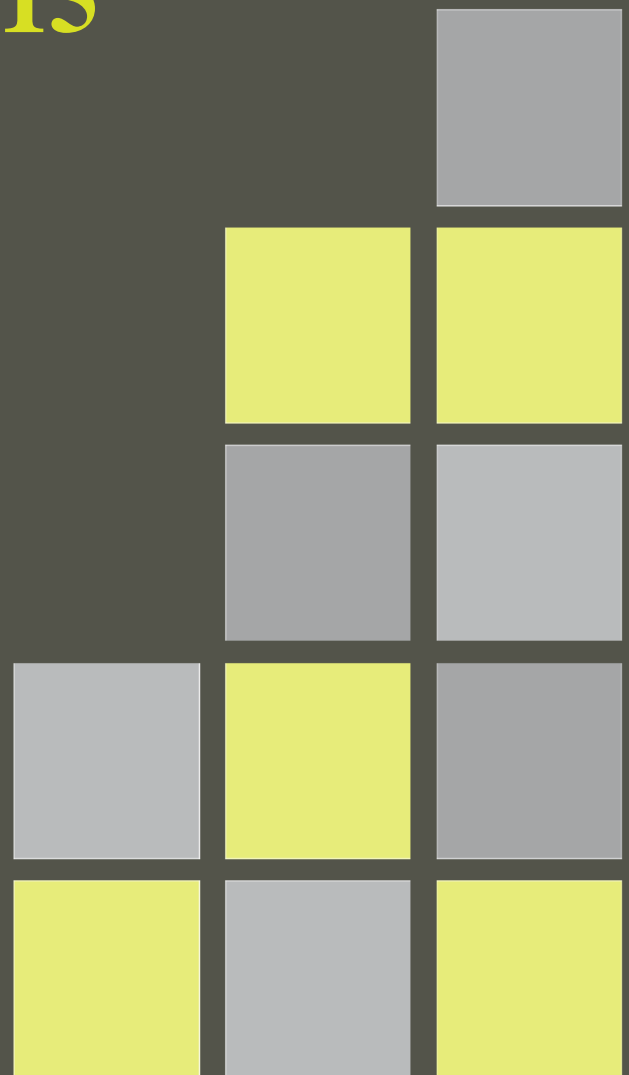




Environmental Health  
Professionals Australia Ltd

# Business Plan

## 2014 - 2015



Improve – Maintain - Protect

## Business Plan 2014 - 2015

### Document Review and Authorisation

Version	Date Prepared	Author	Endorsed By	Endorsement Date
1.0		N.Lund	Board	
2.0	27 May 2014	L.Papageorgiou J.Maw		

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## Introduction

Environmental Health Professionals Australia (EHPA) is a nationally incorporated body representing the environmental health profession. As a newly formed company the board has been working extremely hard to build the foundations for good governance, financial management and strategic planning and to ensure the long term sustainability of the organisation.

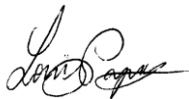
With this in mind I am pleased to present EHPA's Business Plan 2014/15 to our members.

The plan articulates the Vision, Mission and Values for the association and our members. It illustrates EHPA's organisational structure and sets out our key strategic priorities and direction.

In achieving our vision, mission and commitment to our members the business plan sets EHPA's objectives under six key strategic areas: -

- Planning and development
- Financial management
- Governance
- Professional development
- Advocacy and policy development
- Communication and promotion

The success of delivering EHPA's business plan relies on the volunteering and contribution of all members. It is through working together and supporting our professional association that we can continue to build and grow the profession.



**Louis Papageorgiou**  
**National President**  
**Environmental Health Professionals Australia**

## **Vision**

To protect and improve the public health of our community through the engagement of partners, advocacy, leadership and excellence in professional practice.

## **Mission Statement**

We achieve our vision by:

- Promoting and supporting Environmental Health Professionals;
- Developing and enhancing standards of professional practice;
- Advocating and collaborating with stakeholders to improve health outcomes; and
- Inspiring our members to be leaders in their communities.

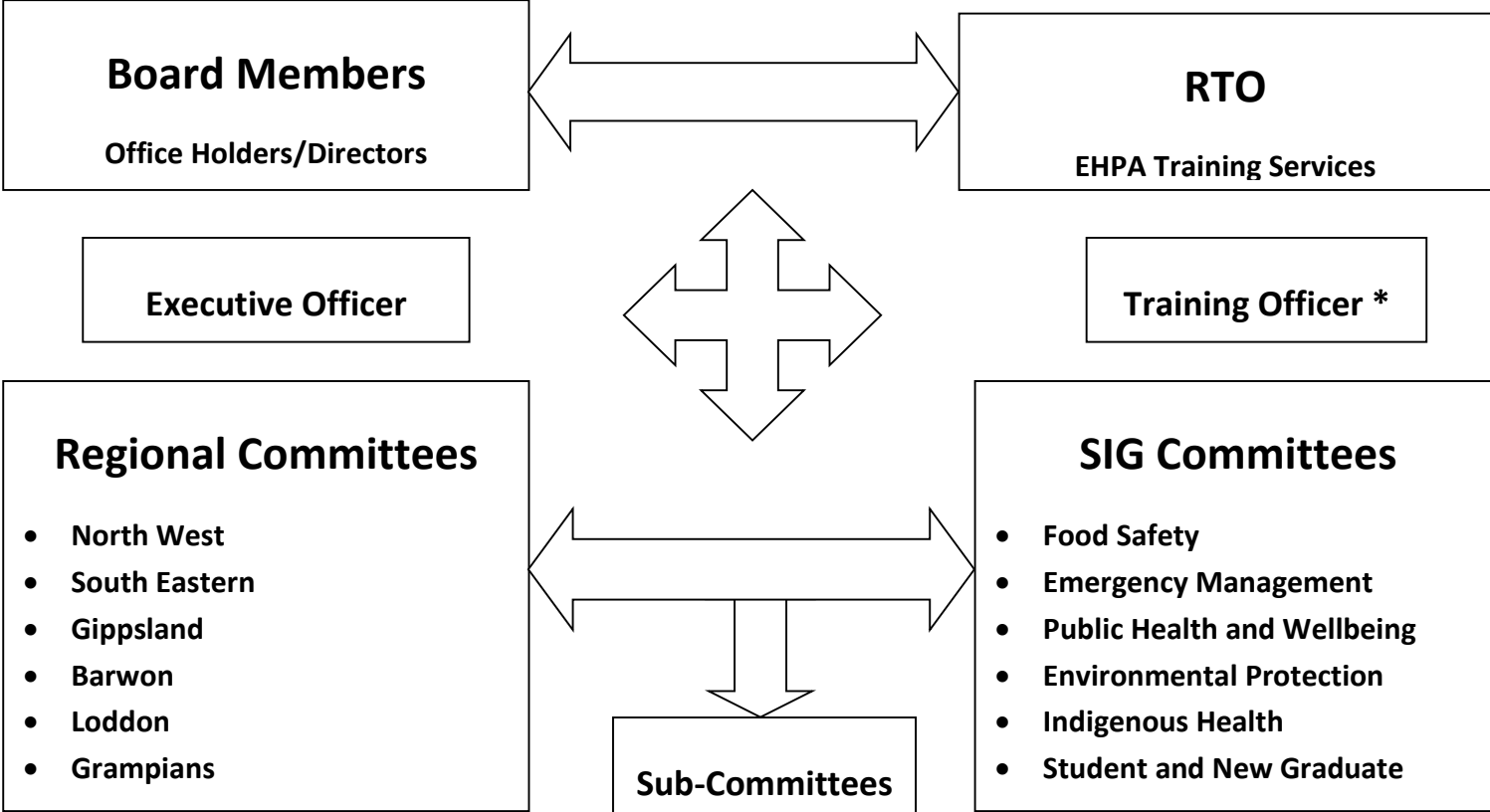
## **Values**

- Professionalism and integrity;
- Ethical and transparent Governance;
- Accountability;
- Responsiveness to change;
- Sustainability;
- Stewardship;
- Collaboration;
- Innovation and resourcefulness; and
- Excellence and Best Practice.

## **Commitment to Our Members**

We aim to provide our members with a professional organisation that advocates on their behalf on all environmental health matters; develop strong professional standards and practices through Certified Practitioner Schemes and Continuing Professional Development Programs; provide training, forums and symposiums to increase knowledge and understanding of key environmental health issues; raise awareness of environmental health and its career paths; and develop strong relationships with our key stakeholders for the advancement of environmental health.

# Organisational Structure



\*Proposed New Position

## Key Strategic Areas

EHPA's Key Strategic Areas set the direction of our business plan and achieving our vision, mission and commitment to our members. The following six key strategic areas focus on our core business: -

<p><b>Planning and Development</b></p> <ul style="list-style-type: none"> <li>• Develop, establish and review Strategic/Business Plans;</li> <li>• Track performance and review progress against the plan;</li> <li>• Endorsement of annual program; and</li> <li>• EHPA vision, mission and values.</li> </ul>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Financial structure;</li> <li>• Budget;</li> <li>• Membership;</li> <li>• Contract Management; and</li> <li>• Sponsorship.</li> </ul>
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Organisational Structure;</li> <li>• Duties, Roles and Responsibilities;</li> <li>• Auditing and risk management; and</li> <li>• Resource and Succession Planning.</li> </ul>	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• CPD – CEHP/CEHT;</li> <li>• Seminars/Workshops/Courses;</li> <li>• Conference/Symposium; and</li> <li>• RTO Management and delivery:             <ul style="list-style-type: none"> <li>○ Emergency Management; and</li> <li>○ Food Act Legal Management.</li> </ul> </li> </ul>
<p><b>Advocacy and Policy Development</b></p> <ul style="list-style-type: none"> <li>• Representation on Committees/Working Groups;</li> <li>• Submissions and responding to papers;</li> <li>• Networking;</li> <li>• Identify policy needs/requirements; and</li> <li>• Facilitate the development and approval of policies and standards of practice.</li> </ul>	<p><b>Communication and Promotion</b></p> <ul style="list-style-type: none"> <li>• Website development and Maintenance;</li> <li>• Newsletters, Updates and Journals; and</li> <li>• Promotion and Marketing:             <ul style="list-style-type: none"> <li>○ Raising Profile;</li> <li>○ Communicating Success; and</li> <li>○ Communication Strategy.</li> </ul> </li> </ul>

Each strategic area outlines our objectives to be completed within our business plan cycle, setting responsibility for completion of each strategy/action, as well as providing timeframes for completion.

It is important to regularly monitor the success of these key strategies by reviewing them often and ensuring accountability for the completion of items. The Board members of EHPA are committed to ensuring these key strategies are evaluated and reviewed on a quarterly basis.

## 1. Planning and Development

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
<b>Develop, review and implement Strategic Business Plan.</b>	Develop, establish and review Strategic/Business Plans.	President Vice President	July of each year	
	Track performance and review progress against the plan.		Quarterly - On-going	
	Facilitate business planning of SIGs every two years and endorse plans.	SIG representatives	July 2014	
<b>Improve staffing resources and delivery structure.</b>	Review and develop position descriptions and provide clarity of roles and accountabilities.	President Vice President	December 14	
	Manage performance objectives and professional development of Executive Officer and Training Officer.	President Vice President	Annual Performance Review	
	Deliver rollout of 0.2- 0.4 EFT for the establishment of the Training Manager of EHPA Training Services.	Board	Awaiting outcome of RTO Review	
	Prepare an annual calendar of events including board meetings, SIG and Regional Group meetings	Executive Officer	July of each year	



## 2. Financial Management

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
<b>Develop formal management and governance structures.</b>	Develop annual budgets. Develop fee schedule and budget templates and policy.	Treasurer Executive Officer	March of each year	
	Develop financial structure and 3-year plan		September 2014	
	Develop policies and systems for managing: <ul style="list-style-type: none"> <li>• Membership</li> <li>• Purchasing/Preferred Suppliers</li> <li>• Contract Management</li> <li>• Sponsorship</li> <li>• Auditing and Risk management</li> </ul>		December 2014	

### 3. Governance

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
<b>Develop and establish Organisational and Governance structures and policies.</b>	Reinvigorate SIG's and Regional Groups. Host annual meeting with all convenors and secretaries.	Directors SIG representatives	Ongoing March of each year	
	Review and revise Regional Group and SIG terms of reference (including communications & accountabilities).	President Vice President Treasurer	December 2013	Completed
	Develop board committees and portfolios.		December 2013	Completed
	Develop due diligence policy (authorities, delegations and accountabilities).	President Vice President Treasurer Executive Officer	December 2014	
	Develop a Risk Management Plan and policies for: <ul style="list-style-type: none"> <li>• Financial Management;</li> <li>• Commercial in confidence material;</li> <li>• Resource and succession planning;</li> <li>• Contracts and tenders – procurement procedure;</li> <li>• Decision register</li> </ul>		March 2015	
	Develop policies, procedures and systems for managing: <ul style="list-style-type: none"> <li>• Reporting;</li> <li>• Document Management;</li> <li>• Administration; and</li> <li>• Attendance of observers, non-members at meetings – SIG/Regional Groups</li> </ul>		December 2014	

#### 4. Professional Development

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
<b>Develop and implement the Continuing Professional Development (CPD) program and Certified Environmental Health Practitioner Schemes (CEHP/CEHT).</b>	Develop ethics and standards of practice to inform the implementation of the pilot CEHP Scheme.	President Vice President Treasurer Executive Officer	December 2014	
	Prepare "Terms of Reference" for the appointment of committee members of the CPEH Scheme.		September 2014	
	Appoint committee members of the CPEH Scheme Committee.		September 2014	
	Implement and deliver the CEHP Scheme. Ensure maintenance and on-going sustainability of the scheme.		January 2015	
	Promote CPD through all modes available on a regular basis.		Ongoing	
<b>To facilitate and enhance environmental health practice through professional development</b>	Explore e-learning options and capabilities of website or other service providers.	Executive Officer Training Officer	March 2015	
	Deliver 3 CPD events annually excluding RTO courses and the annual symposium/conference.	Directors SIG Representatives	Ongoing	

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
<b>Review, maintain and expand a nationally accredited Registered Training Organisation (RTO) to deliver accredited training.</b>	Conduct a review of the RTO with stakeholders to determine its benefits and long-term viability / sustainability.	Board SIG convenors RTO Consultant	August 2014	
	Ensure that RTO is financially sustainable.	President Vice President Treasurer Executive Officer	Awaiting outcome of RTO review	
	Provide regular updates on the RTO achievements in relation to business plan.		Awaiting outcome of RTO review	
	Ensure that the RTO maintains formal management and governance structures as required by ASQA.		Awaiting outcome of RTO review	
	Support the RTO to explore new opportunities in relation to modes of delivery and other competencies that could be delivered.		Awaiting outcome of RTO review	
<b>Develop pathways to assist environmental health professionals to grow professionally and be engaged in the profession.</b>	Develop a mentoring program for all members.	President Vice President Treasurer Executive Officer SANG SIG	December 2014	
	Implement recommended mentoring program from SANG SIG.		December 2014	

## 5. Advocacy and Policy Development

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
<b>To advocate for community environmental health standards through the development of policy positions, policy networks and relationships, and advocacy mechanisms.</b>	Locate and review existing policies for adoption by EHPA.	President Vice President Director – Carolyn Anderson	September 2014	
	SIG's to identify and develop policy areas and propose positions for consideration by the Board.		September 2014	
	Continue to improve the development and management of policy networks and relationships.		Ongoing	
	Determine primary communication methods and develop a membership communication strategy for the Board, SIGs and members.		September 2014	
	Develop policy advocacy mechanisms including a media strategy.		December 2014	

## 6. Communication and Promotion

Objective	Strategies and Actions	Responsibility	Timeframe	Result(s)
Develop online delivery options for relevant services to increase member value.	Explore the use of online forums.	Executive Officer	September 2014	
	Develop greater access to teleconferencing, web conferencing and remote access to forums/seminars.	Executive Officer	July 2014	
	Continue to develop the website to allow for greater interaction between members and for e-learning programs.	Executive Officer	Ongoing	
Develop a communication strategy for the Board, SIG's and members.	Develop a communication strategy and policies to manage: <ul style="list-style-type: none"> <li>Marketing and branding; and</li> <li>Media comments.</li> </ul>	Executive Officer	December 2014	
Develop new products and services to increase member value.	SIG's to identify products and services that EHPA could provide to members – to be considered by the Board.	Directors SIG representatives	Ongoing	
Increase EHPA's membership.	Develop a marketing strategy for EHPA that extends to interstate.	President Vice President Executive Officer	December 2014	

**Responsibility:** P=President, VP=Vice President, S=Secretary, T=Treasurer, EO=Executive Officer/Public Officer, *nya*=Not Yet Allocated, Board=All EHPA Board Members, EM SIG=Emergency Management SIG, E SIG=Environmental Management SIG, F SIG=Food SIG, PH SIG=Public Health & Wellbeing SIG, AEH SIG=Aboriginal Environmental Health SIG and SANG SIG = Student and New Graduate SIG.