



# Strategic Planning

## Australian Education Union ACT Branch Policy

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### PURPOSE

The purpose of this document is to detail the processes through which Branch Executive will determine, monitor and review progress against its strategic objectives.

### POLICY

The Branch Executive is responsible for developing the Union’s strategic priorities and for reviewing and monitoring performance against plans and recommending adjustments to planning priorities as necessary.

Branch Executive will approve and publish a planning cycle that provides the timeframe for developing, monitoring, reporting and reviewing strategic planning documents.

### RESPONSIBILITIES

- The Branch Secretary is responsible for making recommendations to Branch Executive in relation to strategic and annual planning priorities and for implementing, reviewing and reporting on progress against plans.

### PROCEDURES

#### Longer term strategic planning

- Branch Executive will meet outside of its scheduled meetings once per year , prior to the annual budget process ,to discuss and revise its high-level strategic directions plan.
- **Annual operational planning**
- Branch Executive will determine an annual operational plan to advance the priorities identified in the strategic directions plan.
- Branch Executive will satisfy itself that sufficient resources are available in the annual budget to achieve the actions outlined in the annual operational plan.

#### Review and performance monitoring

- The Branch Secretary will provide a report to each Branch Executive meeting of progress against the annual operational plan.
- The Branch Secretary will report to Branch Executive annually on progress towards the achievement of the strategic directions plan in sufficient time to inform Branch Executive’s consideration of the subsequent annual operational plan.

### RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.