

## Minutes

Meeting of the SWMPF Leadership Group  
10.00 – 11.30am, Friday 16 May 2014  
South Metropolitan Youth Justice Services, 27 Tamara Drive, Yangebup

**Chair:** Michael Piu, Chief Operations Officer, St Patrick's Community Support Centre

**Attendance:** Olwyn Craske (Team Manager, Ruah Inreach, Fremantle); Mel Croke (Regional Manager, Department of Housing); Deb Edwards (Section Manager, Families, Early Childhood and Communities, Department of Social Services); Stephen Johnston (Department of Social Services); Claire Heffernan, (Manager, South West Metropolitan Youth Justice Services); A/District Supt Peter Morrissey (WA Police); Penelope Mogridge (Head of Department, Social Work, Fremantle Hospital); Lee-Anne Brensell (CEO, Headwest); Dylan Smith (Executive Officer, Fremantle Foundation); Colin Alston (Regional Manager, Disability Services Commission); Sharon McMiles (A/Coordinator, Strong Families); Paul Loseby (Headspace); Julie Woodhouse (Assistant Regional Executive Director, Department of Education); Angela Hellewell (Regional Manager South, Anglicare WA); Bram Dickens (Manager, Palmerston Association); David Cain (Executive Manager, Independent Living & Accommodation Services, UnitingCare West); Helen Emery (Manager, Community Development, City of Fremantle); Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Public Health Unit); Jenny Victory (Discipline Coordinator of Social Work, Alma Street Centre); Collene Longmore (Director, Fremantle Multicultural Centre); Julie Mitchell (SMYL Community Services); Karin Mac Arthur (Community Partnership Broker, South West Metropolitan Partnership Forum).

**Apologies:** Margaret Collins (Regional Executive Director, Department of Education); Leanne Hartill (Manager, Neighbourhood Development, City of Melville); Todd Hall (Service Centre Support Manager, Department of Human Services); Glenn Mace (District Director, Department for Child Protection and Family Support); Gail Bowman (Manager, Human Services, City of Cockburn); Catherine Hollingworth (Service Manager, CAHS-CAMHS Fremantle); Luli Kastrati (Regional Manager, Access Housing); Christa Reigler (CEO, Fremantle Medicare Local); Tracey Delamare (Manager, Program Development, Rocky Bay); Maria McAttackney (CEO, Nyoongar Patrol); Denise Craig (Manager, Perth Indigenous Coordination Centre)

## **1. Welcome**

Michael welcomed all participants to the inaugural meeting of the Leadership Group, in particular:

Deborah Edwards (Section Manager, Families, Early Childhood and Communities at the Department of Social Services), who is a new member of the Leadership Group. Deb is also the Commonwealth Government representative on the SWMPF Steering Committee.

A warm welcome back to Claire Heffernan, Manager, South West Metropolitan Youth Justice Services, who has been in Head Office for the last six months. Heart-felt thanks to Claire and her team for hosting the inaugural meeting of the SWMPF Leadership Group and providing such a spectacular morning tea!

Welcomes were also extended to Julie Woodhouse (Assistant Regional Executive Director, Department of Education) representing Margaret Collins; Paul Loseby (Headspace) representing Christa Reigler, and Sharon McMiles, A/Coordinator, Strong Families.

## **2. Implementation phase begins**

Michael noted that the SWMPF project has been progressing well since the work of the Foundation membership was completed in February. Highlights include:

- Tim Winton's becoming Patron of the SWMPF
- The very successful launch of the SWMPF by Hon. Helen Morton, MLC, Minister for Mental Health; Disability Services; Child Protection
- The launch of the SWMPF website and portal
- The very productive SWMPF Planning Day (attended by 100+ organisations)
- The development of action plans for the SWMPF's four priority projects and establishment of the permanent working groups.

Michael further noted that expectations are now running high (drawing attention to, for example, the front page article that ran in the Herald newspaper in all three LGAs after the launch and the Minister's singling out of the SWMPF project in her keynote address to the WACOSS Conference last week on behalf of the Premier). It is now incumbent on us to deliver!

## **3. Membership of the Leadership Group – outstanding sector and community representation**

Members were invited to advise if they identified any omissions in representation on the Leadership Group. David's concern re representation of youth training services was addressed by Julie Mitchell from SMYL, a registered training organization. Julie recalled the cut in State Government funding to this area and it was noted that this may become a focus of the Working Group on Vulnerable and At Risk Young People.

Karin advised that Paediatric Nursing Services were not in fact eligible to join the Leadership Group (as previously advised) as they are unable to confirm at this stage that they will be providing services in the region in the next 3 – 6 months.

The meeting agreed on the importance of undertaking proactive initiatives to involve the media, including using the media as a means of collecting data in Davis Park, for example.

Michael and Karin will meet with the Editors of the Herald and Community Newspapers in due course to progress this issue.

It was agreed that protocols would need to be developed for each of the working groups in relation to media liaison.

Karin and Dylan are exploring options for business representation on the Leadership Group. As regards 'community representation', Karin stressed that we are seeking an individual who lives in the region, who is not a service provider, a business person or philanthropist, and who necessarily brings a new perspective. It is not suggested in any way that one individual would represent 'the community'.

In response to Colin's concern that the community of Davis Park be given the opportunity to have their say in any initiatives undertaken, Karin advised that all residents would be contacted. Indeed, all the working groups would be using different strategies to engage their community stakeholders. This would include community members joining working groups where appropriate (eg residents of Davis Park), community forums, community surveys (letter box drops), feeding into existing community reference groups and so on.

It was agreed that all community members expressing an interest in being involved in the SWMPF project and who would like to receive training (including in chairing meetings) would receive the necessary support through the Social Innovation Grant budget. One possible training course to be explored is that provided by WACOSS.

**Note:** The chairs of each working group will join the Leadership Group. The CEOs/DGs of their organisations will therefore be required to sign an MoU (as is the case for all Leadership Group members) if they have not already done so.

#### **4. Membership of the SWMPF Steering Committee**

Michael noted that business and community representation is also outstanding on the Steering Committee. Karin is progressing this matter, including a meeting yesterday (with Gail Bowman) with Tony Romano, President of the Melville and Cockburn Chamber of Commerce, and, recently, with Tim Milsom, CEO of the

Fremantle Chamber of Commerce. Both Chambers of Commerce joined as Foundation Members in October 2013 in support of the SWMPF project.

### **5. Roles and responsibilities of the Leadership Group**

This item was placed on the agenda to inform the Terms of Reference that Karin is drafting for the Leadership Group. A key issue is to ensure that there is clear understanding of the difference in roles between the Steering Committee and the Leadership Group.

The Leadership Group is, effectively, the SWMPF's 'Board' and is responsible for determining and approving the strategic directions of the SWMPF and its working groups. The Leadership Group also has an important role in any advocacy work undertaken by the SWMPF, which may be instigated by one or more of the working groups or by the Leadership Group itself.

The Steering Committee is responsible for the day-to-day administrative and operational requirements of the SWMPF project, as well as for facilitating informed decision-making by the Leadership Group (eg through undertaking research).

Members are invited to advise Karin of any additional comments they may have to assist in clearly articulating the roles and responsibilities of the Leadership Group.

**Note:** The structure of the SWMPF will be continually reviewed to ensure it is as effective as possible in delivering the project outcomes.

### **6.SWMPF working groups – outstanding representation**

Members noted the updated list distributed yesterday. It was agreed that member organisations not represented on the working groups would be contacted in the event that specific initiatives are identified to which they could make a valuable contribution. However, Karin will be following up with some members regarding representation on the Social Planning group which is missing some key organisations, for example MedicareLocal.

Karin to resend working group membership list with organization names in full (attached).

### **7.Identification of possible working group chairs and secretaries**

Members were invited to advise Karin if they believed any of their representatives would make good working group chairs. Each working group will also be asked to nominate a secretary so any advice re good minute takers also welcomed!

Karin will chair each of the inaugural meetings of the working groups. Training will be provided to community members wanting to assume the role of chair

after the initial term of the inaugural permanent chair has ended (likely one year).

### **8 . Draft working group action plans**

Members were asked to advise if they had any comments on the draft action plans for the different working groups. These were developed on the basis of the ideas and issues raised at the Planning Day. It was noted that the working groups would have responsibility for prioritizing the actions to be taken within the next two years (ie the life of this current project).

In relation to the Social Planning Working Group, Karin noted she had removed the reference to piloting 'no boundary' access to youth services for young people from the 3 LGAs, as this was a suggestion of hers rather than the Planning Day's (and therefore outside her remit!).

Members approved the draft outcomes for each of the working groups, which were distributed to members yesterday. As always, if any member has any concerns or queries about this or any other matter, please let Karin know as the more input we receive from members, the better the project.

### **9.How to engage business in the SWMPF's projects**

This item was not discussed as Tim Milsom, CEO, Fremantle Chamber of Commerce, did not attend the meeting.

### **10.Sitting fees for community members**

It is understood Fremantle MedicareLocal has undertaken considerable research into best practice in relation to sitting fees and their findings will be distributed to members if MedicareLocal are in a position to share these. In the interim, the Leadership Group agreed to reimburse community members for any out-of-pocket expenses incurred in attending a SWMPF meeting.

### **11.Schedule of Leadership Group meetings 2014**

It was agreed that the Leadership Group would meet next month to endorse the working group action plans and thereafter every two months. However, additional meetings might be convened whenever necessary.

Many thanks to the District Education Office for agreeing to host the next meeting at their offices in Beaconsfield.

The schedule for the Leadership Group meetings in 2014 is therefore as follows:

- 10am, Friday 6 June (Conference Room 1, South Metropolitan Education Regional Office, 184 Hampton Road Beaconsfield).
- 10am, Friday 1 August
- 10am, Friday 3 October
- 10am, Friday 5 December

## 12. Any other business

1. Dylan drew members' attention to the following two Fremantle Foundation funding initiatives:
  - Impact100 Fremantle is now calling for grant applications for a primary grant of up to \$100,000 to one local community organisation. The focus area for 2014 is creative solutions that address Mental Wellbeing and Homelessness. Closing date for applications 1 July.
  - The Fremantle Foundation Charity Ball is being held on Friday 15 August. All proceeds will go towards supporting disadvantaged young people in Fremantle.

Members agreed to put the Impact100 grant program on the agenda of the Leadership Group's June meeting as SWMPF may put in a collective application. To that end, Impact100 will also be included in the agenda of the relevant working groups. In the event that a member organization is also submitting an individual application, they will be invited to declare a conflict of interest and absent themselves for the duration of the discussion on this item at the Leadership Group meeting.

2. Karin was asked to obtain a higher resolution of the SWMPF electronic signature for member organisations and their staff to use. As soon as this is obtained, Karin will distribute it to all Leadership Group members, encouraging its use as a very effective way of promoting awareness of the SWMPF – at no cost!