

ATTACHMENT 1

**City of Joondalup
Youth Advisory Councils**

Action Plan for 2001

January 2001

Background

In 1999, the City of Joondalup established the North and South Youth Advisory Councils to represent the needs and interests of young people in the City. In December 2000, members of the two Councils participated in a planning exercise to identify key activities for 2001. The results of the planning session have been documented in the following Action Plan for 2001.

As part of the planning process, four key areas of Youth Advisory Council activity for 2001 were identified – representation, promotion, activities and services, and coordination of the Councils. The goals corresponding to these key areas are:

1. To be an active voice for young people in the City of Joondalup, and to represent young people at a local, state and national level
2. To promote a positive image of the Youth Advisory Councils and young people in the City of Joondalup
3. To support, promote and coordinate a range of activities and services for young people in the City of Joondalup
4. To coordinate a Council that is effective and recognised by the Council and community

The Action Plan outlines the strategies, resources, timeframe and performance measures that will be used to implement the Plan.

GOAL 1

To be an active voice for young people in the City of Joondalup, and to represent young people at a local, state and national level.

Strategies	Timeframe	Resources	Performance Measures
<p>To represent young people in forums including:</p> <ul style="list-style-type: none"> ▪ State Parliament ▪ State YAC Conference ▪ State Youth Roundtable 	<p>⇒ October 2001</p> <p>⇒ December 2001</p> <p>⇒ To be determined</p>	<p>⇒ Youth Advisory Council members</p>	<p>⇒ Young people from the City of Joondalup are represented at a local, State and Federal level.</p>
<p>To develop links with stakeholders (identified in Appendix 1) through provision of newsletter</p>	<p>⇒ Ongoing</p>	<p>⇒ Youth Advisory Council members</p> <p>⇒ Printing/ Photocopying costs</p> <p>⇒ Distribution</p>	<p>Stakeholders are aware of the Youth Advisory Council program and its current Activities</p>
<p>To develop links with stakeholders in City of Joondalup</p> <ul style="list-style-type: none"> • Elect representatives to provide input to Urban Design & Policy Services Planning Group • Establish a contact person in Infrastructure Management • Establish a contact person in Cultural Development. 	<p>⇒ Within three months</p> <p>⇒ Within two months</p> <p>⇒ In place</p>	<p>⇒ A Youth Advisory Council representative</p> <p>⇒ A council staff member</p> <p>⇒ A council staff member</p>	<p>⇒ Raised awareness of the Youth Advisory Council amongst Council Staff</p> <p>⇒ Council staff utilise the Youth Advisory Council as a reference group</p>
<p>To host open YAC meetings for young people in the City to attend</p>	<p>⇒ Quarterly</p>	<p>⇒ Advertisement of meeting times</p>	<p>⇒ Young people have regular access to Youth Advisory</p>

			Council meetings
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GOAL 2

To promote a positive image of the Youth Advisory Councils and young people in the City of Joondalup

Strategies	Timeframe	Resources	Performance Measures
To develop a brochure/newsletter to promote the Youth Advisory Councils within the City	⇒ Within two months	⇒ YAC members ⇒ Printing costs	⇒ Community is informed of Youth Advisory Council program and current activities
To meet with schools, sporting clubs and other groups to promote the Youth Advisory Council Program	⇒ Ongoing	⇒ YAC members	⇒ Number of meetings with schools
To produce articles for the local newspapers	⇒ Bimonthly articles	⇒ YAC members	⇒ 6 articles in 2001
To hold YAC displays at local shopping Centres	⇒ Ongoing	⇒ Youth Advisory Council members to identify possible venues festivals for displays ⇒ Promotional materials	⇒ Number of displays and contacts with young people
To develop an information sheet for Council staff outlining the Youth Advisory Council program and the process for YAC input to Council projects	⇒ Immediately	Youth Advisory Council Coordinator	Youth Advisory Council utilised by council staff as a reference group

GOAL 3

To support, promote and coordinate a range of activities and services for young people in the City of Joondalup

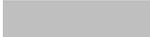
Strategies	Timeframe	Resources	Performance Measures
To take an active role in the following projects: <ul style="list-style-type: none"> ▪ Road safety Project ▪ Extreme Expo ▪ Joondalup Festival ▪ National Youth Week • Youth Council Week 	⇒ to April 2001 ⇒ to March 2001 ⇒ to March 2001 ⇒ April 2001 ⇒ July 2001	⇒ YAC members ⇒ YAC members ⇒ YAC members ⇒ YAC members ⇒ YAC Members	⇒ Satisfactory completion of projects
To coordinate a program of YAC initiated events in the City	⇒ An event each 3 months	⇒ YAC members ⇒ Funding & sponsorship	⇒ 3 YAC coordinated events for 2001
To host and coordinate a 2001 YAC Ball for members and invited guests	⇒ September 2001	⇒ YAC members ⇒ Funding & sponsorship	⇒ Well attended and fun Ball
To host a car wash to promote the Youth Advisory Council and the Road safety project	⇒ April 2001	⇒ YAC members ⇒ Advertising/promotion ⇒ Car washing equipment	Number of cars washed Promotional materials distributed

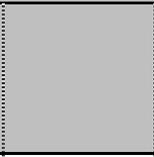
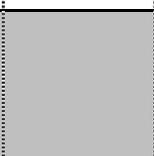
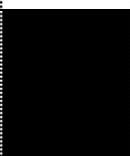
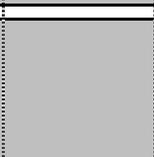
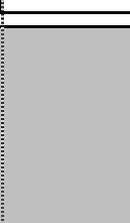
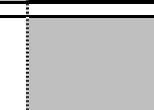
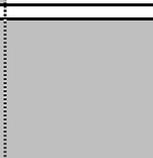
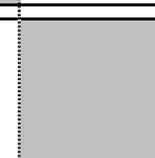
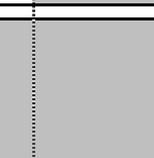
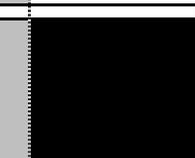
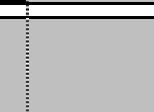
GOAL 4

To coordinate a Committee that is effective and recognised by the Council and community

Strategies	Timeframe	Resources	Performance Measures
To develop protocols for Committee members	⇒ Immediately	⇒ Input from Youth Advisory Council members ⇒ Input from Youth Advisory Councils	⇒ All new and current members are committed to and compliant with the Youth Advisory Council "Code of Conduct"
To nominate Youth Advisory Council members to positions such as, but not limited to: Chairperson, Secretary (2 members), Treasurer, Fundraising & Promotions	⇒ Immediately	⇒ Input from Youth Advisory Council members	⇒ All members have a designated role on the Youth Advisory Council .
To hold an induction camp for new members, with all YAC members attending	⇒ June	⇒ Current Youth Advisory Council members ⇒ New Youth Advisory Council members ⇒ Funding	⇒ An awareness of the Youth Advisory Council program and its commitment is fostered within the Youth Advisory Council
To regularly hold combined meeting of North & South YACs.	⇒ Combined meeting each 3 months	⇒ YAC members ⇒ Council Officer	⇒ 4 meetings per year
Set in place an evaluation process to determine the effectiveness of Youth Advisory Council.			

<ul style="list-style-type: none"> • A grievance procedure is developed for Youth Advisory Council members • Youth Advisory Council members are surveyed individually on a yearly basis. • A yearly program evaluation to be conducted as a part of planning process • A council staff person is nominated as contact person for internal feedback • Feedback channels for community members and groups are provided 	<p>⇒ Within two months</p> <p>⇒ Yearly</p> <p>⇒ October</p> <p>⇒ Immediately</p> <p>⇒ Within Three months</p>	<p>⇒ Youth Advisory Council coordinator</p> <p>⇒ Youth Advisory Council coordinator</p> <p>⇒ Youth Advisory Council coordinator</p> <p>⇒ Community services staff</p> <p>⇒ Youth Advisory Council coordinator</p>	<p>⇒ Grievances are communicated through correct channels.</p> <p>⇒ Individual members involved in evaluation</p> <p>⇒ Program evaluation completed</p> <p>⇒ Council use correct communication channels for feedback.</p> <p>⇒ Community members give feedback on program</p>
<p>To propose a Councillor be nominated for the role of YAC Liaison</p>	<p>⇒ In place</p>	<p>⇒ Councillor attendance</p>	<p>Improved communication between Council and Youth Advisory Council.</p>

Ongoing 
 Conduct 
 Planning 

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PROJECT												
Roadsafety Car Wash												
Extreme Expo												
Joondalup Festival												
Youth Council Week												
Newsletter												
Youth Event Workshops												
YAC Ball												
State Youth												

Appendix 1

Stakeholders

- Young people
- City of Joondalup Council
- Office of Youth Affairs
- Local community
- Local Business
- Government – State and Federal
- Youth Agencies
- Residents Association
- Schools / Universities
- Sporting Clubs