

The Junction Club House Cairns Ltd (The Junction)		
Policy: Vision, mission, values and planning		
Policy number: JQS.P1.5		Date adopted: 22/08/2018
Authorised by: The Board		
Date last reviewed: 21/10/2020	Reviewed by: Quality Review Panel	Date of next review: 22/10/2022

Refer to Section 6 below for information on the process for policy review.

Related Documents:	
Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> • The Junction Constitution • Code of Conduct policy • Privacy & Confidentiality policy • Service Agreements • Work, Health & Safety policy
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • The International Standards for Clubhouse programs • Human Services Quality Standards • NDIS Practice Standards
Legislation or other requirements	<ul style="list-style-type: none"> • Incorporations Act 2001 • Human Rights Act 2019 (QLD)

1. Purpose:

The purpose of this policy highlights how the documented statement of the vision and values of our organisation guides the way we approach the work we do and provides a clear picture of our organisation's aims and philosophy to others.

To achieve our mission and vision, the development of an organisational plan identifies the specific objectives that the organisation will pursue and the work that will be done to further this aim. The organisational plan is essential to guide what we do and the service delivery models we use. The organisational plan also gives method to monitoring progress and achievement.

2. Scope

This policy applies to all employees, members, contractors, volunteers and visitors involved in the operations of The Junction.

3. Policy statement: Our commitment

The Junction is committed to working to an agreed organisational vision, mission and set of values, and to using these to inform our planning and service delivery. We consider our mission, vision and values statements to be powerful tools we use to clearly and concisely convey the purpose, direction and driving forces of The Junction.

These statements communicate our intentions and motivate and inspire employees and members to ensure they understand the objectives of the organisation, to make consistent everyday decisions and to achieve commitment to new directions. We want members, employees and volunteers to have a sense of pride in working as part of an organisation that stands for something and are united by a common sense of purpose.

4. Procedures

4.1 Development and review of statement of organisational vision, mission and values

The Vision, Mission and Values statement was developed by the members of The Junction at a planning day in 2016. Their results are listed below:

Our Vision: *People with a lived experience of mental illness reclaim self-esteem, skills and dignity needed to enjoy a productive role in our society, through their membership of The Junction Clubhouse.*

Our Mission: *The Junction Clubhouse is a community-based centre for mental health recovery, which offers members opportunities for friendship, employment, training, housing and social interaction; as well as access to medical, physical health and psychiatric services through a single caring and safe environment.*

Our Values: *The Junction and its members have developed and embraced the following values where every member has:*

- *A right to a place to come*
- *A right to meaningful work*
- *A right to meaningful relationships*
- *A right to a place to return*

4.2 Promotion of the vision, mission and values statement

The organisational statement of vision, mission and values will be:

- Included in Governance documents eg Governance Policies
- Included in Business, Strategic and Operational plans
- Included in the Member's Handbook
- Displayed at The Junction.

The vision, mission and values will be promoted at a minimum on all electronic media e.g. website, Facebook, Team App.

4.3 Strategic planning processes

Strategic planning will be undertaken every two years.

The process will be coordinated by the Director of The Junction and the Chair of the Board of Directors and will involve:

- The Board of Directors of The Junction; and
- The Director of The Junction

Consultation with members and employees is key to the strategic planning process.

4.4 Informing strategic planning

Strategic planning will be informed by the Annual Operational Plans, Member Feedback and the Director of The Junction.

This information may be gathered by the Director of The Junction from the abovementioned plans, any necessary surveys, consultation processes, minutes of member's meetings, financial reports, activity reports, funding contracts and any other reports, minutes, contracts or research information that is deemed necessary.

4.5 Embedding strategic priorities in organisational operations

Strategic plan priorities and goals will be progressed by embedding them across our organisation's operations, by:

- Including a Strategic Planning and monitoring section in the Board Meeting Agenda
- Including reference to the Strategic Plan as a Key Performance Indicator in the Position Descriptions of all employees and volunteers of The Junction
- Including where relevant in Operational Plans and Member Plans.

5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	