

Greater Dandenong Youth Network Terms of Reference

BACKGROUND

The Greater Dandenong Youth Network (GDYN) was established in November 2003 to address the need for improved service coordination between organisations working with young people in the City of Greater Dandenong. The aim of the network is to strengthen the local youth sector, foster collaboration amongst service providers and promote information sharing, and best practice in youth work.

The GDYN has, and encourages a broad representation of services, including community and government services, school and school-based services, faith-based organisations, and youth related services.

The primary activities to support the work of the network, are to:

- Meet every second month (6 meetings per year); and
- Distribute a monthly electronic newsletter.

PURPOSE

The purpose of the GDYN is to:

- Strengthen the local youth sector's capacity to respond to issues impacting young people in Greater Dandenong.
- Promote information sharing amongst services.
- Encourage and support the development of partnerships between agencies.
- Provide collegiate support.
- Provide access to professional development opportunities.

The GDYN also facilitates:

- development of partnerships and collaboration
- information and resource sharing
- discussion and coordination of funding
- improving services, networking, cooperation, coordination, and integration of youth agency programs
- opportunities for advocacy together with, or on behalf of, young people; and to provide formal feedback on regional youth issues to government.

MEMBERSHIP

The GDYN is open to all youth and family related community and government services, organisations or service providers who work with young people and families in the Greater Dandenong area.

Professionals representing service providers at GDYN meetings should have an interest in information and resource sharing and promoting service collaboration and coordination in the City of Greater Dandenong. There is no limit to the number of representatives from each service provider or agency who may be members of the GDYN.

ROLE OF COUNCIL

City of Greater Dandenong Youth and Family Services will be responsible for convening and facilitating the Greater Dandenong Youth Network. This includes promoting coordination, integration, and collaboration amongst service providers.

Council Officers will be responsible for:

- Developing and maintaining the network database.
- Hosting and chairing network meetings.
- Preparing network meeting agendas.
- Organising guest speakers and/or professional development sessions.
- Selecting and overseeing appropriate and relevant content for meetings and the bulletin based on the feedback from members.
- Collating and distributing minutes following each meeting.
- Preparing and distributing a monthly e-newsletter highlighting local youth programs/services, professional development opportunities and other relevant, youth sector information.

ROLE OF NETWORK MEMBERS

Network members are responsible for:

- Actively participating in network meetings, through sharing information and expertise as appropriate.
- Working towards strengthening relationships and communication between service providers and network members.
- Providing content for the GDYN e-newsletter as appropriate.
- Providing feedback in relation to proposed meeting topics, professional development needs and emerging issues for young people in Greater Dandenong.
- Supporting an annual evaluation process to continue improving the network.
- Demonstrating commitment to enhancing outcomes for young people in the City of Greater Dandenong.

MEETINGS OF THE GREATER DANDENONG YOUTH NETWORK

GDYN meetings will be held every second month, with six meetings conducted per year. Meetings will typically run from 9.30am - 11.30am. Meetings are delivered using a hybrid model, alternating between in-person and online sessions.

A schedule outlining meeting dates, times and venues will be prepared and distributed to the network at the beginning of each calendar year. This will also be available on the Greater Dandenong Youth Services website.

The GDYN has set agenda items for each meeting and network members are encouraged to nominate topics of interest for inclusion in the agenda.

Chairperson

Meetings will be chaired by a Council Officer from City of Greater Dandenong's Youth and Family Services team. This responsibility may be delegated to another service or individual, at the discretion of the network convenor.

Attendance and record of meetings

Upon arrival at a network meeting, all members are requested to complete a sign in sheet to provide an accurate record of those present.

GDYN members are asked to register apologies with the convenor at least one day prior to the network meeting.

On occasion, network meetings may also be attended by observers, students on placement, presenters, or other guests.

Conflict of interest

At GDYN meetings it is understood and accepted that members are expressing the views of the organisations they represent. Network members should undertake to always represent their organisation in a professional manner whilst participating in the network.

Apolitical

The GDYN maintains a strictly apolitical stance. Members are prohibited from engaging in political advocacy, promoting political parties, or discussing political agendas within the network. The focus is on fostering collaboration, knowledge sharing, and support among youth sector stakeholders without political influence.

Non-commercial

For-profit business representatives are not permitted to promote their services or solicit business in the network. This includes marketing, handing out promotional materials, and any form of solicitation. Our network is for collaboration and support without commercial influence, or gain.

Definition of for-profit

A for-profit organisation is one that operates to make a profit. Examples include private clinicians, consultants, and fee-for-service providers.

Decision making

Where the network is required to make a decision, meetings will employ consensus-based decision-making to support recommendations in the first instance.

Where consensus is not reached, a vote will be taken with the majority vote determining the decision.

GDYN monthly e-newsletter

The GDYN is complemented by an electronic newsletter. Greater Dandenong City Council reserves ultimate authority over the content included in each monthly edition. This ensures that all information shared aligns with the network's objectives and maintains the integrity and focus of our communications.

REVIEW PERIOD

This Terms of Reference document is to be reviewed annually.

Further information:

For further information about the GDYN, please contact Greater Dandenong Youth and Family Services on 8571 1620 or visit <https://youth.greaterdandenong.vic.gov.au>