

UWS Planning, Reporting and Review Cycle

Time of Year	Step	Person(s) and/or groups accountable
October-November	Administration of student feedback on units and teaching surveys	Office of Planning and Quality(OPQ) (in conjunction with other relevant units)
	Provision of Performance Report(s) on relevant Plans to accountable person(s)	OPQ
November-January	Self-review undertaken and submitted to OPQ - including operational plans for the coming year	Led by accountable person (e.g. Executive Dean); supported by OPQ
	Consideration of self-reviews and college Operational Plans for the coming year	Academic Senate (for program and research reports) then (for all reports) Strategy and Quality Committee. The SQC then makes recommendations to the Executive or Vice-Chancellor who, in turn, reports to the Board of Trustees
	Revision and Renewal of College Operational Plans as necessary	
February	College and Divisional Operational Planning and Action Conferences held	Executive Dean/Heads of Division
	Review of enabling plans	Strategy and Quality Committee
	Revision & renewal of enabling plans as necessary	
February (then May, August, November)	Review of UWS Risk Management Framework & performance	Executive reporting to the Audit and Risk Management Committee of the Board
March/April	Completion and Certification of Annual Financial Accounts	Director, Finance Via Audit and Risk Management Committee to Board of Trustees
April	Administration of Graduate Destination Survey & CEQ along with PREQ	OPQ
	Annual Individual Performance Review of key executives using, in part, performance outcomes on the plans and review recommendations for which they are responsible	Supervisor of each executive with recommendations on bonus
	Institutional Strategy review and development at Senior Management Conference	SQC Executive
	UWS Annual Report approved and delivered to Government	Vice-Chancellor and Board of Trustees
May-June	Administration of student feedback on units and teaching surveys	OPQ
June	Approval of student load for the following year (all categories of students)	Load Planning Committee and then Executive
	Equity Report	DVC(CSS) and Director Equity and Diversity
	Capital Asset Management Plan	Director, Finance and Director CWF

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June	Indigenous Education Report	DVC (A&R) and Director Badanami
	Student load planning report	DVC(CSS) and OPQ
	Research and Research Training report	DVC (D&I) and Director ORS
	Financial Report to DEEWR	Director Finance
	Forward planning and links to budget formation process	OPQ (for coordination) & the Executive
July	Review of performance on the University's strategic and high level plans	Board of Trustees
	DEEWR IPP	
	Income and support data for the UFM finalised; College & Divisional Plans provided to Director finance in draft form	Director Finance, Strategy and Resources Committee of the Board
August	Negotiations of CGS load with DEEWR as part of UWS Funding Agreement.	DVC(A&R) and PVC(Q)
September	UWS verified data on GDS, CEQ and PREQ sent to Graduate Careers Australia	PVC(Q) and OPQ
September	Senior Management and Operational Planning Conference	Vice-Chancellor assisted by OPQ
October	UWS Budget for the following year finalised and endorsed by Board of Trustees	Director Finance, Strategy and Resources Committee of the Board
	Administration of Graduate Destination Survey & CEQ along with PREQ	OPQ
	AUQA audit (every five years)	PVC(Q) and UWS Planning and Quality Committee
November	Review of Current Workplan for individual academic and administrative staff (excluding senior staff whose review is)	AHOS, Head of School or Director
	Formulation of following year's individual workplan	
	Results of Annual Course Reports provided	PVC(Q) and OPQ
	Action Plans on Course Reports endorsed	UWS Executive

A range of other surveys are used. For details, see the UWS TILT (URL) site.

Code	
Data Gathering	
Reporting	
Review	
Planning	
Budgeting	