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## **Highlands Child and Wingecarribee Youth Interagency**

***“Connecting our families, young people, children, services and the community”***

### **Overview**

The Highlands Child and Wingecarribee Youth Interagency (to be known herein after HCWYI) has evolved from the bringing together of the existing established interagency forums of Highlands Child and the Wingecarribee Youth Interagency.

Members of both existing forums identified a duplication of process, shared objectives and the need to work collaboratively to address the local issues of Wingecarribee, In recognising the above circumstances, the combined members established a working group and a discussion forum to consider the possibility of combining to form a functional Interagency that met both original Forums objectives, hence the establishment of the Highlands Child and Wingecarribee Youth Interagency (HCWYI).

The HCWYI aims to provide a forum that focuses on connecting services and the community to address the local needs of Wingecarribee and create better outcomes for children, young people and their families.

### **Aim**

The aim of HCWYI is to improve outcomes for children, young people and their families in Wingecarribee through;

- Promoting the goals of Child & Family and Youth services through utilising the framework of Families NSW, KTS & YAPA as a guide.
- Providing a communication link between Wingecarribee and other Regional Networks.
- Co-ordinating services to children, young people and families in an effort to reduce duplication and enhance service delivery.
- Encouraging community involvement and participation eg. Family Fun Days, Community Directory, Community Members attendance at HCWYI eg. parents, educators, paediatricians.
- Identify local needs relating to the delivery of services for children, young people and families and planning appropriate collaborative strategies to address the identified needs.

- Sharing information amongst services - working together to support each other including cross promotion and incorporating best practice.
- Promote up to date and relevant information about services reaching the right target groups.
- Providing advocacy and representation to decision makers to influence planning and resource allocation.
- Encourage diverse (CALD, special needs, Aboriginal & Torres Strait Islanders) groups to be included in planning, resource allocation and development activities.
- Representative from HCWYI to attend the Macarthur Child & Family Interagency and provide feedback and information share to the interagency. This will include the exchange of minutes between the two Forums.
- Encourage services with responsibility in the Wingecarribee area to actively engage with the community and the interagency.

## **Planning**

A planning day will held after 4-6 months, to review and evaluate the interagency activities and progress. The Network will also use this planning day to develop a plan for the upcoming 12 month period in terms of what aims they are looking to achieve for the upcoming 12 months. The function of the planning day is to provide a process that will develop a collaborative strategic plan along with an action plan to support the intended aims and objective the interagency.

An annual review of the Terms of Reference may be held in conjunction with the annual planning day. In the interim period between annual reviews, the TOR will be amended to reflect any changes that may occur. The Convenor of the Committee is responsible for monitoring the Terms of Reference, and if necessary, prepare and draft the changes. These suggested changes will require HCYI endorsement with at least 75% of the members agreeing to the changes.

## **Membership of the HCWYI**

Participation in The HCWYI will be sought from all agencies that work with children, young people and families within the Wingecarribee local area.

Services will include representation from;

- Government Organisations
- Non-government Organisations
- Church and private Organisations
- Young people (12 -24) who reside in the Wingecarribee area/ community participation
- Students and Volunteers
- Private Psychologists, Peadiatricians, etc to be invited as Guest Speakers.

Ongoing participation by a broader set of Organisations will be encouraged and they will be made aware of the work of HCYI through receiving information and minutes upon request.

### **Conduct of Meetings**

All meetings will have a pre-prepared agenda that will be sent to all members one week ahead of the meeting.

Agendas will be prepared based on a proforma and shall include:

- Business Arising
- New Business
- Standing Activities
- Identified local issues, gaps and emerging trends

A roster for chair and minute taking will be developed and each Chair / minute taker will be responsible to find a replacement if they cannot attend. The minute taker will be responsible for finalising the minutes and uploading them to HSNet within 2 weeks of the meeting.

Meetings will be held on a monthly basis and held within the local Primary and High Schools of Wingecarribee. A list of meeting dates and the venues will be developed and circulated to each member.

### **Communication**

Information pertinent to HCWYI will be posted on HSNet.