

## **Wynndham Humanitarian Network**

### **Terms of Reference**

#### **Background:**

The Wynndham Humanitarian Network (WHN) was established in late 2005 in response to increased numbers of refugee and humanitarian entrants settling into the City of Wynndham. While the WHN recognises that there are many services, groups and individuals who are active in providing support to refugee and humanitarian entrants in the city of Wynndham, it aims to provide an opportunity for service providers and communities to work collaboratively to become a strong integrated network of support.

#### **Definition:**

For the purpose of this network, the client will be defined as anyone who is a refugee or humanitarian entrant who resides, works or studies in Wynndham City.

#### **Aim:**

The primary aim of the Wynndham Humanitarian Network (WHN) is to provide local and integrated solutions to meet short and long term needs of refugee and humanitarian entrants in the City of Wynndham. Its focus is strategic, action oriented and advocacy based.

#### **Objectives:**

The Network's main objectives are to:

- Work collaboratively to coordinate and address the settlement needs of refugee and humanitarian entrants in Wynndham;
- Share information about program initiatives, form working partnerships and avoid duplication of services;
- Identify issues, gaps in service delivery and systemic barriers that preclude access to services, and propose solutions locally;
- Establish working groups to action issues relevant to local settlement needs;
- Advocate for the client group regarding identified issues;
- Communicate issues to relevant government and non government organisations and other stakeholders; and,
- Promote cultural diversity in Wynndham.

#### **Membership:**

The WHN is not an incorporated association. Membership to WHN is free of charge.

Members of the Network should include service providers and community members that:

- Have a focus on clients as per above definition;
- Represent organisations / networks that have a focus on settlement needs of refugees and humanitarian entrants; and,
- Have a commitment to working collaboratively to achieve positive outcomes for refugee and humanitarian entrants.

Current membership comprises of volunteers and representatives from the following organisations:

- Werribee Community and Education Centre Inc – Lead organisation
- Centrelink
- Victoria Police
- ISIS Primary Care
- Wyndham City Council
- Department of Immigration and Citizenship
- New Hope Foundation
- Spirit West Services
- Victoria University (VU)
- AMES
- Australian Karen Organisation (AKO)
- Westgate Karen Baptist Community
- Werribee Karen Baptist Community
- Melbourne Karen Buddhist Association
- South Sudanese of Wyndham Community
- Eastern and Central African Communities of Victoria (EACACOV)
- Foundation House
- Western English Language School (WELS)
- Catholic Education Office (CEO)
- Werribee Primary School
- Department of Education and Early Childhood Development (DEECD)
- WynBay LLEN
- School Focused Youth Services (SFYS)
- Centre for Multicultural Youth (CMY)
- Centacare
- Metrowest
- City West Water
- Consumer Affairs Victoria (CAV)
- Wyndham Legal Service
- Werribee Mercy Hospital

WHN encourages participation of members from new and emerging communities.

### **Meetings:**

Meetings will be held every six to eight weeks. They will be held on a Monday afternoon at 1.00pm at Werribee Community and Education Centre, 3 Princes Hwy, Werribee 3030.

Representatives from the Werribee Community and Education Centre will chair WHN meetings and be responsible for recording and distributing minutes, as well as disseminating information to all members.

Decisions by the network will be made on a consensus basis.

Standing agenda items are to include invited guests, reports from working groups, correspondence and information sharing.

### **Working Groups:**

Working groups may be convened as determined by the Wyndham Humanitarian Network and should be action oriented. Leaders of working groups must report back at the next WHN meeting.

The Karen and Sudanese working groups will be focused primarily on identifying issues affecting their communities. These issues will be referred to the relevant working group(s) for action.

The following guidelines should be followed for all working groups:

- Each working group will have a nominated leader and co-leader who is responsible for setting meeting dates, an agenda, chairing the meeting, ensuring that minutes are recorded, distribution of minutes and reporting back at the next WHN meeting;
- Working group minutes should be distributed by the leader to members of the working group and the chairperson of the WHN within 2 weeks of the meeting being held;
- Working Groups that have received funding must ensure that all accountabilities and acquittals are completed within set timeframes; and,
- Working Groups should include at least 2 representatives from refugee and humanitarian communities.

### **Communication:**

- Leaders of working groups are responsible for the dissemination of minutes to their active members;
- The Chair of the WHN will distribute all minutes of WHN meetings and working group meetings to the members of the network; and,
- The Chairperson of the WHN will only disseminate information and correspondence that relates directly to WHN business.



Please note: Information specific to a particular organisation such as employment vacancies, advertising, and emails of a political nature are the responsibility of the individual organisation to disseminate.

**Use of the WHN logo:**

Use of the WHN logo must be approved by the Chairperson of the WHN.

**Review of Terms of Reference:**

The Terms of Reference will be reviewed annually or as required.

**Contact Details:**

Wyndham Humanitarian Network  
c/- Werribee Community and Education Centre  
3 Princes Hwy, Werribee 3030

Ph: (03) 9742 4013  
Fax: (03) 9749 8400

Contact points: Jennie Barrera, Kathy Brunton or Elmo Perera