



Department of Rural Health
Centre for Excellence in Rural Sexual Health



Rural and Regional Victoria - Working Party

Terms of Reference, Updated October 2022

Rationale

Many organisations across rural and regional Victoria work towards improving sexual and reproductive health service provision for young people, but due to funding this work is often fragmented and happens in isolation on a local scale. Additionally, while a variety of services consider young people's sexual health to be of high importance, it is rarely an organisational priority with sufficient resources assigned.

Members of the youth/community sector identified they could increase their capacity to support the sexual and reproductive health and wellbeing of young people and establish stronger links with local organisations through a collaborative working group.

The aim of the Sexual Health Out and About (SHOUT) working party is to coordinate sexual health youth strategies whilst providing opportunities for the rural youth/community sector and rural sexual and reproductive health sector to share resources and strategies.

Purpose

The purpose of the SHOUT Working Party is:

- To foster collective leadership and harness the knowledge and experience of the rural community sector, youth sector and the sexual and reproductive health and health promotion workforce.
- To promote multidisciplinary collaboration between providers of services and programs, with an intersectional lens, to plan, deliver and evaluate initiatives to support young people's sexual and reproductive health.
- To focus on reducing inequities in access to means of prevention and services in identified settings and population groups; addressing systemic barriers; and reducing stigma and marginalisation.
- To share knowledge and expertise, including professional development activities, resources, protocols, and operational procedures.

The SHOUT Working Party objectives are to:

- Identify priority action areas to reduce inequities in access to means of prevention and services in identified settings and population groups; address systemic barriers; and reduce stigma and marginalisation.
- Design, deliver, and evaluate collaborative SHOUT projects addressing identified priority action areas.
- Support research, evaluation, and consultation projects by aiding the recruitment of regional young people and professionals.
- Contribute practice wisdom and evidence that will better enable the youth workforce to support the sexual health and well-being of young people.

Term

This Terms of Reference is effective from October 2022 and continues until the 31st of December 2023.

Membership and Structure

The SHOUT Working Group is led by the Centre for Excellence in Rural Sexual Health (CERSH) in partnership with Youth Affairs Council Victoria (YACVic).

YACVic is responsible for chairing the working party and Executive Committee with Administrative Support provided by CERSH. An Executive Committee, formed of two representatives from each of the five non-metro regions of Victoria (Loddon Mallee, Hume, Grampians, Gippsland, and Barwon Southwest) provides leadership and governance support.

Members of the rural workforce across all of rural Victoria are encouraged to join the SHOUT Working Group. These include health, youth and community workers, young workers, and sexual health workers. Interested young people who are connected to a local regional/rural are also encouraged to attend. Organisations and sectors include:

- Rural/ Regional Local Government
- Youth Service Providers Networks
- Aboriginal Services
- Thorne Harbour Health Country
- Sexual and Reproductive Health Services
- Headspace
- Sexual Health Victoria
- School Nursing Program
- Out of Home Care Sector
- Regional Women's Health Services
- Education providers

Responsibilities

SHOUT Working Group members will:

- Attend SHOUT meetings held every eight weeks using the video-conferencing software *Zoom* or in set hubs.
- Support in the identification of priority action areas
- Contribute to the design, delivery, and evaluation of collaborative SHOUT projects addressing identified priority action areas
- Support the promotion of the working party to recruit new members.
- Support dissemination of communication material for the promotion of the SHOUT working group through their local means.
- Manage their organisation's processes and protocols related to Intellectual property, copyright and sharing of resources.

SHOUT Executive Committee will:

- Attend the meeting with CERSH and YACVic two weeks before every SHOUT meeting to assist in preparing the agenda
- Represent SHOUT in meetings/events with external stakeholders where appropriate
- Providing leadership for the working party including facilitation of professional development (case studies)
- Support the recruitment and sustainability of SHOUT Working Party, and executive committee membership in representative regions, through the dissemination of targeted communications and representation to local networks
- Assisting in the delivery of priority projects arising from the working party as needed
- Supporting in the delivery of additional workshops/meetings as needed
- Proactively seek opportunities for funding/grants to support SHOUT initiatives.

The Centre for Excellence in Rural Sexual Health (CERSH) will:

- Provide the secretariat support for the Working Party. This includes requesting agenda items from the Executive Committee, disseminating the agenda, managing shared drive accessibility, managing communications with Working Party members, managing the format and content of meetings in consultation with YACVic and executive committee members
- Manage the video-conferencing and technical support
- Manage the documentation and evaluation of Working Party processes and outcomes.
- Assist in recruitment of SHOUT Executive Committee comprising members from each region across regional Victoria
- Inviting and organising guest speakers (where appropriate)

Youth Affairs Council Victoria- Rural (YACVic Rural) will:

- Chair the Working Party meetings

- Attend and chair the meeting with CERSH and executive committee members two weeks before every SHOUT meeting to assist in preparing the agenda
- Provide youth expertise to the Working Party
- Manage the format and content of meetings in consultation with CERSH and the SHOUT executive committee
- Assist in recruitment of SHOUT Executive Committee comprising members from each region across regional Victoria
- Inviting and organising guest speakers (where appropriate)

Meetings

All SHOUT executive meetings will be chaired by Derm Ryan, YACVic.

A meeting quorum will be 50% of attendees (four people).

The Working Party will meet every eight weeks.

Decisions are made by consensus. If not possible, the Chair makes the final decision.

The Centre for Excellence in Rural Sexual Health will provide meeting agendas minutes, which includes:

- preparing agendas and supporting papers
- preparing meeting notes and information

Online meetings are 1.5 hours long. Optional two-hour-long face-to-face meetings can be scheduled twice per year in May and November. These are to occur as follows:

Date	Day	Location	Duration
5 October	Wednesday	Online	1.5 hours
30 November	Wednesday	Online	1.5 hours
1 February	Wednesday	Online	1.5 hours
29 March	Wednesday	Online	1.5 hours
24 May	Wednesday	Hybrid	2 hours
26 July	Wednesday	Online	1.5 hours
13 September	Wednesday	Online	1.5 hours
22 November	Wednesday	Hybrid	2 hours

To enable maximum opportunity for participation:

- Face-to-face meetings will be held at hubs. The set hubs are Melbourne (YACVic office), Loddon Mallee (CERSH office/ Women's Health Loddon Mallee office), Swan Hill (YACVic Swan Hill), Shepparton (CERSH office), Wangaratta (CERSH Office/ Women's Health GNE) and Ballarat (Women's Health Grampians)

- Meetings will be held between the hours of 10 am and 3 pm, 8 weeks apart unless a public holiday/school holiday coincides, then it will happen in the preceding or succeeding week.
- School holidays will be avoided.
- The agenda for the meeting will be disseminated a week before the meeting.