' that is similar to the</li> </ul>		



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		<p>of the value of their service</p> <ul style="list-style-type: none"> <li>- NK said that an output for this project would be the framework on how services on the ground are able to have a 'line of sight' to the government space in terms of articulating their value</li> <li>- RB spoke of the national indicators/outcomes that have already been established through the WA CPFSS Rapid Response Strategy, which he will share with the Evaluation Sub-Group</li> <li>- DZ said that we all have shared outcomes, but that the tools to measure them will vary. DZ stated that, therefore, we need to choose the tools in order to measure the impact of the project on those three levels where the YPP will work. DZ also mentioned that the Partnerships Forum is currently doing a body of work through the case studies, which the YPP submitted an EOI to, and if successful, the YPP will be able to have a direct link and dialogue with that evaluation process.</li> </ul>	AT to forward national indicators/outcome document to Exec Committee	By next Executive Committee Meeting
8.	<b>Discussion on MOU</b>	1. NK said that with due consideration to time, the MOU will be tabled for the next meeting as a priority agenda item. NK asked all Members to have a thorough review of the MOU in order to have an informed conversation of the document at the next meeting.	All Members to review MOU	By next Executive Committee meeting
9.	<b>Moving Forward: SEC YPP – From Strategy to Operations</b>	<p>1. RW explained that the establishment of 'Local Coordination/Strategic Planning Groups' in each LGA is an extension of the relevant services that are working on the ground. RW emphasised that through the project and these groups, we will be working with at-risk youth, PPOs and priority families.</p> <ul style="list-style-type: none"> <li>- RW stated that the YPP hopes to support the strategic planning of how services are more coordinated and targeted in these three communities</li> </ul> <p>2. DZ asked if there are already networks that could be reformed/reshaped in the three communities that can, in effect, be</p>		

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		<p>the 'Local Coordination/Strategic Planning Group'?</p> <ul style="list-style-type: none"> <li>- RW said that in Canning there is already a group with DCPFS that the project can support and be part of the YPP, only if they are in support of the project</li> <li>- NK stated that we have to be clear and ensure that these groups that already exist and want to tap into must be 'bought in' into the YPP objectives, because otherwise they might not understand what the project is about and will commence service delivery without any clear direction</li> <li>- DZ said that the process in establishing the 'Local Coordination/Strategic Planning Group' is already being started by the YPP Team in Armadale. She emphasises that we do not want to duplicate what is already working in the area and have people going to a plethora of meetings without really producing any outcomes</li> <li>- NK stated that in regards to Armadale, the CoA is best placed to facilitate such a group. NK states that the Armadale Youth Network (AYN) currently being coordinated and facilitated by Ashlee Hasson, Youth Worker, may possibly be reshaped to be a 'Local Coordination/Strategic Planning Group'</li> <li>- RM stated that it would be valuable to present the project in a more understandable way to middle management that would attend youth network meetings at these LGAs, and really get their 'buy in', as ultimately, they are the ones that the YPP is relying on to implement the collaborative services on the ground. RM emphasised that the YPP must include the 'What's in it for me?' factor.</li> <li>- DZ agreed and said that this factor is essentially what the benefit is for a service to support the YPP and how the YPP is able to help achieve their own respective organisation outcomes in a different way. DZ said that the YPP presentation and 'buy in' for support must be relevant to those</li> </ul>	<p>RW and YPP Team to initiate contact with key individuals from service providers within Armadale to gauge interest in being part of the 'Local Coordination/Strategic Planning Group' and coordinate initial meeting</p> <p>AT to ensure that organisation 'buy in' is clearly articulated in the Prospectus</p>	<p>ASAP</p> <p>ASAP</p>

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		<p>working on the ground</p> <ul style="list-style-type: none"> <li>- RW emphasised that if we have three 'Local Coordination/Strategic Planning Groups' operational in the three LGAs by next year, that will be a great success for the project, which in turn, will produce tangible outcomes on the ground that we are able to monitor and evaluate</li> <li>- Furthermore, RW said that if the project is able to assist in the Local Strategic Plans, it will be another great output and success for the YPP</li> <li>- RB stated that the language for presenting the project needs to speak to all audiences. RB emphasised that the 'Youth Leadership Roundtable' should have a say in how the project is presented.</li> </ul> <p>3. NK stated that the WAFC could lead the 'Local Coordination/Strategic Planning Group' in Belmont at least in the initial stages, CoA to lead in Armadale, and further discussion need to be had with the City of Belmont.</p> <p>4. NK stated that we should create another sub-group of the Executive Committee that is dedicated to the systemic change/sustainability that the project endeavours to achieve. NK said that this group will also ensure that there is consistent and continuous dialogue with government and the Partnership Forum. Furthermore, RW said that there also needs to be a sub-group that is focused on the Complex Case Management aspect of the project, and how this will look in terms of collaboration between services, information sharing and actual implementation.</p> <ul style="list-style-type: none"> <li>- KT said that there needs to be a TOR for these sub-groups as well</li> <li>- RW said that the YPP is able to coordinate and facilitate these groups</li> <li>- NK asked all Members to consider in which Sub-Group they</li> </ul>	<p>All Members to consider which Sub-Group in which they would like to participate in</p>	<p>By next Executive Committee Meeting</p>

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		<p>would like to be part of</p> <ul style="list-style-type: none"> <li>- RW mentioned that we have Brokerage Funding that we have to spend per year, and we need to come up with a way to allocate such resources</li> <li>- NK emphasised that by having such Sub-Groups as an extension of the governance accountability of the Executive Committee will lessen the burden from the Executive Committee themselves – in that the Executive Committee will have greater scope at looking at ‘big picture’ priorities for the project</li> </ul> <p>5. RW and RB explained to all Members why the three LGAs were chosen to be part of the YPP.</p> <ul style="list-style-type: none"> <li>- SFe further explained that the reason Victoria Park, Belmont and Cannington are bundled into one region is because historically, they have always been left out.</li> <li>- RS inquired why the project does not divide the LGAs into two distinct regions, such as North SEC and South SEC, and inquired whether this is because it is much easier to work directly with the LGAs.</li> <li>- RW emphasised that the YPP will be commencing in Armadale and will endeavour to replicate the model in the two other LGAs. However, RW said that this may be too ambitious for a two-year project, but that is why we are envisioning the YPP to be a ten-year initiative for scalability and replicability purposes. RW also stated that despite including these three LGAs in our initial proposal to DLGC, it can be flexible according to project needs and timeframes.</li> <li>- NK said that we are able to table this topic for further discussion at the next meeting. NK stated that the communities in which the YPP works in can evolve and change</li> </ul>	<p>AT to table this agenda item for next Executive Committee meeting</p>	<p>By next Executive Committee meeting</p>

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10.	<b>Key Actions Arising &amp; Next Steps</b>	<ol style="list-style-type: none"> <li>1. All Members to review MOU</li> <li>2. All Members to review draft Communications Strategy</li> <li>3. AT to present design quotes/options to Members</li> <li>4. JB to send upcoming WACOSS Webinar information and DropIN link to new Executive Members</li> <li>5. AT to develop glossary of terms for YPP to be included in foundational documents</li> <li>6. AT to contact IS regarding best contact person from OMI</li> <li>7. AT to send link to the UN MDGs video via email to new Executive Committee Members</li> <li>8. AT to circulate next Evaluation Sub-Group Meeting Minutes prior to Executive Committee Meetings</li> <li>9. AT/YPP Team to contact Logan Together to inquire of their evaluation processes</li> <li>10. RB to share indicators/outcomes from the WA CPFS Rapid Response Strategy.</li> <li>11. RW and YPP Team to initiate contact with key individuals from service providers within Armadale to gauge interest in being part of the 'Local Coordination/Strategic Planning Group' and coordinate initial meeting</li> <li>12. AT to ensure that organisation 'buy in' is clearly articulated in the Prospectus</li> <li>13. All Members to consider which Sub-Group in which they would like to participate in</li> <li>14. AT to table 'Discussion on YPP LGAs/Communities' for next</li> </ol>		

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		Executive Committee meeting		
11.	<b>MEETING Closed 3:00PM</b>			
	<b>DATE OF NEXT MEETING: 23<sup>rd</sup> October 2014, Thursday 1:00-3:00PM</b>			