

It is expected that all committees have a written organisational plan with details of what the committee is wanting to achieve for the reserve and how it is going to be achieved.

Types and style of organisational plans

As outlined in Chapter 7 of the Committee of Management Guidelines, it is expected that all committees have a written organisational plan, with the suggested type or style of plans being a Management Plan and a Business Plan. These plans can be combined in one document.

Committees can choose to use different titles and styles for organisational planning documents, for example, Strategic Plan or Operational Plan. Some committees will have additional requirements for the type of plan they develop, for example the *Marine and Coastal Act 2018* will be an influence on planning for coastal committees.

A written organisational plan does not need to be long and complicated. In essence a plan involves writing down:

- What a committee is wanting to achieve for the reserve
- How it is going to be achieved
- When it is going to be achieved, and if staged over time the milestones for each stage

The benefits of having an organisational plan

The benefits of having a written organisational plan include:

- Clarity of decisions and action: A written plan can help clarify everybody's commitments to previous decisions and what needs to be done to implement them
- New ideas: Developing a written plan is also a good opportunity for people to raise new ideas
- As an engagement tool: Developing a plan can be a means of engaging with reserve users, stakeholders and the community in forward planning and decision making
- Grants: Funding bodies often request evidence of your committee's activities and priorities. An organisational plan can be a ready-made attachment to funding submissions, saving time and effort

In doing a written plan, the discipline of writing things down can help to clarify and gain agreement across the full committee about key tasks and priorities. The planning process can add energy and enthusiasm for getting things done and achieving what the committee and the community wants to achieve for the reserve.

Plan templates to assist committees

The Appendices to the Committee of Management Guidelines include two organisation plan templates to assist committees.

- "Plan on a page"
- A template for a longer, more detailed plan

There is also further discussion of organisational planning in Chapter 7 of the Guidelines.