

O/G1	<b>Purpose and Values</b>
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## Purpose

The purpose of this document is outline Fitzroy Learning Network (FLN) commitment to working to an agreed organisational vision, clear purpose and set of values; to using these to inform organisational planning, decision-making and service delivery, and to regular reviews.

FLN’s vision, purpose and values are captured in its Strategic Plan, which is made available to existing staff, employees, volunteers and clients. It is also available through the FLN website.

Record of policy development		
Version	Date approved	Date for review

Responsibilities and delegations	
This policy applies to	This policy applies to members, board members, staff and volunteers.
Specific responsibilities	<p>The Board is responsible for the approval of FLN’s vision, purpose and values.</p> <p>The Board along with management and staff and are responsible for:</p> <ul style="list-style-type: none"> <li>• embedding and demonstrating the vision, purpose and values in everyday practice;</li> <li>• establishing and participating in the review of FLN’s vision, purpose and values.</li> </ul>
Policy approval	Board

Policy context – this policy relates to: Annual review of the activities of FLN in being consistent with its mission and values.	
Standards	ACNC Consumer Affairs Victoria Guidelines for VET Providers AQTF
Legislation	All relevant legislation governing the activities of FLN
Contractual obligations	Active funding contracts Lease agreements
Organisation policies	This applies to the application of all FLN polices in their administration and practice
Forms, record keeping, other documents	Relevant to the application of FLN policies and procedures

## Policy

The statement of the vision, purpose and values of FLN guides the way the organisation approaches its work and provides a clear picture of FLN's aims and philosophy.

Specifically, FLN will:

- Develop a statement of organisational vision, purpose and values to guide the plans and activities of the organisation. The statement is contained in FLN's Strategic Plan document and will usually remain current for three years;
- Use these to inform organisational planning, decision-making and service delivery;
- Promote the vision, purpose and values statement across the organisation and as part of the organisation's public profile;
- Review progress yearly;
- Refine the vision, purpose and values statement at least once every three years.

### Vision, Purpose and Values

The current vision, purpose and values statement (2017-2020) is as follows:

#### Vision

Is of a strong, fair inclusive and engaged community. A community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.

#### Purpose/Role

To provide learning, skills development practical support and advocacy that increase opportunities for social, cultural and economic participation.

#### Values

**Leadership** --- We are leaders in our community. We support and defend human rights. We work to reduce racism and discrimination. We advocate on behalf of and support our community to shape policies, laws and services.

**Respect** --- We acknowledge that members of our community hold diverse perspectives and beliefs. We respect that diversity as a fundamental part of what makes Fitzroy and FLN special.

**Collaboration** --- We are committed to working as a team, sharing knowledge and understanding, and supporting each other, whatever our roles. We recognise that partnerships are the best way to reach our objectives.

**Belonging** --- We are open and welcoming. Fitzroy Learning Network is a safe space, where people feel they belong.

**Integrity** --- We are committed to acting with honesty, openness and goodwill. We work transparently – meaning what we say and saying what we mean.

## Procedures

### Development, documentation and review

FLN conducts an annual planning day to review progress and organisational performance and determine the key priorities for the coming 12 months and more broadly for three years.

The planning day is facilitated by an independent facilitator and includes the Board, staff and relevant stakeholders.

The agenda is influenced and informed by:

- The vision, purpose and values statement;
- Review of progress and organisational performance over the previous 12 months;
- Review and assessment of the current operating environment and community needs and the relevance and ability of FLN's current programs to respond to the environment and to meet the needs of the community;
- Current government policy and expectations;
- Assessment of key risks;
- Funding and financial performance.

The outcomes of the planning day inform the development of a Business and Action Plan setting out objectives and priorities for the coming three years, with a focus on the first 12 months. This plan is developed by the CEO and staff and is presented to the Board for endorsement. It is reviewed on a six-monthly basis and adjusted if required.

Reporting against the plan is completed through monthly reporting via staff meetings and in CEO and staff reports and/or presentations to the Board.

Every three years, FLN reviews and refines (if necessary) the vision, purpose and values statement.

### Use of the vision, values statement and application

All submissions and public documents referring to FLN's vision, purpose and values must use the wording that has been agreed and approved.

The statement of vision, purpose and values should be included in the following:

- the published Strategic Plan;
- the Annual Report;
- as part of the information given to clients or community;
- the website;
- Position description and performance plans.

The statement should also be referred to (and provided) in the induction of new Board members, staff and volunteers.

FLN's vision, purpose and values should, where appropriate be used:

- As a starting point for staff and board discussions;
- As a reference for staff and board planning and decision-making;
- In the recruitment and orientation process for new Board members, staff, volunteers, students and clients
- In advocacy on behalf of its community
- In engagement with funders and supporters, including governments and government departments, community-based organisations, philanthropic organisations, and other stakeholders.