

CLASSIFICATION SCHEME

FINANCIAL MANAGEMENT

Accounting

Balance Sheets
Chart of Accounts
Credit Cards
Ledgers
Vouchers

Assets

Register

Banking

Bank Charges
Bank Statements
Cheques

Budgeting

Creditors

Debtors

Delegations

Financial Statements

Annual
Monthly

Funding

Bequests
Fundraising
Government, Commonwealth
Government, Local
Government, State
Grants
Private

Investments

Portfolios
Prospectus
Reports

Petty Cash

Reporting

Statistics

Superannuation

Tax

Compliance
Exemptions
FBT
Group
GST
Payroll
Prescribed Payments
Rates
Returns
Sales Tax

Travel

Accommodation
Orders/Receipts

Uniform

CLASSIFICATION SCHEME



GOVERNANCE AND GENERAL ADMINISTRATION

Acts

Alumni

Associations
Events
Functions

By-Laws

Breaches
Establishment & Management

Committees

Community Relations

Addresses (presentations)

*Arrangements
Transcripts (other)
Transcripts (Senior Staff)*

Celebrations
Ceremonies
Conferences / Workshops
Donations
Enquiries
Events
Exhibitions/Promotions
Gifts
Greetings
Media Relations

*Media Audio/Visual
Media Clippings
Media Releases*

Public Reaction

*Appreciation
Suggestions*

Tours of CSU

Complaints

Advice
Cases

Council Members

CSU Card

Delegations of Authority

Elections

Ballot Papers
Conduct
Electoral Rolls
Nominations
Results
Returning Officers
Tally Sheets

Equipment and Stores

Acquisition
Disposal
Distribution
Maintenance
Minor Equipment Register
Stocktake
Tendering

Fleet Management

Accidents/Claims/Reports
Acquisition
Disposal
Infringements
Leasing Out
Maintenance
Usage

Guidelines

CLASSIFICATION SCHEME



GOVERNANCE AND GENERAL ADMINISTRATION (contined)

Internal Audit

Advice
Engagements
Planning
Public Interest Disclosures

*Disclosures
Reporting*

Quality Assurance and Improvement Program (QAIP)
Reviews

Licensing/Accreditation

Marketing

Advertising
Career Markets
Profiling
Reporting
Schools Outreach
Surveys

Policy

Principal Dates

Procedures

Publications

Annual Report
Booklets
Corporate Style
Distribution
Drafting
Handbooks
Leaflets & Brochures
Manuals
Newsletters
Quotes
Student Information Guide
University Calendar
University Notices
World Wide Web
Year Books

Quality Assurance

Benchmarking
Key Performance Indicators (KPI's)
Standards

Regulations

Risk Management

Advice
Disaster Recovery & Business Continuity
Incident Investigations
Insurance

*Policy Renewals
Professional Indemnity
Property Claims
Public Liability Claims*

Plans
Registers

Rules

University Seal

CLASSIFICATION SCHEME

HUMAN RESOURCE MANAGEMENT

Allowances

Compliance

Conflict of Interest

Employment Conditions

Employment Schemes

Equity and Diversity

Disabled Persons
Gender
Grievances
Harassment
Kooris
NESB
Plans
Programs
Reporting
Retirement Age
Surveys

Establishment

Evaluation
Job Evaluation
Organisational Charts
Position Descriptions
Reporting
Restructuring

Exam Invigilators

Exchange

Grievance Cases

Induction

Industrial Relations

Advisings
Claims
Disputes
Enterprise Bargaining
Unions

Leave

Misconduct (staff)

Occupational Health and Safety (OH&S)

Accidents/Incidents
Assessments
Health and Wellbeing Programs
Inspections

*Hazards
Workplace*

Outside Professional Activities

Payroll

Performance Management

Professional Associations

Promotions

Recruitment

Advertising
Criminal Record Checks (general)
Criminal Record Checks (working with children)
Successful Applications
Unsolicited Applications
Unsuccessful Applications

CLASSIFICATION SCHEME

Vacant Positions

HUMAN RESOURCE MANAGEMENT (continued)

Rehabilitation Cases

Remuneration

Reports

Residential Advisers

Rewards and Recognitions

Scholarships

Secondment

Service Recognition

Social Clubs

Staff Development

Conferences

Arrangements

Transcripts (master)

Conferences (other)

Arrangements

Transcripts (presentation by CSU)

Mentoring

Standards

Study Schemes

Training Programs

Surveys

Timesheets

Visiting and Adjunct Appointments

Workers Compensation

Cases

Wage Claims

CLASSIFICATION SCHEME

INFORMATION MANAGEMENT

Archives Management

Appraisal Lists
Digital Archives
Disposal
Shelf Lists

Artworks

Exhibitions

Copyright

Forms

Freedom of Information (FOI) / GIPA

Applications
Registers

Privacy

Advice
Cases

Records Management

Classification Scheme
Customer Service
Manuals
Planning
Program
Storage

CLASSIFICATION SCHEME



LEGAL SERVICES

Advice

Agreements & Contracts

Land Titles

Legal

Legislation

Licences

Patents

Subpoena's

Trademarks

CLASSIFICATION SCHEME



LIBRARY MANAGEMENT

Acquisitions

Binding

Book Suppliers

Catalogues

Conservation/Preservation

Databases

Displays/Exhibitions

Disposal

Donations

Fines/Penalties

Hours of Opening

Loans

Periodicals

Reader Services

Reports

Security

Serials

Special Collections

Statistics

Stocktake

Subscriptions

CLASSIFICATION SCHEME



PROPERTY AND FACILITIES MANAGEMENT

Acquisition

Capital Works

Commemorative Plaques

Design
Installation/Maintenance

Construction

Fit Out
Installation
Relocation

Contract Administration

Reports
Variations

Disposal

Energy Management

Extension & Refurbishment

Flora/Fauna Management

Management
Relocation/Disposal

Leasing-out

Maintenance

Maps

Drafts
Master Sets

Naming

Buildings
Ovals/Reserves
Roads

Planning and Design

Security

Traffic Management

Accidents
Fines
Parking Permits

Usage

Waste Management

Water Management

CLASSIFICATION SCHEME

RESEARCH MANAGEMENT

Advertising

Anatomy

Licences
Registers

Animal Management

Accreditation
Animal Suppliers Licence
Breeding & Management
Lethality Tests
Veterinary Clinic

Ethics & Safety

Animal Ethics
Bio-Safety Ethics
Human Ethics
Radiation Ethics

Joint Ventures

Product Management

Intellectual Property
Licensing
Patents

Proposal Development

Reporting

Research Administration

Research Data

CLASSIFICATION SCHEME



STRATEGIC MANAGEMENT AND EXTERNAL RELATIONS

Advertising

Affiliations

Australian Universities
Others
Overseas Universities
Schools
TAFE

Audit

Committees (major)

Committees (minor)

Compliance

Evaluation

Government Relations

Commonwealth
Local
State

National Education Frameworks

Planning

Professional Relations

Reporting

Reviews

Visits

CLASSIFICATION SCHEME

STUDENT ADMINISTRATION AND SERVICES

Admissions and Enrolments

Advance Standing
Applications
Credit Packages
Credit Precedents
Criminal Checks
Distance Education
English Proficiency
Fees
HSC

*Interstate
NSW Board of Studies
Regional Preference
Results
Scaling
TER*

Interviews
Mature Age
Offers
Overseas Students
Regulations
Special Admission Schemes

*Gifted Students
Interstate Students
Koori
Rural Isolation Initiative
Special Consideration
Staff*

Student ID
Transfers
UAC and VTAC
Variation

*Credit Transfer
Deferment
Discontinuation
Exemptions
Student Details*

Careers Advice

Childcare

Provision of Service

*Accident/Injury Records
Attendance Records
Contact Details
Enrolment Records
Medication Administered Records
Places (provision)*

Staffing

Timesheets

External Partnerships

Financial Assistance

Advertising
Applications

Graduation

Acceptance
Amendment Relinquishment and Revocation of Awards
CSU Advance Graduates
Eligibility
Graduation Ceremonies
Register of Graduates

Health Services

Appointment Registers
Counselling
Drugs

*Prescriptions
Registers*

Patients

*Adults
Minors*

Housing

Placement

Open Day

CLASSIFICATION SCHEME



STUDENT ADMINISTRATION AND SERVICES (continued)

Recruitment

Marketing

*International
National*

Religious Services

Scholarships/Prizes/Bursaries/Fellowships/Medals

Administrative Arrangements
Applications and Nominations
Establishment
Registers

Special Needs Support

Student Associations

Student Exchange

Student Experience

Student Orientation

Verification of Qualifications

CLASSIFICATION SCHEME

TEACHING AND LEARNING

Anatomy

Licences
Registers

Animal Management

Accreditation
Animal Suppliers Licence
Breeding and Management
Lethality Tests
Veterinary Clinic

Assessments

Appeals
Exclusion
Grades
Misconduct (students)
Results

Course Delivery

Complaints
Examination Papers
Field Trips
Materials

*Calendars
Course Guides
Subject Outlines
Subject Resources*

Quality Assurance
Working Papers

Courses

Accreditation
Curriculum Approval
Curriculum Development
Curriculum Review
Establishment

*Advanced Diploma
Associate Diploma
Bachelor
Diplomas
Doctoral
Graduate Certificates
Graduate Diplomas
Masters*

Short Courses

Ethics and Safety

Animal Ethics
Bio-Safety Ethics
Human Ethics
Radiation Ethics

Exams

Open Book
Papers
Results

*Appeals
Grades
Honours
Withheld*

Take Home
Theses

*Higher Degree Students
Under Graduate*

Timetables
Venues

Practicums / Work Place Learning

Placements

Residential Schools

Special Consideration Requests

Supervision of Higher Degree Students

CLASSIFICATION SCHEME



TECHNOLOGY AND TELECOMMUNICATIONS

Acquisition

Application Development and Management

Client Services

Compliance

Contracting Out

Customer Service

Database Management

Desktop Services

Disposal

Evaluation

Maintenance

Planning

Security

Subscriptions

Tendering
