



Macarthur Youth Services Network

Terms of Reference

Aim

Macarthur Youth Services Network (MYSN) provides an opportunity for workers with young people to share information relevant to their service/organisation with other colleagues and to discuss issues of mutual concern and interest. The network is designed to help build upon already existing structures and systems. Students, young people, youth services/organisations, government agencies and the community can participate in MYSN by attending monthly meetings and participate in the network's events and/or projects.

The network is aimed to enhance the approach to youth service provision across the Macarthur region including the 3 Local Government areas of Campbelltown, Camden, and Wollondilly. MYSN recognises and acknowledges the identity associated with individual projects/programs and the differences between them. Further to this, the network provides a platform where relevant youth services/organisations can work collaboratively to provide outcomes for young people in the Macarthur region.

Role of Macarthur Youth Services Network

- To support and facilitate communication between youth service providers across Campbelltown, Camden and Wollondilly;
- To map service provision and identify gaps in within service delivery across the 3 LGA's;
- To provide a pathway for advocacy for youth service providers;
- To actively promote collaborative work practices and where appropriate partnerships following 'best practice' procedures in the process;
- Encourage and support other youth networks across the 3 LGA's including posting their information on the Sector Connect website; and
- To initiate and support working parties in response to sector needs where appropriate and support other youth networks and interagencies

The Convening Committee

The Convening Committee will be made up of the following:

- The network and a representative from Sector Connect;
- Any 3 representatives from the 3 Local Government Area's; and
- 3 Non-Government Organisation representatives rotating annually.

The role of the Convening Committee is to:

- Facilitate the ongoing activities of the network as outlined in the role of the Macarthur Youth Services Network; and
- Organise the annual planning day

Code of Conduct

All participants are encouraged to abide by the following:

- To acknowledge and respect participant's professional and community views, information sharing, cultural and spiritual beliefs, and job role within their organisations; Non-discrimination on the grounds of sexuality, race, disability, gender, age, marital status as per the NSW Anti-Discrimination Act;
- Equality of civil, political, social, economic and cultural rights of participants, individuals and communities;
- An atmosphere of participation and respect is encouraged, supported and promoted
- Confidentiality (where appropriate and identified) needs to be respected; and
- Show a commitment to participation and engagement in meetings, following up shared meeting outcomes, responsibilities and support.

The membership of Macarthur Youth Services Network includes:

- Local, State and Federal Government Department representatives;

- Non-Government Youth, Community Services;
- Students and volunteers; and
- Young people/community participation

Staff from relevant organisations are welcome to attend the scheduled monthly meetings. Any participant of the network may volunteer to lead or participate in working parties as deemed by the network.

Planning

- A planning day organised by the convening committee, will be held annually, to review and evaluate MYSN's activity and progress, as well as developing a plan for the upcoming 12 month period. The function of the planning day is to provide a process that will aim to develop a collaborative strategic plan to support the aims and objectives of MYSN.
- A bi-annual review of the terms of reference and interagency processes may be held in conjunction with the annual planning day. In the interim period between annual reviews, the Convening Committee is responsible for monitoring the Terms of Reference, and if necessary to prepare and draft changes. These suggested changes will require MYSN endorsement via agreement by the majority of the members present at the MYSN; this is 75% of attendees present at the meeting

Meetings

- All meetings will have a prepared agenda compiled and distributed by Sector Connect and will be minuted with these minutes to be confirmed at the following meeting;
- Meetings are held on the first Wednesday of each month at rotating venues between 10am and 12noon, and the hosting organisation will chair the meeting;
- Meetings will be held from February to December of each calendar year.
- All decisions/outcomes from MYSN meetings of the group will be ideally through consensus. However, where consensus cannot be reached, then a vote shall be taken of members present. Outcomes of discussions and any decisions made at the meetings are required to be made through a formal motion;
- All members will show respect and dignity towards each other and their opinions, keeping meetings friendly, factual and focussed on the issues;
- Information Share – Workers can share information about services, programs or other upcoming activities or events. Information share items will be included in the minutes of the meeting if they are supplied by email to networking@sectorconnect.org.au up to 7 days after the meeting date

Communication

Information pertinent to the network will be posted on the Sector Connect Website www.sectorconnect.org.au.*

The contact for the network will be the Network and Training Coordinator for Sector Connect who can be reached on networking@sectorconnect.org.au

*in order to access the mail list go to <http://www.sectorconnect.org.au/resources/subscribe-to-our-mailing-list/> once register you will receive information including meeting notices, agendas and minutes