

Aboriginal and Torres Strait Islander Women's Legal Services NQ

Strategic Goal Plan: April 2018 – June 2019



Goals

1. To secure funding for at minimum another lawyer and client support worker
2. To plan CLE to June 2019
3. To progress the vision through develop innovative management of structures and systems.

Goal 1: To secure funding for another lawyer and client support worker

Action	Responsible person	Due date
1.1 Prepare a brief clarifying need for ATSIWLSNQ clients	Principal	2 May 2018
1.2 Research the need and identify funding options (see 1.1 brief), undertake client surveys e.g. RDS, current service provided, DVFT ports.	Principal, Office Manager	30 September 2018
1.3 Prepare submission/application, including budget, need, and rationale for service expansion...	Principal, Office Manager	31 October 2018
1.4 Develop lobbying strategy and list of target bodies	Office Manager, CDW, Principal, with assistance of staff	July – September 2018

Goal 2: CLE planning to June 2019

Action	Responsible person	Due date
2.1 List interested community groups	CDW's provide to office manager	4 May 2018
2.2 Consultation and engagement with community groups to identify areas of legal need	CDW's provide to office manager	31 May 2018
2.3 Update CLE calendar - date, venue and who is presenting. Target goal: 15 sessions.	CDW's, Office Manager, in consultation with staff and Principal	14 June 2018
2.4 Review of existing resources for cultural appropriateness	CDW's	30 June 2018
2.5 Develop video story for CLE use & submission phase	CDW's	31 October 2018
2.6 Identify gaps in resources (e.g. video stories) & consider options for developing resources	CDW's	30 June 2019
2.7 Distribute and collect feedback forms and membership applications at all CLE activities	Office Manager to redesign feedback forms All presenters responsible for collecting feedback	Ongoing
2.8 Fortnightly review of CLE progress and plan	All	Ongoing

Goal 3: To progress the Vision through developing innovative management of structure and systems

Action	Responsible person	Due Date
3.1 Management Committee to review vision and values, Mission and purpose. Discussion on 14 June 2018	Management committee, Principal	31 July 2018
3.2 Finalise new causations	Management committee, Principal	31 July 2018
3.3 Establish a RAP working group	Management committee, CDW's, Principal	14 June 2018
3.4 Develop a RAP (include stakeholders e.g. Traditional Owners	Management committee, CDW's, Principal	30 June 2019
3.5 Add client satisfaction survey to website	Office Manager	30 June 2018
3.6 Review current organisational structure- especially the position of principal solicitor/ coordinator (e.g. consider structural change to separate roles of Director and Principal). Review roles and reporting structure	Management committee, Principal	30 September 2018
3.7 On appointment of 'Client Services Officer,' review service intake procedures and triage system	Office Manager, Principal, admin staff	30 June 2019
3.8 Update precedents and develop instruction sheet	Principal	31 August 2018