



Operational Plan 2013

Developed August 2012 – December 2012

MEMBERS INVOLVED IN THE DEVELOPMENT OF THE STRATEGIC PLAN 2012 – 2015 AND OPERATIONAL PLAN 2012-2013

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Facilitated by: Arlene Hand, Swan NEST Program - Rise
 (in cooperation with Planning Group Members; Danielle Tilbrook, Greg
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OBJECTIVE 1: TO ESTABLISH AND SUPPORT AN EFFECTIVE YOUTH FOCUSED NETWORK FOR SERVICES IN THE NORTH EAST METROPOLITAN REGION.

STRATEGIES	ACTION	WHO (MEMBERS)	TIME LINE (BY WHEN)	PERFORMANCE INDICATORS (HOW YOU KNOW WHEN IT WILL BE ACHIEVED)
<p>OPERATIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Develop and implement a sustainable model of operation that best meets the Networking needs of youth focused services in the North East metropolitan region. • Develop and make known a Terms of Reference that clearly articulates the Network purpose, objectives structure and member roles and commitment. • Review current membership and source additional key potential members. 	<p>A documented model of operation for the Network that supports sustainability for current and future operations.</p> <ul style="list-style-type: none"> • Implement a self-nomination selection process for Coordination Group • MOU Development – Coordination Group • Explore sustainable support or funding options for long term <p>Document a Terms of Reference stipulating membership commitment.</p> <ul style="list-style-type: none"> • Draft Terms of Reference for Comment by Membership • Membership Agreement – signed commitment by members <p>Create a comprehensive and up to date membership database inclusive of a wide range of youth support agencies operating in the NE region</p> <ul style="list-style-type: none"> • Review current membership database and identify gaps • Identify current active members • Extend invitation to new members 	<p>Swan NEST Planning Group Members – Tara, Greg, Danielle/Pauline, Maria, Anna</p>	<p>End of 2012</p> <p>February 2013</p> <p>Ongoing</p> <p>March 2013</p> <p>June 2013</p> <p>By June 2013</p>	<p>Coordination Group Established</p> <p>MOU's in place with organisations</p> <p>Endorsed Terms of Reference completed</p> <p>15 Active Members</p> <p>Database updated</p> <p>15 Active Members</p>

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<p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> Identify and respond to training needs of Network Members Facilitate regular topical Guest Speaker presentations at Network meetings. 	<p>Develop an annual Professional Development Plan - addressing training needs and guest speaker topics</p> <ul style="list-style-type: none"> Training plan to consist of at least 2 training sessions during scheduled meeting times. Identify topics of interest and invite relevant Guest Speakers to present at least twice a year. 	<p>Swan NEST PD Working Group</p>		<p>Training Plan Developed and implemented</p> <p>Satisfaction Survey – correlate needs with number of training delivered and relevance of training.</p> <p>Guest Speakers x 2 occasions</p>

OBJECTIVE 2: TO STRENGTHEN THE COLLABORATION AND PARTNERSHIP CAPACITY OF THE NETWORK TO RESPOND TO ISSUES RELEVANT TO YOUNG PEOPLE AND YOUTH SERVICES IN THE NORTH EAST METROPOLITAN REGION.

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<p>INTER-NETWORK PARTNERSHIPS</p> <ul style="list-style-type: none"> Develop opportunities to showcase the roles and resources of member agency representatives. Facilitate a shared understanding of "partnerships" within the Network. 	<p>A strategy to showcase the roles and resources of member agencies to support possible partnership connections</p> <ul style="list-style-type: none"> Host 10-15minute presentations from a member agency each meeting (based on a standard report format) <p>A strategy to facilitate a shared understanding of "partnerships" within the Network</p> <ul style="list-style-type: none"> Host an "Understanding partnership workshop" (half day) to support shared understanding of the different types of partnership 	<p>Partnership Strategy Group</p> <p>Partnership Strategy Group</p>	<p>Each Meeting</p> <p>One-off – April 2013</p>	<p>All Members participate in delivering a presentation</p> <p>Workshop held and numbers attended</p>
<p>N E YOUTH SECTOR PARTNERSHIPS</p> <ul style="list-style-type: none"> Develop a communication strategy to share the work being undertaken by youth focused agencies in the North East Metro Region. 	<ul style="list-style-type: none"> A communication strategy that supports youth focused agencies in the North East Metro Region to share the work they are doing. <ul style="list-style-type: none"> Use an ICT platform(e.g. social media sites such as Yammer) that all Network Members are linked to. Work with Swan NEST Project to deliver a Youth Summit where agencies have the opportunity to share good practice work. 	<p>Communications Strategy Group (IT Savvy Members External Expertise – e,g, MIDLAS) Swan NEST Partnership Strategy Group</p> <p>Partnership Strategy Group</p>	<p>June 2013</p> <p>October 2013</p>	<p>Site or platform has been launched</p> <p>Usage – log ins and contribution</p>

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<p>PARTNERSHIP LINKS AND PROJECTS</p> <ul style="list-style-type: none"> Facilitate partnership linkages and projects in response to youth and/or youth sector issues in the North East Metro Region. 	<ul style="list-style-type: none"> Utilise strategies including member agency presentations, training and information sharing to informally support potential partnership linkages and projects. 			<p>Number of member agencies that have formed partnerships through the support of the Network.</p>

OBJECTIVE 3: TO RAISE AWARENESS OF ISSUES RELEVANT TO YOUNG PEOPLE AND YOUTH SERVICES IN THE NORTH EAST METROPOLITAN REGION.

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<p>NE YOUTH SECTOR ADVOCACY.</p> <ul style="list-style-type: none"> • Develop a system to identify current trends and issues relevant to young people and the youth sector in the North East Metro region. • Undertake lobbying activities, where appropriate, in response to youth and youth service issues in the North East metropolitan region. • Provide input from the North East Metro Youth Sector to relevant bodies (e.g. Peak Bodies, Training Providers, Local and State Government) on current trends and issues. 	<ul style="list-style-type: none"> • Develop a strategy that identifies and responds to NE youth sector issues. <ul style="list-style-type: none"> ○ Hold a “Brainstorm – Regional Issues” Forum as component of an annual planning day. ○ Add “NE Issues” as a standing item to Agenda ○ Collate and present Issues data from Youth-EForum Website as part of the discussion under the NE Issues standing agenda item ○ Invite Young People and/or Guest Speakers to present on trends and issues. ○ Ensure representation of Swan Sector agencies on relevant committees e.g. CSHETC IAG, YACWA, and add update on agenda 	<p>Coordination Group</p>	<p>annually</p> <p>Standing Agenda Item - Ongoing</p> <p>Collated 2xper year</p> <p>Linked to Guest Speakers (minimum 2xper year)</p> <p>Standing Agenda Item - Ongoing</p>	<p>Brainstorm session held</p> <p>Issues collated</p> <p>Presentations relevant to issues are held</p> <p>Swan Sector Agencies are represented on relevant Committees with reports presented back to Network and Network has opportunities to provide input as appropriate</p>