

UMSU Strategic Planning Working Group (USPWG)

Terms of Reference

1. Background and Definitions

In early 2022 Students' Council accepted the following recommendation of the 2021 Governance review at UMSU:

As the governing body of UMSU, every 3-5 years Students' Council should engage in a strategic planning process that involves UMSU senior management and university stakeholders to develop a clear, well-researched, strategic plan that sets out broad goals and establishes priorities for the organisation.

In 2022, with the finalisation of a new three-year funding agreement from 2023, Council needs to commence the process of developing a new strategic plan for UMSU that takes account of the move into the Student Precinct, the organisation's current priorities, and a new SSAF allocation model, among other things.

At the 14(22) meeting of the Students' Council of the University of Melbourne Student Union (UMSU) endorsed the creation of a working group to undertake the following work.

2. Role of the Strategic Planning Working Group (USPWG)

Historically strategic plans have been progressed by the establishment of a small working group which will invite and consider submissions, discuss, and recommend a set of options for Council's consideration.

Accordingly, the role of the USPWG is to:

- Consider:
 - What is working with UMSU's current priorities, and what should change?
 - What else does UMSU want to accomplish within the next three years?
 - How do each of these priorities advance UMSU's purpose, as set out in our Constitution?
 - How do these priorities fit with the allowable use of our funding?
 - At what intervals should we measure goal progress?
 - Recommend a set of draft priorities to Council which will form the UMSU Strategic Plan 2023-25.
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3. Outcomes

The UMSU Strategic Plan should set out UMSU's overarching objectives for 2023-25. It will then inform the annual operational planning process undertaken by UMSU's management team, assist in finalising UMSU's workforce planning review, and ultimately be the basis for UMSU's annual budget in 2023 and beyond.

UMSU should expect more rigorous SSAF reporting requirements under the new SSAF funding agreement, so a Strategic Plan aligned with the life of the funding agreement will enable UMSU to set priorities against the relevant reporting categories and ensure accountability against the plan.

4. Membership

Membership of the USPWG shall be open to all Members of Students' Council (voting and non-voting), and all Members may attend meetings of the USPWG and speak.

The following will be members *ex officio*:

- Chief Executive Officer (Chair)
- One other Divisional Manager at the delegation of the CEO.

Members should be prepared to devote a reasonable amount of time over a relatively short term in order to achieve the purposes of the Working Group. Members must be prepared to act in the best interests of the organisation, and in accordance with their fiduciary duties as Councillors of UMSU.

5. Term and Frequency

Meetings of the USPWG will be as required and are convened by the Chair of the USPWG. Included in these meetings will be one or two facilitated workshops to be conducted in order to arrive at a set of high-level strategic planning priorities for recommendation to Students' Council.

Meetings shall continue until a report is prepared for Students' Council, unless extended by motion of Students' Council.

6. Meetings

With the exception of facilitated workshops, which will run in accordance with the advice of the facilitator, meetings will be conducted in a manner consistent with the practices established in the Constitution and Standing Orders. The agenda of each meeting should be guided by the Role of the Working Group. All decisions made by the Working Group are to be agreed by consensus. All members attending must adhere to UMSU's Acceptable Conduct policy and should actively participate in the group's work.

7. Reporting and Recommendations

The USPWG will report regularly to Students' Council, via the Chair of the working group. The USPWG will, upon completion or at the appropriate time, recommend to Council a draft Strategic Plan for UMSU for 2023-25 for Council's consideration and endorsement.
