






## Operational Plan 2010

### Office of the Vice-Chancellor

- Office of Corporate Affairs

#### Key for Strategy / Activities Table

-  Priority/higher activity
-  Non-priority/lower activity
-  No activity/Minimal activity

## Office of the Vice-Chancellor

### Strategies / Activities (Inputs)

Objective	Strategy	Activity/Task	Primary Responsibility	Timeframe						Progress
				Jan/ Feb	Mar/ Apr	May/ June	July/ Aug	Sept /Oct	Nov/ Dec	
1.	Effectively manage corporate events	Vice-Chancellor's Forum	Executive Officer (DHR)	Blue	Red	Red	Blue	Red	Blue	To be held March, July and September or Oct 2010
		SEC Retreat	Executive Officer	Red	Blue	Red	Red	Blue	Blue	To be held February, May and August 2010
		Ministerial, Parliamentary, Foreign Delegation etc Corporate Events	Executive Officer	Blue	Blue	Blue	Blue	Blue	Blue	Events will be reprioritised as they are confirmed
2.	Support Effective Executive Presentations	Vice-Chancellor's report to Council	Executive Officer	Red	Blue	Red	Red	Red	Red	
		Vice-Chancellor's Roadshow	Executive Officer	Blue	Red	Blue	Blue	Red	Blue	
3.	Compliance	Collation and production of Annual Report – Volume 1	Senior Communications Officer	Blue	Red			Blue	Blue	For tabling in Parliament by Minister on 31/04/10
4.	University Policies	Management and development of University policies	Executive Officer	Blue	Blue	Blue	Blue	Blue	Blue	Ongoing
5.	Achieving Best Practice Standards for the OVC	Develop best practice standards	Executive Officer / Secretary to the V-C	Blue	Blue	Blue	Blue	Blue	Blue	(Including information/ document management)
6.	OVC Website	Continuous update of OVC website	Senior Communications Officer	Blue	Blue	Blue	Blue	Blue	Blue	
7.	Electoral Profiles	Collate information regarding Federal electorates within CSU footprint and work with P&A to develop information.	Senior Communications Officer	Blue	Blue	Red	Blue	Blue	Blue	
8.	Professorial Profiles	Liaise with CSU Professoriate for individual profiles	Senior Communications Officer	Blue	Blue	Blue	Blue	Red	Red	
9.	V-C positioning	Maintain contacts for national media	Senior Communications Officer	Blue	Blue	Blue	Blue	Blue	Blue	

Objective	Strategy	Activity/Task	Primary Responsibility	Timeframe						Progress
				Jan/ Feb	Mar/ Apr	May/ June	July/ Aug	Sept /Oct	Nov/ Dec	
		Develop proposal for Regional Development Committee in consultation with V-C and Heads of Campus	Executive Officer							
		Develop concept for Industry Advisory Committee in consultation with V-C, SEC and Faculty	Executive Officer							
10.	Corporate Communication	Develop a Corporate Communications Guide to support Branding and key University messages to stakeholders	Senior Communications Officer							
		Examine options for weekly V-C column in regional newspapers	Senior Communications Officer							

# Office of Corporate Affairs

## Executive

### Strategies / Activities (Inputs)

Objective	Strategy	Activity/Task	Primary Responsibility	Timeframe						Progress
				Jan/ Feb	Mar/ Apr	May/ June	July/ Aug	Sept /Oct	Nov/ Dec	
1.	Enhance Grants and Funding capacity	Appoint Grants and Major Initiatives Officer and develop processes for identifying, communicating and managing major grant rounds.	Director							Under discussion.
2.	Implement Brand Governance	Implement Brand Governance and associated strategy in cooperation with Director Marketing.	Director							Draft Policy and Procedures agreed between OCA and DM.
3.	Position University effectively with Government	Provide strategy support to V-C, SEC, Faculty and Research Centres on organisational positioning and liaise with relevant parliamentarians and offices as required on a priority basis.	Director							LEK documentation completed.
4.	Support national University initiative	Support V-C and SEC to advance national University and associated bids for new course and research priorities.	Director							Specific discipline planning commenced. Awaiting proposals from government relations firms. Optometry study commenced.

## Corporate Governance Unit

### Strategies / Activities (Inputs)

Objective	Strategy	Activity/Task	Primary Responsibility	Timeframe						Progress
				Jan/ Feb	Mar/ Apr	May/ June	July/ Aug	Sept /Oct	Nov/ Dec	
1.	Review Student Misconduct Rules	Establish working group to identify key issues with current Student Misconduct Rules with AGU, Faculties, Divisions and HOC	Manager, Corporate Governance							
		Identify legal requirements	Legal Office							
		Revise Rule(s) and processes in line with legal requirements and identified needs	Legal Office							
		Implement revisions in consultation with Heads of Campuses and relevant Divisions and Faculties	Manager, Corporate Governance							
2.	Continue Implementation of Revised Delegations	Finalisation of Schedules and implementation of Policy with delegations working group.	Manager, Corporate Governance							Working Party established. Roadshow to commence November 2009. Web site with FAQs and guidance live.
3.	Support introduction of compliance management processes	Support Faculties and Divisions to develop risk registers that conform with requirements in consultation with University Auditor through information and awareness sessions.	Manager, Corporate Governance							New guide to preparing compliance risk registers published. Roadshow to commence November 2009.
		Collation and production of Annual Report – Volume 2	MCG and CO							For tabling in Parliament by Minister on 31/04/10

Objective	Strategy	Activity/Task	Primary Responsibility	Timeframe						Progress
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4.	Refine Management and Responsibilities for Graduation Ceremonies	Liaise with Events Coordination Unit to refine management and responsibilities for graduation ceremonies (including invitations, Chancellor's duties, speeches etc).	Manager, Corporate Governance and Executive Officer							Follow on from process initiated in 2009
5.	Continue shift to e-Technology and Management	Investigate the use of electronic voting in future Council elections in consultation with AGU	Manager, Corporate Governance							For implementation at elections in 2012 <i>(to promote increased participation and reduce the environmental impact of paper based balloting)</i>
		Electronic filing of all Council minutes and agendas (1989-2006)	Committee Officer							
		Continuous update of CGU, University Council, History and Traditions and other related web-pages on CSU website	Committee Officer							
6.	Implement revised Commercial Activities requirements	Register all commercial activities in accordance with the guidelines and work with Finance and Business Enterprises to communicate revised requirements	Manager, Corporate Governance							New simplified Guidelines approved.
7.	Naming of Facilities	Establish register in conjunction with DFM for identification of named Campus Buildings and Streets	Manager, Corporate Governance							Initial register created.
8.	Review of Academic Freedom	Contributing to the review of Academic Freedom	Manager, Corporate Governance							Working Party has met.
9.	Implement TRIM system for Contracts Management	New contract management module and workflow being developed in TRIM in consultation with DIT, Legal, Finance and relevant Divisions/Faculty.	Manager, Corporate Governance							Working Party has met and set out functional requirements and training needs.

## University Advancement Unit

### Strategies / Activities (Inputs)

Objective	Strategy	Activity/Task	Primary Responsibility	Timeframe						Progress
				Jan/ Feb	Mar/ Apr	May/ June	July/ Aug	Sept /Oct	Nov/ Dec	
1.	Restructure Foundation	Reorganise the Foundation in consultation with Board and in alignment with University Advancement Strategy in consultation with Company Secretary	Director, Corporate Affairs							In-principle agreement from Foundation.
2.	University Advancement Strategy and Faculty Plans	Develop University Advancement Strategy as part of IDP and support Faculty to develop Faculty Plans to support advancement priorities.	Manager, University Advancement /Faculty Advancement Officers							Requirement included in revised IDP.
3.	University Advancement System	Implement University Advancement system 'Talisma'	Director, Service Alignment							Detailed implementation plan finalised and workflows being mapped.
4.	University Advancement Unit	Implement new organisational structure	Director, Corporate Affairs							Change Proposal finalised for distribution to staff. Dates for workshops published.