



Women's Planning Network Victoria Inc G05 / 60 Leicester Street, Carlton South VIC 3053 t 9347 4622 f 9347 2900 e admin@wpn.org.au www.wpn.org.au ABN 96 918 478 928

# Women's Planning Network Business Plan 2008-2009

### MISSION STATEMENT

The mission and purpose of the Women's Planning Network is to:

1. Promote the role of women in all aspects of the planning and development process.  
*Examples:* Affordable Housing Research and Networking
2. Facilitate communication with Government related organisations, other women's groups, other professional organisations and amongst Network members.  
*Examples:* Affordable Housing Research, Vantage, General Communication, joint events with PIA, AILA, VPELA.
3. Educate and inform its members, the government sector, employers of planning and development related professions, and the general public about the needs of women and the important role that women play in all decision-making processes.
4. Raise awareness of women's perspectives on specific issues, and advocating gender balance in the decision making process.  
*Example:* Affordable Housing Research, Commentary on policies and documents eg. Melbourne 2030, ResCode
5. Support women's role in the community as individuals and as professionals.
6. Represent and respond to women's issues as they relate to planning and development in both metropolitan and rural areas.
7. Be an independent and non party political but a politically active organisation.
8. Sponsor and mentor young women and students in planning related professions.  
*Examples:* Mentoring, Sponsorship of Melanie Hearne, Rising Star undergraduate scholarship
9. Research planning issues and influencing policies, particularly those affecting women's aspirations and needs.
10. Providing a forum for communication and networking for women in planning and related professions.

**OBJECTIVES 2008**

1. To undertake relevant Policy reviews as opportunities arise.
2. To recommence and complete the Mentoring Program for 2008-2009.
3. To provide learning opportunities for Women Planners in Regional Victoria.
4. To carry out relevant research.
5. To provide networking opportunities for members and non members.
6. To communicate effectively on WPN events and projects, with members and non members.
7. Make a valuable contribution to the Planning Profession.

**PERFORMANCE INDICATORS**

**PERFORMANCE MEASURES**

Submissions made in response to policy reviews.

At least one policy review and submission per year.

Program commenced (July '08) and completed (March '09).

Introduction session (June 08) & awards event conducted and awards presented (March 09).

Event held in a Regional Centre

At least one regional event per year.

Research report completed, published and circulated.

Completion of one research report annually / bi-annually

Events held

At least 6 networking events. Minimum 20 people in attendance per event.

Publication of newsletter and update website regularly.

Publication of a minimum of three Vantage newsletters per year. Minimum 10,000 website hits per year.

Event to be held in Planning Week. Seek feedback on event.

At least 1 event to be held per year in Planning Week. 80% satisfaction rate on event.

## Women's Planning Network

---

### FINANCIALS

**Current Savings: February 2008 \$50,000**

#### Revenue \$

	<b>06/07</b>	<b>07/08**</b>
Membership	\$9800	
Grants	\$45,000	
Interest Earned	\$4028	
Functions/PD	\$3443	
Mentoring	\$4045	
<b>Total Revenue</b>	<b>\$66,316</b>	

#### Expenditure \$

	<b>06/07</b>	<b>07/08**</b>	<b>08/09***</b>
Mentoring	\$3075		\$15,000
Research	\$24,618		\$10,000
Administration*	\$43,976		\$44,000
Functions/PD	\$4768		\$5,000
Adjustment	-\$354		
<b>Total Expenditure</b>	<b>\$76,083</b>		<b>\$74,000</b>
<b>Balance</b>	<b>-\$9767</b>		

\*includes office administration, committee operation, publications, advertising, bank charges and fees, insurance and donations.

\*\* Financial report due to be completed 30 June 2008

\*\*\* estimated based on proposed program

#### Revenue Opportunities

- **State Government funding**
- **Sponsorship for events**
- **Increased membership**

## Women's Planning Network

---

### MEMBERSHIP

	<b>2006/2007</b>	<b>2007/2008</b>
Individual	23	26
Corporate	13	13
<b>TOTAL Members</b>	<b>36</b>	<b>39</b>

### COMMITTEE STRUCTURE

<b>Title</b>	
President	1
Vice President	1
Treasurer	1
Secretary	1
Committee Members	7*
<b>TOTAL Committee Members</b>	<b>11</b>

\* Note: Current vacancies exist which are proposed to be filled in 2008.

## Women's Planning Network

---

### EVENTS AND PROJECT TIMETABLE

Refer to Attachment 1 for the Calendar of Events and completion dates for projects in 2008.

### MEDIUM / LONG TERM GOALS

	<b>Medium/Long</b>
To investigate alternative forms of funding	Medium
Expansion/further Mentoring programs	Medium
Create improved regional linkages	Medium
Carry out a WPN Awards program (PIA Awards link)	Long
Carry out a survey of members	Medium

## Women's Planning Network

---

### Attachment 1: Events and Projects Calendar 2008

Month	Events	Date	Leader	Actions	Date	Leader	
January				Business Planning Meeting	30/01/08	Julie	
February				Research – A History of Women in Planning in Victoria		Kellie / Picha / Shannon / Bron	
March	International Women's Day Breakfast	7/03/08	Gilda	Rising Star Award Ceremony	7/03/08	Kellie	
April	Urban Design Walk – Laneway Art Tour		Lenice	Grant Meeting and Submission	21/04/08	Kellie / Melinda	
				Vantage	18/04/08	Mel / Kellie	
May				Membership Letters revised and sent		Kellie / AO	
				Mentor program publicity		Kellie / Lenice	
June	Fireside Chat – Women, Politics		Julie				

## Women's Planning Network

---

	and Planning						
				Vantage		Melinda	
<b>July</b>	Movie Night (late July / early August, as part of Melb International Film Festival)		Mel	Commence Mentor program  Rising Star Scholarship Opens		Kellie	
<b>August</b>	Urban Design event with PIA UD		Bron			Kellie	
				Vantage		Mel	
<b>September</b>	AGM and Regional event		Shannon	Mentor program meetings		Kellie/Mel	
<b>October</b>	Planning Week Breakfast		TBA	Rising Star Scholarship Closes			
				Vantage		Mel	
<b>November</b>	Regional event – housing research launch		TBA				
<b>December</b>	Christmas Event (drinks)		TBA				
				Mentoring program meetings			

## Women's Planning Network

---

### Key Administration Activities, per calendar year

Month	General	Financial
<b>January</b>	Business Planning Meeting Consider web hosting renewal	Follow up event payments Sign off & pay administration fee
<b>February</b>	Committee Meeting (1 <sup>st</sup> Wed) Sign off Business Plan Web Hosting renewal due	Follow up event payments Sign off & pay administration fee
<b>March</b>	Committee Meeting (1 <sup>st</sup> Wed)	Follow up event payments Sign off & pay administration fee
<b>April</b>	Committee Meeting (1 <sup>st</sup> Wed)	Follow up event payments Sign off & pay administration fee
<b>May</b>	Committee Meeting (1 <sup>st</sup> Wed) Consider Insurance renewal Membership Letters revised and sent	Follow up event payments Sign off & pay administration fee
<b>June</b>	Committee Meeting (1 <sup>st</sup> Wed) Insurance renewal due	Follow up event payments Sign off & pay administration fee
<b>July</b>	Committee Meeting (1 <sup>st</sup> Wed) Monitor Mentoring Program Payments	Follow up event payments Sign off & pay administration fee

## Women's Planning Network

---

<b>August</b>	Committee Meeting (1 <sup>st</sup> Wed) AGM Preparations inc. President & Treasurer reports to be prepared Monitor Mentoring Program Payments	Accountant's Report commissioned Annual GST return due Follow up event payments Sign off & pay administration fee
<b>September</b>	Committee Meeting (1 <sup>st</sup> Wed) AGM & Committee Election '09 Domain name renewal due Monitor Mentoring Program Payments	Accountant's invoice due Follow up event payments Sign off & pay administration fee
<b>October</b>	Committee Meeting (1 <sup>st</sup> Wed) First meeting for new committee Monitor Mentoring Program Payments	Sign off and pay Accountant's invoice
<b>November</b>	Committee Meeting (1 <sup>st</sup> Wed) Monitor Mentoring Program Payments / Finalise before end of year	Follow up event payments Sign off & pay administration fee
<b>December</b>	Committee Meeting (1 <sup>st</sup> Wed) All Mentoring Program payments to be processed	Follow up event payments Sign off & pay administration fee