

Business Focus Area: Business Development			
Aim: To develop a sustainable business where income generation exceeds expenditure by 5%			
Objective	Outcome	Method of evaluation	Budget Request
1.To develop an infrastructure for REAIE to support the Business needs of the organisation to include Committee, staffing, systems, policy and processes.	<ul style="list-style-type: none"> • Committee function effectively in their roles as individuals and as part of a team. • Staff function effectively in their roles as individuals and as part of a team accruing limited TOIL. Website, Filemaker, Myob are all audited, reviewed and an appropriate cohesive system is in place. 	<ul style="list-style-type: none"> • Committee report that their workload is manageable. • Staff report that their workload is manageable. • Review of systems and process in Q3 	Additional admin and customer service support is required. \$29,500
2.REAIE to fulfil its responsibilities and opportunities as an invited member of the Reggio Children Network International.	<ul style="list-style-type: none"> • REAIE is recognised locally and internationally as a member of the international network. • REAIE proactively engages in reciprocal dialogue towards open and positive relationships. • REAIE responds to Reggio Children requests in a timely manner. • REAIE actively promotes Reggio Children initiatives and resources. 	<ul style="list-style-type: none"> • Feedback from International Network members • Feedback from Reggio Children • Data analysis provided by Reggio Children 	TBC
3.To oversee the income and expenditure of REAIE to ensure that income exceeds expenditure by 5%.	<ul style="list-style-type: none"> • Executive review expenditure against income quarterly. • Quarterly reports are presented to the full Committee. • The Treasurer oversees all collection and receipt of monies and official receipts due in dialogue with the Finance Officer/Business Manager. • Executive ensures that accounting procedures are appropriately followed. • Budgets are allocated and approved appropriately. 	<ul style="list-style-type: none"> • Quarterly budget monitoring and review • Quarterly review and update from Treasurer • End of financial year review and audit 	No additional costs to current resources (NACCR) Audit cost TBC, approx. 2,500 (already in budget)

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<p>4.To identify and facilitate partnerships and initiatives to support ongoing development and capacity building.</p>	<ul style="list-style-type: none"> Partnerships with Educational establishments, government departments and key agencies are established and nurtured. New opportunities are identified and pursued in support of the organisational vision, mission and values. Honorary and life members of REAIE are actively engaged in the work of the organisation. REAIE capacity is increased 	<ul style="list-style-type: none"> Data analysis and partner anecdotal evidence Review of Honorary and life member engagement and participation 	
<p>5.To facilitate a program of staff and Committee development to include succession planning and change management.</p>	<ul style="list-style-type: none"> Staff receive access to ongoing professional development tailored to meet the requirements of their individual and team roles. Committee receive professional development opportunities to support them in their Committee roles, including access to the learning from the Reggio Educator Program. 	<ul style="list-style-type: none"> Staff evaluation and feedback Committee evaluation and feedback 	<p>\$5,000 (already approved in the REAIE budget)</p>
<p>6.To support the ongoing development of REAIE Networks to encourage Network Convenors to work as advocates with REAIE.</p>	<ul style="list-style-type: none"> REAIE Networks develop in number and capacity to advocate with REAIE to bring the vision, mission and values to fruition. 	<ul style="list-style-type: none"> Review of REAIE Networks Feedback from members Feedback from Network Convenors 	<p>No additional costs to current resources (NACCR)</p>
<p>7.To develop and implement a REAIE RAP.</p>	<ul style="list-style-type: none"> REAIE embraces and actively demonstrates its commitment to the Nation’s first Peoples; Aboriginal and Torres Straight Islanders. 	<ul style="list-style-type: none"> Committee, staff and member feedback Self-assessment against RAP plan 	<p>No additional costs to current resources (NACCR)</p>
<p>Total additional Budget request for the Business Development Project Group</p>	<p>\$29,500</p>		

<p>Each Project Group Objective requires 'actions' to bring the 'outcomes' to fruition. Progress towards the required outcomes is monitored by the Project Group who report back to REAIE Committee quarterly.</p> <p>Action: what do we need to do? Outcome: what will happen if we do the action? Lead responsibility: which individual is driving the action? Method of evaluation: how will we know if the action has been successfully achieved? Budget request: what will be the additional cost to REAIE on top of existing resources?</p> <p>Project Groups are required to complete a quarterly report for Committee each quarter. The reports should be co constructed, where possible, by the whole Project Group. The chair has responsibility for co ordinating this task and returning the completed report to the Secretary 1 week in advance of the Committee meeting at which the report is to be presented.</p> <p>Project Group Chairs can work with the Business Manager to complete the report, ensuring that relevant and accurate information/data is available/included.</p>	

Objective 1: To develop an infrastructure for REAIE to support the Business needs of the organisation to include Committee, staffing, systems, policy, processes and accommodation .			
Action	Outcome	Lead responsibility	Timeframe
Review organisational requirements to deliver Business Plan and confirm staffing structure and Committee responsibilities	<ul style="list-style-type: none"> Organisational requirements are reviewed, and recommendations made to support growth and capacity building 	Business Manager Executive	Q1 January-March
Implement recommendations from organisational requirements review	<ul style="list-style-type: none"> Staffing structure is appropriate to implement required actions from Business Plan and Project Group action plans. Committee functions support implementation and delivery of the Business Plan and Project Group action plans 	Business Manager Executive	Q2 April-June
Audit current systems, functionality, and ability to integrate with each other	<ul style="list-style-type: none"> Current systems and functionality fully audited 	TBC	Q1 January-March
Review audit findings and make recommendations for improvement	<ul style="list-style-type: none"> Audit findings support continuous improvement 	Executive	Q2 April-June
Implement recommendations from audit	<ul style="list-style-type: none"> Recommendations implemented to support continuous improvement 	Business Manager	Q2 April-June
Review website functionality	<ul style="list-style-type: none"> Website functionality is reviewed. 	Business Manager	Q1 January-March
Website recommendations made to support improvements	<ul style="list-style-type: none"> Recommendations made to support decision making and next steps 	Business Manager	Q1 January-March
Website recommendations implemented	<ul style="list-style-type: none"> System improvement implemented. 	Business Manager	Q1 January-March

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Review website performance and user engagement and interaction	<ul style="list-style-type: none"> Website performance, engagement and interaction reviewed 	Business Manager	Q3 July-September
To develop awareness and understanding of Equity and Diversity	<ul style="list-style-type: none"> REAIE seeks the views of members and children about what Equity and Diversity means to them. REAIE actively promotes Equity and Diversity across the organisation REAIE facilitates dialogue and action to raise awareness of Equity and Diversity. 	Executive	Ongoing
To review the Documentation Centre and office accommodation requirements	<ul style="list-style-type: none"> Documentation Centre is reviewed and plans in place to remodel. Office accommodation requirements are reviewed 	Executive	Q2 April-July

Objective 2: REAIE to fulfil its responsibilities and opportunities as an invited member of the Reggio Children Network International.			
Action	Outcome	Lead responsibility	Timeframe
Participate in international liaison network meetings and events and disseminate information and learning	Information and learning is shared with the Committee to support professional development	Heather Conroy	Ongoing Report back quarterly to full Committee
Participate in Reggio Children Educator Program and disseminate learning	Information and learning is shared with the Committee to support professional development	Ruth Wallbridge	Within 8 weeks following participation in Reggio Educator initiatives and learning
Support Reggio Children to promote their professional learning initiatives and projects	Reggio Children initiatives are supported by REAIE Committee, staff and members, thus supporting the ongoing relationship and future sustainability of RC	Executive	Ongoing, report progress quarterly

Objective 3: To oversee the income and expenditure of REAIE to ensure that income exceeds expenditure by 5%.			
Action	Outcome	Lead responsibility	Timeframe
Treasurer to liaise with Business Manager and Finance Officer oversee all expenditure and to report back to full Committee quarterly	Treasurer, Business Manager and Finance Officer liaise and communicate regularly to ensure that the financial income and expenditure is reported to Executive monthly and quarterly to full Committee.	Jenny Urbano	Quarterly in arrears
Executive to identify and implement any potential cost saving initiatives.	Any cost saving initiatives are identified are implemented	Executive	Ongoing
Executive to identify and apply for any grant funding initiatives	Grant funding initiatives are identified and applied for	Executive	Ongoing
Executive to monitor Project Group initiatives against expenditure	Project Group initiatives and associated expenditure is monitored	Executive	Quarterly in arrears

Objective 4: To identify and facilitate partnerships and initiatives to support ongoing development.			
Action	Outcome	Lead responsibility	Timeframe
To develop an engagement plan to facilitate key partnerships and initiatives	Plan is in place to support ongoing networking, development of partnerships and initiatives	Executive	Q2 April-June
To implement the engagement plan	Engagement plan is implemented	Executive	Q2 April-June
To monitor and implement the engagement plan	The Engagement plan's effectiveness continues to be monitored	Executive	Q3 July-September
To review progress against the engagement plan	Progress against the plan is reviewed and recommendations made for improvement	Executive	Q4 October-December

Objective 5: To facilitate a program of staff and Committee development to include succession planning and change management.			
Action	Outcome	Lead responsibility	Timeframe
Assess staff development needs and make recommendations to Committee	Staff development needs are assessed	Business Manager	Q1 January-March
Implement recommendations to develop staff skills	Staff development recommendations are implemented	Business Manager	Q2 April-June
Assess Committee development needs and make recommendations for development	Committee development needs are assessed	Executive	Q2 April-June
Implement approved recommendations	Committee development recommendations are implemented	Executive	Q3 July-September
Review development of Committee and staff	Committee and staff developed is reviewed	Executive	Q4 October-December

Objective 6: To support the ongoing development of REAIE Networks to encourage Network Convenors to work as advocates with REAIE.			
Action	Outcome	Lead responsibility	Timeframe
Facilitate Network Convenor Meetings quarterly to share information and facilitate participation by Networks in decision making and promotion of REAIE work	Network Convenors meet quarterly and actively participate in being advocates for REAIE	Business Manager	Quarterly
Prepare a Business Manager Update for Convenors quarterly	Network Convenors are informed about the work of REAIE and are able to articulate to members to help promote the organisation	Business Manager	Quarterly
To support the ongoing growth and professional development of Network Convenors and Networks	Network Convenors and Networks feel valued and network numbers increase	Business Manager	Q3 July-September
Networks operate according to the REAIE Convenor Handbook, policy and process and required forms are completed and submitted from all Networks	Networks are informed and operate according to REAIE policy and process.	Business Manager	Q2 April-June

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REAIE Networks are reviewed	Information about each Network and their members is reviewed and used to inform forward planning	Business Manager	Q3 July-September
Network information and recommendations is shared with Network Convenors	Network Convenors support the implementation of any recommendations made following the review	Business Manager	Q4 October-December

Objective 7: To develop and implement a REAIE RAP.

Action	Outcome	Lead responsibility	Timeframe
Identify participants to join a task group to drive forward this project.	Participants identified to join task group to develop REAIE’s RAP	Leanne Mits	Q1 January-March
Convene inaugural meeting	Inaugural meeting convened to initiate the project	Leanne Mits	Q1 January -to March
Begin development of action plan to support REAIE RAP process	Action plan developed to map process and clarify roles and responsibilities	Leanne Mits	Q1 January-March
Review progress and report to Committee	Committee are informed about progress	Leanne Mits	Quarterly

Objective 8: To oversee planning for the REAIE Biennial conference.

Action	Outcome	Lead responsibility	Timeframe
To develop revised action plan and timelines	Action plan in place to support facilitation of REAIE Biennial conference in 2022	Heather Conroy	Q1 January-March
To implement revised action plan and timelines	Plan implemented with clear timeframes and responsibilities	Heather Conroy	Ongoing
To monitor progress and report to Committee	Progress is driven, monitored and reported to Committee	Heather Conroy	Quarterly