



Australian Catholic University



ACU NATIONAL STUDENT ASSOCIATION

Planning and Review Framework: Guidelines and Timelines

2009 – 2011

A. Preamble

Student Associations at Australian Catholic University use formal planning and review processes to achieve its goals. This document prescribes arrangements for a new planning and review framework that is progressively being introduced across the University from 2009.

B. Planning Framework

To guide planning, implementation and review activities, the Student Associations will establish a suite of planning documents that collectively describe the Student Association goals, strategies and targets; as well as the proposed actions and implementation arrangements that are developed in response to these strategic elements. Furthermore, the Student Associations will regularly review the progress made against plans and update plans if circumstances change.

First and foremost, the Mission and goals of the Student Associations are formally established in the National Strategic Plan. The National Strategic Plan is the peak planning document and the overarching blueprint for the Student Associations. It is prepared by the 2009 Student Senator, in consultation with the 2009 ACU National Student Association members, and endorsed by the Pro-Vice-Chancellor Students, Learning & Teaching.

Next, the Student Association will adopt a hierarchical approach to planning with higher level plans directly influencing the plans that are prepared at lower levels. In this respect, goals, strategies and targets that are developed in lower level plans are required to align with those that have been established in the Student Associations Strategic Plan.

The hierarchy of plans are as follows:

Level 1 – National Strategic Plan (3 year)

Level 2 – Operational Plans (1 year)

Level 3 – Individual Performance Development Plans (1 year)

C. Planning Cycle

The Student Associations has adopted a three year planning cycle that currently runs from 2009 to 2011. The Strategic Plan, as well as underlying operational and Individual Performance plans, will adopt this planning horizon and will be reviewed annually and amended as necessary.

One-year operational plans will be prepared to capture the detailed list of planned organisational actions that will be undertaken by each individual Student Association in a calendar year. Operational plans will respond to and reflect the goals and strategies that have been previously established in the National Strategic Plan (2009 – 2011).

D. Implementation Arrangements

The Strategic Plan will be finalised and approved in mid year and be operational at the commencement of Semester Two, 2009. Under the new planning framework, one-year operational plans from Local Campus Student Associations (prepared according to an established template) will be required for Semester Two only in 2009 and for the whole calendar year in 2010 onwards. Approved one-year operational plans for 2010 will be required by the end of November 2009, to correspond with the commencement of new office terms. Review on the progress of one-year operational plans will also be required quarterly from 2010 as established in ACUNSA's calendar with a final review on the outcome of yearly Operational Plans to be completed by the end of November each year. Planning templates will be established for operational plans. The templates will ensure that plans have a consistent look and feel and are prepared in a manner that is consistent with the new planning framework.

A complete list of Student Associations plans is provided in **Section E**. A list of planning milestones over the period 2009 to 2011 is provided in **Section F**.

E. List of Student Association Plans

Level 1 – National Student Association Strategic Plan (3 year)

<i>Plan Name</i>	<i>Sponsor</i>	<i>Endorsed by</i>
Strategic Plan	Student Senator, ACUNSA	PVC Students, Learning & Teaching

Level 2 – Operational Plans (1 year)

<i>Plan Name</i>	<i>Sponsor</i>	<i>Endorsed by</i>
ACUNSA Operational Plan	Student Senator, ACUNSA	PVC Students, Learning & Teaching
MCSA Operational Plan	President, MCSA	Associate Vice Chancellor & Campus Life Coordinator (St Patrick's)
SCSA Operational Plan	President, SCSA	Associate Vice Chancellor, NSW & Campus Life Coordinator (Mount Saint Mary's)
MAKSA Operational Plan	President, MAKSA	Associate Vice Chancellor, NSW & Campus Life Coordinator (MacKillop)
ASA Operational Plan	President, ASA	Campus Dean & Campus Life Coordinator (Ballarat)
SSA Operational Plan	President, SSA	Campus Dean & Campus Life Coordinator (Canberra)
McASA Operational Plan	President, McASA	Associate Vice Chancellor & Campus Life Coordinator (McAuley)

F. Planning Milestones

2009

Date	Relevant Plan	Outcome	Responsible Officer
8 May 2009	Strategic Plan	Completed Final Draft	Student Senator
17 June 2009	Strategic Plan	Endorsement by PVC	Student Senator, PVC S,L,T
11 May 2009	Operational Plans (ALL)	Commence drafting	Presidents
17 July 2009	Operational Plans (ALL)	Completed Final Draft	Presidents
24 July 2009	Operational Plans (ALL)	Endorsement by AVC/Dean & Campus Life Coordinator	Presidents, AVC/Dean, Campus Life Coordinator
27 July 2009	Strategic Plan	Operational	Student Senator
27 July 2009	Operational Plans (ALL)	Operational	Presidents
September 2009	Strategic Plan & Operational Plans (ALL)	Strategic Review #1*	PVC Students, Learning & Teaching, ACUNSA
November 2009	Strategic Plan	Strategic Review #2*	ACUNSA 2009/2010
November 2009	Operational Plans (ALL)	Strategic Review #2* Handover, drafting & Endorsement by AVC/Dean and Campus Life Coordinator	2009/2010 ACUNSA AVC/Dean & Campus Life Coordinator
1 December 2009	2010 Operational Plans (ALL)	Operational	2010 Presidents
<i>*Reviews of Operational and Strategic Plans to occur and be tabled at ACUNSA meetings 3 & 4</i>			

2010

Date	Relevant Plan	Outcome	Responsible Officer

F. Planning Milestones (cont'd)

2011

Date	Relevant Plan	Outcome	Responsible Officer

***NB:** Planning Milestones for 2010 – 2011 currently being devised in consultation with ACUNSA & Office of Student Success.*

G. List of Reserved Words

The following words have specific meaning in the context of planning at a Student Association level at Australian Catholic University.

ACUNSA: The ACU National Student Association is the peak Student Body at Australian Catholic University, representing the combined Student Bodies from all six Campuses and comprising of each President of the Local Student Associations and chaired by the Student Senator.

Campus Student Associations: Local Student Associations, representative of the Student Bodies on each individual Campus of Australian Catholic University. (MCSA, SCSA, MAKSA, ASA, SSA, McASA)

MCSA: The *Melbourne Campus Student Association*, located on St Patrick's Campus (Melbourne) of Australian Catholic University.

SCSA: The *Strathfield Campus Student Association*, located on Mount Saint Mary's Campus (Strathfield) of Australian Catholic University.

MAKSA: The *MacKillop Student Association*, located on MacKillop Campus (North Sydney) of Australian Catholic University.

ASA: The *Aquinas Student Association*, located on Aquinas Campus (Ballarat) of Australian Catholic University.

SSA: The *Signadou Student Association*, located on Signadou Campus (Canberra) of Australian Catholic University.

McASA: The *McAuley Student Association*, located on McAuley Campus (Brisbane) of Australian Catholic University.

action: A specific short-term activity that is intended to contribute toward the achievement of a particular strategy. Actions are undertaken by organisational areas and listed in transitional and operational plans.

expected outcome: The anticipated result or impact of successfully completing an action or strategy.

goal: A statement that articulates a particular organisational aim or aspiration. Strategic goals are established in the strategic plan.

key result area (kra): A specific aspect or characteristic of the University that is identified in the strategic plan as being critical to the achievement of a particular strategic goal.

milestone: A measurable point of progress toward completion of an action or strategy.

Mission: A statement that describes the reason why the Student Associations exist and the purpose they serve. The Mission statement articulates the Student Associations *raison d'être* (or 'reason for being').

organisational area: An organisational area is a Individual Student Association within the University that is required to prepare an operational plan.

operational plan: An operational plan lists the specific actions that are to be undertaken by a particular organisational area during a calendar year. Operational plans respond to the goals, strategies and performance targets established in the National strategic plan. Operational plans have a one-year planning horizon and sit at the second level (Level 2) in the Student Associations hierarchy of planning documents.

President(s): The elected executive officer of a Campus Student Association whose term in office is of one year. Represents their campus student body on ACUNSA.

strategic plan: The Student Associations have only one strategic plan. The strategic plan is the Student Associations peak planning document that establishes the Mission, vision, strategic goals, key result areas and performance targets for the entire national organisation. The strategic plan has a three-year planning horizon and it sits at the top level (Level 1) in the Student Associations hierarchy of planning documents.

strategic planning: The process by which an organisation defines its strategy or direction and by which the organisation makes decisions on the allocation of its resources to pursue this strategy.

strategic review: The process by which the Student Associations assess the progress it has made toward the achievement of strategic goals and performance targets. Strategic review may assess organisational areas or functional activities across the Student Associations.

strategy: A mid-to long-term series of related and/or co-ordinated actions that collectively are intended to contribute toward the achievement of a particular goal.

Student Association performance indicator (sapi): A generic label for each of the performance measurement dimensions that the Student Associations have adopted to measure progress toward the achievement of its strategic goals.

Student Association performance target: A value assigned to a specific Student Association performance indicator that is to be achieved within a specified timeframe.

Student Senator: elected Student Member of the University Senate and Chair of ACUNSA, whose term in office is of one year. Not representative of Students in a Senate capacity, however within the context of ACUNSA, drives the agenda which is of benefit to all students of Australian Catholic University.

Vision: A statement that describes the future or intended state of the University based on its Mission and fundamental strategic direction.