

The Whittlesea Youth Commitment is a long-term community based initiative, committed to securing real change for the benefit of young people



Spirit Of Co-operation Agreement 2009-2011

SPIRIT OF CO-OPERATION AGREEMENT
CITY OF WHITTLESEA YOUTH COMMITMENT

The purpose of this agreement is to formalise arrangements between agencies, organisations and businesses supporting the Whittlesea Youth Commitment (WYC).

The specific purpose of the Statement of Agreement is to:

1. Confirm the principles of the Whittlesea Youth Commitment.
2. Establish comprehensive communications strategies to involve members of the WYC in achieving its goals.
3. Commit to management and funding arrangements for the WYC for the years 2009 – 2011.
4. Commit to collectively using best endeavours to undertake the proposed work of the WYC within the framework of the document *Meeting the HWLLEN's Strategic Plan in Whittlesea* (appendix 1).
5. Commit to identifying organisational accountability within each WYC organisation for achievement of WYC principles.
6. Commit to the privacy principles outlined in (appendix 2).

DURATION OF AGREEMENT

This Statement of Agreement will operate for the years 2009 – 2011.

STATEMENT OF AGREEMENT

All parties to the Spirit of Cooperation Agreement agree to the following key principles, membership and management structure, and financial arrangements.

STATEMENT OF UNDERLYING PRINCIPLES

The Whittlesea Youth Commitment is committed to ensuring that every young person leaving school in the City of Whittlesea, especially those who leave before completing VCE, have a smooth and successful transition between education and further training or employment.

Members of the WYC will work cooperatively and make a commitment to:

- Providing all young people with the opportunity and support to complete Year 12 or its equivalent.
- Being flexible about the nature of this equivalence, which is defined by the needs and aspirations of young people themselves.
- Ensuring the provision of a safety net, to support young people who are not completing year 12.
- Developing new learning, training, employment and further education options for young people to achieve these goals.
- Exploring new work placement, work opportunities, skill development, and community support structures for young people to achieve these goals.
- Continuously measure the progress made towards meeting the needs of all young people in the region.
- Developing and customise the curriculum provision of schools, TAFE and other training providers to better support the aspirations of young people.
- Developing innovative and collaborative arrangements between key providers of employment, education, training and personal support services.
- Implement strategies that promote a seamless inter-agency collaboration on the progress of young people in their transition.

GENERAL CONDITION - AUTONOMY OF MEMBERS

Nothing in the agreement affects the right of any agency, organisation or business to participate in any activity including with limitation the carrying out of other projects and the formation of alliances that are unrelated to the WYC.

TERMINATION OF AND WITHDRAWAL FROM AGREEMENT

Without limitation, members may by written notice to the Committee of Management, immediately withdraw from this agreement.

MEMBERSHIP AND MANAGEMENT OF THE WYC

The following is proposed for membership and management of the WYC.

Members

All who sign the Spirit of Cooperation Agreement are members of the WYC and will join the Hume/Whittlesea Local Learning and Employment Network.

Committee of Management

The following organisations/sectors/constituencies are stakeholders for the purpose of nominating members of the Committee of Management for the WYC, provided they are located or are operational in the City of Whittlesea and are members of the WYC.

Young people	Schools
TAFE Institutes	Group Training
Adult Community and Further Education	Community Youth Services
Local Councillors/Local Government	Centrelink
Universities	Employers
Job Network providers	Industry representative groups
WYC Transition Brokers	WYC Community Team members

Roles and Responsibilities of the Committee of Management

- To maintain the sectoral membership of the Committee of Management.
- To involve each constituency in nominating a person for the Committee of Management.
- Committee of Management members will establish formal mechanisms to engage with their constituencies between management meetings in order to involve a maximum number of organisations, and to secure consensus on issues and strategies.
- A maximum of six Committee of Management meetings per year will be held, to reflect the emphasis on active involvement of members between meetings.
- To ensure at least two meetings of all WYC members each year.

VARIATION AND REVIEW OF AGREEMENT

All members must put proposals for variations to this Agreement in writing to the Committee of Management for consideration.

PRINCIPAL CONTACTS

All WYC members will nominate a person as the principal contact to facilitate communication between all members.



**SPIRIT OF CO-OPERATION AGREEMENT
2009 – 2011**

Name (Block Letters):

Position:

Authorised Signatory of:
(insert name of agency/organisation/business)

Signature

Date

Principal Contact Person for the WYC

Name:

Position:

Postal Address:

Postcode:

Location Address:
(if different to postal)

Phone:

Fax:

Email:

INFORMATION PRIVACY PRINCIPLES

Principle 1

Purpose of collection of Personal Information

Limits the information, which can be collected by WYC members to that which is relevant to a function or activity of the members in relation to the WYC. The onus is placed on the collector to justify why certain information is being collected.

Principle 2

Source of Personal Information

Ensures that the individual maintains control over who their personal details are given to by stating that information should only be collected from the individual concerned (except in certain circumstances).

Principle 3

Providing Notification when Personal Information is Collected

Ensures that individuals are aware of what their information will be used for, who will have access to it and their own rights of access. This assists in achieving an appropriate level of openness about how an individual's information is handled.

Principle 4

Manner of Collection of Personal Information

Prevents undue pressure or coercion being placed on the individual when information is being collected, and ensures that staff are sensitive to the particular circumstances when information is collected.

Principle 5

Storage, Security and Transmission of Personal Information

Prevents other individuals and organisations from obtaining access to personal information when they are not authorised to. Without adequate security safeguards, there is the risk that personal information could be misused or inappropriately disclosed.

Principle 6

Maintaining a Policy of Openness

Makes explicit the requirement for personal information to be handled in an open and accountable manner.

Principle 7

Right of Access to Personal Information

Ensures that the individual is able to find out what information the WYC members hold about them.

Principle 8
Correction and Accuracy of Personal Information

Permits individuals to seek correction of information held about them where they believe it is incorrect. There is an onus on the WYC members to keep any information they hold up to-date, accurate, complete and not misleading. This ensures that all decisions are based on information, which is both correct and current.

Principle 9
Retention and Disposal of Personal Information

Places an obligation on the WYC member to retain information where this is required, and to make sure information is disposed in a secure manner when it is no longer required. This prevents any possible future misuse of information.

Principle 10
Limits on Use and Disclosure of Personal Information

Places limits on the extent to which information can be used within the WYC organisation, and also on the circumstances in which information can be released to other organisations.

Principle 11
Unique Identifiers

Provides guidance on assigning and using unique identifiers to ensure they are used in an appropriate manner.

Principle 12
Compliance Audits

Assesses the extent to which the WYC member is complying with the Information Privacy Principles.

Vision Statement

The broad vision of the WYC is to enhance the capacity of young people in Whittlesea to be active and independent citizens. In partnership with young people, the WYC continues to strive to engage the community to provide real education and employment opportunities for young people.

Purpose of the document *Meeting the HWLLEN's Strategic Plan in Whittlesea*

The Whittlesea Youth Commitment is a long-term community based initiative, which promotes the desire of the community to secure real change for the benefit of the young people.

The work of the WYC aims to meet the outcomes and performance indicators of the VLESC LLEN Performance Agreement. The document *Meeting the HWLLEN Strategic Plan In Whittlesea* is updated regularly in accordance with the guidelines of the *VSC LLEN Performance Agreement Schedules*.

Attached are the current *VSC LLEN Performance Agreement* and *Meeting the HWLLEN Strategic Plan In Whittlesea* documents.

CONTACT

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Bundoora Vic 3083
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Fax: (03) 9467 8583

The information in this leaflet is
current as of September 2008.



SUPPORTED BY



LIST OF MEMBERS

Apprenticeships Plus
Centrelink
Chocolate Lily Hair and Beauty
City of Whittlesea
Epping Secondary College
Epping Police
Graphics Unlimited
HWLLLEN
Ivanhoe Grammar School
JPET
Youth Pathways
Kangan Batman TAFE
Kildonan UnitingCare
Lalor Living & Learning Centre
Lalor North Secondary College
Lalor Secondary College
Melbourne City Mission
Mill Park Police
Mill Park Secondary College
Mushroom Exchange
NACC
Youth & Community Partnerships Group
NMIT
Northern Metropolitan Region – Department
of Education Early Childhood Development
NEPS
Northern Workplace Education Network Inc.
Northstar Specialist Employment Services
Peter Lalor College
RMIT University
Sarina Russo Job Access
School Focused Youth Services
St Monica's College, Epping
The Salvation Army Employment Plus
Thomastown Secondary College
Transition Brokers
VicUrban
Whittlesea Secondary College
Yarra Plenty Regional Library