**Terms of Reference**

1. **Name**

This network of government and community service organisations shall be known as the Yalgoo Interagency.

1. **Aims and Objectives**
	1. Proactive responses to ‘all of community’ issues and needs as they impact on all people who live and work in the Shire of Yalgoo.
* To provide a forum in Yalgoo for government and community services to discuss issues of concern, to develop strategies that attempt to address those issues, and to act upon those strategies. This may include lobbying and advocacy for change, provision of new or increased services, encouraging service providers to work collaboratively in partnership on specific projects or establishing working parties to redress or deliver positive outcomes on specific issues;
* To identify and provide proactive responses to alleviate gaps in service delivery, including non-Government and Government services;
	1. Networking, support and education for workers and local residents
* To encourage effective informal working relationships between service providers and local residents, thus building a trusting, co-operative culture that, reduces barriers to service provision, reduces duplication, extends the flow of information about available services, increase referrals to services and generally that services to local communities, families and individuals are improved;
* To provide, through this network, support to one another, so that service providers and local residents involved in the Yalgoo community do not work in isolation and know that they are valued;
* To increase the professionalism of workers and local residents involved in the community through: providing the opportunity for guest speakers to address the meeting, drawing expertise from workers and residentsattending Interagency or from other relevant agencies; organising workshops and seminars on issues of concern; improving the profile of community workers and active local residentsthrough recognition and acknowledgement of their expertise and skills.
	1. Communication and information sharing
	+ To provide an opportunity for sharing information about what is happening in individual services, whether the participant is attending the meeting or is obtaining information through the minutes;
	+ To provide an avenue for dissemination of information;
	+ To be informed about changes to the roles of, agencies, their workers roles and relevant policies; funding type/level, restructuring issues, changes in service location and so forth;
	+ To share ‘good news’ and to bring up ‘burning issues’;
	1. Links with regional forums and local interagencies may be developed in the future
* To establish and develop links with other specialized interagencies or groups in the Mid-West Region where appropriate and where resources allow.
1. **Interagency Membership**
	1. Participation in the Interagency will be sought from all agencies that plan or provide services for families, children, young people, women, men, people with disabilities, people who are Aboriginal or Torres Strait Islanders or people from cultural and linguistically diverse backgrounds who live or work in Yalgoo.
	2. Interagency members can be government, non-government or prominent corporate entities active in the Yalgoo shire.
	3. Due to the lack of services in Yalgoo it is anticipated that many Interagency members are based in Geraldton and possibly other nearby towns.
	4. Individuals in the Yalgoo community cannot be members of the Interagency. They are however welcome to attend meetings for a short period of time for the specific purpose of seeking advice, asking questions or to make statements to the Interagency. Individuals who wish to attend an Interagency meeting must register their attendance with either the Centacare Aboriginal Parenting Coordinator or the Shire of Yalgoo Community and Youth Development Coordinator.
	5. There is no set quorum of the Interagency.
2. **Agenda Format**

The Yalgoo Interagency will, as a general rule, will be guided by the following agenda format,

Welcome and Housekeeping

Introductions and Apologies

Previous Minutes - Acceptance

Matters Arising

Yalgoo based services reports

Burning Issues

Good News

Any Other Business

The agenda is to be circulated at least one week before each meeting. The chairperson is to ask if there any additional items to be added to the agenda at the start of the meeting.

1. **Practical matters – Meeting venue, time, Date, Morning Tea**

Meetings will be held on the second Monday of each month at the railway Complex Yalgoo starting at 1.30pm unless otherwise advised.

1. **Chairperson and Minute Taker**

 The Chair will be rotated at each meeting. The Minute Taker role will be shared the Centacare Aboriginal Parenting Coordinator or the Shire of Yalgoo Community and Youth Development Coordinator.

1. **Mailing List**

 The Yalgoo Interagency mailing list will be maintained by Centacare Aboriginal Parenting Coordinator or the Shire of Yalgoo Community and Youth Development Coordinator. Updated contact details should be provided so that the list is kept up to date. Members will receive minutes by email, unless they request otherwise.

1. **Confidentiality**

 The Yalgoo Interagency confidentiality Agreement: All Interagency members must maintain a commitment to keep all matters discussed within the interagency confidential, with the acknowledgement that only information minuted can be discussed outside of the Interagency meetings

1. **Review of Interagency Terms of Reference**

 The Terms of Reference of the Yalgoo Interagency, and its general progress, shall be reviewed annually at the February meeting.