

## 8.1 Planning Policy

### 1. Purpose

This policy is designed to ensure that planning processes are in place that enable the board of Aldinga Community Centre to fulfill one of its major responsibilities, that of guiding the organisation responsibly.

### 2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's Community Development Officer (CDO) to ensure that the procedures are implemented.

### 3. Principles

The Board has a responsibility to ensure the long term viability of the Centre, have a sound understanding of the dynamics of the Community and community need, and plan appropriately to respond to these within the Centres capacity in terms of resources.

### 4. Definitions

**Mission** – the reason an organisation exists, its purpose. The starting point and reference point for all strategic planning.

**Action Plan** – who will do what, when, to implement the strategies.

**Objectives** – specific statements of what you intend to achieve. Should be specific, measurable, achievable, results oriented, time bound.

**Operational Planning** – takes big picture strategies and turns them into plans that let individuals know what they need to do on a daily/weekly basis

**Outcomes** – what has been achieved

**Planning cycle** – continuing process of planning, reviewing progress and then revising or changing plans.

**Stakeholders** – the different people and organisations who have an interest in the activities of an organisation.

**Strategic Planning** – process by which organisations bring together mission, vision and values with information about their internal and external circumstances to come up with strategies to achieve their mission and realise their vision.

**Strategies** – processes and activities that will be undertaken to achieve objectives.

**SWOT analysis** - a common process in planning which examines internal strengths and weaknesses and external opportunities and threats.

**Values statements** - adopted by boards and management committees to guide organisations interaction with individuals, other organisations, communities and the physical environment.

**Vision** – a snapshot of how the organisation will be as a consequence of its actions.

## 5. Policy

Aldinga Community Centre will undertake regular planning to ensure the objectives of the Centre are aligned with community need and can be delivered within the resources available to it and will drive decision making in terms of programs, services, activities and event. The Centre will use a community consultative approach when planning its services and projects ensuring participation by relevant stakeholders.

## 6. Approvals

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date	21 <sup>st</sup> September 2017	21 <sup>st</sup> September 2017
Next Review Due	September 2018	September 2018