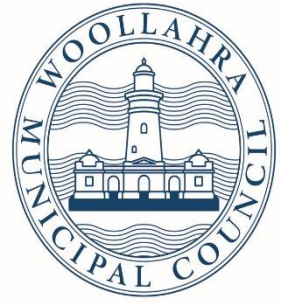


Woollahra Youth Services Forum – Terms of Reference



1. Role

The role of the Woollahra Youth Services Forum shall be to:

- provide an opportunity for local organisations and service providers who work with young people to network and to share information, knowledge, skills and expertise.
- provide an opportunity for skill development and training on topics relating to young people in the Woollahra Municipality.
- provide an avenue to facilitate the development of partnership initiatives between local youth service providers in addressing issues pertaining to local youth.
- provide assistance and used to resolve issues impacting youth in the area and to raise the awareness of youth services activities in the area.

2. Scope

The scope of the Forum's activities is set by the Woollahra Social and Cultural Plan 2018 to 2030 and the Delivery Program 2018 – 2021 and Operational Plan 2019/2020.

Goal 2: a supported, enabled and resilient community.

Strategy: foster and build community partnerships and networks.

Priority: promote, fund and facilitate community partnerships and networks.

3. Exclusions

The Woollahra Youth Services Forum is not a lobbying group. Nor is this Forum a youth advisory group for Woollahra Council, rather it is an informal network of local service providers. Young people do not attend the Forum on a regular basis but may be invited to speak on a specific issue for the information of the service providers present.

Woollahra Municipal Council's approach to community building is one of facilitator of services. As such, Council encourages and supports partnerships and collaborative work between the youth service providers attending the Forum as opposed to the Forum itself being tasked with implementing initiatives.

4. Meetings

Meetings of the Woollahra Youth Services Forum will be held once per school term at Council Chambers. Woollahra Youth Services Forum meetings will be open to all service providers based in the Woollahra Municipality and from neighbouring Municipalities. Dates of meetings for the following calendar year will be fixed in December of each year.

5. Attendance

The Woollahra Youth Services Forum has no official membership basis as those who attend are a network of local service providers who work either directly or indirectly with young people.

A Community Development Officer will attend the meetings and provide secretariat services to the Forum.

6. Chairperson

The Chairperson of the Woollahra Youth Services Forum is either a Councillor or a Council Staff member.

7. Agenda

An Agenda will be circulated by email to all members of the Forum at least one week prior to the Youth Services Forum meeting. The Agenda will reflect the areas of interest expressed by local services providers who attend the Forum.

The Agenda will include an open session for general business where new issues of concern can be raised, and members of the Forum can speak and be heard.

The Agenda and Minutes of the Youth Services Forum are distributed via email to all service providers who attend the Forum on a regular basis.

8. Reporting

The main items of business of Youth Services Forum are not reported to any Council Committee as it is solely an information sharing Forum.

Members of the Forum may table issues raised elsewhere to be discussed and addressed by Forum members as appropriate. The Forum may also on occasion make recommendations to or advise Council on activities and issues affecting young people as required.

Next review date: November 2020.