

## UWS Planning, Reporting and Review Cycle

The following table outlines the rolling 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 (in conjunction with other relevant units)
	Provision of Performance Report(s) on relevant plans to accountable person (s)	Office of Planning and Quality
November–January	Self-review undertaken and submitted to OPQ – including operational plans for the coming year (s)	Led by accountable person (e.g. Executive Dean); supported by Office of Planning and Quality
February	Consideration of self-reviews and College Operational Plans for the coming year	UWS Senate (for program and research reports) then (for all reports) the UWS Planning & Quality Committee. The PQC then makes recommendations to the Vice-Chancellor who, in turn, reports to the Board of Trustees
	Revision and Renewal of College Operational Plans as necessary	
	College and Divisional Operational Planning & action Conferences held	Executive Dean/Heads of Division
February (then May, August, November)	Review of UWS Risk Management Framework & performance	Executive reporting the Audit and Risk Management Committee of the Board
February	Review of enabling plans	UWS Planning and Quality Committee
	Revision & renewal of enabling plans as necessary	
March	Review of performance on the University's Strategic and high level plans	Board of Trustees (at their March Strategy Day)
March/April	Completion and Certification of Annual Financial Accounts	CFO via Audit and Risk Management Committee to Board of Trustees
April	Administration of Graduate Destination Survey & CEQ along with PREQ*	Office of Planning and Quality
	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
	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	Office of Planning and Quality
June	Approval of student load for the following year (all categories of students)	UWS Retention and Recruitment Standing Committee and then Executive
	DEST IAF	
June	Capital Asset Management Plan	CFO and Director CWF
	Equity and Indigenous Education Report	DVC (CS) and Director Student Services
<p>* A range of other surveys are distributed on a biennial basis: they include the UWS Student and Research Student Satisfaction Surveys in October; the UWS Employer Survey in June; the Offshore Student Satisfaction Survey in October; the UWS Staff Services Survey in June; the UWS Exit Survey in October and the UWS Retention Survey in early May; the University Engagement Survey in October. Oversurveying is avoided by using different, representative samples of respondents whenever possible.</p>		

Time of Year	Step	Person(s) and/or groups accountable
	Student load performance and forward planning report	DVC (A&S) and Recruitment and Retention Standing Committee
	Research publications and income report	DVC (D&I) and Director ORS
	Report on staff profile & performance	DVC (CS) and Director HR
	Financial Report to DEST	CFO and Director Finance
May–July	Forward planning and links to budget formation process	Office of Planning and Quality (for coordination) & the Executive
July	Income and support data for the UFM finalised; College & Divisional Plans provided to CFO in draft form	CFO, Strategy and Resources Committee of the Board
July–August	Negotiations of CGS load with DEST as part of UWS Funding Agreement. Finalised weighted load data	DVC (A&S) and PVC (Q)
August	UWS verified data on GDS, CEQ and PREQ sent to Graduate Careers Australia	PVC (Q) & Office of Planning and Quality
September	Senior Management and Operational Planning Conference	Vice-Chancellor assisted by Office of Planning and Quality
October	UWS Budget for the following year finalised and endorsed by Board of Trustees	CFO, Strategy and Resources Committee of the Board
	Administration of Graduate Destination Survey & CEQ along with PREQ	Office of Planning and Quality
	Results of Annual Course Performance Fund outcomes announced	PVC (Q), Office of Planning and Quality and the UWS Executive
	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 in April)	AHOS, Head of School or Director
	Formulation of following year's individual workplan	
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**Code**

Data gathering

Reporting

Review

Planning

Budgeting

