RANCH Operational Plan
March 2016 – June 2017

Membership – Engagement & Effectiveness

Goal 1 = An effective and engaged RANCH membership

Outcomes/Milestones	Actions	Responsibility	Timeframes
Strategies to build capacity for collaboration at the **NH cluster level** are developed, implemented and evaluated.	• Meet with each Cluster Group at least yearly	David/ (Sue?)	
	• Develop and facilitate a workshop at the RANCH Forum to: ▪ Clarify the current level of engagement within clusters ▪ Identify clusters that are experiencing difficulties engaging effectively ▪ Identify common themes and challenges that could be addressed through future Professional Development and/or Forum sessions ▪ Identify examples of best practice that could be used in future PD or Forums	David & Sue	April Forum
	• Include "Cluster Group Reports"" as an agenda item at each RANCH General Meeting.	COM	June GM
Strategies to increase engagement and participation in **RANCH General Meetings** are developed, implemented and evaluated	• Provide a formal Professional Development session at each GM to address learning needs identified by the RANCH membership	COM	June GM August GM November GM
	• Set Agenda for General Meetings 1 month prior to the meeting	COM	March CO May COM
	• Include opportunities for informal peer support and networking	COM	
Strategies to increase engagement, participation and leadership in **RANCH Forums** are developed, implemented and evaluated	• Plan April Forum program at March COM meeting to provide a range of workshops and presentations that will: ▪ Be relevant to multiple audiences (Committees of Management, Coordinators) ▪ Reflect the identified learning needs of members ▪ Involve members presenting and/or facilitating sessions ▪ Develop and implement evaluation framework	COM	March COM
	• Set forum agendas at least 2 months ahead after April Forum	COM	July COM

Capacity Building / Leaders in Community Development			
Goal 1 = Develop & implement a program to build capacity through induction, mentoring and training			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**
Coordinator induction policies, procedures and materials reviewed developed and implemented	• Develop induction policy and process to ensure that all new Coordinators have a structured, staged induction • Develop induction materials. • Provide induction training to new coordinators		
New coordinator mentoring program reviewed developed and implemented	• Review / evaluate other models of mentoring inside and outside sector. • Develop options for mentoring. • Consult members re: preferred models. • Establish mentoring program	.	
Professional supervision program developed and implemented	• Review / evaluate models of supervision utilised inside and outside NH sector. • Develop options for providing/ supporting professional supervision. • Consult members re: preferred models. • Establish professional supervision program.		
Training in Community Development is available to member NHs	• Collaborate with Neighbourhood Houses Victoria and the Combined Networks to develop sector wide approaches to providing community development training to NH coordinators, COMs & volunteers.	Sue	
	• Implement interim training in community development through Professional Development sessions at RANCH General meetings and Forums		
Strategies to actively promote the use of the NH Good Practice Guide are developed and evaluated.	• NH Good Practice Guide included as recommendation in committee induction. • NH Good Practice Guide included in Coordinator induction • Develop and present a session on the NH Good Practice Guide at RANCH Forum • Identify examples of good practice and contribute to the development of support materials for NH Good Practice Guide. • Promote use of the NH Good Practice Guide through the proposed RANCH Charter • Develop and implement evaluation methods to monitor the use of the NH Good Practice Guide across RANCH NHs		

Capacity Building / Leaders in Community Development			
Goal 2 = Define & implement a community development Community of Practice model			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**

Community of Practice established.	• Integrate community development approaches into all RANCH communication and activities including:
	  ▪ The newsletter
	  ▪ RANCH General Meetings
	  ▪ Forums
		COM/ Staff	

	Provide opportunities at RANCH General Meetings and Forums for members to define and develop a Community of Practice to support community development across RANCH NHs	COM/staff	July 2016
	Integrate structures and processes to support a Community of Practice into new website design	Sue	August 2016

RANCH Charter is developed and endorsed by member NHs	• Develop RANCH Charter project plan including strategies to :
	  ▪ Provide information about a potential Charter
	  ▪ Promote the benefits of developing a charter for RANCH
	  ▪ Engage and consult member NHs at all levels for content.
	  ▪ Assimilate feedback and options.
	  ▪ Obtain consensus.
	  ▪ Seek ratification by members.
		Sue	January 2017

	• Implement Project Plan	Sue	June 2017

Finance			
Goal 1 = Sufficient ongoing operating funds			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**

RANCH Budget developed to deliver March 2016- June 2017 Operational Plan.	• Identify the expenditure items required to deliver the RANCH Operational Plan including:
	  ▪ Financial resources
	  ▪ Human resources
	  ▪ Physical resources
		COM	March 2016

	• Develop a budget and commit resources required to deliver RANCH Operational Plan	COM	May 2016

Additional funding sources to deliver outcomes identified in Operational Plan explored and accessed	• Identify projects and/or activities within the RANCH Operational Plan that could potentially be funded by external sources including:
	  ▪ State Government grants
	  ▪ Federal Government Grants
	  ▪ Philanthropic organisations		

	• Prepare grant applications/funding submissions		
Sponsorship opportunities explored and accessed	• Identify potential sponsors • Create a sponsorship package that might be attractive to potential sponsors		

Advocacy & Partnerships			
Goal 1 = Develop and implement an advocacy & partnership plan			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**
Strategies to strengthen partnerships with Local Government are developed implemented and evaluated	• Use RANCH Forums to facilitate the development of strategic approach to partnership with LGAs		
RANCH is represented on the NHV Board	• Promote the opportunity to participate on the NHV Board to the RANCH membership through: ▪ The Newsletter ▪ RANCH General Meetings ▪ RANCH Forums		
	Invite NHV CEO to attend a RANCH General meeting prior to NHV AGM	CoM	September 2016
Advocacy & Partnership Plan is developed, implemented and evaluated	• Current advocacy and partnership activity is identified and documented		

Communication			
Goal 1 = Establish a new RANCH website			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**
Project plan developed to establish website	• Identify steps / milestones to establish a new website	Sue	June 2016
Website design completed	• Website design clearly linked to communication strategy. • Identify options for website functionality. • Decide what will be included	Sue & COM/staff	July 2016
Website builder identified	• Prepare brief outlining requirements. • Obtain quotes. • Choose provider.	Sue & COM	August 2016

Budget developed to support website development	• Identify resources required.
	  ▪ Cost of build
	  ▪ Project management
	  ▪ Training
		Sue & COM	September 2016

Goal 2 = Develop communication strategy			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**
Structures and processes are developed to facilitate information exchange **between RANCH and NHS**	• Communication strategies integrated into website design and project plan	Sue	August 2016
	• A schedule for the production of RANCH newsletters is established to strengthen engagement and contributions from NHs and clusters	Carol & COM	23 March 2016
Structures and processes are developed to facilitate information / communication **between NHS**	• Communication strategies to facilitate information exchange and communication integrated into website design and project plan	Sue	August 2016

	• Existing opportunities for communication between houses are promoted and utilised including:
	  ▪ Email group
	  ▪ Newsletter
	  ▪ RANCH General Meetings
	  ▪ RANCH Forums
		COM/Staff	

Strategies to engage member NHs in the process of reviewing current branding and/or developing a new RANCH brand. Are developed and implemented	• A decision is made about branding in time to inform website build	COM	June 2016

Goal 3 = Develop a central location for RANCH documents / resources			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**
RANCH electronic documents are organised and easily accessed by RANCH Committee through RANCH website	• Identify key documents that need to be accessed by COM and staff	Sue, Carol & David	September 2016
	• Develop and establish a filing structure that will enable documents to be organised in a logical, sustainable and user friendly way.	Sue	October 2016
	• Identify most useful option for using the website for document storage and develop a proposal for managing access and ongoing development	Sue	June 2016
	• Integrate document storage into website project plan	Sue	July 2015
RANCH hard copy documents are organised, archived and stored	• Review all hard copy documents and resources currently stored at the RANCH Admin officer's residence to identify documents that need to be: 　▪ Destroyed 　▪ Archived 　▪ Easily accessed by COM or staff 　▪ Scanned for inclusion in electronic document storage system	Carol, Sue	December 2016
	Establish an archive system and investigate options for storage at a RANCH NH	Carol , Sue	December 2016
	Organise hard copy documents that need to be maintained and produce a list of these documents to enable easy retrieval	Carol, Sue	December 2016
	Scan documents and integrate into electronic filing system	Carol, Sue	December 2016

Best Practice			
Goal 1 = Concise suite of RANCH policies and procedures			
Outcomes/Milestones	**Actions**	**Responsibility**	**Timeframes**
All **existing policies** are reviewed to ensure they are current, accurate and relevant	• Develop a schedule for reviewing all existing policies	Carol , Helen	March 2016
	• Review each policy • Prepare and circulate draft documents for feedback	Carol, Helen COM, Staff	
	• Endorse final drafts of reviewed policies	COM	COM Meetings
Identify and develop new policies that are required to support best practice.	• Develop and update a list of policy and procedures that need to be developed	Carol, Helen	
	• Develop a schedule for developing new policies • Prepare and circulate draft policies for feedback • Endorse final drafts of new policies	Carol, Helen	