

Introduction

This 2006 – 2007 Annual Report aims to provide you with an overview of Youth Solutions: our guiding philosophies, key achievements and strategic directions.

This report is also available to download in PDF format on the Youth Solutions Website www.youthsolutions.com.au.

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Youth Solutions

Youth Solutions is a non Government, community based, youth drug prevention charity, established to:

- Provide the Macarthur and Wingecarribee regions of New South Wales, Australia, with a specialist resource in youth drug and alcohol prevention
- Develop and maintain drug and alcohol health promotion activities, in an effort to prevent or reduce drug related harm among young people

Youth Solutions is a unique service which aims to prevent drug related tragedies. Our service believes that each young person deserves an opportunity to reach their potential and that drug use takes away that potential.

While young people are our primary focus, we also aim to educate, inform and support others who play an important role in their lives.

Vision

Supporting young people to make safer life choices to achieve their full potential.

Mission

Creating solutions with young people, families and the community to promote positive life outcomes, by preventing harmful drug use.

We strive to meet the following **core principles**:

- Working in partnership to achieve common goals
- Using better practice strategies in our work
- Application of the principles of harm minimisation and population health which underpin the direction and developments of the service
- Working with the community, encouraging participation in all aspects of our work
- Continuing to cultivate a service culture of innovation and creativity

Key activities that guide service delivery comprise of the following **strategic areas**, including:

- Referral and the provision of information and advice
- Community Development
- Peer Education
- Education and Training
- Development and distribution of resources
- Professional Development
- Design, development, implementation and evaluation of projects (with a youth participation, harm minimisation and whole of community approach) across the Macarthur and Wingecarribee regions
- Development of internal and contribution to external policies
- Consultancy
- Legal Compliance
- Advocacy

President's Report

Geoffrey D Ellis

"Coming together is a beginning. Keeping together is progress. Working together is success." (Henry Ford 1863-1947)

The Team at Youth Solutions is certainly that ... A TEAM.

I proudly stepped up to the President's Role in 2006-07 after having the reins passed on by Deborah Gander after many years of dedicated service to Youth Solutions as Chairperson.

Working as the President this past year has provided me with the opportunity to serve on the Executive of Youth Solutions and I have achieved a greater insight into the daily operational issues of the Service as a result ... we can all be proud of what this small Team actually achieves.

As the report by the A/CEO outlines, there has been a significant amount of real achievement during this past year culminating in being a Finalist for the 2nd year in a row in the *National Drug & Alcohol Awards* in the "Excellence in Prevention" Category ... recognition by Peers nationally certainly says a lot about the professionalism of Youth Solutions.

As an organisation we were disturbed by the sudden illness of our CEO Linda Goldspink-Lord and we wish Linda a speedy and full recovery. This situation focussed the Board closer on the issue of Succession Planning across the Service as part of our broader Corporate Governance responsibilities.

The ongoing challenge of Youth Solutions is tight funding to be able to deliver all of the exceptional programs available (and being developed), so fundraising continues to be an ongoing challenge ... and one that we are working on continually.

In closing let me express my sincere thanks for the support and assistance that the Board gives to the Service (and myself as President). We have had a number of changes to the Board composition during the year this year and I understand that a number of long-service Board Members will be stepping down after long and distinguished service to Youth Solutions, so I say a special thank-you for your contributions over many years.

Youth Solutions in 2008 will celebrate its 20th year as a professional service and we look forward to the next 20 years as we work to consolidate the financial security of this great organisation.

"A team is a small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they are mutually accountable." (Katzenbach and Smith, Harvard Business School 1993)

Corporate Governance

The Board

As an Incorporated Association, Youth Solutions is governed by a Board of Directors. The name of the Association is the Macarthur Drug and Alcohol Services Committee Incorporated. The Board during 2006 – 2007 consisted of community members as well as professionals.

Members of the 2006 – 2007 Board included:

President	Geoff Ellis
Vice President	Tim Clancy
Treasurer	Wayne Quick
Public Officer	Linda Goldspink-Lord
Board Members	Helen Clancy
	David Michell
	Graham West MP (resigned April 2007)
	Gordon Hay
	Geoff Ellis
	Tony Ross
	Peta Hudson
	Jose Drumond

Acting Chief Executive Officer's Report

Debbie Roberts

2006 – 2007 has been a significant year for growth, achievement and consolidation. The year follows an intensive period where all facets of Youth Solutions were reviewed. Since the Service achieved status as an accredited Service, in early 2006, considerable energy has been made to incorporate continuous quality improvement into all facets of service delivery and business management.

Other significant challenges for the Service have included a heavier reliance on fundraising through events as well as collaboration through partnerships with other organisations. This has become necessary as the expenditure of the Service has increased in line with the growth and delivery of Service activities. The Service has also seen a significant reduction in staff hours for positions (contract and casual) which are funded through fundraising events and other partnerships. These positions have in the past supported the roles of core funded positions.

Despite these challenges the Service has been committed to implementing the *Youth Solutions Operational Plan 2006 – 2007*. Commitment to delivering outstanding projects and activities has been acknowledged with the attainment of Finalist status in the *National Drug and Alcohol Awards* in the category of *Excellence in Prevention* for a consecutive year.

Youth Solutions' service delivery continues to aim to reduce high risk behaviours associated with drug use; minimise associated harms and delay or prevent the initiation or uptake of alcohol or other drug use by young people, by utilising a range of strategies.

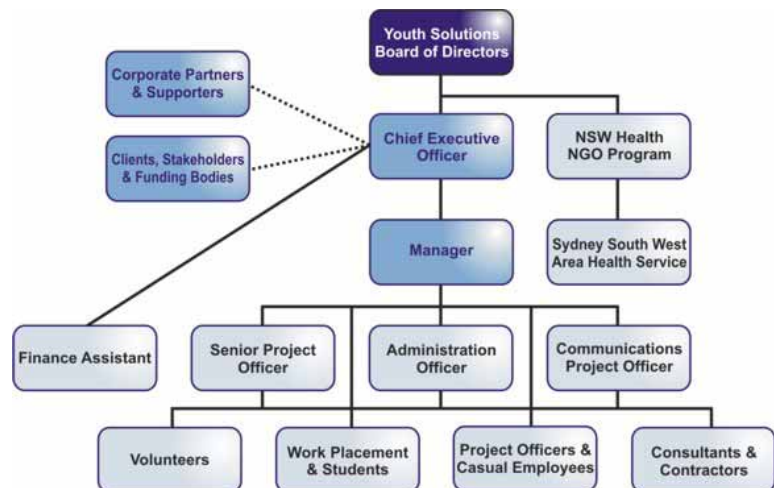
Strategies (projects and activities) implemented throughout 2006 – 2007 have included:

- Dissemination of evidence based health information to a diverse community including: professionals, chambers' of commerce, business community, families, parents and young people, via the AOD Information Referral Booklet, media campaigns, website, newsletters, information sessions, community events and fundraising activities
- Implementation and evaluation of comprehensive school based interventions, eg implementation of School Action Plans to December 2006 as part of the School Solutions Project as well as dissemination of AOD resources to PDHPE teachers.
- Implementation of Safer Celebrations Strategies such as the *Celebrate . . . but watch your mates campaign*, Christmas Safety Campaign, as well as contribution to survey development and involvement in the Wingecarribee CDAT
- Increasing community awareness and education, eg National Drug Action Week, Charity Golf Day, presentations to organisations such as Rotary, as well as the distribution of the Service newsletter to schools, local businesses and organisations
- Interventions which were tailored to meet needs of specific populations eg development, implementation and evaluation of Aboriginal Youth Leadership Worker Training
- Implementation of training programs such as the Narellan Youth Leadership Training Workshop
- Effective prevention programs which were promoted to the community through the media and other key marketing activities, eg local media releases and interviews, conference presentations and workshops

- Participation of target group in the development, planning, implementation and evaluation of programs and services, eg Schools Solutions and Inspiring Youth Solutions
- Planning of whole of community project, eg Strengthening Parents Project
- Advocacy - Development of policy and strategic plans, eg Board member of NADA (Network of Alcohol and Other Drugs Agencies), Coordinate and Chair NADA Prevention Reference Group, Actively involved in the NADA Prevention Plan, Member of ADCA Prevention Reference Group and Camden Community Safety Strategic Planning Committee
- Establishment of partnerships resulting in involvement in local community action, eg Camden and Campbelltown Liquor Accords and Wingecarribee CDAT
- Involvement with local networks, eg Chamber's of Commerce, Macarthur Community Forum and the Managers Network
- Community and capacity building through skills training and student placement for TAFE and University students as well as supporting community events
- Establishment of the Services' Volunteer Program, through; the Parent Links Project, membership to the Fundraising Committee and involvement of volunteers at community events

The next year will see Youth Solutions conducting community research, triennial planning and further innovative work with young people, parents and the broader community.

The Team



Members of the 2006 – 2007 Team included:

Chief Executive Officer	Linda Goldspink-Lord
Manager	Debbie Roberts
Senior Project Officer	Rebecca Whitford
Communications Project Officer	Geraldine Dean
Administration Officer	Sue Willoughby
Financial Controller	Kevin Stahlhut
Finance Assistant	Marcia Pain

Student Placements
 Bianca Wifling, Gill Shilling, Charlotte Ford, Bronwyn Coughlan, Sarah Harris, Pathyier Sidavong, Ron Rehberg, Jody Casey, Linawati Fakhouri, Ngahine Rogers and Tina Knopek

Volunteers
 Kristen Briggs, Su Carlisle-Jones, Patricia Elbourne, Nicole Ellis, Aaron Ellis, Blair Ellis, Rhys Evans, Maria Jansen, Denine McGrath, Liz Moore, Andrew Moyle, Sharon Moyle, Blake Moyle, Lauren Moyle, Amanda Pillottos, Tanja Richardson, Peter Roberts, Kaitlyn Rowlands and Gill Shilling

Fundraising Committee
 Carole Hutchison, Wayne Quick, Nicole Ellis, Leanne Agius and Sharon Moyle

Continual professional development is important in strengthening the skills set of staff. 2006 – 2007 saw staff attend:

- 2006 CEO attended AERF Conference
- 2006 CEO attended and presented at NADA Conference
- 2007 Manager attended Hepatitis B & C Training
- 2007 Manager attended QUIT Smoking Training
- 2007 Manager attended Managing and Developing Volunteers Training
- 2007 Manager attended Advanced Media Skills Training
- 2007 Senior Project Officer attended Young People and Tobacco Training
- 2007 Manager attended Results Based Accountability Training
- 2007 Manager, Senior Project Officer and Communications Project Officer attended Mental Health, Resilience in Young People and Work/Stress Balance Conference

Advocating for Prevention and Young People

Advocacy is a key service delivery area. At varying levels all staff are responsible for advocacy, their membership to and active involvement with peak bodies includes:

- NSW representative of ADCA Prevention and Community Education Reference Group (expired November 2006)
- Board Member of NADA
- Chair of NADA Prevention Reference Group
- Member of National Advisory Committee on School Drug Education
- Member of NSW Health Prevention Sub Committee
- Member of NCOSS
- Macarthur Managers Network
- Membership of key Working Parties or Advisory Groups
- Develop ongoing relationships with Local & National Media

Involvement with local business networks:

- Chambers of Commerce
- Business Network Groups
- Liquor Accords

A range of training programs, presentations, service promotion and community events were facilitated:

- NADA Conference
- The Protectors Insurance Brokers Golf Day
- Airs/Bradbury CDAT
- Wingecarribee CDAT
- Elizabeth Macarthur High School
- Camden High School Year 11 Crossroads Workshops
- Campbelltown Performing Arts High School Parent Links Parent Teacher Night
- St Patricks College Year 10 Safer Celebration Workshops
- Christmas Card/ Christmas Message Campaign
- Celebrate . . . but watch your mates Campaign
- Macarthur Business and Lifestyle Expo
- Aboriginal Leadership Training
- Harvest Food and Wine Festival
- Narellan Youth Leadership Training
- McDonalds Charity Night
- Campbelltown Chamber of Commerce
- Globalive Charity Event in Mittagong
- Narellan Chamber of Commerce
- South West Networking Group

Communicating with our Community

The ways in which Youth Solutions communicates with our community is continually diversifying in an aim to reach a greater audience.

The Service communicates with young people and those who support them through a variety of methods which include:

- Youth Solutions Website
- Solutions Newsletter
- Media Liaison
- Chambers of Commerce
- Participation at events, expo's, open days and training

Topics covered by various media agencies included:

- Parent Links Project
- Charity Event
- Celebrate . . . but watch your mates Campaign
- Finalist in National Drug and Alcohol Awards for Excellence in Drug Prevention (Parent Links Project)
- Narellan Youth Leadership Project
- McDonalds Charity Night
- Charity Golf Day
- Drug Action Week

The Youth Solutions website www.youthsolutions.com.au has been redesigned to meet the changing needs of its audience and continues to be modified to meet the needs of its audience. The revised site was re launched in early 2006.

The site has received 8 380 visits from July 2006 – June 2007. The site includes a Parent Information Section as well as specific information regarding the Services' activities and projects. Campaigns and news items are regularly updated on the site. Information requests from the website have included general inquiries about the Service as well as drug and alcohol information. The site has a page for local referral information. Requests for referral information have steadily been increasing.

Youth Solutions has had direct contact with approximately 430 people during the period of July 2006 – June 2007 via presentations and workshops.

Youth Solutions has distributed approximately 24,213 Alcohol and Other Drug Resources via local government, community events, local businesses, schools and licensed premises during the period July 2006 – June 2007. This has been an increase of approximately 400% from the previous year. This has been largely to a comprehensive Safer Celebration Campaign promoted over the Christmas period.

Implementing Projects

2006 – 2007 saw the Service plan for and implement of a number of major projects including:

- Narellan Youth Leadership Project
- IMB Youth Drug Forum Manual and Training Program
- School Solutions
- Strengthening Parents Project
- Celebrate . . . but watch your mates Campaign
- Christmas Safety Campaign
- Safe and Pretty Project

For further information about these projects log onto the Youth Solutions website www.youthsolutions.com.au.

All project outcomes are listed in detail under the *Youth Solutions Operational Plan 2006 – 2007* at the end of this document.

The majority of projects undertaken rely heavily on partnerships and collaboration between various organisations and individuals.

Throughout 2006 – 2007 Youth Solutions has worked in partnerships with:

- Aboriginal Sport and Recreation
- ADCA
- Burnside
- Business Community, eg Chamber of Commerce, IMB Community Foundation
- CDAT's – Wingecarribee
- Commonwealth Department of Health & Ageing
- DAMEC
- Disability Services
- Foundation for Young Australians
- Independent Schools
- Liquor Accords
- Local Councils
- Local Media
- Local Youth Services including Youth Centres
- Local, State and National Non Government Organisations
- Macarthur Community Forum
- Macarthur Health Service – Drug and Alcohol Team & Traxside
- Mission Australia
- NADA
- NSW Department of Education and Training
- NSW Police Service
- NSW Premier's Department
- Rehabilitation Services
- Religious organisations
- Service Clubs, in particular the Rotary Club of Narellan
- TAFE
- University of Western Sydney
- Wests Tigers
- Young people, eg Narellan Youth Leadership Project

2006 Charity Event

With a revitalized format, a visit from Santa and a fantastic show by the Enormous Horns, the 2006 Charity Event was a fun night enjoyed by many. The event provided an opportunity for local businesses and individuals to get together and at the same time give financially to Youth Solutions. The funds that were raised on the evening, through ticket sales and auction bids aimed to assist the Service in delivering programs to young people, families and the community.

Sincere appreciation was extended to MC Geoff Ellis, the sponsors and generous donators as well as all those who attended on the night.

Special thanks was also extended to Corporate Event Partners the *AMP Foundation* through Macarthur Wealth Management and the *Rotary Club of Narellan* and Corporate Event Sponsors: *Barrie Grimes Finance & Insurance*, Business Diagnostics and Solutions, *C91.3FM*, Camden Valley Golf Resort, *Chris Agius Standards & Conformance/Bradbury Pharmacy/Simply Divine Beauty/ Strands of Colour*, GDC Tax Pty Ltd, *M&M Truck Bodies*, The Macarthur Chronicle, *Macarthur Financial Planning*, Moody Kiddell, *MTM Transport*, Protectors Insurance Brokers, *Rotary Club of Campbelltown*, Snap Printing Campbelltown, *Southern Cross Truck Rentals*, Tri City Trucks, *Wollondilly Accounting* and Wollongong Trucks.

2006 The Protectors Insurance Brokers Charity Golf Day

The Protectors Insurance Brokers held their annual charity golf day at Camden Valley Golf Resort on Thursday 30 November, with \$20,000 in proceeds being donated to Youth Solutions.

"The Protectors Insurance Brokers is an incredible supporter of Youth Solutions. David Michell along with all the team at The Protectors has supported Youth Solutions for a number of years and for that we are extremely grateful", stated Manager Debbie Roberts

The day would not have been possible without the clients and friends of The Protectors Insurance Brokers who took to the greens, special mention to *Gold Sponsor* QBE Australia, *Silver Sponsors* AMP and CGU Insurance, and *Hole in One Sponsor* JUA Underwriting Agency.

2007 McDonalds Charity Night

Youth Solutions is extremely excited about the continued support the Service receives from McDonalds Macarthur. McDonalds has supported Youth Solutions via the McDonald's Charity Fun Night through their community program 'Committed to Caring for the Community' for the fifth year in a row. A percentage of sales totalling \$1664 made on Wednesday 11 April, at McDonalds restaurants throughout Macarthur has been donated to Youth Solutions.

2007 Globalive

In April, Globalive Pty Ltd coordinated a Charity Cricket Match and Dinner with funds raised donated to Youth Solutions. A huge thank you to all who attended with special thanks to organiser, Sam Kibbey. Youth Solutions looks forward to working with Globalive.

Auditor's Report

AUDITOR'S REPORT
YOUTH SOLUTIONS

I, W.N. Williams of 4 Picton Avenue, Picton being a qualified accountant within the meaning of the Non Government Organisation Grants Program do hereby certify that I have examined the books and financial records of the Youth Solutions, in accordance with Australian Auditing Standards. In my opinion the financial statements present fairly the financial position of the organisation and the result of its operations for the period ended 30th June, 2007 in accordance with the Australian Accounting Standards.

 25.9.07

W.N. Williams MNIA FTMA
W.N. Williams & Associates

Notes to and forming part of the accounts of Youth Solutions for the year ended 30th June, 2007.

I have satisfied myself that:-

- a) An amount equal to the total grant paid has been expended in the approved project according to conditions specified in the Fund and Performance Agreement for the NSW Health Dept;
- b) Establishment of all reserves provisions is justified and represents funds set aside for payment of Annual Leave and Long Service Leave entitlements and the establishment of the reserves/ provisions is recorded in the minutes of the organisations meetings;
- c) Payments to associated and/or affiliated bodies have been adequately disclosed.

 25.9.07

W.N. Williams MNIA FTMA
W.N. Williams & Associates

**YOUTH SOLUTIONS
FINANCIAL STATEMENTS
AS AT 30TH JUNE, 2007.**

YOUTH SOLUTIONS
REVENUE ACCOUNT for the year ended 30th June, 2007.

	2007	2006
Income		
Grants	314165.10	302427.27
Other Income		541.25
Interest Received	1914.50	2131.40
Fundraising Income & Donations	105406.92	98324.01
Projects	1080.00	1636.36
Management Fees		26500.00
Copyright	923.90	
Sale of Asset		1096.09
Admin Fee	5936.00	
	429426.42	432656.38
Expenses		
Auditor's remuneration	2470.00	700.00
Advertising	155.90	473.69
Bank Charges	1630.81	2069.82
Catering	1337.19	796.39
Cleaning	1738.60	1499.99
Computer & IT Expenses	6909.59	108.56
Consultancy	3195.00	2809.00
Depreciation	9695.00	12242.00
Electricity	142.24	165.21
Fundraising Costs	33691.68	17178.97
General	2357.00	1258.99
Increase in Leave Provisions	7564.65	12019.65
Insurance	11988.27	18883.64
Memberships	1605.51	1282.88
Motor Vehicle Expenses	6339.47	4605.51
Photocopying	3069.80	2261.85
Postage	1711.36	1242.25
Printing & Stationery	7613.84	1485.20
Programs	1334.72	8376.23
Rent	24992.68	20513.35
Repairs & Maintenance	2377.36	9350.00
Resources	270.86	
Staff Amenities	800.92	857.06
Staff Development Costs	5761.23	935.17
Superannuation Fund Contributions	29361.39	23079.31
Telephone & Internet Costs	9741.92	8827.63
Travelling Expenses		460.64
Wages	287185.72	221758.73
Transfers from Projects	-1262.62	-2124.68
	463780.09	373119.04
Total Expenses		
Deficit of Funds over Expenditure	-34353.67	59537.34

YOUTH SOLUTIONS
BALANCE SHEET as at 30th June, 2007.

	Note	2007	2006
<u>Current Assets</u>			
Cash	2	146280.85	96029.39
Total Current Assets		146280.85	96029.39
<u>Non-Current Assets</u>			
Property, plant and equipment	3	37736.22	47431.22
Total Non-Current Assets		37736.22	47431.22
TOTAL ASSETS		184017.07	143460.61
<u>Current Liabilities</u>			
Creditors and borrowings	4	20079.31	8210.09
Provisions	5	53520.82	45956.17
Related Parties	6	53187.63	-2288.63
Total Current Liabilities		126787.76	51877.63
TOTAL LIABILITIES		126787.76	51877.63
<u>NET ASSETS</u>		57229.31	91582.98
<i>Project Funds</i>			
Capital Account			
Opening Balance		91582.98	32045.64
Net profit/defecit for the year		-34353.67	59537.34
TOTAL PROJECT FUNDS		57229.31	91582.98

The accompanying notes form part of these accounts

Certification by organization office bearers

Certificate by the President and Treasurer or Secretary in respect of funded organizations.

We. GEORGEY DAVID ELLS

and PETER GRAHAM CAMPBELL

hereby certify that the information contained in the books, financial records and financial reports of

MACARTHUR DRUG & ALCOHOL SERVICES COMMITTEE TIAS
YOUTH SOLUTIONS

present the truth, fairness and accuracy of the accounts including the notes to the accounts of the organization as at 27TH SEPTEMBER
2007

b) Establishment of all reserves and provisions is justified/recorded in the minutes and represents funds set aside for: (detail)

c) A full and complete set of accounting and financial records has been maintained.

Signed: Georgey David Ells

Date: 27/9/07

~~President/Chairperson/Chief Executive Officer~~

Signed: P. Campbell

Date: 27.9.07

~~Secretary or Treasurer~~

We are satisfied that:

- a) An amount equal to the total grant paid has been expended on the approved project/service according to conditions specified in the Funding and Performance Agreement with the Department/Area Health Service.

YOUTH SOLUTIONS

NOTE TO ACCOUNTS for the year ended 30th June, 2007.

1. Statement of Accounting Policies

Australian Accounting Standards -

The accounts have been made out in accordance with Australian Accounting Standards.

Basis of Accounting -

The accounts have been prepared under the historical cost convention and, therefore do not take into account changing money values or, except where stated, the current value of non-monetary assets. The accounting policies adopted are consistent with those applied in the previous year except as otherwise indicated.

Payment to Associated Persons, Body or Group

There were no payments to associated persons etc. for the year ended 30th June, 2007.

Equipment

The following capital equipment (over \$500) was purchased for the year ended 30th June, 2007.

Insurances

All policies, having been increased from the previous period, are current and adequate, cover exists for public liability, motor vehicle, office contents (fire, burglary) and general property insurances.

Depreciation of Fixed Assets

Assets are depreciated over their estimated useful lives.

Rent

Rent payments to Lend Lease \$ 24992.68

YOUTH SOLUTIONS

NOTES TO ACCOUNTS for the year ended 30th June, 2007.

	2007	2006
2. Cash		
Cash at bank - Operating Account No1 & No2	13752.84	19833.65
Cash at bank - Investment Account No1 & No2	3882.76	13545.69
Cash on hand	576.95	576.39
Events Benefit	25833.59	28122.01
Events Golf Day	10.16	34.89
Public Fund	5519.51	2345.13
Special Projects - IMB YDF Project	4540.75	22.28
Special Projects - CPISP	35434.71	27.60
Special Projects - Volunteer	4517.26	105.82
Special Purpose	14707.86	10080.90
GST Account	16560.46	6000.00
Leave Provisions	20944.00	15335.03
Total	146280.85	96029.39
3. Property, Plant and Equipment		
Plant & Equipment, at cost	51355.90	51355.90
Accumulated depreciation	-43981.00	-41523.00
	<u>7374.90</u>	<u>9832.90</u>
Motor vehicles, at cost	27800.00	27800.00
Accumulated depreciation	-9447.00	-5212.00
	<u>18353.00</u>	<u>22588.00</u>
Office Furniture and equipment, at cost	60097.32	60097.32
Accumulated depreciation	-48089.00	-45087.00
	<u>12008.32</u>	<u>15010.32</u>
Total	<u>37736.22</u>	<u>47431.22</u>
4. Creditors and Borrowings		
PAYG Withholding	6394.00	3997.00
Gst Payable	11055.13	3488.00
American Express	549.75	725.09
Super Payable	2080.43	
	20079.31	8210.09
5. Provisions		
Employee entitlements - Long Service Leave	22844.36	20907.43
Employee entitlements - Annual Leave	30676.46	25048.74
	53520.82	45956.17
6. Related Party Information		
Winglecarribee Thrive Project (refer schedule A)	0.00	1886.66
Cannabis Project (refer schedule B)	0.00	100.86
AERF Special Project (refer schedule C)	0.00	-724.90
West's School Community Project (refer schedule D)	0.00	0.00
Parents Links 2 (refer Schedule E)	0.00	-3551.25
Volunteer Program	4940.17	0.00
IMB YDF	12427.29	0.00
Strengthening Parents CPISP	35820.17	0.00
Total	53187.63	-2288.63

Schedule A

Wingecarribee Thrive Project

Income	2007	2006
Balance B/F '2006	1886.66	6373.65
Income		
	1886.66	6373.65
Expenses		
Catering		1192.36
General		
Motor Vehicle Expenses		
Postage		
Resources		2727.27
Printing & Stationery		567.36
Venue Costs		
Transfer to Project	1886.66	
	1886.66	4486.99
<i>Balance as at 30th June 2007.</i>	<i>0.00</i>	<i>1886.66</i>

Schedule B

Cannabis Project

Income	2007	2006
Balance B/F '2006	100.86	12572.12
Income		8000.00
Interest		
	100.86	20572.12
Expenses		
Advertising		
Management Fee		6500.00
Printing & Stationery		4157.90
Development Costs		3000.00
Telephone		
Travel		
Meeting & Seminar		
Transfer to Project	100.86	6813.36
	100.86	20471.26
<i>Balance as at 30th June 2007.</i>	<i>0.00</i>	<i>100.86</i>

Schedule C
AERF Special Project

Income	2007	2006
Balance B/F '2006	-724.90	43331.07
Income		5000.00
Interest		417.99
	-724.90	48749.06
 Expenses		
Business Development		16000.00
Catering		29.07
Motor Vehicle Expenses		190.35
Photocopying		43.00
Printing & Stationery		472.22
Rent		1500.00
Superannuation		2321.94
Telephone & Internet		750.00
Training & Development		4768.18
Wages		23399.20
Transfer to Project	-724.90	
	-724.90	49473.96
 <i>Balance as at 30th June 2007.</i>	 <i>0.00</i>	 <i>-724.90</i>

Schedule D
West's School Community Project

Income	2007	2006
Balance B/F '2006	0.00	60072.94
Funding		
	0.00	60072.94
 Expenses		
Audit Costs		1000.00
Advertising		
Bank Charges		500.00
Catering		2311.82
General		500.00
Insurance		2000.00
School Support		10411.22
Motor Vehicle Expenses		2000.00
Photocopying		2000.00
Postage		500.00
Printing & Stationery		1000.00
Telephone & Internet		2000.00
Venue		7272.76
Wages/Training		28577.14
	0.00	60072.94
 <i>Balance as at 30th June 2007.</i>	 <i>0.00</i>	 <i>0.00</i>

Schedule E

Parents Link 2

Income	2007	2006
Balance B/F '2006	-3551.25	0.00
Funding		94884.55
	<u>-3551.25</u>	<u>94884.55</u>
Expenses		
Audit		400.00
Advertising		369.47
Management Fees		15000.00
Printing & Stationery		711.21
Resources		9999.99
Regional Group		6697.64
Project Training		6005.49
Telephone		1000.00
Travel Expenses		4000.00
Wages		50252.00
Web Development		4000.00
Transfer to Project	-3551.25	
	<u>-3551.25</u>	<u>98435.80</u>
<i>Balance as at 30th June 2007.</i>	<i>0.00</i>	<i>-3551.25</i>

Schedule F

Volunteer Program

Income	2007	2006
Balance B/F '2006	0.00	0.00
Funding	6991.20	
	<u>6991.20</u>	<u>0.00</u>
Expenses		
Bank Charges	1.82	
Catering	257.78	
Resources	1791.43	
	<u>2051.03</u>	<u>0.00</u>
<i>Balance as at 30th June 2007.</i>	<i>4940.17</i>	<i>0.00</i>

Schedule G

IMB YDF

Income	2007	2006
Balance B/F '2006	0.00	0.00
Interest	9.68	
Funding	13636.36	
	<u>13646.04</u>	<u>0.00</u>
Expenses		
Printing & Stationery	720.00	
Resources	424.93	
Travel Expenses	73.82	
	<u>1218.75</u>	<u>0.00</u>
<i>Balance as at 30th June 2007.</i>	<i>12427.29</i>	<i>0.00</i>

Schedule H

STRENGTHENING PARENTS - CPISP

Income	2007	2006
Balance B/F '2006	0.00	0.00
Interest	0.26	
Funding	40000.00	
	<u>40000.26</u>	<u>0.00</u>
Expenses		
Bank Charges	9.09	
Wages	4171.00	
	<u>4180.09</u>	<u>0.00</u>
<i>Balance as at 30th June 2007.</i>	<i>35820.17</i>	<i>0.00</i>

Youth Solutions Operational Plan Report 2006 – 2007

QIC Quality Work Plan Kit V1.7 March 2006

Key:

CEO: Chief Executive Officer

MGR: Manager

SPO: Senior Project Officer

CPO: Communications Project Officer

AO: Administration Officer

FC: Financial Controller

FA: Finance Assistant

COR Section 1 Building Quality Organisations

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
1.1 Leadership & Management	<ul style="list-style-type: none"> Four Board meetings per year Four Executive meetings per year 	<ul style="list-style-type: none"> Board & Executive meetings 	<ul style="list-style-type: none"> CEO CEO 	<ul style="list-style-type: none"> As per meetings schedule 	<ul style="list-style-type: none"> All Board meetings held. Two Exec meetings cancelled Oct/Feb Exec meeting cancelled Exec meeting held in April CEO and President met
	<ul style="list-style-type: none"> Operational plan developed 	<ul style="list-style-type: none"> Staff planning 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> June 2007 	<ul style="list-style-type: none"> Still undergoing development CEO on sick leave-May-June 07
	<p><i>1.1 Leadership & Management build a collective sense of purpose</i></p> <p>Introduction of a Board Performance Review System and relevant training for Board Members.</p>	<ul style="list-style-type: none"> Documented Board input & endorsement of Performance Review System New Policy Directive written and endorsed 100% Board Members participate in Board Performance Review Results collated Included as an Agenda item at a Board Meeting Results of Board Performance reviews fed into skills and training plans for Board Training completed 	<ul style="list-style-type: none"> Seek input from Board members about inclusions in the Board Performance Review System Develop a Policy and Associated Procedures for the Board Performance and Review System, by reviewing existing policies Seek endorsement for the new Policy – Board Performance Review per Policy Directives Matrix Conduct Board Performance Reviews with Board Members as per review schedule Collate results from Board Performance Reviews Present findings for Reviews to Board Meeting Feed results from Reviews into training plans for Board Members Board Members participate in appropriate training as 	<ul style="list-style-type: none"> CEO and Board CEO/CPO CEO CEO CEO Board 	<ul style="list-style-type: none"> July 2006 Sept 2006 Aug 2006 Sept 2006 Oct 2006 Feb 2007 Ongoing

		identified in review	Members		
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
Review policy for volunteers and student placements to include role definitions, and induction process and management/supervision procedures	<ul style="list-style-type: none"> ▪ Consultation with 3 relevant service organisations regarding current practice 	<ul style="list-style-type: none"> ▪ Research current practice for volunteers and student placements among relevant service organisations 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ Oct 2006 	<ul style="list-style-type: none"> ▪ Completed ▪ Meeting with Macarthur Community Forum-Oct 06 ▪ Meeting with Macarthur District Temporary Family Care-Nov 06 ▪ Researched Volunteering Australia
	<ul style="list-style-type: none"> ▪ Policy – Volunteers and Student Placements reviewed and redrafted 	<ul style="list-style-type: none"> ▪ Review current Policy Directive - Volunteers and Student Placements ▪ Seek endorsement for the revised Policy – Volunteers and Student Placements as per Policy Directives Matrix 	<ul style="list-style-type: none"> ▪ MGR/CPO 	<ul style="list-style-type: none"> ▪ Nov 2006 	<ul style="list-style-type: none"> ▪ Policy not complete due to Manager attending Volunteer Management Training in March 2007 ▪ Draft policy written April 2007 ▪ Policy distributed to staff for comment-June 07 ▪ Policy endorsed by Management and Staff ▪ Policy review date set - 1 July 2008
	<ul style="list-style-type: none"> ▪ Process around induction defined as Associated Procedure 	<ul style="list-style-type: none"> ▪ Refine induction process for volunteers and student placements, seeking feedback regarding process 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ As applicable 	<ul style="list-style-type: none"> ▪ Ongoing
	<ul style="list-style-type: none"> ▪ 100% Volunteers and Student Placements participate in induction process 	<ul style="list-style-type: none"> ▪ Induct all Volunteers and Student Placements to Youth Solutions 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ As applicable 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Induction of volunteer casual Administration Assistant in October 2006 ▪ Induction of Work Trials volunteer Feb 2007 ▪ Induction of UWS student April 2007 ▪ Induction of 9 TAFE Business students April 2007
	<ul style="list-style-type: none"> ▪ Management Structure reviewed ▪ Revised job descriptions endorsed 	<ul style="list-style-type: none"> ▪ Review management structure and associated job descriptions for CEO/Manager (and other positions where appropriate) for the management and supervision of volunteers and student placements 	<ul style="list-style-type: none"> ▪ CEO and MGR 	<ul style="list-style-type: none"> ▪ Nov 2006 	<ul style="list-style-type: none"> ▪ Role Descriptions reviewed
	<ul style="list-style-type: none"> ▪ Feedback received from 100% Volunteers and Student Placements 	<ul style="list-style-type: none"> ▪ Seek feedback from Volunteers and Student Placements regarding process of induction 	<ul style="list-style-type: none"> ▪ MGR, Volunteers and Student Placements 	<ul style="list-style-type: none"> ▪ As applicable 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Feedback received from TAFE student on placement in Nov 2006 ▪ Feedback received from UWS

					<ul style="list-style-type: none"> student in May 2007 Feedback received from TAFE Business Students
	<ul style="list-style-type: none"> Modifications made 	<ul style="list-style-type: none"> (See 1.4) Modify work place to provide additional work space and computers for volunteers and student placements 	<ul style="list-style-type: none"> CEO and MGR 	<ul style="list-style-type: none"> June 2007 	<ul style="list-style-type: none"> Temporary student/ volunteer office space designated in Feb 2007 Permanent arrangements dependent on receipt of funding
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
Review Policy Directives Matrix following 12 months of implementation & as required	<ul style="list-style-type: none"> Document discussion regarding process for review 	<ul style="list-style-type: none"> Discuss the process for reviewing Service Policies and Procedures at a team meeting 	<ul style="list-style-type: none"> CEO, MGR, SPO, CPO and AO 	<ul style="list-style-type: none"> Oct 2006 	<ul style="list-style-type: none"> Policy Directive – Policy Directives and Review Process, including a template for Policy Directives has been created
	<ul style="list-style-type: none"> All changes/ amendments to Matrix clearly documented 	<ul style="list-style-type: none"> Record changes and amendments to process on the Policy and Directives Matrix 	<ul style="list-style-type: none"> CPO and AO 	<ul style="list-style-type: none"> As applicable 	<ul style="list-style-type: none"> Changes recorded and review dates set for 2007 updates
	<ul style="list-style-type: none"> Policies & Procedures Manual is current to meet organisation's requirements 	<ul style="list-style-type: none"> Update and maintain Policies and Procedures Manual as part of accreditation 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Ongoing as per schedule 	<ul style="list-style-type: none"> Ongoing Delegations matrix reviewed and updated
1.2 Human Resources	<ul style="list-style-type: none"> Staff members attend training programs 	<ul style="list-style-type: none"> Staff members to attend relevant conference & training programs 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> CEO attended AERF Conference CEO presented at NADA Conference October 2006 MGR attended Hepatitis B & C training with SSWAHS-Feb 07 MGR attended QUIT Smoking Training-Feb 07 MGR attended Managing & Developing Volunteers Workshop-March 07 MGR attended Advanced Media Skills Training-May 07 SPO attended Young People and Tobacco Training-May 07 MGR attended Results Based Accountability Training-June 07
	<ul style="list-style-type: none"> All staff to have a completed Staff Appraisal 	<ul style="list-style-type: none"> Conduct Staff Performance Appraisals 	<ul style="list-style-type: none"> Board Executive/ CEO/MGR 	<ul style="list-style-type: none"> As per schedule 	<ul style="list-style-type: none"> FA completed Sept 06 MGR - completed Nov 06 AO - completed Nov 06 SPO - completed Nov 06

					<ul style="list-style-type: none"> ▪ CPO - completed Feb 07 ▪ CEO to undertake in June 07 - not attended as CEO on sick leave May - June 07
	<ul style="list-style-type: none"> ▪ In all personnel files 	<ul style="list-style-type: none"> ▪ Update resumes 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ Annually 	<ul style="list-style-type: none"> ▪ Completed
	<ul style="list-style-type: none"> ▪ Staff meetings conducted ▪ Staff meeting minutes circulated to all staff 	<ul style="list-style-type: none"> ▪ Conduct Regular Staff Meetings 	<ul style="list-style-type: none"> ▪ All ▪ CEO 	<ul style="list-style-type: none"> ▪ Weekly 	<ul style="list-style-type: none"> ▪ Ongoing ▪ All minutes recorded and circulated electronically
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> ▪ Skills audit completed 	<ul style="list-style-type: none"> Skills audit ▪ Board ▪ Staff 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ Feb 2007 ▪ Part of performance appraisal 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Board skills audit was trialed and reviewed ▪ CPO,SPO,AO skills audit updated with Performance Appraisals ▪ Board skills audit complete
	<ul style="list-style-type: none"> ▪ Secure Employee Assistance Program (EAP) for staff 	<ul style="list-style-type: none"> ▪ EAP sought and engaged ▪ Debriefing for all staff following crisis situations ▪ Counselling available to staff 	<ul style="list-style-type: none"> ▪ MGR ▪ In the absence of CEO on Board request 	<ul style="list-style-type: none"> ▪ May 07-ongoing 	<ul style="list-style-type: none"> ▪ MGR researched EAP programs on Board request following CEO illness. CEO on sick leave May-June 07 ▪ EAP Counsellor engaged ▪ Staff Debriefing held in June 07 following crisis situation ▪ All staff now have access to EAP as required
<p>1.2 Human Resources are managed to create an effective and competent service</p> <p>Create a succession plan for management positions in Youth Solutions</p>	<ul style="list-style-type: none"> ▪ Seek/review 3 succession plans of relevant service organisations 	<ul style="list-style-type: none"> ▪ Research current practice for the implementation of succession plans among relevant service organisations 	<ul style="list-style-type: none"> ▪ CEO and MGR 	<ul style="list-style-type: none"> ▪ Aug 2007 	
	<ul style="list-style-type: none"> ▪ Succession Plan drafted 	<ul style="list-style-type: none"> ▪ Prepare draft Succession Plan (Policy and Associated Procedures), including the positions of Chief Executive Officer, Manager and Board Executive 	<ul style="list-style-type: none"> ▪ CEO and MGR 	<ul style="list-style-type: none"> ▪ Oct 2007 	
	<ul style="list-style-type: none"> ▪ Succession Plan presented to and endorsed by YS Board 	<ul style="list-style-type: none"> ▪ Present the Succession Plan to the Board to seek input 	<ul style="list-style-type: none"> ▪ CEO and Board 	<ul style="list-style-type: none"> ▪ Nov 2007 	
	<ul style="list-style-type: none"> ▪ Succession Plan implemented and reviewed as applicable 	<ul style="list-style-type: none"> ▪ Incorporate changes and amendments as suggested by Board 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ Nov 2007 	
	<ul style="list-style-type: none"> ▪ Succession Plan endorsed 	<ul style="list-style-type: none"> ▪ Present the Succession Plan to the Board to seek endorsement 	<ul style="list-style-type: none"> ▪ CEO and Board 	<ul style="list-style-type: none"> ▪ Feb 2008 	
	<ul style="list-style-type: none"> ▪ Succession Plan implemented 	<ul style="list-style-type: none"> ▪ Implement Succession Plan 	<ul style="list-style-type: none"> ▪ CEO, MGR and Board 	<ul style="list-style-type: none"> ▪ March 2008 	
	<ul style="list-style-type: none"> ▪ Succession Plan 	<ul style="list-style-type: none"> ▪ Set review date for Succession Plan 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ Annually 	

	reviewed				
1.3 Physical Resources	<ul style="list-style-type: none"> Policy reviewed Annually 	<ul style="list-style-type: none"> Asset Management Policy Maintained 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> Ongoing Review date included in Policy Directives Matrix
	<ul style="list-style-type: none"> Review conducted annually 	<ul style="list-style-type: none"> Review organisational needs in relation to physical resources 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Linked to performance review 	<ul style="list-style-type: none"> Completed at performance appraisals Ongoing Funding request was submitted to NADA Quotes are to be obtained Ergonomic Assessment of all work stations completed-April 07 Submission to NADA re infrastructure grant-April 07 - pending

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Maintain physical resources 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> Implemented 	<ul style="list-style-type: none"> Maintain key register 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> System reviewed and updated 	<ul style="list-style-type: none"> Maintain wastes management systems 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> Relevant upgrades achieved 	<ul style="list-style-type: none"> Upgrade software and hardware 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> Updated Quicken purchased New financial software program purchased Virus protection renewed-June 07
	<ul style="list-style-type: none"> Office reconfigured 	<ul style="list-style-type: none"> Reconfigure office space 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> June 2007 	<ul style="list-style-type: none"> Dependent on funds Temporary office reconfigure–Feb 07
<i>1.3 Physical Resources are managed</i> Create plans to provide clearer directions to community members on location and access to Youth Solutions premises	<ul style="list-style-type: none"> Plan created 	<ul style="list-style-type: none"> Identify strategic areas of Service access promotion 	<ul style="list-style-type: none"> CEO, MGR, SPO, CPO and AO 	<ul style="list-style-type: none"> Feb 2007 	<ul style="list-style-type: none"> Clear directions added to website
	<ul style="list-style-type: none"> Directions and access to Youth Solutions communicated 	<ul style="list-style-type: none"> Implement clearer directions in line with available budget and current communication methods 	<ul style="list-style-type: none"> CEO and CPO 	<ul style="list-style-type: none"> March 2007 	<ul style="list-style-type: none"> Clearer directions added to website
Continue to lobby Macarthur Square Shopping Centre management to provide clearer signage	<ul style="list-style-type: none"> Clearer signage provided 	<ul style="list-style-type: none"> Meet with/discuss signage options with representative from Macarthur Square Shopping Centre Management Ensure Information Desk knows where we are Give YS Pamphlets to Information Desk 	<ul style="list-style-type: none"> CEO/MGR 	<ul style="list-style-type: none"> Feb 2007 	<ul style="list-style-type: none"> Incomplete - CEO on sick leave-May-June 07 Complete Complete
	<ul style="list-style-type: none"> Service flyer promoted at Centre Information Desk 	<ul style="list-style-type: none"> Include pamphlets at Macarthur Square Shopping Centre Information Desk 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> March 2007 	<ul style="list-style-type: none"> Complete

Seek resources to modify premises so as to provide more space for storage and work stations for visiting workers	▪ Analysis completed	▪ Review organisation needs in relation to physical resources	▪ CEO, MGR, SPO, CPO and AO	▪ Sept 2006	▪ Complete
	▪ Funds received	▪ Liaise with appropriate funding bodies to seek financial support for the reconfiguration of office space ▪ Prepare and submit submission for funds	▪ CEO and CPO	▪ Nov 2006	▪ Ongoing ▪ Funds sought from NADA-April 07 - pending
	▪ Office reconfigured	▪ Reconfigure office space	▪ External	▪ June 2007	▪ Temporary office reconfigure-Feb 07
Seek resources to replace ergonomically unsound equipment, to provide additional computers for visiting workers, and digital camera and design software for enhanced service delivery	▪ Analysis completed	▪ Review organisation needs in relation to equipment	▪ CEO, MGR, SPO, CPO and AO	▪ Sept 2006	▪ Complete
	▪ Funds received	▪ Liaise with appropriate funding bodies to seek financial support for the replacement of ergonomically unsound equipment, additional computers, digital camera and design software ▪ Prepare and submit submission for funds	▪ CEO and CPO	▪ Nov 2006	▪ Initial request submitted to NADA, Nov 06 and again April 07 - pending

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	▪ Relevant upgrades achieved	▪ Replace ergonomically unsound equipment ▪ Upgrade software and hardware	▪ AO	▪ June 2007	▪ Ergonomic Assessment completed of all work stations in April 07-recommendations forwarded to CEO
	▪ Asset register and maintenance schedule updated	▪ Update Asset Register and Maintenance schedule	▪ AO	▪ July 2007	▪ Ongoing
Involve staff members in regular site and equipment inspections	▪ Schedule prepared	▪ Prepare schedule for regular site and equipment inspections including staff members	▪ CEO	▪ March 2007	
	▪ Audit of site and equipment inspections conducted	▪ Implement inspection of site and equipment	▪ CEO, MGR, SPO, CPO and AO	▪ April 2007, April 2008	▪ OHS site inspection conducted by MGR & CPO in April 07
	▪ Recommendations reviewed and action taken	▪ Review recommendations from site and equipment inspections team meeting/planning day where appropriate	▪ CEO, MGR, SPO, CPO and AO	▪ Sept 2007	▪ OHS Site Inspection Report prepared and submitted to team meeting. Recommendations from report covered in Operational Plan

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
1.4 Financial Resources	<ul style="list-style-type: none"> ▪ Annual Fundraising Plan developed ▪ Fundraising Targets met 	<p>Co-ordinate and Implement a range of fundraising events</p> <ul style="list-style-type: none"> ▪ Charity night ▪ Golf day 	<ul style="list-style-type: none"> ▪ MGR ▪ CEO/Board 	<ul style="list-style-type: none"> ▪ July 2006 ▪ Dec 2006 	<ul style="list-style-type: none"> ▪ Manager is now responsible officer for Charity night ▪ Annual Charity night held on 21 July 06. 300 people attended, \$40,000 raised ▪ Annual Golf Day held in Nov 06. \$23,000 raised ▪ McDonalds Charity of the month in April 07-\$1664 raised ▪ Globalive Charity Cricket day and dinner held in April 07- Approximately \$2155 raised ▪ Charity Night <i>Christmas in July</i> 2007 fundraising committee meetings held regularly ▪ Regular email updates regarding sponsors and donations for Charity night provided to all staff and Board members
	<ul style="list-style-type: none"> ▪ Corporate Partnership Program implemented and maintained 	<ul style="list-style-type: none"> ▪ Develop implement and maintain Corporate Partnership Program 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ Outstanding ▪ To be discussed at May Board meeting-not discussed- CEO on sick leave-May-June 07
	<ul style="list-style-type: none"> ▪ Three applications annually 	<ul style="list-style-type: none"> ▪ <i>Identify and access funding opportunities</i> 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ CPI Aug 2006 ▪ National Crime Prevention Nov 2006 ▪ AERF Dec 2006 ▪ IMB Mental Health Project Jan 2007 	<ul style="list-style-type: none"> ▪ 3 CPI submissions forwarded to the Commonwealth-2 unsuccessful, <i>Strengthening Parents Project</i>-Successful ▪ A submission was forwarded to the AAS - Unsuccessful ▪ 1 crime prevention submission - unsuccessful ▪ 2 submissions forwarded to AERF for attendance at Thinking Drinking Conference and SPO to complete Certificate IV in Assessment & Training-both successful ▪ EOI for IMB 2007 grants successful re Mental Health module for Inspiring project. Full

				<ul style="list-style-type: none"> ▪ On Track- April 2007 	<p>submission sent March 07- Successful</p> <ul style="list-style-type: none"> ▪ CEO attendance at Interview regarding application –April 2007-Funding successful but dependent upon successful implementation of training re Inspiring ▪ SPO attendance at Presentation of Funding June 07 ▪ Foundation for Young Australians On Track funding submission for Youth Leadership Training completed and submitted in April 07-Successful
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Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
<p>1.4 The organisation's financial management reflects its goals and supports an efficient and sustainable service</p> <p>Review Delegations Matrix following 12 months of implementation and as required</p>	<ul style="list-style-type: none"> ▪ Document discussion regarding process for review 	<ul style="list-style-type: none"> ▪ Discuss the process for reviewing the Delegations Matrix at a Board Meeting 	<ul style="list-style-type: none"> ▪ CEO and Board 	<ul style="list-style-type: none"> ▪ Sept 2006, Sept 2007 	<ul style="list-style-type: none"> ▪ Delegations matrix review ongoing ▪ Was reviewed at Oct 06 Board meeting
	<ul style="list-style-type: none"> ▪ All changes/ amendments to Matrix clearly documented 	<ul style="list-style-type: none"> ▪ Record changes and amendments to process on the Delegations Matrix 	<ul style="list-style-type: none"> ▪ AO and CPO 	<ul style="list-style-type: none"> ▪ As applicable 	<ul style="list-style-type: none"> ▪ Ongoing
	<ul style="list-style-type: none"> ▪ Policies & Procedures Manual is current to meet organisation's requirements 	<ul style="list-style-type: none"> ▪ Update and maintain Policies & Procedures Manual as part of accreditation in line with the reviewed Delegations Matrix 	<ul style="list-style-type: none"> ▪ CPO 	<ul style="list-style-type: none"> ▪ Ongoing as per schedule 	<ul style="list-style-type: none"> ▪ Ongoing
	<ul style="list-style-type: none"> ▪ Fundraising Guidelines Reviewed 	<ul style="list-style-type: none"> ▪ Review latest edition of Fundraising Guideline 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ March 2007 	<ul style="list-style-type: none"> ▪ Reviewed April 07
<p>Create a charitable fundraising checklist</p>	<ul style="list-style-type: none"> ▪ Checklist created and implemented 	<ul style="list-style-type: none"> ▪ Create a charitable guidelines fundraising checklist for the Charity Event and Golf Day 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ Ongoing as per event 	<ul style="list-style-type: none"> ▪ Incomplete ▪ To be completed with Finance Team
	<ul style="list-style-type: none"> ▪ Accounting methods meet industry standards and 	<ul style="list-style-type: none"> ▪ Conduct Annual Audit 	<ul style="list-style-type: none"> ▪ CEO, FC and FA 	<ul style="list-style-type: none"> ▪ Sept 2006, 2007 	<ul style="list-style-type: none"> ▪ Complete ▪ Annual report completed

	legislative requirements				<ul style="list-style-type: none"> Changes incorporated into budget for 07/08
Board Review of Financial Reporting Process	<ul style="list-style-type: none"> Clear reports presented to Board 	<ul style="list-style-type: none"> Maintain effective reporting mechanisms for Board 	<ul style="list-style-type: none"> CEO and Treasurer 	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Updated software program allows for clearer reports Ongoing
	<ul style="list-style-type: none"> Updated Chart of Accounts 	<ul style="list-style-type: none"> Review Chart of Accounts 	<ul style="list-style-type: none"> FC 	<ul style="list-style-type: none"> July 2007 	<ul style="list-style-type: none"> Complete-linked to budget
	<ul style="list-style-type: none"> Meetings recorded and action identified 	<ul style="list-style-type: none"> Financial meetings with Treasurer and Financial Controller 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Ongoing Meetings are all recorded MGR attended and coordinated June meeting due to CEO on sick leave-May-June 07
	<ul style="list-style-type: none"> Consistent Chart of accounts and budget items 	<ul style="list-style-type: none"> Match chart of accounts with budgets 	<ul style="list-style-type: none"> CEO, FC and Treasurer 	<ul style="list-style-type: none"> July 2007 	<ul style="list-style-type: none"> Complete

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
1.5 Knowledge Management	<ul style="list-style-type: none"> Effective utilisation of all computer resources 	<ul style="list-style-type: none"> Update & maintain computer database, software, hardware & networking 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> Training requirements identified Needs based training completed 	<ul style="list-style-type: none"> Provide staff with IT training as necessary 	<ul style="list-style-type: none"> CEO All 	<ul style="list-style-type: none"> 2006/2007 Ongoing 	<ul style="list-style-type: none"> CPO and SPO attended training re website maintenance Internal training for FA regarding new Quicken software Staff have registered for relevant training programs
	<ul style="list-style-type: none"> Consistent use of corporate style 	<ul style="list-style-type: none"> Implement corporate style manual 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Under review Staff Planning identified the need for a 1 page Corporate Style Reference Guide for all staff. Currently under development
	<ul style="list-style-type: none"> Included in project reports 	<ul style="list-style-type: none"> Implement a standardised SWOT/review process for each project 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> Register maintained 	<ul style="list-style-type: none"> Maintain register of peak bodies and membership details 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> Complete Revised-Column added to Register to indicate type of membership, eg: individual
	<ul style="list-style-type: none"> Website updated 	<ul style="list-style-type: none"> Maintain website 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> 2006/2007 	<ul style="list-style-type: none"> Commenced Regular monthly updates to

					Website
	<ul style="list-style-type: none"> Worksheets completed and updated 	<ul style="list-style-type: none"> Complete individual worksheets to monitor workloads and targets 	<ul style="list-style-type: none"> CEO/MGR 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing Completed for AO, Casual Admin Assistant and Work Trials volunteer
	<ul style="list-style-type: none"> Data base updated 	<ul style="list-style-type: none"> Update data base 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Feb 2007 	<ul style="list-style-type: none"> Ongoing
<p>1.5 Knowledge is managed in a systematic, ethical and secure way, and the organisation uses it to inform service review and development</p> <p>Develop a library catalogue for external resources</p>	<ul style="list-style-type: none"> Research Conducted 	<ul style="list-style-type: none"> Research methods used to catalogue internal resources 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Sept 2007 	<ul style="list-style-type: none"> CEO contacted Wollongong TAFE student who has offered their voluntary services
	<ul style="list-style-type: none"> Library Catalogue Established 	<ul style="list-style-type: none"> Catalogue current library resources 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> March 2008 	
	<ul style="list-style-type: none"> Plan Maintained 	<ul style="list-style-type: none"> Review and maintain Records Management Plan 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Oct 2006 	<ul style="list-style-type: none"> Commenced Ongoing
<p>Maintain Records Management Plan</p>	<ul style="list-style-type: none"> Templates developed and used 	<ul style="list-style-type: none"> Develop templates for key documents 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> Files archived, hardcopy and electronically 	<ul style="list-style-type: none"> Archive files 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> July 2007, annually 	<ul style="list-style-type: none"> Archiving undertaken in Dec 06 More to be done
	<ul style="list-style-type: none"> Program Files audited 	<ul style="list-style-type: none"> Conduct audit of program files 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> July 2007, annually 	<ul style="list-style-type: none"> MGR & SPO completed in March 2007
	<ul style="list-style-type: none"> Document discussion regarding process for review 	<ul style="list-style-type: none"> Discuss the process for reviewing the Knowledge Management Plan at a Team Meeting 	<ul style="list-style-type: none"> CEO, MGR, SPO, CPO and AO 	<ul style="list-style-type: none"> Oct 2006 	<ul style="list-style-type: none"> Discussed at team meeting - included in Policy Directives Matrix
<p>Review Knowledge Management Plan following 12 months of implementation and as required</p>	<ul style="list-style-type: none"> All changes/ amendments to Plan clearly documented 	<ul style="list-style-type: none"> Record changes and amendments to the Plan 	<ul style="list-style-type: none"> AO and CPO 	<ul style="list-style-type: none"> As applicable 	<ul style="list-style-type: none"> Ongoing
	<ul style="list-style-type: none"> Policies & Procedures Manual is current to meet organisation's requirements 	<ul style="list-style-type: none"> Update and maintain Policies & Procedures Manual as part of accreditation in line with the reviewed Knowledge Management Plan 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Ongoing as per schedule 	<ul style="list-style-type: none"> Ongoing
<p>1.6 Risk Assessment & Management</p> <p>1.6 The organisation identifies, assesses and manages risks to ensure continuous, safe, responsive and efficient services</p> <p>Complete the risk management action plan with the inclusion of risks related to governance as well as the other areas</p>	<ul style="list-style-type: none"> Relevant audits conducted and recommendations actioned Relevant insurance policies obtained 	<ul style="list-style-type: none"> Assess and address strategic, governance, operational, property and financial risks. 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> April 2007 	<ul style="list-style-type: none"> NA
	<ul style="list-style-type: none"> Risk management plan developed 	<ul style="list-style-type: none"> Develop service risk management plan 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing and as per Insurance Matrix 	<ul style="list-style-type: none"> Complete Ongoing
				<ul style="list-style-type: none"> Oct 2006 	<ul style="list-style-type: none"> Incomplete President to develop due to CEO on sick leave-May-June 07 Further improvement in areas of

identified					financial risk and access to information, eg: passwords
	<ul style="list-style-type: none"> OH&S issues addressed at staff meetings and Board meetings Policy reviewed annually and as required 	<ul style="list-style-type: none"> Monitoring and maintenance of OH&S requirements 	<ul style="list-style-type: none"> CEO CEO 	<ul style="list-style-type: none"> Ongoing Ongoing (as per policy schedule) 	<ul style="list-style-type: none"> Ongoing OH&S inductions completed with 9 TAFE & 1 UWS students-May 07 OH&S induction completed by MGR with Treasurer and Financial Controller-June 07
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> Updated security/evacuation arrangements promoted throughout service 	<ul style="list-style-type: none"> Maintain security arrangements 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing Days when only one staff member present – only available via appointment Promote Website Review of White page listing – not counselling service and website link Quote obtained for intercom Quote obtained for Panic Alarm-May 07
	<ul style="list-style-type: none"> Included in program records 	<ul style="list-style-type: none"> Develop risk management plans for individual projects 	<ul style="list-style-type: none"> MGR and Project Coordinators 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Completed for IMB Project Completed for Charity event Completed for Narellan Youth Leadership Project
	<ul style="list-style-type: none"> Register updated 	<ul style="list-style-type: none"> Maintain register re storage of chemicals 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Oct 2006 	<ul style="list-style-type: none"> Complete
	<ul style="list-style-type: none"> Computer maintenance schedule maintained (as per contract) 	<ul style="list-style-type: none"> Computer maintenance 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Ongoing Computer problems appear to be reducing
Establish a system for monitoring the services overall risk management plan	<ul style="list-style-type: none"> System established 	<ul style="list-style-type: none"> Identify mechanisms for monitoring and develop system 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Feb 2007 	<ul style="list-style-type: none"> Reported on at each Board meeting
1.7 Legal & Regulatory Compliance	<ul style="list-style-type: none"> Constitution represents current charter of Youth Solutions 	<ul style="list-style-type: none"> Review Constitution 	<ul style="list-style-type: none"> CEO and Board 	<ul style="list-style-type: none"> Aug 2006 	<ul style="list-style-type: none"> Complete Changes ratified at AGM 2006
<i>1.7 The organisation ensures compliance with all relevant laws and regulations</i>	<ul style="list-style-type: none"> Report sent to Area 	<ul style="list-style-type: none"> Annual Program Report 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Sept 2006 	<ul style="list-style-type: none"> Complete
	<ul style="list-style-type: none"> AGM held with members/ stakeholders 	<ul style="list-style-type: none"> AGM 	<ul style="list-style-type: none"> CEO and Board 	<ul style="list-style-type: none"> Nov 2006, 2007 	<ul style="list-style-type: none"> Complete

	<ul style="list-style-type: none"> ▪ Report completed and disseminated ▪ Reports to Dept Fair Trading 		<ul style="list-style-type: none"> ▪ CEO ▪ CEO 	<ul style="list-style-type: none"> ▪ Dec 2006, 2007 ▪ Dec 2006, 2007 	<ul style="list-style-type: none"> ▪ Complete
	<ul style="list-style-type: none"> ▪ Matrix completed and communicated ▪ Reviewed annually and as required 	<ul style="list-style-type: none"> ▪ Develop and maintain matrix of legal and regulatory compliance ▪ 	<ul style="list-style-type: none"> ▪ CEO and Board ▪ CEO and Board 	<ul style="list-style-type: none"> ▪ April 2007 ▪ April 2007, 2008 	<ul style="list-style-type: none"> ▪ 2007 incomplete ▪ NA
	<ul style="list-style-type: none"> ▪ Updated 	<ul style="list-style-type: none"> ▪ Update assets register 	<ul style="list-style-type: none"> ▪ AO 	<ul style="list-style-type: none"> ▪ July 2006, 2007 	<ul style="list-style-type: none"> ▪ Complete

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
2.1 Identifying & Meeting Community Needs	<ul style="list-style-type: none"> ▪ Reviewed every six months ▪ Stock take monthly ▪ Update Youth Solutions website ▪ Included in newsletter 	Distribute AOD information <ul style="list-style-type: none"> ▪ Maintain and distribute AOD Information Referral Booklet ▪ Maintain & update pamphlets and resource library ▪ Maintain & update useful Websites 	<ul style="list-style-type: none"> ▪ MGR ▪ AO ▪ CPO ▪ CPO 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Ongoing ▪ Ongoing ▪ Sept 2006, Dec 2006, March 2007, June 2007 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Ongoing ▪ Complete ▪ Newsletter distributed to over 700 people in Sept & Dec 06, & April 07 ▪ Ongoing
	<ul style="list-style-type: none"> ▪ Action plan developed implemented and evaluated ▪ Attendance at 50% of meetings 	Community consultation and engagement <ul style="list-style-type: none"> ▪ Develop and implement a community consultation and engagement action plan ▪ Involvement in CDATs, eg: Wingecarribee, Aboriginal 	<ul style="list-style-type: none"> ▪ CEO ▪ MGR 	<ul style="list-style-type: none"> ▪ Feb 2007 ▪ Ongoing 	<ul style="list-style-type: none"> ▪ 2007 Framework established at planning workshop ▪ Draft in progress ▪ Ongoing ▪ CEO attended Wingecarribee CDAT - April 07
	<ul style="list-style-type: none"> ▪ Research collated quarterly 	Identify local community needs <ul style="list-style-type: none"> ▪ Census data, national household survey, local Government Strategic Plan, school surveys, focus groups, Youth Solutions referrals 	<ul style="list-style-type: none"> ▪ SPO 	<ul style="list-style-type: none"> ▪ Sept – Nov 2007 	<ul style="list-style-type: none"> ▪ Linked to surveys ▪ Outstanding ▪ This will now be done annually
	<ul style="list-style-type: none"> ▪ Final report completed 	Implement Parent Links Project <ul style="list-style-type: none"> ▪ The project involves linking parents, community members and services and ultimately young people. The project will have a focus on alcohol; however the project will also address other drug use by young people. Parents/Carers of young people 12-17 years living in the Macarthur region will be trained and mobilised as Parent Peer Educators. ▪ The project aims to build on existing parental networks, eg: through junior sports clubs, churches, performing arts, which would increase the likelihood of recruitment of parents as Parent Peer Educators and ensure sustainable and repeatable outcomes. 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ Complete Sept 2006 	<ul style="list-style-type: none"> ▪ Report to funding body complete ▪ Project completed ▪ A request was forwarded to Premiers to roll over outstanding funds - approved ▪ This has been approved. ▪ The printed report completed – Feb 07 ▪ Finalist in National Award for Excellence in Drug Prevention- National Drug & Alcohol Awards- June 07
	<ul style="list-style-type: none"> ▪ Proposal/action plan developed ▪ Policy developed 	Establish Volunteers Program <ul style="list-style-type: none"> ▪ Develop proposal/action plan ▪ Develop policy 	<ul style="list-style-type: none"> ▪ MGR ▪ MGR 	<ul style="list-style-type: none"> ▪ Nov 2006 ▪ Nov 2006 	<ul style="list-style-type: none"> ▪ Completed ▪ Draft Volunteer Policy developed by MGR & CPO for comment by volunteers and staff -June 07 ▪ Volunteers participated in McDonalds Charity night and Harvest Food & Wine Festival- April 07 ▪ Volunteers involved in fundraising committee

					<ul style="list-style-type: none"> Volunteer Thank You Afternoon tea conducted-May 07
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
<p>2.1 Community needs are identified and the organisation endeavours to meet them</p> <p>Include the needs identification and analysis methods used by Youth Solutions in policy or planning schedule to ensure they are used systematically and sustainable</p>	<ul style="list-style-type: none"> Policy reviewed as per Policy Directives Matrix 	<ul style="list-style-type: none"> Review Policies in relation to needs identification and analysis methods 	<ul style="list-style-type: none"> CPO CEO 	<ul style="list-style-type: none"> Sept 2007 	
<p>Include some questions in surveys orientated towards determining the impact of Youth Solutions Services</p>	<ul style="list-style-type: none"> Review and comparison is undertaken 	<ul style="list-style-type: none"> Undertake a review of the Youth Solutions profile and role within the Macarthur and Wingecarribee Apply for funds Consult with an external researcher 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Sept 2007 	<ul style="list-style-type: none"> In progress
<p>Include more outcome orientated performance indicators in action plans</p>	<ul style="list-style-type: none"> Forms created, distributed, collected and reviewed and included in program record 	<ul style="list-style-type: none"> Apply for funds Consult with an external researcher Disseminate a Service Delivery Feedback form on all aspects of Youth Solutions Projects 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Sept 2007 	<ul style="list-style-type: none"> Ongoing Project action plans adapted to link with operational plan Consult with research consultant MGR, SPO and CPO met with Research Consultant Company, Micromex-June 07
<p>Dedicate one day to professional development as part of the annual service planning process</p>	<ul style="list-style-type: none"> Needs identified Funds received Day held 100% attendance by staff 	<ul style="list-style-type: none"> Identify professional development needs in regards to AOD trends Identify relevant training provision source Seek funds All staff to participate in a day long professional development workshop as part of the annual planning day, which will allow for a systematic update of latest research and trends regarding drug and alcohol issues, as well as a review of the procedures and practices for data collection and review 	<ul style="list-style-type: none"> CEO CEO, MGR, SPO, CPO and AO 	<ul style="list-style-type: none"> Annually 	<ul style="list-style-type: none"> IT needs identified CEO has consulted with IT training provider and will determine exact levels of needs of staff Not attended- CEO on sick leave-May-June 07
	<ul style="list-style-type: none"> Training highlighted in plan 	<ul style="list-style-type: none"> Outcomes from the workshop to feed into planning yearly training plans 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing 	
<p>2.2 Focusing on Positive Outcomes</p>	<ul style="list-style-type: none"> Funding secured 	<p>Investigate sustainability of Cannabis Project "Dope EFX u"</p> <ul style="list-style-type: none"> Secure Funding 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> July 2006 	<ul style="list-style-type: none"> Unsuccessful submission Variation included in CPI

	<ul style="list-style-type: none"> Resource promoted Website promoted and maintained 	<ul style="list-style-type: none"> Promotion of relevant resources relating to cannabis Promotion & maintenance of website 	<ul style="list-style-type: none"> CPO CPO 	<ul style="list-style-type: none"> Ongoing Ongoing 	<ul style="list-style-type: none"> submission Nil success re funding www.dope_EFXu.com.au has received 7,174 hits since its launch / 10.74 hits per day Information from Dope EFX u website to be transferred to Youth Solutions Website under Projects Section
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Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> Action plan developed 	<p>Narellan Youth Leadership Project</p> <ul style="list-style-type: none"> This project aims to increase young people's connectedness to their school, their family and the community in which they live, work or recreate. It will provide opportunities to develop skills, receive feedback and support and address local issue that are of importance to them. 	<ul style="list-style-type: none"> MGR/SPO 	<ul style="list-style-type: none"> Nov 2006 	<ul style="list-style-type: none"> Action Plan developed Risk management plan developed Timeframe revised to commence in Feb 07 Development of training program. Coordination of project and recruitment of young people for 2 day workshop implemented on 17 & 18 April 2007-5 young people attended. Outcomes: Positive evaluations, identification of local issues and leadership opportunities, development of promotional DVD and young people recruited to become Interact members for the Rotary Club of Narellan. SPO/MGR attended project presentation by youth leaders at The Rotary Club of Narellan meeting in June 07
	<ul style="list-style-type: none"> Resource developed 3 training programs developed, implemented and evaluated Communication plan developed Communication plan implemented 	<p>IMB Youth Drug Forum Manual and Training Program</p> <ul style="list-style-type: none"> This project involves the development of a Youth Drug Forum manual (CD) supported by training programs across Illawarra, Macarthur and Wingecarribee 	<ul style="list-style-type: none"> SPO SPO CPO CPO 	<ul style="list-style-type: none"> Complete Dec 2006 Dec 2007 Oct 2006 Ongoing – June 2007 	<ul style="list-style-type: none"> Timeframe reviewed Consultation with CD Rom developer Title developed Consultation with stakeholders Significant action Resource currently under development Timeframe revised – resource to be finalised Sept 07 & training to be held Oct 07

					<ul style="list-style-type: none"> Training dates confirmed and venues booked for Macarthur and Wingecarribee
	<ul style="list-style-type: none"> Follow up provided Pre/Post evaluation completed Completion and dissemination of report 	Schools Solutions <ul style="list-style-type: none"> The project aims to increase schools capacity to support outcomes of West's Youth Drug Forum held in 2004 (also funded by Wests). Each participating school will establish a School Action Team to undertake needs analysis of drug education and related issues within their school (based on the School Solutions model implemented with Oxley College and St Pats). Data collected will inform a process of Strategic and Action Plan development. Identified action will be implemented by each school in the 2006 school year. 	<ul style="list-style-type: none"> SPO SPO SPO 	<ul style="list-style-type: none"> Dec 2006 Dec 2006 Feb 2007 	<ul style="list-style-type: none"> Ongoing follow up with schools Post project evaluation commenced Outstanding

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> Project Planning conducted 	Strengthening Parents Project <ul style="list-style-type: none"> Strengthening Parents will involve linking parents, community members, services and ultimately young people. The project will involve a range of strategies that will assist in increasing parents' capacity to effectively deal with the issue of youth drug use. 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> May – June 2007 	<ul style="list-style-type: none"> Action Plan developed in consultation with Manager and Senior Project Officer Risk Management Plan developed, to be endorsed by President Financial planning/budget meeting held with Treasurer Project Summary developed Project Poster designed and printed
	<ul style="list-style-type: none"> Web page promoted and maintained Feedback monitored 	Maintenance of Webpage <ul style="list-style-type: none"> Webpage which addresses parental needs/concerns in relation to youth alcohol use 	<ul style="list-style-type: none"> CPO CPO 	<ul style="list-style-type: none"> Ongoing Ongoing 	<ul style="list-style-type: none"> Updated phone numbers and contact details in Parent Links Section of website
	<ul style="list-style-type: none"> Completion and dissemination of project report 	Wingecarribee Thrive <ul style="list-style-type: none"> Implementation of youth safer celebration strategies 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Dec 2006 	<ul style="list-style-type: none"> Complete
	<ul style="list-style-type: none"> Party Fact File updated 	Wingecarribee Youth Safer Celebrations <ul style="list-style-type: none"> Implementation of youth safer celebration strategies 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Dec 2006 	<ul style="list-style-type: none"> Involvement with Wingecarribee CDAT Submission to Area Assistance Scheme-pending CEO replacing MGR- April 2007
	<ul style="list-style-type: none"> Participation in local community service promotional & AOD activities 	Implement Local Community Promotional Events <ul style="list-style-type: none"> Food & Wine Festival 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Participation in Harvest Food & Wine Festival April 07. 297 standard drink surveys completed. Service information and standard drink information disseminated by staff, Board member and volunteers Participation in McDonalds

					Charity night-1300 resources disseminated via 11 McDonalds stores <ul style="list-style-type: none"> ▪ MGR presentation to Campbelltown Chamber of Commerce re YS activities and Charity Event-April 07 - 60 attended ▪ MGR presentation to Narellan Chamber of Commerce re YS activities and Charity Event-May 07 - 29 attended ▪ MGR presentation to South West Networking Group re YS activities and Charity Event-May 07 - 23 attended
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Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> ▪ Booklet updated 	Review AOD Referral Booklet	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ Feb 2007 	<ul style="list-style-type: none"> ▪ 2007 ▪ Incomplete -awaiting student placement in March 2007 ▪ Reviewed by Traxside Manager April 2007
	<ul style="list-style-type: none"> ▪ Literature review ▪ Develop proposal 	Adolescent Smoking Cessation	<ul style="list-style-type: none"> ▪ SPO ▪ SPO 	<ul style="list-style-type: none"> ▪ June 2007 ▪ June 2007 	<ul style="list-style-type: none"> ▪ 2007 ▪ A joint proposal with Manly Drug Education & Counselling Centre was submitted to NSW Cancer Council to implement an adolescent smoking cessation program – unsuccessful
	<ul style="list-style-type: none"> ▪ Funded by the Rotary Club of Narellan , C91.3FM and Macarthur Chronicle 	Celebrate...but watch your mates <ul style="list-style-type: none"> ▪ Partnership project with The Rotary Club of Narellan, C91.3FM and Macarthur Chronicle. The message aimed to highlight some of the issues and help young people, 16-25 years (and others) to plan for safer celebrations. 20,000 postcards distributed across Macarthur via local businesses and individuals 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ Nov 2006 - Jan 2007 	<ul style="list-style-type: none"> ▪ Advertising campaign via C91.3FM over the Dec 06/Jan 07, end of year celebration period (300 x 15 second advertisements-Wed-Sun every week commencing 6/12/06-7/1/07). ▪ 20,000 postcards developed and distributed across Macarthur via local businesses & individuals ▪ Posted on YS website
	<ul style="list-style-type: none"> ▪ Funded by YS 	Christmas Safety Campaign <ul style="list-style-type: none"> ▪ This campaign aims to promote a Christmas safety message to all contacts of YS. The 2006 message focused on alcohol related harms and the promotion of YS. 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ Nov – Dec 2006 	<ul style="list-style-type: none"> ▪ YS Christmas cards with safety message sent to 317 individuals, services and businesses ▪ 295 bon bons with safety message given out at Campbelltown Chamber of

					Commerce, Narellan Rotary Club, Narellan/Camden Senior Citizens lunch
	<ul style="list-style-type: none"> Funded by YS and Morpheus Academy of Hair & Beauty 6 young women attend training program 50% of young women attending have increased employment opportunities 100% of young women attending can identify personal safety strategies 	<p>Safe & Pretty Project</p> <ul style="list-style-type: none"> This 2 day training program will focus on providing 6 young women 16 to 18yrs who live in the Macarthur area, who wish to enter employment part time or full time, with knowledge on how to present and best represent themselves for interviews particularly in the hair & beauty industry. The program will also focus on personal safety and interviewing skills. Partnership project with Morpheus Academy of Hair & Beauty (MAHB) (a local private training facility) 	<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> March-December 2007 	<ul style="list-style-type: none"> Planning of project Inclusion of article regarding the project in Youth Solutions newsletter and website Meet with Morpheus Academy of Hair & Beauty to develop an overview of course contents to be included in all promotional materials Development of Project poster Progress meetings with Morpheus Academy of Hair & Beauty monthly Workshop to be held 2 & 3 October 2007

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
<p>2.2 Planning and provision of services and programs focus on positive outcomes for agreed consumer and community needs</p> <p>Achieve Certificate IV in Workplace Training and Assessment</p>	<ul style="list-style-type: none"> Certificate IV achieved 	<ul style="list-style-type: none"> Achieve Certificate IV in Workplace Training and Assessment 	<ul style="list-style-type: none"> CEO and MGR 	<ul style="list-style-type: none"> 2007 	<ul style="list-style-type: none"> Original provider no longer available Alternative provider found Funds for SPO to complete provided by AERF Met with service provider CEO on sick leave-May-June 07
<p>2.3 Ensuring Cultural Safety and Appropriateness</p>	<ul style="list-style-type: none"> Training received 	<ul style="list-style-type: none"> Staff identify and receive culturally relevant training 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Nil to date
<p>2.3 Services and programs are provided in a culturally safe and appropriate manner</p> <p>Maintain links with culturally appropriate Services which will enhance YS Service delivery</p>	<ul style="list-style-type: none"> Links established 	<ul style="list-style-type: none"> Establish links with Drug and Alcohol Multicultural Education Centre (DAMEC), Macarthur Diversity Services and relevant Aboriginal organisations 	<ul style="list-style-type: none"> CEO and MGR 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Attendance at Aboriginal CDAT Meeting with DAMEC CEO Meeting with DAMEC Project Officer regarding future training for local workers Date was set in November 07 for DAMEC to provide training at YS for interested parties re working with a culturally diverse community. YS staff, Board and volunteer base will be invited to

					attend. DAMEC have now postponed this date so it will need to be reset in 08.
	<ul style="list-style-type: none"> Links established 	<ul style="list-style-type: none"> Culturally relevant links on the Youth Solutions website 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> DAMEC agree to having link on YS website Approval sought to include DAMEC on YS website DAMEC now included on YS website
	<ul style="list-style-type: none"> Training provided 	<ul style="list-style-type: none"> Development, implementation and evaluation of Aboriginal Youth Leadership Worker Training for Department of Sport and Recreation 	<ul style="list-style-type: none"> MGR and CEO 	<ul style="list-style-type: none"> February-March 2007 	<ul style="list-style-type: none"> One day training provided to 7 Aboriginal & Torres Strait Islander workers and community members in March 07
2.4 Confirming Consumer Rights	<ul style="list-style-type: none"> Confidentiality Agreement distributed and completed 	<ul style="list-style-type: none"> Distribution of Confidentiality Agreements 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Complete Ongoing
	<ul style="list-style-type: none"> Legal compliance achieved 	<ul style="list-style-type: none"> Adhere to all legislative requirements, eg: privacy act, anti discrimination act 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
2.4 Services and programs confirm consumer rights Increase knowledge regarding rights and streamline approach to customer service	<ul style="list-style-type: none"> Register promoted maintained and actioned Training received Included on website 	<ul style="list-style-type: none"> Communicate, maintain and action customer service register Staff identify and receive consumer rights training Maintain information on website regarding consumer rights 	<ul style="list-style-type: none"> AO CEO CPO 	<ul style="list-style-type: none"> Ongoing June 2007 Ongoing 	<ul style="list-style-type: none"> Ongoing 2007 Incomplete-CEO on sick leave-May-June 07 To be reviewed
2.5 Empowering Consumers	<ul style="list-style-type: none"> Six Focus groups per year 100 young people consulted 	<ul style="list-style-type: none"> Conduct Youth Focus Groups across Macarthur and Wingecarribee 	<ul style="list-style-type: none"> MGR/SPO 	<ul style="list-style-type: none"> June 2007 	<ul style="list-style-type: none"> Now linked to annual research cycle 2007
	<ul style="list-style-type: none"> 3 Newsletters per year Distributed to 100 Health Professionals, Schools, Community Drug Action Teams, Community Action Groups & community members 	<ul style="list-style-type: none"> Youth Solutions Newsletter 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Quarterly in 2006/2007 	<ul style="list-style-type: none"> Complete Distributed in Sept 06, Dec 06, April 07 to over 700 schools, local business, organisations and individuals
	<ul style="list-style-type: none"> Service open and available to public 	<ul style="list-style-type: none"> Provide a Drop-in & Telephone Information & Referral Service 	<ul style="list-style-type: none"> AO 	<ul style="list-style-type: none"> Ongoing Daily 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> Monday to Friday Usage Statistics collected and reviewed for service modification 		<ul style="list-style-type: none"> MGR 	<ul style="list-style-type: none"> Sept 2006 	<ul style="list-style-type: none"> Casual admin support provided for Fridays Dec 06-Jan 07 Drop in service only Mon- Thurs. Fri by appointment only
	<ul style="list-style-type: none"> Increase number of hits/visits 	<ul style="list-style-type: none"> Maintain Youth Solutions website 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> The upload of information occurred on a monthly basis. Statistics regarding visits to the website are recorded each month. July, August & September 06 = 1414 visits October, November & December 06 = 1358 visits January, February and March 07 = 1456 April, May and June 07 = 4152 = visits (approx 300% increase on previous quarter) Therefore July 06 – June 07 = 8380 visits/ average of 698 visits per month

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
<p>2.5 Services and programs develop, implement and evaluate strategies that empower consumers</p> <p>Implement a structured Volunteer Program</p>		<ul style="list-style-type: none"> (See Core 1.1) 			
<p>2.6 Coordinating Services and Programs</p>	<ul style="list-style-type: none"> Plan one major event each year 	<ul style="list-style-type: none"> Promote, co-ordinate and implement local activities for Drug Action Week 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> June 2007 	<ul style="list-style-type: none"> Media release submitted to local media-June 07 MGR, SPO, CPO, AO, President & 2 volunteers attend National Drug & Alcohol Awards-June 07. Parent Links Project was an Award finalist in the Excellence in Prevention category Radio interview with C91.3FM regarding finalist in National Award for Excellence in Drug Prevention-National Drug & Alcohol Awards-June 07
<p>2.6 Services and programs within the organisation are coordinated</p> <p>To review the Service Delivery Schedule System</p>	<ul style="list-style-type: none"> Sheet developed and maintained Calendar developed and linked to electronic reminders 	<ul style="list-style-type: none"> Maintain professional development training record sheet Maintain annual/biennial/triennial calendar of activities and link to computerised reminder systems 	<ul style="list-style-type: none"> CEO CEO 	<ul style="list-style-type: none"> Ongoing July 2007 	<ul style="list-style-type: none"> Professional development register developed Ongoing 2007 Ongoing

	<ul style="list-style-type: none"> Annual conference schedule developed 	<ul style="list-style-type: none"> Maintain schedule of conferences 	<ul style="list-style-type: none"> SPO 	<ul style="list-style-type: none"> June 2007 	<ul style="list-style-type: none"> 2007 Ongoing
<p>ATOD 2.1 The health and wellbeing of individuals and/or communities is promoted</p> <p>Undertake benchmarking exercise of Youth Solutions performance in relation to this standard in order to demonstrate leading practice</p>	<ul style="list-style-type: none"> Benchmarks established 	<ul style="list-style-type: none"> Liaise with Network of Alcohol and Other Drugs Agency (NADA) to establish benchmarks 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> March 2008 	<ul style="list-style-type: none"> Incomplete but meeting organised with relevant NADA personnel.
<p>ATOD 2.2 The organisation contributed to the prevention or reduction of harms associated with problematic alcohol or other drug use</p>	<ul style="list-style-type: none"> (See core modules) 				
<p>ATOD 2.4 Continuity of care is facilitated within the organisation or when different organisations are involved to enhance consumer outcomes</p>	<ul style="list-style-type: none"> (See core modules) 				

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
<p>CSM 2.2 Service users and communities of interest are provided with education, support and effective representation to attain their rights.</p> <p>Develop policy and procedures for advocacy which describe the current practices in the organisation</p>	<ul style="list-style-type: none"> Policy endorsed and implemented Policy included on the Policy Directives Matrix 	<ul style="list-style-type: none"> Prepare Policy for Advocacy 	<ul style="list-style-type: none"> CPO, CEO 	<ul style="list-style-type: none"> Sept 2007 	<ul style="list-style-type: none"> Draft copy prepared Policy Directive and review date included in Policy Directives Matrix
<p>Establish an ongoing youth advisory committee</p>	<ul style="list-style-type: none"> Terms of Reference Developed 	<ul style="list-style-type: none"> Develop Terms of Reference for committee 	<ul style="list-style-type: none"> MGR, SPO 	<ul style="list-style-type: none"> Sept 2007 	
	<ul style="list-style-type: none"> Funds received 	<ul style="list-style-type: none"> Seek funds to establish the committee 	<ul style="list-style-type: none"> MGR, SPO 	<ul style="list-style-type: none"> Dec 2007 	
	<ul style="list-style-type: none"> Committee Established 	<ul style="list-style-type: none"> Recruit young people from existing projects coordinated by YS 	<ul style="list-style-type: none"> MGR, SPO 	<ul style="list-style-type: none"> March 2008 	
<p>2.3 Education and training are delivered in a professional and responsive manner to contribute to an increase in knowledge, skills and competencies</p>		<ul style="list-style-type: none"> (See Core 2.2) 			

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
3.1 Service Agreements & Partnerships	<ul style="list-style-type: none"> ▪ Attendance at 25% of Meetings ▪ Input provided when relevant 	Involvement with local Networks <ul style="list-style-type: none"> ▪ Macarthur Youth Services Network, ▪ Contribute to local government and other services' strategic plans ▪ Manager accepted to be a community representative on UWS the School of Medicine Yrs 3-5 Reference Group - working on curriculum issues for doctors in training 	<ul style="list-style-type: none"> ▪ MGR ▪ MGR ▪ MGR 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Ongoing ▪ Feb 2007-Ongoing 	<ul style="list-style-type: none"> ▪ Input into evaluation Of Premiers Community Drug Strategy – CDAT Z-card and Family Matters ▪ Revision of MYSN attendance to include receipt of minutes and work more closely with Council Representatives ▪ Interviewed re Premiers Dept Community Drugs Strategies ▪ Participation in Campbelltown Youth Facilities and Services review- Feb 07 ▪ Participation in Campbelltown Youth Strategic planning day- Feb 07 ▪ Partnership project with Rotary Club of Narellan, C91.3FM and Macarthur Chronicle implemented Nov 06-Jan 07 - Celebrate... but watch your mates campaign ▪ MGR participation in Camden Council Community Safety Strategic Plan Steering Committee- April 07- August 07 ▪ MGR meeting Traxside Youth Health Service Manager monthly to update regarding services and future partnerships ▪ MGR & SPO attend Camden & Campbelltown Liquor Accords ▪ CEO & MGR attend Ministers briefing with Graham West- Minister for Gaming & Racing, re alcohol and young people-April 07 ▪ MGR & SPO attend meeting with CEO from Macarthur District Temporary Family Care regarding possible involvement in Disability Dance Project-May & June 07

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
3.1 Service Agreements and Partnerships Include a clause covering contractual disputes to the consultancy agreement for partnerships	<ul style="list-style-type: none"> Clause included in Consultancy Agreement 	<ul style="list-style-type: none"> Review Policy re Service Agreement and Partnerships Include a clause covering contractual disputes to the consultancy agreement for partnerships 	<ul style="list-style-type: none"> CEO and Board 	<ul style="list-style-type: none"> Sept 2007 	
3.2 Collaboration & Strategic Positioning	<ul style="list-style-type: none"> 3 teleconferences per Year 75% attendance at Board Meetings Evidence of balanced approach between preventative & treatment strategies 75% attendance on Working Party 75% attendance on Committee Membership renewed 50% attendance at meetings 	<p>Active Involvement with Peak Organisations</p> <ul style="list-style-type: none"> NSW representative of ADCA Prevention and Community Education Reference Group Board Member of NADA Chair of NADA Prevention Reference Group Member of NCOS Macarthur Managers Network 	<ul style="list-style-type: none"> CEO CEO CEO CEO CEO MGR 	<ul style="list-style-type: none"> 2 Yr Term of Membership Expires Nov 2006 Expires Nov 2007 Expires Nov 2007 2006/2007 2006/2007 2006/2007 Monthly/Ongoing 	<ul style="list-style-type: none"> Attendance at ADCA Teleconference Attendance at ADCA Governance workshop CEO successfully reappointed to Ref Group Attendance at 90 %NADA meetings Attendance at 100% NADA Exec Attendance at CDA prevention sub committee 100% attendance at NADA Prevention Reference Group meetings Active involvement with Prevention Reference Group 100% attendance at Reference Group meetings Membership renewed 90% Attendance at meetings
	<ul style="list-style-type: none"> 75% attendance on Committee 75% attendance on Committee 	<p>Membership of key Working Parties or Advisory Groups:</p> <ul style="list-style-type: none"> Member of National Advisory Committee on School Drug Education Member of NSW Health Prevention Sub Committee 	<ul style="list-style-type: none"> CEO CEO 	<ul style="list-style-type: none"> 2006/2007 2006/2007 	<ul style="list-style-type: none"> Nil meetings held this year Attendance at Health Prevention meeting Input into Terms of Reference and Work Plan
	<ul style="list-style-type: none"> 75 % attendance at meetings 75 % attendance at meetings 	<p>Develop ongoing relationships with Area Health Service</p> <ul style="list-style-type: none"> Attend local network meetings Attend Area forums 	<ul style="list-style-type: none"> CEO/MGR CEO/MGR 	<ul style="list-style-type: none"> 2006/2007 2006/2007 	<ul style="list-style-type: none"> Local Network meeting postponed Attendance at SSWAHS Area NGO forum meetings MGR meeting Traxside Youth Health Service Manager monthly to update regarding services and

					future partnerships
Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> ▪ Issue 12 releases annually ▪ 6 favourable press items annually 	Develop ongoing relationships with Local & National Media	<ul style="list-style-type: none"> ▪ CPO ▪ CPO 	<ul style="list-style-type: none"> ▪ 2006/2007 ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ Media coverage was obtained promoting the Charity Event and Parent Links. ▪ Media coverage obtained in local print and radio ▪ Celebrate –but watch your mates campaign-C91.3FM advertising– Dec 06-Jan 07 ▪ Media coverage obtained in local print and radio for Narellan Youth Leadership Project-April 07 ▪ Media coverage obtained in local print for McDonalds Charity night-April 07 ▪ Media coverage obtained in local print & radio for Charity event-May & June 07 ▪ MGR -Radio interview with C91.3FM regarding Finalist in National Award for Excellence in Drug Prevention-National Drug & Alcohol Awards-June 07 ▪ Media release submitted by YS and ADF, to local print media-Finalist in National Award for Excellence in Drug Prevention-National Drug & Alcohol Awards-June 2007
	<ul style="list-style-type: none"> ▪ Meet with Government representatives when requested 	Inform Government on relevant issues	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ CEO & MGR attend Ministers briefing with Graham West - Minister for Gaming & Racing re alcohol and young people-April 07
	<ul style="list-style-type: none"> ▪ Patron appointed 	<ul style="list-style-type: none"> ▪ Appoint a patron 	<ul style="list-style-type: none"> ▪ Board 	<ul style="list-style-type: none"> ▪ June 2007 	<ul style="list-style-type: none"> ▪ Decision at July Board meeting to not proceed with Patron

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> ▪ Attendance at 75% meetings 	<ul style="list-style-type: none"> ▪ Involvement with local business networks ▪ Chamber of Commerce ▪ Business network groups ▪ Liquor Accords 	<ul style="list-style-type: none"> ▪ MGR/SPO 	<ul style="list-style-type: none"> ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ MGR Attendance at 90% Narellan & Campbelltown Chamber of Commerce monthly meetings ▪ MGR 100% Attendance at Camden Liquor Accord meetings and functions ▪ MGR Attendance at Macarthur Business & Lifestyle Expo on 3 Feb 07 ▪ MGR Attendance at Rotary Club of Narellan Youth Services meeting ▪ MGR attendance at Macarthur Police Officer of the Year Awards March 07 ▪ SPO -90% Attendance at Campbelltown Liquor Accord meetings ▪ MGR attendance at South West Networking Group (SWNG) meeting –May 07
3.3 Incorporation and Contribution to Good Practice	<ul style="list-style-type: none"> ▪ Accreditation obtained ▪ Commence second cycle of Service Development Review 	<ul style="list-style-type: none"> ▪ Accreditation review to be completed 	<ul style="list-style-type: none"> ▪ CEO/CPO ▪ CEO/CPO 	<ul style="list-style-type: none"> ▪ Nov 2006 ▪ May 2007 	<ul style="list-style-type: none"> ▪ Accreditation achieved ▪ Work Plan developed, submitted. ▪ 6 monthly Work Plan accepted by Quality Management Services ▪ Quality Work Plan integrated into Operational Plan and Quarterly reports, streamlining reporting processes ▪ Service Development Action Plan Completed ▪ Policy Directives and Corporate Document review dates identified ▪ Already 44.22% objectives listed in Quality Workplan met/achieved within the 1st year of the 3 year cycle.
	<ul style="list-style-type: none"> ▪ AGM conducted and audit requirements met ▪ Governance in accordance with constitution 	<ul style="list-style-type: none"> ▪ Compliance with the Incorporation Act 	<ul style="list-style-type: none"> ▪ CEO ▪ CEO/Board 	<ul style="list-style-type: none"> ▪ Nov 2006 ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Completed ▪ Ongoing
	<ul style="list-style-type: none"> ▪ Subscriptions renewed 	<ul style="list-style-type: none"> ▪ Subscriptions to relevant journals and industry updates 	<ul style="list-style-type: none"> ▪ AO 	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Renewed ▪ Ongoing

Planned improvements (Plan/Act)	Performance Indicators (Check)	Strategies for Improvement (Do)	By Whom? By When? (Do)	Progress/Timeframe (Check)	Status/Comments
	<ul style="list-style-type: none"> ▪ Presentation at one conference per year 	<ul style="list-style-type: none"> ▪ Attend and present at relevant conferences 	<ul style="list-style-type: none"> ▪ CEO 	<ul style="list-style-type: none"> ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ CEO attended AERF conference ▪ CEO attended NADA conference ▪ President attended Board conference ▪ MGR, SPO & CPO attended 2 day conference on Mental health, resilience in young people and work/stress balance –June 07
	<ul style="list-style-type: none"> ▪ Achieved 	<ul style="list-style-type: none"> ▪ Undertake Cert IV in Workplace Training and Assessment 	<ul style="list-style-type: none"> ▪ CEO/MGR 	<ul style="list-style-type: none"> ▪ June 2007 	<ul style="list-style-type: none"> ▪ Initial service provider no longer available, new provider found ▪ AERF to fund SPO to obtain CERT IV ▪ Incomplete due to CEO on sick leave-May-June 07
3.4 Community and Capacity Building	<ul style="list-style-type: none"> ▪ 2 students on placement per year 	<ul style="list-style-type: none"> ▪ Provide educational placement opportunities for Students from relevant TAFE & University Courses 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ TAFE Student completed placement in Nov 06 ▪ Interview with UWS student-Jan 07 ▪ Interview with TAFE student-Feb 07 ▪ UWS student on placement April-May 07 ▪ Nine (9) TAFE Business students on placement April-May 07
	<ul style="list-style-type: none"> ▪ 1 young person per year 	<ul style="list-style-type: none"> ▪ Provide work experience for young people 	<ul style="list-style-type: none"> ▪ MGR 	<ul style="list-style-type: none"> ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ Nil requests
	<ul style="list-style-type: none"> ▪ Attend 2 community/youth events per year 	<ul style="list-style-type: none"> ▪ Support youth and community events relevant to core business 	<ul style="list-style-type: none"> ▪ MGR & SPO 	<ul style="list-style-type: none"> ▪ 2006/2007 	<ul style="list-style-type: none"> ▪ MGR and SPO attended launch of <i>Journey Thru Temptation</i> CD launch at Minto-AOD resource developed by young people-March 07 ▪ Harvest Food & Wine Festival – April 07
<i>3.4 Community and Capacity Building</i> Develop a system for documenting changes to membership	<ul style="list-style-type: none"> ▪ Membership reviewed 	<ul style="list-style-type: none"> ▪ Review membership and make constitutional changes if required 	<ul style="list-style-type: none"> ▪ Board 	<ul style="list-style-type: none"> ▪ Oct 2006 	<ul style="list-style-type: none"> ▪ Completed
	<ul style="list-style-type: none"> ▪ System developed 	<ul style="list-style-type: none"> ▪ Develop a system for documenting changes to memberships 	<ul style="list-style-type: none"> ▪ Board 	<ul style="list-style-type: none"> ▪ Nov 2006 	<ul style="list-style-type: none"> ▪ Incomplete