



Newcastle Youth Interagency

(Date for review: EOFY 2016/17)

Newcastle Youth Interagency is a network open to all Youth Services and Youth related organisations across the Newcastle Local Government that work with Young people.

Purpose:

NYI is a network committed to working on Youth issues within the Newcastle LGA.

NYI is representative of and open to all youth services or related organisations within the Newcastle LGA that support and work with young people.

Our aim as an Interagency is to develop strong networks, build partnerships, collaborate, share, inspire, inform and engage so we can better service the young people we support. We do this while recognising the work we do and the commitment we have to better strengthen our communities and the young people we support..

Objectives:

NYI aims to:

1. Promote effective partnerships between agencies, schools, council and the community to improve information sharing and support.
 2. Address identified issues for young people and form subcommittees as required to address identified needs.
 3. Raise the profile of the Newcastle Youth Interagency within the Newcastle LGA in order to provide effective service provision to young people.
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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.
 - 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.
 - Confidentiality (where appropriate and identified) needs to be respected.
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Service Representation on Newcastle Youth Interagency

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 young people in the our local government areas.

Roles and Functional Structure

Roles

Agenda: The Community and Youth Development Officer is responsible for formatting the agenda prior to the tri monthly meeting and forwarding it to the NYI list. Any guest speakers or training information will be included in the agenda.

Chairperson: The Community and Youth Development Officer is 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 Community and Youth Development Officer is responsible for compiling and sending out the minutes and information share to the interagency group. All attendees will need to forward any inclusions to the Newcastle Community and Youth Development Officer within the week following the meeting and support in minute taking.

Functional Structure

Welcome to Country and Acknowledgement of Country – All meetings will begin with an acknowledgement of Country. 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 Tri-monthly by the Youth and Community Development Officer. Members of the interagency can request items to be added to the agenda prior to the meeting. The agenda will be forwarded to NYI representatives in the week prior to the meeting.

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

1. *Acknowledgement of Country*
2. *Welcome and introductions*
3. *Guest speaker/s*
4. *Information Share*
5. *Service connection- (buddy system)*
6. *Details for the next meeting*

Dates – Tri-Monthly meetings dates are set towards the end of each year and sent out to the NYI group. The meetings are held on the **fourth Thursday** of the month, Tri-monthly. Should amendments to this need to be updated in the annual calendar and emailed to NYI mailing list no later than 1 month of either planned or rescheduled meeting.

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 Community and Youth Development Officer within 1 week for inclusion in the minutes.

Mailing List – The Newcastle Youth Interagency mailing list will be maintained and updated by the Community and Youth Development Officer. 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 end or 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 NYI 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 NYI at meetings.

Times – NYI meetings run from 10:00am - 12:00am. Members are encouraged to arrive at 9:45am for a 10:00am start. If meetings are expected to run longer due to training or content, members will be notified prior to the meeting.

Venue – NYI meetings are currently held at Rotating Venues. Meeting venues will be in the outlook calendar that is sent out and also included in the agenda sent one week prior to the meeting.

Current Convener 2015/16

- **Chairperson**

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