



## **Newcastle & Hunter Homelessness Interagency Network Terms of Reference**

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**Newcastle & Hunter Homelessness Interagency Network is a network open to all services & organisations across the Newcastle Local Government and the Hunter Region that work with people impacted by homelessness.**

**Purpose:** NHHIN is a network committed to working on issues in the Newcastle Local Government and the Hunter Region that work with people impacted by homelessness. NHHIN is representative of and open to all homelessness related organisations within the Newcastle LGA and Hunter Region. Our aim as a network is to advocate on behalf of Newcastle Local Government and the Hunter Region that work with people impacted by homelessness, sector workers and provide opportunities for networking, partnerships, consultation, training and planning within the sector. NHHIN is committed to access and equity, social justice, cultural relevance and diversity to guide our work for implementing positive change within the sector.

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Update roles annually when TOR are reviewed

2015-16 TOR Approved on 18<sup>th</sup> April 2016 at General NNHIN Meeting

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## **Objectives:**

### **NHHIN aims to:**

1. Promote effective partnerships between agencies including NGO and Government, and the community to improve information sharing and support.
  2. Address identified issues for people impacted by homelessness and the services that aim to support them, form subcommittees as required to address identified needs.
  3. Raise the profile of Newcastle & Hunter Homelessness Interagency Network within the Newcastle LGA and Hunter Region in order to provide effective service provision to people impacted by homelessness.
  4. To be a conduit to receive, disseminate and forward filter information to and from homelessness peak bodies and other committee and networks that works to support people impacted by homelessness and/or services within the sector.
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### **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.
- No 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.

Update roles annually when TOR are reviewed

- An atmosphere of participation and respect is encouraged.
  - Confidentiality (where appropriate and identified) needs to be respected.
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## **Service Representation on Newcastle & Hunter Homelessness Interagency Network**

Workers, volunteers and interested stakeholders from the youth and community service sector, inclusive of non- government, government, funded and unfunded groups who have a commitment to addressing the issues affecting people impacted by homelessness in the Newcastle Local Government and the Hunter Region

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## **Roles and Functional Structure**

### ***Roles***

**Agenda:** The current Chair '***Newcastle Community and Youth Development Officer***' in partnership with another service provider '***NOVA Women's and Children's Service***' as minute taker are responsible for formatting the agenda prior to the monthly meeting and forwarding it to the interagency list. Any guest speakers or training information will be included in the agenda.

**Chairperson:** The current Chair '***Newcastle Community and Youth Development Officer***' in partnership with another service provider '***NOVA Women's and Children's Service***' as minute taker are responsible for chairing the meeting according to the set agenda. In their absence another chairperson from the group may be elected.

**Information Share and minutes:** The current chair '***Newcastle Community and Youth Development Officer***' in partnership with another service provider '***NOVA Women's and Children's Service***' as minute taker are responsible for compiling and

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sending out the minutes and information share to the interagency group. All attendees will need to forward any inclusions to the Chair within the week following the meeting and support in minute taking.

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## **Functional Structure**

**Welcome to Country and Acknowledgement of Country** – All meetings will begin with an acknowledgement of Country conducted by the Chair. For special events and occasions a Welcome to Country may be arranged and conduct by an appropriate Aboriginal person. Acknowledgement and Welcome to Country will be held in accordance with the Reconciliation Australia Factsheet found- <http://www.reconciliation.org.au/home/resources/factsheets/q-a-factsheets/welcome-to-and-acknowledgement-of-country>

**Agenda** – The agenda is set bi-monthly by the Chair. Members of the interagency can request items to be added to the agenda prior to the meeting. The agenda will be forwarded to NHHIN Mailing list in the week prior to the meeting.

There is a standard pro-forma used and the substantive items are:

- Acknowledgement of Country
- Minutes and actions of the previous meeting
- Standard Agenda Items
  - Guest Speakers
  - Speaker or presentation suggestions for next meeting
  - The Big Question!
  - Project and Committee updates:
  - New Business
- Details of next meeting

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**Dates** – Bi-Monthly meetings dates are set towards the end of each year and sent out to the interagency group. The meetings are held on the 2<sup>nd</sup> Thursday of the month (Bi-monthly)

**Decision Making** – Decisions are made as motions are raised, put to the floor, moved and seconded. Decisions are then finalised by the general consensus of attendees at the meeting.

**Emerging Trends** – Workers have the opportunity to raise any particular trends or issues they may have noticed within their service or community. This is recorded in the minutes, along with any major discussion points or actions. Subcommittees or working parties may be formed to address immediate issues.

**Information Share** – Workers can share information about services, programs or other upcoming activities or events. Any information shared should then be emailed to the Chair for inclusion in the minutes.

**Mailing List** – Newcastle & Hunter Homelessness Interagency Network mailing list will be maintained and updated by the Chair. Updated contact details should be forwarded in a timely manner

**Review Mechanisms** – An annual review of the terms of reference and Interagency processes may be held at the start of each year to check the relevance of both.

**Sub-Committees** – Sub committees are formed through the identification of particular issues, events or projects which NHHIN has agreed to address. Their role is to develop proposals for action and to address identified issues. Those interested in working on particular issues, events or projects are asked to form a subcommittee who meets on a monthly basis or as required. A convener is nominated, who is responsible for organising meeting dates, venues, agenda, minutes and reporting back to NHHIN at meetings.

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**Times** – NHHIN meetings run from 10-11.30am Members are encouraged to arrive at 9.45 am for a 10am start. If meetings are expected to run longer due to training or content, members will be notified prior to the meeting.

**Venue** – NHHIN meetings are held at:

TAFE- 91 Parry St, Newcastle West Room C.S4
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This may change from time to time if required. Meeting venues are in the calendar that is sent out and also included in the agenda sent one week prior to the meeting.

**Current Convener/s**

- **Chairperson/s for the 2015/16 Financial/Contract year**  
Newcastle Community and Youth Development Officer  
Astrid Gearin- [cydp@samaritans.org.au](mailto:cydp@samaritans.org.au)

**Minute Taker:** 'NOVA Women's and Children Service'

*\*Individuals and organisations are encouraged to take up Chairperson and Minute keeping roles annually. Those that take up positions are encouraged to talk with funding bodies to support any additional workload that may be created as a result if NHHIN responsibilities.*

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