

# South East Metro Youth Partnership Project

## Executive Committee

Thursday 23<sup>rd</sup> October 2014  
1:00-3:00PM

Perth Demons Football Club, Lathlain Park, Goddard Street, Lathlain

**Members Present:** Ross Wortham (RW) (Save the Children – Lead Agency) Jenna Woods (Save the Children) Marg Buckman (MB) (Department of Education) (Hope Community Services) Sophie Harrington (SH) (Hope Community Services) Ian Westmore (IW) (WA Police) Matt Sharp (MS) (WA Police) Josh Marshall-Clarke (JMC) (WA Police) Scott Faulkner (SF) (WA Football Commission) Isaac Stewart (IS) (WA Football Commission) Suleila Felton (SFe) (Corrective Services) Kevin Taylforth (Ambassador) Kelly- Anne Charles (KC) Andrea Nixon (AN) (Department of Child Protection and Family Support) Dawn France (PCYC) Tessara Callaghan (TC) (Save the Children)

**Apologies:** Robert Becker (RB) (Department of Child Protection and Family Support) Debra Zanella (DZ) Steve Thompson (ST) (WA Police) Rob Stevenson (RS) (WA Police) Christine Jackson (CJ) (Department of Education) Ian Eardley (IE) (Directions WA) Paul Mugambwa (PM) (WA Football Commission) Shawn Boyle (SB) (Shawn Boyle and Associates) Moira Clancy (MC) (Corrective Services) Junie Baptiste-Poitevien (JB) (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 YPP Executive Committee: <ul style="list-style-type: none"> <li>- Jenna Woods (YPP Youth Leadership Roundtable) (Save the Children)</li> <li>- Andrea Nixon (Department of Child Protection and Family</li> </ul>		

Item No.	Item	Action/Outcome	By Whom	By When
		Services) - Dawn France (PCYC) NK thanked them for their attendance and support for the project.		
3.	<b>Minutes from Previous Meeting &amp; Update on Actions Arising</b>	<ol style="list-style-type: none"> <li>1. Members have reviewed the MOU, which is now ready for signing <i>(Please see Section 6 below for further details.)</i></li> <li>2. Members have reviewed and provided comments on the Draft Communications Strategy. NK has amended accordingly and now ready for implementation.</li> <li>3. AT updated all Members on Project Design &amp; Brand Identity process:               <ul style="list-style-type: none"> <li>- The decision was made to contract Myriad Images to undertake YPP logo design, brand identity and video prospectus production.</li> </ul> </li> <li>4. AT will include glossary of terms for YPP in all foundational documents towards the end stages of their development</li> <li>5. AT has sent email to OMI contact. Thankyou to IS for providing his contact at OMI. <i>(Please see Section 4 below for further details.)</i></li> <li>6. AT still to hear back from Logan Together regarding their evaluation framework and processes.</li> <li>7. The Armadale Youth CAN (Collaborative Action Network), will be launched on Thursday 6<sup>th</sup> November. <i>(Please see Section 7 below for further details.)</i></li> <li>8. AT circulated to all Members an email detailing the purpose of each Executive Committee Sub-Group, which are:               <ol style="list-style-type: none"> <li>1) Evaluation</li> <li>2) Complex Case Coordination</li> <li>3) Advocacy/Sustainability</li> </ol> </li> </ol>	Members to provide their chosen group(s) to AT ASAP	
4.	<b>Feedback on</b>	<ol style="list-style-type: none"> <li>1. RW provided brief updates from the round of strategic meetings he and the YPP Team have attended since the last Executive</li> </ol>		

Item No.	Item	Action/Outcome	By Whom	By When
	<b>Strategic Meetings to Date</b>	<p>Committee meeting. RW stated that there continues to be great support for the project, particularly now that the YPP is progressing to its operational phase. Meetings have been held with:</p> <ul style="list-style-type: none"> <li>- Irina Cattalini, Chief Executive Officer, WACOSS</li> <li>- Jenni Perkins, Acting Commissioner, CCYP</li> <li>- Craig Comrie, CEO, YACWA</li> <li>- Suleila Felton, Manager South East Metro Youth Justice Services &amp; Moira Clancy, Teal leader Prevention &amp; Diversion, DCS</li> <li>- Andrea Nixon, District Director Cannington, DCPFS</li> <li>- Annette Pitts, Neighbourhood Enrichment Officer, Town of Victoria Park</li> <li>- James Back, Executive Officer, Reconciliation WA</li> <li>- Myriad Images for Project Design &amp; Brand Identity</li> <li>- Telethon Institute for YPP Evaluation Scope &amp; Framework</li> <li>- PwC for YPP Evaluation Scope &amp; Framework</li> <li>- WA Football Commission regarding their 'Night Fields/SEEP (South East Engagement Program)' 2014 pilot in the Armadale</li> </ul> <p>2. Ray Peters, Director for Community Funding, DLGC. RW stated that the DGs Roundtable Briefing facilitated by DLGC will most likely take place early in 2015. This could provide an opportunity to articulate the progress, successes, and challenges, as well as be given direction from DGs themselves on how to move the project forward. It was agreed by the group that strategic meetings to date have built a strong momentum for the project and there was now a need to take the project forward from 'back of the house' activities to 'front of house' activities, such as the Armadale Youth CAN.</p>	RW to inform all Members of progress towards the DGs Roundtable Briefing.	Next Executive Committee meeting.
5.	<b>Youth Partnership Project Progress Report</b>	<i>(Please see attached PDF on YPP Progress Report RW presented during the meeting.)</i>		



Item No.	Item	Action/Outcome	By Whom	By When
		<ul style="list-style-type: none"> <li>• RW stated that the 'Armada Youth CAN' (Collaborative Action Network) is launching on Thursday 6<sup>th</sup> November. The Armada Youth CAN is linked with the Armada Youth Network, and will be the operational arm of the YPP at a local level. The Armada Youth CAN will also provide a platform for advocacy on community trends, systemic barriers to services provision and a clear avenue to voice key learnings to a strategic level.</li> <li>• RW stated that the inaugural YPP Annual Youth Sector Summit will take place during National Youth Week 2015. RW stated that as well as Executive Committee member organisations this initiative has gained the support from YACWA, WACOSS, CCYP, DLGC and Millennium Kids. Planning for that Sector Summit will start as soon as possible.</li> <li>• RW informed the group that the YPP Team is still currently working on the YPP Operational Model.</li> </ul> <p><i>Research &amp; Evaluation</i></p> <ul style="list-style-type: none"> <li>• RW informed the group that the Concept Note has been developed for the YPP Evaluation Framework. RW has sent this to PwC and Telethon, with their responses so far being very positive. RW stated that the Evaluation Sub Group will reconvene to discuss this further.</li> </ul> <ol style="list-style-type: none"> <li>1. AN inquired if the YPP is being gradually rolled out through the other sites. RW explained that there is potential for it to be a gradual roll out, depending on the strength of interest from the other sites, whether the model is working in Armadale or needs to be redesigned, and is also contingent on time and resources. <ul style="list-style-type: none"> <li>- AN suggested that the operational roll out should be done simultaneously at all the selected YPP sites, as she believes that the area further up the train line has often been neglected.</li> </ul> </li> </ol>	<p>AT to provide update of the first Armadale Youth CAN meeting to Executive Committee</p> <p>RW and AT to brief Executive Committee on progress on Youth Sector Summit planning</p> <p>AT to send Evaluation Sub Group minutes to the Executive Committee</p>	<p>At next Executive Committee meeting</p> <p>At next Executive Committee meeting</p> <p>At next Executive Committee meeting</p>

Item No.	Item	Action/Outcome	By Whom	By When
		<ul style="list-style-type: none"> <li>- AN stated that the Community Directives meeting in Cannington would provide a good opportunity for the YPP to engage at an operational level in that part of the corridor. It was noted that this meeting however has more often been a space interagency updates rather than strategic planning. SFe stated that this is largely due to the Community Directive covering a large area.</li> <li>- NK stated that there is no reason for not rolling out the YPP simultaneously, but it just means that momentum and interest for the project must be found in those areas. AN stated that if the YPP inquires in the areas further up the train line, it will be apparent that they are looking for assistance and direction on how to address problems, concerns, and issues related to at-risk young people.</li> <li>- RW stated that the responsibility sits with the YPP team to ensure that work is being done in these areas, particularly with Armadale moving ahead operationally.</li> <li>- KT stated that if we do not engage with the areas further up the train line appropriately, they will lose interest very quickly – particularly if they do not see tangible outcomes from the project. DF emphasised that it is important to find the right person on the ground in these areas to drive the project’s vision and objectives.</li> </ul>	RW to present at the next Cannington Community Directives meeting.	<p>At next Executive Committee meeting</p> <p>By next Executive Committee meeting</p>
6.	<b>Discussion on MOU</b>	<ol style="list-style-type: none"> <li>1. NK stated that the final copy of the MOU has been circulated to all members. He inquired if Members had any further comments or amendments to add. Members unanimously agreed that the MOU is now ready for signing.</li> <li>2. All Members agreed that the MOU should be signed at the DG, Commissioner and CEO level.</li> <li>3. RW stated that the YPP Team will develop the process for signing the document.</li> </ol>	RW to send email on process for signing the MOU	By end of November

Item No.	Item	Action/Outcome	By Whom	By When
7.	<b>Youth Partnership Project Operations Phase</b>	<p>1. RW explained that the YPP will now be operationalising in the following LGAs, due to the recent local government area amalgamations:</p> <ul style="list-style-type: none"> <li>- City of South Park</li> <li>- City of Belmont</li> <li>- City of Gosnells</li> <li>- City of Armadale</li> </ul> <p>- RW noted that it would be unrealistic to have impact on youth issues prevalent throughout these now very large areas and suggested that the project focus on the areas near the Armadale to Perth train line and hotspots of risky behaviours within these boundaries. NK noted that the need to determine epicentres of risky and anti-social behaviour of at-risk young people and see how such issues affect and reach surrounding areas.</p> <p>2. RW emphasised that once we start engaging service providers in areas outside of Armadale, it is apparent that key individuals cannot all sit within the Executive Committee. Therefore, there is a need for a Regional Managers Forum for Youth (RMFfYouth) comprised of authorisers and resource mobilizers of programs targeting the needs of at-risk young people in the SEC.</p> <ul style="list-style-type: none"> <li>- RW explained that the RMFfYouth will sit above the 'Local Coordination Planning Groups' of each LGA, with a representative from these local groups attending the RMFfYouth to update the forum on key learnings, successes and concerns from the grassroots level.</li> <li>- NK stated that there is the possibility of reducing the size of the current Executive Committee, with some of the Members seeing more value for themselves and their organisations at an operational level such as in the proposed RMFfYouth. SF agreed with NK and stated that from a WA Football Commission perspective, that is where he believes he would be most</li> </ul>		

Item No.	Item	Action/Outcome	By Whom	By When
		<p>appropriate to attend.</p> <ul style="list-style-type: none"> <li>- RW suggested the RMFFYouth would provide the mechanism to collect success stories from within the SEC.</li> <li>- NK stated that there is the possibility that the RMFFYouth can convene bi-monthly in opposite months to the SEMHSRMF.</li> <li>- SF stated that the RMFFYouth will increase accountability for the project.</li> <li>- NK suggested exec committee members consider who might chair this group. RW stated that he would be more than happy to Chair the group but this was open for discussion.</li> </ul> <p>3. RW stated that we should now focus on rolling out the initiatives and activities on the ground. NK stated that we need to have ongoing conversations with DLGC about the progress of the YPP so that by the end of the two-year funding cycle, the project would have left a legacy and a new system in place to effectively address the needs of at-risk young people in the region.</p> <p>4. MS stated that he was excited about the operational phase of the YPP. He stated that the media is 'very hungry' for a change in direction in what is being done for at-risk young people, and positive stories about young people in the SEC would be welcomed.</p>	<p>NK &amp; RW to follow up with SEMHSRMF on the possibility of convening the RMFFYouth. Suggestions for a chair for the group sought from exec committee members</p>	<p>By next Executive Committee meeting.</p> <p>By next Executive Committee meeting</p>
10.	<b>Key Actions Arising &amp; Next Steps</b>	<ol style="list-style-type: none"> <li>1. All Members to select their chosen Executive Committee Sub-Group(s) and send to AT.</li> <li>2. RW to inform Executive Members of progress towards DGs Roundtable Briefing in 2015.</li> <li>3. All Members to progress signing of MOU when the final draft is circulated.</li> <li>4. YLR to brainstorm name change options for the YPP.</li> <li>5. AT to provide support the City of Armadale to host the first Armadale Youth CAN meeting.</li> <li>6. RW and AT to provide progress update to Executive Committee</li> </ol>		



Item No.	Item	Action/Outcome	By Whom	By When
		regarding Youth Sector Summit 2015 planning. 7. RW to convene Evaluation Sub Group and to identify next steps in brining evaluators on board. 8. NK & RW to follow up with SEMHSRMF regarding possibility of convening the Regional Manager's Forum for Youth. 9. Suggestions for a chair for the RMFY to be provided by Exec Committee members		
<b>11.</b>	<b>MEETING Closed 3:00PM</b>			
<b>DATE OF NEXT MEETING: 20<sup>th</sup> November 2014, Thursday 1-3PM Location TBD</b>				