



Cairnmillar
INSTITUTE

Treatment | Education | Research

Strategic Planning Policy

Document Name	Strategic Planning Policy
Reference	FSP003
Date approved	17 August 2022
Approving body	The Cairnmillar Council
Responsible Officer	Chief Executive Officer
Implementation Officer	General Manager
Next review date	August 2025
Linked Policies & Procedures	Procedure – Strategic Plan Schedule A – Strategic Plan
Linked Forms	

1. Purpose

- 1.1 The purpose of the strategic planning policy will be to help The Cairnmillar Institute (The Institute) focus on opportunities for growth and improvement that promote its mission and vision and to align with the strategic initiatives of the Institute. The policy will enable regular review and monitoring of the strategic plan.

2. Scope

- 2.1 All Institute staff and other stakeholders such as Council.

3. Key Points

The Strategic plan will be revised every three years according to the procedure. A broad number of stakeholders will be consulted through this process.

Through the strategic plan, the Institute's Council and Executive will communicate the priorities of the institution. The strategic plan:

- Describes the role of the Institute and its relationship to the community;
- Enables the Institute to align financial and human resources with strategic objectives;
- Inform the business and operational plans of the Institute;
- Guides the work of the Council, Executive and staff of the Institute, and
- Is a tool to measure the success of the Institute.

The Chair of the Council shall ensure that the strategic planning process occurs on a regular basis.

It is recommended that strategic planning begin with assessment of the mission and vision statements in current usage by the Institute.

It is the responsibility of the Council and Executive of the Institute to ensure the strategic goals for the Institute are developed. The elaboration of specific tactics and objectives, implementation plans, relevant budgets and evaluative measures may be assigned to appropriate members of the staff, subject to adoption by the Council.

The Chair of the Council shall ensure the regular and timely review of the Institute's performance relative to the strategic plan, which shall be presented to the Council on at least an annual basis.