



## **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 agencies 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 best practice in youth work.

GDYN has 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 of the network are to:

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

### **PURPOSE**

The purpose of the Greater Dandenong Youth Network is to:

- Strengthen the 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.

### **MEMBERSHIP**

The network 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.

Service providers participating in the network 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 facilitating the Greater Dandenong Youth Network. This includes promoting coordination, integration and collaboration among service providers.

Council Officers will be responsible for:

- Developing and maintaining the network database;
- Providing or arranging a suitable venue for meetings;
- Organising guest speakers and/or professional development sessions;
- Preparing meeting agendas;
- Chairing the network meetings;
- Collating and distributing minutes following each meeting;
- Preparing and distributing a monthly eBulletin highlighting local youth programs/services, professional development opportunities and other relevant 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 eBulletin 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**

Meetings will be held every second month, with six meetings conducted per year.

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 a set agenda items for each meeting and networks 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 represent their organisation in a professional manner at all times whilst participating in the network.

### 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.

## **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 9793 2155 or visit [www.greaterdandenong.com/youth](http://www.greaterdandenong.com/youth)