



*Central Highlands Association of Neighbourhood Houses*  
**Strategic Direction and Planning  
 Policy**

**Document Control**

<b>Policy Title:</b>	Strategic Direction and Planning		
<b>Policy Number:</b>	GOV001	<b>Version Number:</b>	1
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**Relevant standards, legislation and other documents:**

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit
- NHCP Guidelines

<b>Definitions:</b> (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

**Central Highlands Association of Neighbourhood Houses**

## Policy Declaration

CHANH develops and adopts a Strategic Plan on a multi-year cycle, and maintains a current Strategic Plan at all times.

Our Strategic Plan is implemented by an Annual Plan, defining the objectives our organisation needs to accomplish over a 12-month period in order to achieve our Strategic Plan. These documents form the basis for our staff planning, budgeting and evaluation.

### **Purpose:**

This policy outlines CHANH's commitment to strategic planning process and implementation.

### **Owner:**

This policy is the responsibility of the CoM.

### **Application:**

This policy is applied to anybody engaging in strategic planning or implementing strategic goals for CHANH.

## Policy Rationale

CHANH is required to maintain a Strategic Plan as part of our NHCP Funding Agreement.

Strategic planning and implementation enables CHANH to identify and respond to the needs of our member houses, their committees and staff as well as regional trends or issues, and adapt our organisation to the changes we encounter. Strategic planning provides an opportunity for advocacy from our members, agreement on our focus and a pathway to work towards common goals.

To ensure we establish plans which are meaningful and relevant to our member houses, as well as model great practice, our strategic planning process is stimulated by the Neighbourhood House Community Development Practice Model:

- **Involving** the community and encouraging participation and inclusion, and valuing diversity and difference at all levels of neighbourhood house operation
- **Identifying** community needs and aspirations
- **Determining** appropriate community programs, activities and services in response to those needs, ensuring that diversity and difference are valued

- **Partnering** with community organisations, businesses, government and philanthropic organisations to secure appropriate funding and support
- **Delivering** quality programs, activities and services
- **Evaluating** the effectiveness of all aspects of neighbourhood house operations, including programs, practice and governance.

Our Annual Plan defines the 12 month work plan for our organisation to achieve our Strategic Plan.

## Procedures

### Strategic Plan

The CHANH Strategic Plan is a multi-year document, which will be reviewed and updated as necessary. The CHANH Strategic Plan development period occurs the last 6 months of the previous Strategic Plan period, ensuring seamless transition from plan to plan.

The CHANH Strategic Plan is a public document, which includes:

- Our Purpose
- Our Mission
- Our Values
- Description of our organisation and current projects and services
- Description of our community
- Key strategic goals for the strategic plan cycle
- Measurable objectives for each of the key strategic goals

The CHANH Strategic Plan is developed in reference to:

- Previous Strategic Goals and Achievements
- Needs analysis, resource planning and service evaluation
- Input from staff, neighbourhood house managers, members of committees of our member houses and any partners or other relevant stakeholders
- NHCP Guidelines
- NHV Networker Resources
- Central Highlands Regional Partnership – Regional Priorities
- Municipal Public Health and Wellbeing Plans from Central Highlands LGAs
- Other relevant guiding documents

The CHANH Strategic Plan may be developed by the CoM, a subcommittee, the networker or an external contractor, as agreed and appointed by the CoM.

The CHANH Strategic Plan can only be ratified by the CoM.

### Annual Plan

The CHANH Annual Plan is an internal document which supports the implementation of the Strategic Plan by outlining the operational plan for the delivery of each Strategic Plan goal. The Annual Plan:

- Identifies activities to be completed in the coming year to progress the allocated strategic objectives and meet routine operational needs
- Allocates strategic objectives to teams or roles within the organisation
- Defines timeframes for delivery
- Defines resource requirements (available or required) to meet strategic objectives and routine operational needs
- Includes opportunity for members input and feedback on development and review of the Annual Plan

The CHAHN Annual Plan is developed by the Networker and is endorsed by the CoM.

The CHANH Annual Plan is monitored by the Networker and is the basis for reporting by the Networker to the CoM at CoM Meetings. The Networker is empowered to make adjustments to the Annual Plan as required.

## **Related Organisational Policies and Procedures:**

- Continuous Improvement Policy
- Performance Management and Discipline Policy
- Financial Management Policy

## **Responsibilities**

### **Executive Team:**

- To implement and monitor policy

### **Members:**

- To implement and execute policy
- To participate in policy reviews as required

### **Staff:**

- To implement and execute policy
- To maintain records as required
- Participation in policy review as required

# **Breach of Policy**

A breach of this policy may result in disciplinary action up to and including termination of employment.