



# YOUTH ISSUES NETWORK

## Terms of Reference 2026

### 1. Role/Purpose

The role of the **Youth Issues Network (YIN)** is to provide strategic direction and leadership to ensure service coordination between agencies working with young people in the City of Whitehorse. The network's goal is to strengthen the local youth sector, foster collaboration among service providers, and promote best practices in youth work.

The **YIN** aims to achieve the following outcomes:

- Strengthen the sector's ability to respond to issues affecting young people in Whitehorse.
- Promote information sharing among services.
- Encourage and support partnerships between agencies.
- Provide collegiate support.
- Offer professional development opportunities.

### 2. Membership

The network is open to all youth- and family-related community and government service providers who work with young people and families in the Greater Whitehorse area.

#### Membership Criteria:

- Interest in resource sharing and promoting collaboration in the City of Whitehorse.
- No limits on the number of representatives from each service provider.

### 3. Role of the Council

The City of Whitehorse Youth Services will facilitate the YIN and promote service coordination.

#### Council Responsibilities:

- Maintain the network database.
- Provide or arrange suitable meeting venues.
- Organise guest speakers and professional development sessions.
- Prepare meeting agendas, and chair meetings.
- Distribute minutes post-meetings.

- Prepare and distribute the monthly Youth Connexions electronic newsletter.
- Manage The Connexion monthly booklet and YIN member contributions.
- Manage YIN members attending regular Outreach Program sessions.
- Streamline communications.

#### 4. Role of Network Members

Network members are expected to:

- Actively participate in meetings by sharing information and expertise.
- Contribute to monthly content of The Connexion Booklet where appropriate.
- Present on their services at YIN meetings where appropriate.
- Strengthen communication between service providers.
- Provide content for the YIN electronic newsletter.
- Offer feedback on meeting topics, professional development, and emerging youth issues.
- Support an annual evaluation of the network.
- Commit to enhancing outcomes for young people in Whitehorse

#### 5. Days of Significance – Youth Issues Network (YIN) Collaborative Outreach

The YIN will collectively acknowledge and incorporate relevant Days of Significance into scheduled Youth Connexions (YC) outreach activities during the designated week. This initiative will be delivered as a collaborative effort between YIN member organisations, with YC supporting coordination and delivery within capacity.

##### Specifically:

- YIN members will integrate themed messaging and activities aligned with the Day of Significance into the YC outreach activities during the designated week.
- In collaboration with YIN partners, a maximum two-hour outreach event will be coordinated and delivered at a suitable location, subject to availability and required approvals.
- YIN member organisations will be encouraged to actively participate in the event and engage with young people through information sharing, activities, and promotion of services.
- Event promotion will be developed and distributed collaboratively, with Youth Connexions supporting the design and circulation of promotional materials to enhance awareness and attendance.
- Relevant signage and visibility materials (e.g., IDAHOBIT resources) will be sourced and displayed to ensure strong recognition of the Day of Significance.
- Participating YIN organisations may contribute additional activities, resources, or activations in line with their capacity and operational considerations.

#### 6. Meetings of the YIN

Meetings will be held every second month, with six meetings annually. A meeting schedule will be prepared and distributed at the start of each calendar year and made available on the Whitehorse Youth Services website. Meetings are in person with additional online meetings where required.

### **Key Meeting Elements:**

- **Chairperson:** Meetings will be chaired by a Council Officer, though the responsibility may be delegated at the convenor's discretion.
- **Attendance:** Members must RSVP and provide apologies in advance if unable to attend.
- **Observers and Guests:** Observers, students, presenters, or other guests may attend meetings.
- **Conflict of Interest:** Members must represent their organisations professionally and avoid conflicts of interest.

## **7. Decision-Making**

YIN employs consensus-based decision-making. If consensus cannot be reached, a majority vote will decide.

## **8. Review Period**

The Terms of Reference will be reviewed annually to ensure relevance and effectiveness.

### **Further Information:**

For more information, please contact Whitehorse Youth Services:

**Phone:** 03 8873 9140 (between 9am - 5pm weekdays)

**Email:** [youth.worker@whitehorse.vic.gov.au](mailto:youth.worker@whitehorse.vic.gov.au)

**Website:** [Whitehorse Youth Connexions](#) | [Whitehorse City Council](#)



