

BOD - Strategic Planning Procedure

Purpose

Headway Gippsland's strategic directions and priorities are documented in a three-year Strategic Plan, which is reviewed annually by the Board and CEO.

The Board are responsible for developing the Strategic Plan. The board includes staff, participants and other stakeholders in developing our strategic directions and priorities.

The Board may consult with the CEO, Senior Management, and stakeholders, including Participants, families and funding bodies to prepare the Strategic Plan.

The Board ensures that strategic and business planning considers legislative requirements, organisational risks, other requirements related to operating under the NDIS (for example Agency requirements and guidance), participants' and workers' needs and the wider organisational environment.

The following tools may be used as part of strategic planning:

- A SWOT analysis
- Risk analysis of existing and emerging opportunities
- Stakeholder identification
- Stakeholder communication and feedback plans
- Participant forums
- Staff forums

The strategic plan will include:

- Short, medium and long term goals, objectives and priorities
- How Headway Gippsland will meet its objectives and the time frames in which they will be met
- How Headway Gippsland will measure its performance
- Key Performance Indicators

Headway Gippsland will generally seek information from stakeholders and internal and external resources prior to the strategic planning session and distribute relevant information to participants prior to the session.

The Strategic planning session will facilitate a "round table" consultative process so ideas can be discussed and refined as part of obtaining quality outcomes from the planning process.

A stakeholder, however, can also be consulted independently and comments fed back into the planning process by the CEO or other stakeholder. In doing so, Headway Gippsland recognises that some stakeholders may prefer one to one as discussions to being involved in a larger group discussion.

BOD - Strategic Planning Procedure

Implementation Of Strategic Plan

The CEO will delegate the objectives articulated in the Strategic Plan to relevant staff according to their roles within Headway Gippsland.

These objectives will be revised to form actions that consider resources required, service delivery, quality control, review and evaluation requirements and will form part of a staff member's Key Performance Indicators (KPIs) within the appraisals and will therefore form part of the Annual Staff Development Review.

Management will monitor and discuss practical application of strategic goals at staff meetings, and as required, to achieve the day to day objectives of the business unit.

Management Staff will report monthly to the Chief Executive Officer against strategic objectives as well as operational objectives.

The Chief Executive Officer will report to the Board against the Strategic Objectives.