

NSW Youth Services Census



Make your service count

This is the first census of youth services in NSW. Completing this Census will help with:

- Putting youth services and the youth sector on the map
- Finding out the needs and issues affecting the NSW youth sector
- Arguing for government policy change
- Arguing for funding
- Setting priorities for YAPA.

So we need your help.

Because it is the first census we need to ask a lot of basic questions about projects and the services they provide. When the census is done gain in a couple of years time it will be able to be shorter than this first one. So thanks for being patient with the length of the first census. **It will take about 30 minutes to complete.**

YAPA is organising this NSW Government-funded Census. The collation of the census forms and report writing is being done by an independent consultant (Paul Bullen). So confidentiality is guaranteed. No data on individual youth services will be released (or provided to YAPA). A state wide report will be prepared and be made available to all youth services included in the census.

Please complete the following census form and return it directly to the independent consultant who is collating and analysing the data:

Post to: Paul Bullen, Youth Services Census
PO BOX 181, Coogee NSW 2034

Census week is 19th to 25th October.

**So please have your completed census form
in the mail by Friday 1st November.**

Most questions ask you to **tick** the most appropriate circle . (eg 1 Yes 2 No)
Some questions ask you to **rank** items (eg, training needs)
Some questions asked you to **write in numbers** (eg numbers of staff).

Further background information about the census is over the page.

Thanks for your support

Why is the Census important?

We do not know enough facts and figures about youth services to argue the best possible case for youth policy change, government funding or priorities in the youth sector.

This NSW Youth Services Census is an "evidence-based" approach to finding out the needs and issues affecting the NSW youth sector. Youth services and interagencies will be able to argue for funding and other priorities based on facts about the current state of play in the youth sector.

The Census will also assist YAPA, complementing YAPA's existing needs analysis strategies and assist us to gain a comprehensive picture of the sector as a whole. It will help identify gaps in service infrastructure, investigate "hot" issues and allow services to give direct input into the yearly priorities for YAPA.

Which projects should complete the Census?

All projects that are mailed a Census form should complete the Census. The Census is being sent to all projects that receive funding from the funding sources listed in Question 17.

I don't do direct service work with young people

Youth development workers, Council youth workers, researchers, educators and campaigners are all included in the Census.

Our organisation has several youth projects

For the purposes of this Census a project is one or more workers funded by one funding program to do the same thing; or a worker(s) funded by more than one funding program but to do similar things.

Fill in a separate census form for each youth project. If a project did not get its own form, then:

- photocopy this form, or
- download (and print) a new copy from the internet: www.yapa.org.au/census
- contact YAPA and ask them to post additional form(s).

What does " Census Week" mean?

Some questions ask about things that occur in Census Week. It is important for the accuracy of the Census results that all projects answer these questions about the same week.

What if Census week isn't typical?

If Census Week is not a typical week for your project - the position is vacant / a worker is on annual leave / the project is temporarily closed / the client numbers or staffing are lower or higher than usual - that's OK - record the actual numbers for Census Week (even if they are zero). Across all projects in NSW these ups and downs will even out. Answer all the other questions you can. It is important for the accuracy of the results that all projects return the Census.

You will have the opportunity to indicate how typical/not typical Census week was.

I don't have exact figures

If you cannot calculate exact numbers of clients or get information about their backgrounds, then please make the best estimate you can. Your best estimate is much better than having no data at all.

Is it confidential?

Yes. YAPA has hired a professional consultant, Paul Bullen to analyse the data. (Paul has experience with many community organisations and has helped the Local Community Services Association carry out a similar Census of neighbourhood centres for the past few years.) Only the consultant will see your form. Staff of YAPA, funding bodies and other people will not be able to see your information. The consultant's report will include totals and averages, with no details which could identify individual projects.

What will happen to the results of the Census? Can I get a copy?

The consultant will compile a Census report for YAPA. YAPA will make the report available to every YAPA member and put it on our website. YAPA will launch the report and use it as a lobbying tool with government departments, funding bodies, politicians and political parties to highlight the priority issues facing youth services in NSW. Youth services and interagencies may also use the results to lobby government or seek funding.

How often will the Census take place?

Every two years (if YAPA is able to gain funding). This means we will be able to track changes over time.

Where can I get help?

You can look at YAPA's web site for the answers to common questions about the census. If it does not contain the answer to your question, contact YAPA:

email: census@yapa.org.au
ph (02) 9281 2344 or 1800 627 323 (NSW only)

Who is YAPA?

YAPA is the peak community group working in the interests of young people & youth services in NSW.

YAPA strives to achieve social justice for young people, including the appropriate provision of services for young people.

The role of YAPA is to:

- Monitor and respond to government policies and proposals affecting young people
- Promote and advocate on issues affecting young people and youth services
- Bring young people and youth workers together to act on issues affecting them
- Work to raise a positive profile of young people in the media and in the community
- Provide training, forums and conferences to young people and youth workers
- Provide information & referral
- Produce a range of resources, publications and newsletters.

YAPA STATE OFFICE
Suite 405, Level 4
410 Elizabeth Street
Surry Hills NSW 2010

The youth project

This census form is about **ONE YOUTH PROJECT**. If your organisation runs more than one youth project could you please complete a separate form for each project.

For the purposes of this Census a project is one or more workers funded by one funding program to do the same thing; or a worker(s) funded by more than one funding program but to do similar things.

The information provided is **confidential** and will only be used to paint statewide and regional pictures. No information about individual projects will be released.

However, we also **need to know what projects are included in the census, who to contact if we need to check any information in the survey, and who to send reminders to if the Census form is not returned on time**. So your mailing label (or project and organisation name) is included on the back page of this Census Form and the first question asks for the contact details of the person completing the Census. This information will **NOT** be included on the Census data base.

Who (person) is completing this census form?

Name..... Phone

Fax: Email.....

Youth projects and services are auspiced (run and managed) by organisations. The following three questions are about the auspicing organisation.

1. What best describes your auspicing organisation?

- An incorporated community managed organisation, and if so:
 - With only one youth project
 - With two or more youth projects
 - With a variety of youth and other projects (eg a Neighbourhood Centre)
- A church or charity
- Local government
- Other, please specify

2. When did the auspicing organisation begin operating ?

- Prior to 1950 1950-69 1970-89 1990-99 2000-02

3. Approximately how many staff does the auspicing organisation usually employ?

- less than 5 5 to 9 10 to 19 20 to 100 more than 100

4. Does the auspicing organisation and/or this project have a web page?

- Yes No

The remainder of the questions in the census are about the youth project

5. How many service outlets (separate locations) does the project operate?

..... outlets/locations

6. Does the project have its own management or advisory committee?

- Yes No

7. In what **size** area does the project provide services ? Tick only one item.

- 1 State wide
- 2 4 or more LGAs (Local Government Areas)
- 3 2 to 3 LGAs
- 4 One LGA
- 5 One or more suburbs (but less than the whole LGA)

8. In what **region(s)** does your project operate? 0 not applicable - state wide

Sydney

- 1 Auburn, Baulkham Hills, Blacktown, Holroyd, Parramatta
- 2 Bankstown, Fairfield, Liverpool
- 3 Nepean (Blue Mountains, Hawkesbury, Penrith)
- 4 Macarthur (Camden, Campbelltown, Wollondilly)
- 5 St George, Sutherland
- 6 Inner western Sydney (Sydney City, Canterbury, Marrickville, South Sydney Leichhardt, Canada Bay, Ashfield, Burwood, Strathfield)
- 7 Eastern suburbs/Botany
- 8 Northern Sydney (Northern Beaches, North Shore, Ryde, Hornsby)

Outside Sydney

- 9 Central Coast (Gosford, Wyong)
- 10 Hunter (includes Gloucester, Great Lakes)
- 11 Mid North Coast (Bellingen, Coffs, Taree, Hastings, Kempsey, Nambucca)
- 12 Far North Coast (Clarence, Richmond, Tweed, Kyogle areas)
- 13 New England
- 14 Illawarra (Wollongong, Shellharbour, Kiama, Shoalhaven, Wingecarribee)
- 15 South-east NSW
- 16 Riverina/Murray
- 17 Western NSW (Lithgow to Broken Hill to Moree)

9. In what year did the project begin operating ? year

10. How many staff does the project usually employ? staff
(eg. 2 part time and 1 full time staff = 3 staff in total)

11. What is the total number of paid hours staff usually work each week?
(eg. 1 staff on 10 hours and 1 staff on 14 hours = 24 hours)
..... total hours per week

12. Does the project use volunteers?
(other than as part of management/advisory committees) 1 Yes 2 No
If No GO to Question 15

13. How many volunteers typically work in the project in any given week?
(other than as part of management/advisory committees) volunteers

14. What is the total number of voluntary hours worked in a typical week by volunteers?
(ie the total hours for all volunteers [other than work as part of the management/advisory committees]) total volunteer hours per week
Of these what is the total hours worked total volunteer hours per week
by young people aged 12-25 by young people 12 - 25

15. What was the total recurrent expenditure of the project in 2001/2002?

- ₁ Less than \$15,000
- ₂ \$15,000 to \$39,999
- ₃ \$40,000 to \$69,999
- ₄ \$70,000 to \$99,999
- ₅ \$100,000 to \$149,999
- ₆ \$150,000 to \$199,999
- ₇ \$200,000 to \$250,000
- ₈ More than \$250,000, please specify approximately \$.....

16. Approximately what percentage of the project's funds are from (an estimate is OK):

-% federal or state government
-% local government
-% trusts or foundations
-% own organisation
-% client fees
-% fundraising/sponsorship
- 100% Total

17. Is the project funded through any of the following funding programs?

- ₁ Local Council youth worker funded by Council
- ₂ CSGP General Youth Project - Community Services Grants Program (DoCS)
- ₃ CSGP Adolescent Family Counsellors/ Adolescent Support Program
- Community Services Grants Program (DoCS)
- ₄ CSSS - Community Settlement Services Scheme - youth projects only (DIMIA)
- ₅ Links to Learning (DET)
- ₆ AAS - Area Assistance Scheme - youth programs (Planning NSW)
- ₇ PCYC - Police & Community Youth Clubs
- ₈ Reconnect (FaCS)
- ₉ YAS - Youth Activity Service or FLW - Family Liaison Workers (FaCS)
- ₁₀ SFAC - Stronger Families and Communities - youth programs only (FaCS)
- ₁₁ JPET - Job Placement, Employment & Training (DEST)
- ₁₂ RYIS - Rural Youth Information Service (DEST)
- ₁₃ National Illicit Drugs Strategy - Community Partnerships Initiatives (DHA)
- ₁₄ Crime Prevention - Aboriginal Youth Grants, Aboriginal Community Patrols,
Safer Communities Development Fund, Council crime prevention plans
(NSW Attorney General's)
- ₁₅ Post Release Support Program - Department of Juvenile Justice (DJJ)
- ₁₆ Other

18. What **capacity** is your project working to? I.e. How full/busy is your project?

- ₁ Over 100% - we are run off our feet
- ₂ Full
- ₃ Some spare capacity
- ₄ Lots of spare capacity

C. The services

19. What are the **main** services offered by your project. Please tick all that apply.

Services offered
<input type="radio"/> 01 Information and Referral
<input type="radio"/> 02 Individual casework advocacy
<input type="radio"/> 03 Street work
<input type="radio"/> 04 Drop in
Recreational activities
<input type="radio"/> 05 Holiday programs
<input type="radio"/> 06 Structured recreational activities, eg, sport and excursions
<input type="radio"/> 07 Unstructured recreational activities, eg, use of facilities
<input type="radio"/> 08 Creative arts, music, theatre - young people learning or performing
Education and training
<input type="radio"/> 09 Assistance with school level education and literacy
<input type="radio"/> 10 Living skills - eg health promotion, safe driving, budgeting, legal rights
<input type="radio"/> 11 Work skills - eg vocational
<input type="radio"/> 12 Help with employment
<input type="radio"/> 13 Accommodation
<input type="radio"/> 14 Material assistance/emergency relief
Counselling and support
<input type="radio"/> 15 Formal counselling
<input type="radio"/> 16 Informal counselling/support
Community development
<input type="radio"/> 17 Research, policy development and/or systemic advocacy (eg lobbying)
<input type="radio"/> 18 Developing new services in the community
<input type="radio"/> 19 Training and/or resourcing other services and professionals
<input type="radio"/> 20 Other , specify.....

20. What are the three services that use the largest proportion of staff time? Use the numbers above (eg 3 = Street work) to indicate:

The largest service (number from question above)

Second largest service (number from question above)

Third largest service (number from question above)

Opening hours accessible to young people

21. **Approximately** which hours is your project normally accessible (in person or by phone) to young people?

Not applicable, the project is not open specific hours.

Not applicable, the project is not directly accessible by young people

Are you accessible for some of the time during the following bands of hours:

	Before 9am	9am-3pm	3-6pm	After 6pm
Monday	<input type="radio"/> 1	<input type="radio"/> 21	<input type="radio"/> 31	<input type="radio"/> 41
Tuesday	<input type="radio"/> 2	<input type="radio"/> 22	<input type="radio"/> 32	<input type="radio"/> 42
Wednesday	<input type="radio"/> 3	<input type="radio"/> 23	<input type="radio"/> 33	<input type="radio"/> 43
Thursday	<input type="radio"/> 4	<input type="radio"/> 24	<input type="radio"/> 34	<input type="radio"/> 44
Friday	<input type="radio"/> 5	<input type="radio"/> 25	<input type="radio"/> 35	<input type="radio"/> 45
.....				
Saturday	<input type="radio"/> 6	<input type="radio"/> 26	<input type="radio"/> 36	<input type="radio"/> 46
Sunday	<input type="radio"/> 7	<input type="radio"/> 27	<input type="radio"/> 37	<input type="radio"/> 47

22. Would it be of benefit to the clients if your project were open for longer or different hours?

1 Yes, longer hours

2 Yes, different hours

3 Yes, longer and different hours

4 No If no GO to question 24

23. What would make it possible for your project to open longer or different hours? Rank in order of priority, put a 1 next to the most important reason, a 2 next to the second most important reason, and so on. Only rank items that are important.

..... a) Better safety and security

..... b) More paid staff

..... c) If the project received additional funding

..... d) Change in worker preferences

..... e) If workers' time in lieu was calculated at a higher rate

..... f) If workers were paid at a higher rate for after hours

..... g) Partnerships with other services

..... h) Having volunteers or students to help

..... i) Other, specify.....

24. How long was your project closed during the past 12 months?

1 Not closed at all If not closed at all GO to Question 26

2 For less than 1 month

3 1-2 months

4 3-4 months

5 5-6 months

6 more than 6 months

25. If your project was closed for a month or more during the past 12 months what was it due to: Not applicable - not closed for a month or more

1 A staff vacancy or delay in employing new staff

2 Evaluation, planning, policy and procedure development

3 Lack of funds

4 Waiting for new funds to come through

5 Problems in the management committee

6 A crisis in the project or the organisation

7 Other, specify

Participation by young people

26. In your project, do young people (aged 12-25) participate in:
(tick as many as apply; paid workers don't count as "young people" in this question)

- O1 Management committee or board
- O2 Project steering committee or advisory group
- O3 One-off project working party
- O4 Answering surveys/needs analysis
- O5 Interview panel for new workers
- O6 Peer education or peer research
- O7 Other participation strategy, specify
- O8 **None of the above**

Working with other services

27. In the past 3 months has someone from your organisation attended:
(tick as many as apply)

- O1 a local youth network or youth interagency
- O2 a generalist community interagency
- O3 an issue-based or project-specific network or interagency
- O4 **None of the above**

28. In the past 12 months has your project **worked in partnership with another service** to: (tick as many as apply)

- O1 Deliver direct services or programs to young people
- O2 Research, plan, co-ordinate or evaluate local youth service provision
- O3 Advocate or lobby on youth or youth work issues to:
 - O1 Local government
 - O2 State government
 - O3 Commonwealth/Federal government
- O4 Other, specify
- O5 **None of the above**

Availability of other services

29. Is there a "youth friendly" GP (doctor) in your area who you can refer young people to?

- O1 Yes
- O2 No
- O3 Don't know

30. Is there a drug and alcohol service in your area which you can refer young people to?

- O1 Yes
- O2 No
- O3 Don't know

Working with schools

31. What type of work does your project do with schools? (tick as many as apply)

- ₁ Speaking at school assemblies
- ₂ Articles in school newsletters
- ₃ Programs run during school hours
- ₄ Programs run after school hours
- ₅ Receiving referrals from school staff
- ₆ Other, specify.....
- ₇ **None**, don't work with schools

32. How often does your project **work in schools** (ie visit a school/give a talk in a school)?

- ₁ Every week
- ₂ About once per month
- ₃ A few times per year
- ₄ About once per year
- ₅ **Don't work in schools**

33. Do you want to increase your project's work with schools?

- ₁ Yes, lots
- ₂ Yes
- ₃ No If No GO to question 35
- ₄ Unsure/ undecided

34. What would help you to increase your project's work with schools?

Rank the following in order of priority. Put a 1 next to the most important reason, a 2 next to the second most important reason, and so on. Only rank items that are important.

- a) A Department of Education protocol about school-youth service partnerships
- b) Your local school having a policy on school-youth service partnerships
- c) Increased awareness by school staff about community organisations, so that they can refer young people to appropriate services, including your own
- d) If your project could work more with other community organisations to plan and deliver work in schools
- e) Better planning and co-ordination by your project
- f) A change of programs currently offered by your project
- g) Other, please specify.....

Working with alcohol and other drugs

35. Does your service have written guidelines for working with young people under the influence of alcohol or other drugs?

- ₁ Yes
- ₂ No
- ₃ Unsure

36. Does your service display posters, pamphlets or brochures that promote a *Harm Minimisation* approach to young people's AOD use?

- ₁ Yes
- ₂ No
- ₃ No, not applicable, don't have a space for displaying posters, etc

37. If a young person is affected by alcohol or other drugs (AOD) while at your project, what do you do? (tick as many as apply)

- ₁ Always ask them to leave
- ₂ Ask them to leave if their behaviour is inappropriate
- ₃ Ask them to leave depending on the discretion of the worker at the time
- ₄ Drive them home or call a taxi
- ₅ Contact the family or a carer
- ₆ Ask them to go in a "chill out room" and provide supervision
- ₇ Brief intervention by worker (talk to them about their AOD use)
- ₈ Refer them to an appropriate organisation
- ₉ Do nothing and don't mention it
- ₁₀ Other, specify

38. This year, have you referred young people to any of the following for an AOD issue? (tick as many as apply)

- ₀ Not applicable, no AOD referrals made
- ₁ Local youth health service
- ₂ Out of area youth residential AOD service (eg. Noffs Foundation, Youth Off The Streets - Dunlea, Kadash)
- ₃ Area Health AOD Service
- ₄ Community Health Centre
- ₅ Area Needle and Syringe Program
- ₆ Adolescent and Family Counsellor
- ₇ GP (doctor)

Clients and services provided in census week

All the questions in this section refer to Census week unless otherwise stated.

Census Week 19th - 25th October. Your responses are confidential.

How many activities and services did you provide in census week?

Your best estimate will be OK if you do not keep detailed statistics.

Once to one work with individual young people

One to one work can include engaging, advice, support, counselling, advocacy, help with employment, etc.

39. **In Census week** how many occasions:

- a) **Telephone calls** from young people to your project for information
- b) **Brief one to one** work with young people (less than 15 minutes) - occasions
- c) **One to one** work with young people (15 minutes to one hour) - occasions
- d) **Long one to one** work with young people (more than one hour) - occasions

Face to face work with families

Face to face work with the young person and at least one other family member. This work can include engaging, advice, support, counselling, advocacy, etc.

40. **In Census week** how many occasions:

- a) **Family discussions** (15 minutes to one hour) - occasions
- b) **Long family discussions** (more than one hour) - occasions

Group activities

41. **In Census week** how many:

- a) **Creative arts, music theatre groups/events** - Number of groups/events where young people are learning or performing
- b) **Social action/advocacy groups** - Number of groups meeting to organise activities, fix social problems, improve their community.
- c) **Drop in** - How many times did you hold drop in?
- d) **Self help groups** - Number of groups run by young people themselves to deal with personal issues
- e) **Support groups** - Number of groups run by a youth worker or other leader to deal with personal issues
- f) **Education groups/courses** - Number of education groups/courses including literacy, help with school, living skills or work skills.
- g) **Organised recreational activities** (more than 30 minutes) - Number of events (eg movies, sport)

42. **In Census week** how many:

- Young people attended group activities - ie the total number of young people attending the above group activities

Unstructured/unorganised recreational activities

43. **In Census week** how many:

- Young people participated in unstructured/unorganised recreational activities (eg used the basketball court)

Street work

44. **In Census week** what is the total number of hours youth workers actually did street work?

- Direct service hours in street work, ie, total hours for all youth workers

Material assistance/emergency relief

45. **In Census week** how many:
- a) Young people were given emergency relief/ material assistance?
 - b) Young people **asked for but were not given** emergency relief/material assist

Holiday programs

46. How many young people participated in holiday programs during the last school holidays (if the same 20 young people went to 3 different activities the total is 20)
..... Young people

Community development

including policy development, lobbying, training/resourcing other services

47. **In Census week** what is the total number of hours youth workers were working on community development
..... Hours in community development, ie, total hours for all youth workers

Referrals to other services

48. **In Census week** how many young people were referred to other services:
..... young people
49. **In Census week** how many young people were referred to the following services: (You can double count, eg, if one person was referred to Centrelink and to Legal services the person would be counted in each category)
- a) Alcohol & Other Drugs program
 - b) Youth health service
 - c) Other health service or Medicare Office
 - d) Accommodation service
 - e) Centrelink
 - f) Legal service
 - g) Formal counselling service
 - h) Family support service
 - i) Migrant Resource Centre or NESB service
 - j) Employment/training service
 - k) Other service

About Census week

50. Are there services and activities that your project provides that are not counted in the Section above - *Clients and service provided in census week*
1 Yes 2 No
If yes, what has not been counted.....
.....
51. For your project, are the client and activity numbers in the section above for **Census week** roughly similar to a **typical week** ?
1 Yes, census week was roughly a **typical** week
2 No, census week was **much less busy** than usual
3 No, census week was **much more busy** than usual
If Census week was not typical was it because: (Tick as many as apply)
1 The project was closed
2 Staff were on leave/sick/positions vacant/attending training
3 Extra staff were working
4 Extra activities were planned for census week
5 Other

Typical client profile

How do you describe the clients that typically use your project?

<p>In the following three questions if the same young person attended several activities they are counted only once. Estimates are OK.</p>	
<p>52. What is the total number of young people your project works with in a typical week? <input type="checkbox"/> Not applicable, we don't work directly with young people GO to question 58</p>	<p>..... young people</p>
<p>53. What was the total number of young people your project worked with in census week?</p>	<p>..... young people</p>
<p>54. What is the total number of young people your project worked with in 2001/2002? (July 2001 to June 2002)</p>	<p>..... young people</p>
<p>The following three questions are about the young people you worked with in 2001/2002 (July 2001 to June 2002)</p>	
<p>55. What is an estimate of the percentage of young people in each in the following age groups?</p> <p>.....% under 12 years</p> <p>.....% 12-15 years</p> <p>.....% 16-17 years</p> <p>.....% 18-20 years</p> <p>.....% 21-25 years</p> <p>.....% 26 years and over</p> <p>100% TOTAL</p>	
<p>56. What percentage of young people you work with speak a language other than English at home?</p> <p>.....%</p>	
<p>57. What percentage of the young people you work with are Aboriginal or Torres Strait Islanders?</p> <p>.....%</p>	

Access and equity

<p>58. Which groups does your project actively implement access and equity policies and strategies for? (tick as many as apply)</p> <p><input type="checkbox"/> Not applicable - not actively implementing access and equity strategies</p> <p><input type="radio"/> 1 Young women</p> <p><input type="radio"/> 2 Young Aboriginals or Torres Strait Islanders</p> <p><input type="radio"/> 3 Young people from Non-English Speaking Backgrounds</p> <p><input type="radio"/> 4 Young refugees</p> <p><input type="radio"/> 5 Young people from rural or remote communities, geographically isolated</p> <p><input type="radio"/> 6 Young people with a disability</p> <p><input type="radio"/> 7 Young gay men, lesbians, bisexuals or transgender people</p> <p><input type="radio"/> 8 Other, specify</p>
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59. What type of strategies are carried out to meet the needs of the groups identified in the previous question? (tick as many as apply)
- 0 Not applicable - not actively implementing access and equity strategies
 - 1 Targeted information
 - 2 Translated/bilingual resources
 - 3 Specific programs just for this group
 - 4 Changes to the way existing programs are run
 - 5 Physical outreach from your project to these communities
 - 6 Links with community/cultural leaders
 - 7 Allocation of funding for specific strategies
 - 8 Other, specify

Computers and internet access

60. What internet access do you have?
"Conveniently" (below) means that a computer is usually available when people need it, and its internet speed and reliability is average.
- 1 We do not have access to the Internet
 - 2 We have Internet access but it is not convenient
 - 3 Workers can conveniently access the Internet
 - 4 Workers and young people in our project can conveniently access the Internet

61. If you do not have convenient access to the Internet what is/are the most important reason(s) for lack of access? Tick all that apply
- 0 Not applicable - we have convenient Internet access
 - 1 We do not have an adequate computer system
 - 2 An Internet service provider or Internet connection is not available in our area
 - 3 The speed/quality of the available Internet connect is not adequate for our needs
 - 4 We do not have sufficient computer knowledge/ expertise
 - 5 The costs of the Internet connection are too high for us (set up and ongoing)
 - 6 We don't really need the Internet
 - 7 Other, specify

62. How much do you use email
- 1 No workers have email
 - 2 Workers have email but rarely or never use it
 - 3 We use email - If so, how often is it checked:
 - 1 daily
 - 2 every couple of days
 - 3 weekly
 - 4 less frequently

Collecting service and client statistics

63. Do you collect statistics on the young people in the project?
- 1 Yes 1 No
- If yes, do you collect statistics on: (tick all that apply)
- 1 Total number of young people in programs and activities
 - 2 Age of young people
 - 3 Asylum seekers / refugee young people
 - 4 Young people from a non-English speaking background
 - 5 Aboriginal or Torres Strait Islanders

Written policy

64. Does your service have **written policies** on each of the following?

Tick as many as apply

- 1 Values/philosophy/principles
- 2 Mission/purpose
- 3 Code of ethics or a code of conduct for staff?
- 4 Aims/goals/objectives/outcomes for the project
- 5 Alcohol and other drugs
- 6 Access and equity
- 7 Work with schools
- 8 Critical incidents/emergencies
- 9 Client safety/ duty of care
- 10 Worker safety /OH&S

65. Should the NSW youth sector work towards developing and adopting a statewide or nationwide Youth Work Code of Ethics?

- 1 Yes
- 2 No
- 3 Undecided
- 4 Not sure what a code of ethics would involve

Staffing and professional development

66. For the last position your project advertised, how would you rate the number and standard of applications?

- 1 very poor
- 2 poor
- 3 OK
- 4 good
- 5 excellent

67. Does your project have difficulty attracting appropriate staff?

- 1 Yes
- 2 No

If yes, what is/are the reason(s)? Rank the following in order or priority.

Put a 1 next to the most important reason, a 2 next to the second most important reason, and so on. Only rank items that are important.

- a) Not enough paid hours per week offered
- b) A low grade on the SACS award offered
- c) General rate of pay in the community sector
- d) Other working conditions
- e) Location of your project
- f) Other, specify

68. Do your staff undergo a staff appraisal process (a formal appraisal of their work performance) at least once every 2 years?

- 1 Yes
- 2 No

T. The staff (paid and unpaid)

69. Please complete the following profile for:

- **ALL paid staff** and
- **each volunteer working** on average **more than 4 hours per week**.

You can use the following table for the first 1 to 7 paid and unpaid staff. If your project has more than 7 paid and unpaid staff please make a copy of this question (three pages) before completing it and attach the extra pages to the census form.

You may not know the answers to all questions for the volunteers. Answer what you can. (You do not need to wait to till the volunteers come in to complete the form.)

Person	1	2	3	4	5	6	7
a) Primary Role(s)							
Coordinator/manager	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
Youth worker	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
Administration	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
Other worker	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
b) Does this person see themselves as a solo worker?							
Yes	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
No	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
c) Paid hours							
How many paid hours per week does this person work? paid hrs paid hrs paid hrs paid hrs paid hrs paid hrs paid hrs
d) Unpaid hours							
On average how many unpaid hours per week does this person work? unpaid hrs unpaid hrs unpaid hrs unpaid hrs unpaid hrs unpaid hrs unpaid hrs
e) How many hours are in:							
Direct service with young people hrs hrs hrs hrs hrs hrs hrs
Indirect service for young people (eg advocacy, resource development) hrs hrs hrs hrs hrs hrs hrs
Management and administration hrs hrs hrs hrs hrs hrs hrs
f) Gender							
Male	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
Female	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
g) Age							
Under 18	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
18-25	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
26-39	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
40+	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
h) Years working in the youth sector							
How many years has this person worked in the youth sector? years years years years years years years

Person	1	2	3	4	5	6	7
i) Years working in this project How many years has this person worked in this project? years years years years years years years
j) Training How many days training has the person attended this year? days days days days days days days
k) Who has provided this training? 1. Your own organisation 2. Funding body 3. Local interagency 4. YAPA 5. CCWT - Centre for Community Welfare Training 6. Legal Centre, Legal Aid, police 7. Health or drug agency 8. Other	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8
l) Supervision How often does this person have formal supervision? 1. Daily 2. Weekly 3. Fortnightly 4. Monthly 5. Quarterly 6. Less frequently than quarterly 7. Never	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7
m) Who provides this supervision? 1. Management committee 2. Supervisor/manager co-ordinator 3. Co-worker in the same organisation 4. Someone else inside the organisation 5. Peer (worker outside the organisation) 6. External consultant 7. NOT Applicable - No supervision	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7

Person	1	2	3	4	5	6	7
n) Speak a language other than English 1. Yes 2. No Which language (other than English)	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2
o) ATSI - Aboriginal or Torres Strait Islander origin? 1. Yes 2. No	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> 1 <input type="radio"/> 2
p) Education What is the highest level of education this staff member completed? 1. Less than Year 12 2. Up to Year 12 / HSC (eg higher school certificate) 3. Trade/apprenticeship (eg hairdresser, chef) 4. Certificate/diploma (eg childcare, technician) 5. University degree 6. Post-graduate qualifications (eg, Grad Dip, Masters, PhD)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
q) Qualification Area of qualification if post secondary education 1. Youth work 2. Social work 3. Psychology 4. Education 5. Welfare/community work 6. Disability 7 Nursing 8. Law 9. Policing 10. Juvenile Justice 11. Arts/social sciences/humanities 12. Communications/art/media 13. Management/admin 14. Other	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14

YAPA's current work

<p>70. Is your project or organisation a YAPA member?</p> <p><input type="radio"/>₁ Yes</p> <p><input type="radio"/>₂ No</p> <p><input type="radio"/>₃ Don't know</p>
<p>71. Do you read YAPA's newsletter YAPRap?</p> <p><input type="radio"/>₁ Yes - cover to cover every month</p> <p><input type="radio"/>₂ Yes - bits and pieces most months</p> <p><input type="radio"/>₃ Yes - only occasionally</p> <p><input type="radio"/>₄ No - I get YAPRap but don't read it</p> <p><input type="radio"/>₅ No - I don't get YAPRap</p>
<p>72. What ideas do you have for improving YAPRap?</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>73. How often have you visited the YAPA website? (www.yapa.org.au)</p> <p><input type="radio"/>₁ At least once a month</p> <p><input type="radio"/>₂ Occasionally</p> <p><input type="radio"/>₃ Once or twice only</p> <p><input type="radio"/>₄ Never</p>
<p>74. What ideas do you have for improving the YAPA website?</p> <p>.....</p> <p>.....</p> <p>.....</p>

YAPA Priorities

<p>75. Are there barriers to your staff participating in an adequate amount of training?</p> <p><input type="radio"/>₁ Yes <input type="radio"/>₂ No</p> <p>If yes, rank the barriers in order of importance. Put a 1 next to the most important reason, a 2 next to the second most important reason, and so on. Only rank items that are important.</p> <p>..... a) Little or no training money in our budget</p> <p>..... b) Cost of training too high</p> <p>..... c) Lack of funds for relief staff</p> <p>..... d) Too far to travel</p> <p>..... e) Worker attitudes</p> <p>..... f) Lack of support from management</p> <p>..... g) Times when training is held</p> <p>..... h) Not enough information on what training is available</p> <p>..... i) Having to close/limit service so workers can attend</p> <p>..... j) Training not relevant to worker needs</p> <p>..... k) Other</p>
--

76. What training would your workers be interested in attending (please rank the top five)
Please rank in order of preference, 1 = top priority, 2 = next priority, up to 5.

- 1. Drug and alcohol issues for young people
- 2. Sexuality issues for young people
- 3. Anger and violence issues for young people
- 4. Mental health issues for young people
- 5. Running dance parties and entertainment events
- 6. Setting up youth cafes
- 7. Working with the school system
- 8. Working with young people & their families
- 9. Working positively with police
- 10. Young people and legal issues
- 11. Dealing with challenging behaviours
- 12. Access & Equity
- 13. Cross -cultural training
- 14. Counselling - informal
- 15. Counselling - formal
- 16. Groupwork with young people
- 17. Advocacy & lobbying
- 18. Needs analysis/consulting with young people
- 19. Youth activism and participation (training for workers)
- 20. Working with the media
- 21. Working with volunteers
- 22. Working with Management Committees
- 23. Duty of Care & Occupational health and safety
- 24. Writing a workplan
- 25. Developing policies and procedures
- 26. Evaluating and documenting projects
- 27. Writing funding submissions and other fundraising skills
- 28. Other, specify

77. YAPA provides training. What level of training would workers (and others) from your project attend? Please rank in order of preference, 1 = top priority, 2 = next priority. Only rank items you think are important.

- a) Training for new youth workers
- b) Training for youth workers with some experience
- c) Advanced training for very experience youth workers
- d) Skills for supervisors, coordinators and managers
- e) Training for management committee members

78. Which of the following youth **issues** would you like YAPA to lobby on during the next 2 years. Please rank in order of preference, 1 = top priority. Only rank items you think are important for YAPA to lobby on.

- a) Transport
- b) Recreation and entertainment
- c) Public space/ security guards/ shopping centres
- d) Accommodation
- e) Education
- f) Employment conditions/pay for young people
- g) Income support
- h) Job creation
- i) Police/courts/justice system
- j) Alcohol and other drug issues
- k) Mental health
- l) Other health issues
- m) Youth participation in government decision making
- n) Professional development for the youth sector
- o) Funding for the youth sector
- p) Other, specify.....

79. For your top priority in the question above, what specifically do you want YAPA to lobby for?

.....

.....

.....

80. Which of the following **special projects** would you like YAPA to work on during the next 2 years. Please rank in order of preference, 1 = top priority. Only rank items you think are important.

- a) Development of model policies and procedures for youth services
- b) Training for management committees
- c) Training for young people on advisory committees and youth councils
- d) Showcasing models of youth participation
- e) Showcasing models of youth services/ programs
- f) Printed resources and publications on youth issues
- g) Printed resources and publications on professional development issues for youth workers
- h) Other, specify.....

81. Any other comments you would like to make for this Census?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

82. How much time did it take you to complete this form?minutes

Thanks!

The completed Census is confidential

The information provided in this Census is **confidential** and will only be used to paint statewide and regional pictures. No information about individual projects will be released. However, we also **need to know what projects are included in the census, who to contact if we need to check any information in the survey, and who to send reminders to if the Census form is not returned on time.** So your mailing label or your project and organisation name is included here. This information will **NOT** be included on the Census data base.

Name of Project..... Name of Auspicing Organisation.....
