

Accountability Annual Cycles of Planning & Budgeting, Reporting and Quality Assurance

DATE	ACTIVITY	KEY BODY	OFFICER RESPONSIBLE
January	(1) <i>Strategic Plan</i> – Preparation of discussion draft annual update.*		Vice-Chancellor
	(2) Preparation of <i>Annual Report</i> and report on performance against previous year's <i>Operational Plan</i> .		Senior Vice-Principal
	(3) Preparation of Annual Accounts.		V-P and Chief Financial Officer
	(4) Annual Certification of compliance with University policy and procedures.		Heads of Department, Deans & Vice-Principals
February	(1) Review of report against previous year's <i>Operational Plan</i> .	Planning and Budget Committee	Senior Vice-Principal
	(2) Deans and Heads Conference – strategic review, planning and professional development.	Deans and Heads	General Manager, Office of Vice-Chancellor
	(3) Council Planning Conference – audit University performance against previous year's plan; – annual update of <i>Strategic Plan</i> *; – review operational planning priorities.	Council	Chancellor/ Vice-Chancellor University Secretary
	(4) Report on final outcome against budget for previous year.	Planning and Budget Committee and Finance Committee	V-P and Chief Financial Officer
March	(1) Preparation of consolidated University strategic risk assessment and management plan.	Risk Management Committee	Senior Vice-Principal
	(2) Approval and certification of Annual Accounts.	Finance Committee and Council	V-P & Chief Financial Officer
	(3) Approval of <i>Annual Report</i> .	Council	Senior Vice-Principal
	(4) Preparation of report on compliance with annual staff appraisal policy.	Budget Divisions	V-P (Human Resources)
	(5) Report on outcomes of annual appraisal of Deans.	Committee on Staff Salaries	Vice-Chancellor
March-April	(1) Student profile and fee revenue planning round – Faculty visits.	Deans and Faculty General Managers	Senior Vice-Principal/V-P and Academic Registrar
	(2) Preparation of performance audit data and analysis for Operational Performance Reviews.		Director, University Planning
	(3) Update quality assurance self-assessments.		Heads of Departments, Vice-Principals
	(4) Administration of Graduate Destination Surveys and Course Experience Questionnaire.		Director, University Planning

* NB *Special arrangements, to be determined by the incoming Vice-Chancellor, may apply in 2005.*

DATE	ACTIVITY	KEY BODY	OFFICER RESPONSIBLE
April	(1) Review of management response to Auditor-General's audit of University performance.	Audit and Risk Committee	V-P and Chief Financial Officer
	(2) Annual Review of University subsidiaries' Annual Accounts and governance capacity.	Subsidiaries Committee	V-P and Chief Financial Officer
	(3) Review of faculty selection outcomes and processes, including special entry programs.	Selection Procedures Committee and Academic Board	President, Academic Board
	(4) Academic Department Audit discussions.	Faculties/Departments	DVC (Academic) & Director, University Planning
	(5) Annual Funding Agreement meeting update with DEST officers (where required).		Senior Vice-Principal
April-May	(1) Preparation of annual plans – University <i>Operational Plan</i> . – Research Management Plan. – Teaching and Learning Management Plan. – Information Strategy Plan. – Capital Works Program.	Research Management Committee Information Strategy Committee Capital Projects Committee	Senior Vice-Principal DVC (Research) DVC (Academic) V-P (Information) V-P (Property & Buildings)
	(2) Preparation of Operational Performance Review submissions.		Deans/Vice-Principals
	(3) Audit of University compliance with annual staff appraisal policy.	Human Resources Committee	V-P (Human Resources)
May	(1) Approval of annual update of <i>Strategic Plan</i> .*	Council	Vice-Chancellor
	(2) Audit of University strategic risk assessment and management plan.	Audit and Risk Committee and Finance Committee	Chair, Audit and Risk Committee
	(3) Review of first quarter faculty/divisional performance against budget.	Planning and Budget Committee and Finance Committee	V-P and Chief Financial Officer
	(4) Review of first quarter performance against budget and plan of University subsidiaries.	Subsidiaries Committee	V-P and Chief Financial Officer
	(5) Approval of University Student Profile.	Planning and Budget Committee	Senior Vice-Principal
	(6) Consideration of Subsidiaries Committee annual review of University subsidiaries.	Finance Committee	Chair, Subsidiaries Committee
	(7) Administration of student survey on quality of teaching and learning (first semester), to be analysed and reported to Academic Board in September.	Academic Board	Director, University Planning/V-P and Academic Registrar
	(8) Review of course selection policies and entry standards for the following year.	Selection Procedures Committee and Academic Board	President, Academic Board
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May-June	(1) Operational Performance Reviews – faculty/divisional visits.	Faculties/Administrative Divisions	Vice-Chancellor/Senior Vice-Principal/President, Academic Board
	(2) Preparation of annual Institutional Assessment Framework submission.	Planning and Budget Committee	Senior Vice-Principal
June	(1) Planning and Budget Committee Conference – University <i>Operational Plan</i> . – University <i>Budget</i> and Budget Incentives. – <i>Research and Research Training Plan</i> . – <i>Teaching and Learning Management Plan</i> . – <i>Information Strategy</i> . – Capital and Property Services Program. – review outcomes of OPR visits.	Planning and Budget Committee	Vice-Chancellor/ Senior Vice-Principal
	(2) <i>Institution Assessment Framework</i> submission to Department of Education, Science and Training.		Senior Vice-Principal
	(3) Finalisation of negotiations with Department of Education, Science and Training on Annual <i>Funding Agreement</i> .		Senior Vice-Principal
July	(1) Preparation of annual <i>Taking Stock</i> review of institutional performance.		Director, University Planning
	(2) Consideration of report on University strategic risk assessment and management plan.	Council	Chair, Audit and Risk Committee
July-August	Conduct of Academic Board's academic program reviews.	Teaching and Learning and Quality Assurance Committee	President, Academic Board
July-October	Administration of scheduled student, graduate, staff and employer evaluation surveys.	Academic Board	Director, University Planning
August	(1) <i>Taking Stock</i> review of University strategy and performance. – presentation of consolidated report on outcomes of annual program of quality surveys; – review of Operational Performance Review outcomes.	Council Council	Vice-Chancellor Senior Vice-Principal
	(2) Review second quarter performance against budget of faculties/divisions/auxiliary operations.	Planning and Budget Committee/Finance Committee	V-P and Chief Financial Officer
	(3) Mid-year review of performance of University subsidiaries.	Subsidiaries Committee	V-P and Chief Financial Officer
	(4) Consideration of draft annual <i>Operational Plan</i> , University <i>Budget</i> and cognate plans.	Academic Board	Senior Vice-Principal Vice-Chancellor
August-March	(1) Conduct quality reviews of Administrative Departments.		Senior Vice-Principal/ Vice-Principals

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September	(1) <i>Institution Assessment Framework</i> meeting with DEST (if required).		Vice-Chancellor/Senior Vice-Principal
	(2) Consideration of University <i>Budget</i> (including Capital and Property Services Plan).	Finance Committee	Senior Vice-Principal
October	(1) Consideration and approval of annual <i>Operational Plan</i> and University <i>Budget</i> , including Capital and Property Services Plan.	Council	Chair, Finance Committee Vice-Chancellor
	(2) Administration of student survey on quality of teaching and learning (second semester), to be analysed and reported to Academic Board in the following February.	Academic Board	Director, University Planning
October–November	Preparation of faculty/divisional operational plans, strategic risk assessments and detailed budgets.		Deans/Vice-Principals
November	(1) Third quarter review of faculty/divisional/Auxiliary Operations – performance against budget.	Planning and Budget Committee/Finance Committee	V-P and Chief Financial Officer
	(2) Consideration of auxiliary operations budgets for the following year.	Finance Committee	V-P and Chief Financial Officer
	(3) Third quarter review of performance of University subsidiaries and consideration of University subsidiaries operational plans and budgets for the following year.	Subsidiaries Committee	V-P and Chief Financial Officer
	(4) Commencement of annual appraisal of deans and senior executives and setting of performance objectives.		Vice-Chancellor
	(4) Report on outcome of Academic Board academic program reviews.	Academic Board	President, Academic Board
30 November	Lodgement of faculty/divisional operational plans, risk assessments and detailed budgets.		Deans/Vice-Principals
December	(1) Confirmation of updated University <i>Budget</i> , revised to reflect final Commonwealth grant outcomes.	Council	Senior Vice-Principal/V-P and Chief Financial Officer
	(2) Consideration and approval of faculty/divisional budgets.		V-P and Chief Financial Officer
	(3) Review of faculty/divisional operational plans for compliance with University <i>Operational Plan</i> .		Senior Vice-Principal
	(4) Publication of University <i>Budget</i> .		Senior Vice-Principal