



South West
Metropolitan
Partnership
Forum

Not-for-profit
organisations

Government
(local, State and
Commonwealth)

Business

Community

Philanthropy

Changing lives together
Patron - Tim Winton

Minutes

Meeting of the SWMPF Leadership Group
10.00am-11.30am, Friday 1 August 2014
SMYL Community Services, 29 Queen Victoria Street, Fremantle

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

Attendance: Catherine Hollingworth (Service Manager, CAHS-CAMHS Fremantle); Sue Rowe (Manager, Behaviour and Attendance, Department of Education); Luli Kastrati (Regional Manager, Access Housing); Olwyn Craske (Team Manager, Ruah Inreach, Fremantle); Claire Heffernan, (Manager, South West Metropolitan Youth Justice Services); Tracey Delamare (Manager, Program Development, Rocky Bay); Maria McAtackney (CEO, Nyoongar Patrol); Denise Craig (Manager, Perth Indigenous Coordination Centre); Colin Alston (A/Area Manager, Disability Services Commission); Bram Dickens (Manager, Palmerston Association); Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Population Health Unit); Jenny Victory (Discipline Coordinator of Social Work, Alma Street Centre); Peter Morrissey (A/District Superintendent, WA Police); Collene Longmore (Director, Fremantle Multicultural Centre); Julie Mitchell (SMYL Community Services); Glenn Mace (District Director, Department for Child Protection and Family Support); Angie Harper (Parenting Coordinator, South Metro Meerilinga); Brent Lippiatt (Families, Early Childhood, Communities Section, Department of Social Services); Karin Mac Arthur (Community Partnership Broker, South West Metropolitan Partnership Forum).

Apologies: David Cain (Executive Manager, Independent Living & Accommodation Services, UnitingCare West); Helen Emery (Manager, Community Development, City of Fremantle); Deb Edwards (Section Manager, Families, Early Childhood and Communities, Department of Social Services); Christa Reigler (CEO, Fremantle Medicare Local); Penelope Mogridge (Head of Department, Social Work, Fremantle Hospital); Leanne Hartill (Manager, Neighbourhood Development, City of Melville); Gail Bowman (Manager, Human Services, City of Cockburn); Julie Woodhouse (Assistant Regional Executive Director, Department of Education); Dylan Smith (Executive Officer, Fremantle Foundation); Sharon McMiles (A/Coordinator, Strong

Families); Todd Hall (Service Centre Support Manager, Department of Human Services)

1. Welcome

Michael welcomed all participants to the Leadership Group meeting, in particular Catherine Hollingworth (Service Manager, CAHS-CAMHS Fremantle) who was attending for the first time, as well as Sue Rowe (Manager, Behaviour and Attendance, Department of Education) and Brent Lippiatt (Families, Early Childhood, Communities Section, Department of Social Services) whose organizational representatives on the Leadership Group were on leave.

Michael advised that as a result of a restructure at Anglicare WA, Angela Hellewell would no longer be representing that organization. Jennie Gray, Manager South Metro Region, would be representing Anglicare WA from now on.

Lee-Anne Brensell, CEO at Headwest, subsequently advised out-of-session that this was her last day and that the organization would henceforth be represented by the incoming CEO, Tracy Foulds.

The SWMPF Leadership Group would also be welcoming at its next meeting its new business representative, Michael Perrott AM, and community representative, Maureen Colgan AM. Both individuals bring a wealth of experience to the project. Michael Piu stressed that Maureen was not attending as a community representative *per se*, but as a member of the community we are serving.

All SWMPF stakeholder groupings are now represented on the Leadership Group.

Note regarding community representation: In response to a concern raised by Jenny Victory that the SWMPF counted only one local resident in the Leadership Group membership, Karin recalled that all stakeholder groupings and sectors have been limited to one representative each, otherwise the total number would become unmanageable.

Karin also pointed to the 'Principles of Community and Client Engagement' that the SWMPF Planning Day endorsed on 1 April. (These are available on the website, www.swmpf.org.au under 'Information Resources'.)

All SWMPF working group projects are driven and informed by the community we serve. In order to ensure that engagement is meaningful, community members and/or clients are being invited to participate in the four projects in a tailored and targeted manner that best aligns with the project outcomes. Hence, while residents of Davis Park form part of that working group, the Social Planning working group will be working with specific residents' associations and other stakeholders to obtain their feedback on particular initiatives being

proposed. The children and young people themselves will be asked to form a working group to drive the Vulnerable and At Risk Children and Young People project, while the Coordination of Wrap-Around Services working group is expected to establish a client-reference panel to guide its work. It is envisaged that we will be holding community forums to ensure all stakeholders have the opportunity to provide feedback and suggestions for improvement throughout the life of the SWMPF project.

Action:

- Karin to distribute to all Leadership Group members the notice (attached) provided by Maria McAtackney calling for delegates to attend the inaugural WA Aboriginal Advisory Council summit. This will be held on 25 and 26 August and is pitched as an opportunity to get involved in community-led solutions to Aboriginal disadvantage.

2.Approval of minutes of 6 June meeting

The minutes were approved without change.

3. Business arising from the minutes

There was no business arising from the minutes.

4.Update on SWMPF joint planning session (DSS grants and Impact 100)

This joint planning session was the first of its kind and marks an exciting and significant milestone for the SWMPF. Michael thanked all those organisations that had supported the initiative through a financial contribution (to engage an independent facilitator) and those who had participated.

Michael had provided members of the Leadership Group with regular updates on the progress of the project proposals during the application period. In sum, there are two applications that have been submitted under the SWMPF banner.

- i) Collene Longmore (Fremantle Multicultural Centre) has submitted an application to fund a dedicated community development worker for Davis Park – both through Department of Social Services and the Fremantle Foundation’s Impact 100 grant program.
- ii) St Pat’s has submitted an application to establish a Community Hub providing a range of community services and supports in one (ideally physical but potentially virtual) location – both through DSS and Impact 100. The intent is to build the collective capacity of the partner agencies and develop agreed ways of working, including information sharing, to ensure clients avoid the ‘referral run-around’ and receive a seamless, integrated service.

Because of the tight timeframes, it was necessary to ask Leadership Group members to review and endorse the proposed projects by email. It was agreed that, in future, the SWMPF would schedule a regular planning session, early in the year, to allow members time for more detailed consideration of identified

funding sources that could be drawn upon to meet service needs across the three LGAs.

Michael recalled that a desired outcome of the SWMPF project would be for members to collaborate increasingly in planning funding applications.

Members thanked Michael for his work in organizing the joint planning session.

Action:

- Regular joint planning session to be included in Leadership Group agenda early in the year.

5.Update from SWMPF Community Partnership Broker

In place of the usual report, Karin distributed to all Leadership Group members the progress report that had recently been submitted to the Department of Local Government and Communities for the period 1 November 2013 – 30 June 2014, together with the Financial Report for the last financial year. Karin noted the surplus of \$27, 000 could be attributed in large measure to the project not starting until late August 2013. It is expected that all grant monies will be fully expended this financial year, not least because of the increased number of initiatives being undertaken.

Developments since 30 June were covered under the following agenda item.

6.Progress reports on the 4 working groups

Davis Park: Colin Alston, Chair of the Davis Park working group, reported on the very successful event held the previous Saturday. Despite the torrential rain, some 50 – 60 residents, including children, attended. The majority of working group members were very actively engaged in supporting this event, both in its initial organization and execution on the day, including tirelessly chasing residents to complete the questionnaire prepared by the working group.

Particular thanks are due to Dylan Smith of the Fremantle Foundation who made possible the attendance of Michael Walters (a fantastic asset on the day), secured a marquee and, even, a jersey signed by all the 2014 Dockers' players so we could have a draw to encourage residents to complete the questionnaire. Also to Fremantle PCYC who enabled Brad Robbins to come along to play streetball with the local children. Fremantle PCYC also provided the barbecue. Outcare kindly provided a team to clean up the park, mow the lawn, repaint the court and so on, a couple of days beforehand. The Department of Housing provided a team of three who hosted the sausage sizzle and kept smiling despite the difficult conditions; the WA Police were there in large numbers and helped out in myriad ways, including playing footy with the children; the City of Fremantle provided Buster the Fun bus, which certainly did mean a lot of fun for Davis Park's youngest residents; UnitingCare West had two staff members doing face masks

which were a great hit; Julie Mitchell (SMYL) provided the tables and chairs; Palmerston sent a team of staff to provide advice to residents and answer any of their questions; and South Metropolitan Population Health Service provided a fantastic information stall. All up, it was a great exercise in collaboration made possible thanks to the generosity and goodwill of a wide range of individuals, both in and outside the SWMPF.

An initial reading of the questionnaires supports the findings of the SWMPF Planning Day regarding the key issues to be addressed in Davis Park, notably: Safety and security; activities for children and young people; and parenting support. Leadership Group members provided some very valuable suggestions as to whom the working group might enlist to support them in implementing some of these initiatives, including Meerilinga's supported play group (following the model in place at South Lake Primary School), DCPFS's Best Beginnings, the South Metropolitan Population Health Service parenting program, and using TAFE Child Care worker students from TAFE who need on the ground experience to graduate.

Actions:

- Working group to follow up Leadership Group's suggested programs/services that could be brought to Davis Park.

Vulnerable and at risk children and young people: Following data kindly collected and analysed by the Department of Education regarding levels of non-attendance among 8 – 13 year olds in the LGAs of Cockburn, Fremantle and Melville, the working group has now identified the schools it will be inviting to take part in this project. These are Caralee Community School, South Lake Primary School, and Winterfold Primary School. Karin has written to all three schools on behalf of the working group and initial indications are positive. It is hoped that the working group will meet with the individual Principals over the next few weeks.

It should be noted that these specific schools were chosen not only because of non-attendance levels (which were similar for at least more than one school in each LGA) but because of the ethos of the individual school and its alignment with the SWMPF's proposed outcomes. It is a fortuitous coincidence that each of the proposed schools are located in one the SWMPF's identified community 'hotspots' and will therefore align well with the work of the other working groups.

The working group is concerned not to duplicate work already being undertaken (by the Department of Education and others); also to build on existing initiatives that have been successful in increasing school attendance and add value by drawing on the diverse resources of the SWMPF membership to support a collaborative approach vis-à-vis the identified children and young people.

While improving school attendance is a priority of this project, it is not the only one. In addition to improving school attendance, the outcomes seek to increase children and young people's resilience and well-being; increase their participation in local community activities; and enable children and young people to feel safe and supported in their community. While the schools will play a critical role in this project, the working group will also be involved in supporting out-of-school and community initiatives, in close liaison with the children and young people's families or carers, in a bid to deliver these outcomes.

The Leadership Group engaged in a valuable discussion about schools that have been successful in delivering one or more of the working group outcomes, including Challis Primary School and Narrogin Primary School.

Actions:

- Leadership Group members are asked to assist in identifying a suitable chair for this working group, who will ideally come from an organization that provides services to 8 – 13 year olds in one or more of the three LGAs.
- Leadership group members are also invited to advise Karin of any organisations that work with 8 -13 years and who might be invited to join the group and/or share their learnings.
- Karin to contact Principals at Challis and Narrogin Primary Schools to follow up.

Coordination of wrap-around services for individuals with multiple needs:

David Cain, who kindly volunteered at the last Leadership Group meeting to assume the role of chair of this working group, did so for the first time last week. Karin reported on his behalf that the working group is focusing in the first instance on two key barrier to the delivery of a seamless, effective service to clients with multiple and complex needs; that is, i) the reluctance of certain service providers to share information, even in cases where there is no legal impediment and ii) the referral 'run-around' to which clients are subjected because of the absence, among other tools, of a shared consent form.

The working group is therefore first focusing on the development of a shared consent form and a partnership agreement for inter-agency groupings designed to demystify privacy legislation and facilitate the sharing of information. It is envisaged that both pieces of work will be completed at the working group's next meeting and forwarded to the Leadership Group for endorsement and trial among SWMPF members.

At the same time, members of this working group have drawn up a schedule and are interviewing all existing inter-agency groups to determine how best the SWMPF can add value and support them in their work.

The working group is currently trialling the proposed SWMPF ‘think tank’ model among its members to ensure any issues are addressed before seeking the Leadership Group’s endorsement to extend the model among the SWMPF membership.

The working group will discuss at its next meeting the proposed establishment of a client reference panel to ensure clients’ needs are driving all stages of this project.

Social Planning: Recognising that the working group risked becoming overwhelmed with tomes of (not always relevant) data, the members regrouped at their last meeting to ensure that any initiatives undertaken demonstrably add value by supporting service providers to identify service gaps and duplications across the three LGAs while at the same time increasing awareness among residents of the services and supports available.

As a first step, the working group will develop three community profiles (Davis Park, South Lakes and Willagee). The proposed template for these will be brought to the Leadership Group for endorsement. The next meeting of the working group will discuss a draft template to be developed for Davis Park. It is designed to be a snap-shot of the community, ideally no more than 1 – 2 pages. The key objective is to provide data that i) is comparable across the 3 LGAs, ii) is easily accessible in one location and iii) allows all stakeholders to learn from successful programs and services in a given LGA that we could build upon across all three LGAs.

This mapping exercise of services will be extended to cover all three LGAs as the project progresses.

Local government members will use their networks to engage local community members and other stakeholders who should be invited to inform this project.

Action:

- Leadership Group members are asked to assist in identifying a suitable chair for this working group, who will ideally come from one of the three LGAs and have the required content knowledge.

7. Other Leadership Group actions relating to one or more SWMPF working groups

While all the working groups are progressing in the right direction, it is clear that there are some common issues across all four groups that, if addressed, would assist significantly in achieving the Leadership Group’s agreed outcomes for each project.

To that end, the Leadership Group members are asked to:

- Ensure their working group representatives are fully briefed on the SWMPF project and its desired outcomes (the working group chairs and/or Karin are happy to assist with this if required). The SWMPF is the first collective impact model of its kind in Australia. As a result there are many stakeholders, including potential funding agencies, that are following our progress with interest.
- Ensure that their working group representatives understand they are expected to attend all meetings (except if they are on leave) and to *actively engage* in initiatives to deliver the project outcomes. The working groups are necessarily only as effective as their least engaged member.
- Leadership Group members agreed to access the minutes of the different working group meetings on the SWMPF website rather than receive these by email.
- Following discussion around the practice of rotating minute-taking among working group members, the Leadership Group agreed that each working group would make the call on this; however, Michael encouraged individual members to look at administrative resources they might be able to draw upon to assist with this task.
- All Leadership Group members are encouraged to share suggestions with Karin regarding the measurement and evaluation of these four projects. The collection of baseline data is becoming an increasingly urgent issue and is not a task that Karin can assume in the immediate future. Collene and Jenny both provided suggestions as to students who might be engaged.
- Karin to follow up proposal to use university students needing practical experience in collection of baseline data.

8.Draft Terms of Reference: SWMPF Steering Committee and SWMPF Leadership Group

All Leadership Group members received a copy of these drafts a week before the meeting. Michael explained the relationship between the SWMPF Steering Committee and the Leadership Group, whereby the Steering Committee is a sub-group of the Leadership Group. (A graphic of the current SWMPF structure can be viewed on the SWMPF website, www.swmpf.org.au under 'About'.)

He drew members' particular attention to the key functions of the Leadership Group, which are designed to ensure the Leadership Group members are actively engaged in driving the SWMPF project and delivering on the agreed outcomes. The Steering Committee is charged with facilitating the Leadership Group to assume these functions.

Colin raised the important issue of the delegation of authority to the working groups. While this will be addressed in the working groups' draft Terms of Reference (which will be presented to the Leadership Group for endorsement), it was agreed that the working groups are autonomous within the parameters set by the Leadership Group (that is, the agreed outcomes they are charged with achieving).

Michael suggested one amendment, namely to include reference to media liaison in the Terms of Reference. This would stipulate that while all Leadership Group members are welcome to speak to the media about the SWMPF project – and, indeed, are encouraged to do so – they are requested to seek prior approval for any comments from him, as Chair of the SWMPF, or Karin, the SWMPF's Community Partnership Broker. If time allows, the Steering Committee will also be advised of any proposed media contacts.

The Leadership Group endorsed the Terms of Reference for both the Leadership Group and the Steering Committee, including the addition proposed by Michael.

Note: The membership of the Leadership Group, the Steering Committee and Working Groups is listed and updated on the SWMPF website, www.swmpf.org.au

Action:

- Karin now to proceed with the drafting of the Terms of Reference for each of the four working groups.

9.Proposal to include new standing agenda item to enable representatives of inter-agency groups or individual Leadership Group members to raise issues for SWMPF consideration

Time didn't allow this item to be discussed in any detail; however, Michael explained that it is designed to ensure members have the opportunity to raise any issues that may benefit from SWMPF discussion at each meeting. However, it will be necessary to ensure that processes are in place to keep discussions focused and timely. This item would allow for discussion beyond the outcomes required of the Social Innovation Grant and would ensure that individuals can derive maximum benefit from their membership of the SWMPF, by drawing on the significant influence it affords (by virtue of its diversity of representation and expertise), including proposed advocacy work.

Action:

- Leadership Group members to forward to either Michael or Karin any suggestions as to how this agenda item might work in practice. All ideas will be discussed at the next Leadership Group meeting.

10.Any other business

- **Charity Ball** – The SWMPF has succeed in securing a table at the ball thanks to the generous contribution of many members, as will DCPFS. However, there is still one table up for grabs at this most worthwhile event. Anyone interested in supporting the Fremantle Foundation is asked to contact Michael or Karin at the earliest opportunity.
- **Logan Together** – a flyer promoting the visit to Perth of the key drivers of an emerging collective impact model, focused on child development in Queensland, was distributed to all Leadership Group members. For more details, visit www.wacoss.org.au
- **Electronic signature** – Members were asked for feedback as to why so few of them were using this important awareness raising tool. While many government service providers are not allowed to use other logos as a result of co-badging regulations, others found the signature block too large and it was effectively dwarfing that of their own organisation.

Action:

- Karin to provide members with a smaller design, incorporating only the logo and minimal text.

11. Next meeting

The next meeting of the SWMPF leadership Group will be held at 9.30am on Friday 3 October, ideally at a venue in Melville or at Rocky Bay in Cockburn. Karin to investigate further as there are parking issues with the latter suggestion. Members will be advised of the venue at the earliest opportunity.
