

PERFORMANCE MANAGEMENT POLICY

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1 PURPOSE

- 1.1 This policy ensures a robust performance management system to enable CQUniversity to assess whether it is achieving its stated objectives in a way that is efficient, effective and economic.

2 SCOPE

- 2.1 This policy applies to the University's planning framework.

3 POLICY STATEMENT

- 3.1 The [Financial Management Practice Manual](#) (FMPM) is the University's financial management framework. As such, this policy forms part of, and must be read in conjunction with, the FMPM.
- 3.2 This policy also contributes towards meeting the University's obligations under the [Financial and Performance Management Standard 2019](#) and ensures compliance with [A Guide to the Queensland Government Performance Management Framework](#).

Key performance indicators

- 3.3 The Vice-Chancellor and President has responsibility for the development and preparation of the University's key performance indicators. The Vice-Chancellor and President may delegate these tasks to other individuals or groups as deemed appropriate.
- 3.4 In conjunction with the Vice-Chancellor and President, the Vice-President (Student and Corporate Services) and the Deputy Director Strategic Planning, Risk and Insurance will ensure that a set of indicators exist to enable the University to assess its success in achieving the goals of the Strategic Plan efficiently, effectively and economically and delivering its services to a high standard.

Performance indicators

- 3.5 The Deputy Director Strategic Planning, Risk and Insurance, in conjunction with the Senior Executive, will prepare a set of key performance indicators for the University based on the goals set out in the Strategic Plan. These indicators will include both financial and non-financial measures and will specify activities, measurements and projected targets for the University.
- 3.6 The performance indicators form part of the University's University Plan and must be submitted to the University Management Committee and the Strategic Planning and Projects Committee for endorsement and to Council for final approval.

Performance targets

- 3.7 The Student and Corporate Services Division, in conjunction with each Division, will prepare a set of performance targets specific to each Division. The performance targets will be based on the University's performance indicators detailed in the University Plan and will provide an additional layer of detail specific to each Division. Division's will also include additional performance targets that may be specific to their operations for the period of the plan.
- 3.8 The performance targets will form part of the Division's Divisional Plan. Divisional Plans will be submitted to the University Management Committee for approval and to Council for noting each year.

Reporting against performance

- 3.9 The Deputy Director Strategic Planning, Risk and Insurance will provide regular performance reports to the University Management Committee and Council detailing performance against the University's performance indicators for consideration and discussion. These performance reports may also be submitted to other governance committees of the University as deemed appropriate. Reporting will take place at regular intervals determined by the appropriateness and accuracy of data available, i.e. after the census date of each term, with no longer than six months between each reporting period.

Assessing achievement against goals

- 3.10 In assessing achievement against the goals stated in the University's Strategic Plan, University Plan and Divisional Plans, the University Management Committee and Council will consider and discuss the following:
 - the appropriateness of the goals stated in the Strategic Plan, University Plan and Divisional Plans and the services delivered by the University to achieve these goals
 - whether the performance information collected is suitable to assess the extent to which the goals stated in the Strategic Plan, University Plan and Divisional Plans have been achieved
 - options to improve the efficiency, effectiveness and economy of University operations, and
 - assess the strategic risks associated with each performance indicator and any emerging risks and opportunities.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-President (Student and Corporate Services) and Deputy Director Strategic Planning, Risk and Insurance is responsible for implementing, reviewing, monitoring and ensuring compliance with this policy.
- 4.2 The University Management Committee and Council are responsible for the endorsement and approval of the key performance indicators and performance targets (where appropriate) and for monitoring the University's performance against these targets.
- 4.3 Compliance and monitoring will be assessed through regular reporting and analytical reviews.

Reporting

- 4.4 There are no additional reporting requirements.

Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[A Guide to the Queensland Government Performance Management Framework](#)

[Financial Accountability Act 2009](#) (Qld)

[Financial and Performance Management Standard 2019](#) (Qld)

[Financial Management Practice Manual](#)

[Planning and Reporting Policy \(FMPM\)](#)

[Queensland Government Agency Planning Requirements](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Strategic Planning and Projects Committee
Advisory Committee	N/A
Administrator	Vice-President (Student and Corporate Services)
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Approval and Amendment History	Details
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Notes	This document was formerly known as the Performance Management Policy (FMPM) (04/10/2017).