



# YOUTH ISSUES NETWORK

## Terms of Reference 2026

### 1. Role/Purpose

The role of the 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 electronic newsletter.

#### **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
- 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 Connexions Outreach Program**

Youth Connexions will acknowledge and incorporate the relevant Day of Significance into its scheduled outreach activities during the designated week. YIN members where possible will attend and support these specific outreaches based on their capacity:

Specifically:

- YC will integrate themed messaging and activities aligned with the Day of Significance into its regular outreach program.
- YC will coordinate and host a two-hour outreach event in a suitable large outdoor location, subject to availability and approvals.
- Youth Interagency Network (YIN) organisations will be invited to participate in the event and engage with young people through information sharing, activities, and service promotion.
- YC will design and distribute a promotional flyer in advance of the event to support awareness and attendance.
- YC will source and display relevant signage (e.g., IDAHOBIT materials) to enhance visibility and recognition of the Day of Significance.
- Participating YIN organisations may deliver additional activities or resources during the event, subject to 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](tel:0388739140) (between 9am - 5pm weekdays)

**Email:** [youth.worker@whitehorse.vic.gov.au](mailto:youth.worker@whitehorse.vic.gov.au) or visit [Whitehorse Youth Connexions](#) | [Whitehorse City Council](#)

