ANU Business Classification Scheme

The ANU Business Classification Scheme (BCS) is a list of terms used for the controlled naming of hard copy files and will be used to title documents and folders within the Electronic Records Management System (ERMS).

Scope notes provide guidance on which combination of terms accurately describe records and the information contained within them. For more information about the BCS please email records@anu.edu.au

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Assets and Facilities

Acquiring, constructing, managing, maintaining and disposing of buildings, vehicles, stores and equipment, including land, instruments, tools, machines, plant, furniture and furnishings, chemicals, hardware, homeware items, kitchen and cleaning items, medical supplies, stationery and artworks.

Acquisition and Procurement	Buying or getting use of property, goods and services.
	Includes: receiving and assessing tenders. **Includes**: services of consultants and contractors, warranties and guarantees. **Excludes**: deeds and contracts, acquisition of artworks, buildings, motor vehicles, technology and telecommunications software and equipment.
Agreements and Contracts	The establishment, maintenance, review and negotiation of contracts and agreements with vendors or other agencies to provide equipment, goods and services.
Artworks	The acquisition, by purchase or donation, and management of artworks.
	Includes: loan of items from the collection, either for internal use or for display in external exhibitions.
Audit	Official inspections to examine facilities, equipment and items to ensure compliance with standards, and checking records to ensure they have been kept in accordance with standards and record the business of the University.
	Includes: compliance, operational skills, system and quality assurance audits. **Excludes**: audits of hazardous material.
Bookings	The use made of facilities, vehicles, equipment and space.
	Includes: location management.
Building	The planning, construction, acquisition, management, fitout and disposal of property.
	Includes: major repairs, installation of equipment. **Excludes**: hazardous materials, contracts and routine maintenance. **Titling rule**: Building number to be added to metadata.
Disposal and Transfer	Assigning equipment to employees or organisational units and disposing of property no longer required by the University.
Equipment	Installation, configuration, maintenance and relocation of equipment.
	Includes: scientific equipment and musical instruments.
Hazards	Identification of risks relating to hazardous materials, implementation of procedures to treat risks, examination of facilities to ensure compliance with standards, and maintenance of buildings involving hazardous materials.
Infrastructure	Planning, management and maintenance of development and construction projects.
	Includes: planning for greenfields sites, roads, refurbishments and for demolition of existing facilities.
Installation	Placing equipment in position, connecting and adjusting it for use.
Insurance	Taking out insurance premiums, administering payments from insurance policy as compensation for damage to or destruction of property.

Inventory	Examination, counting, listing and valuing of items and assets in the possession of the University.
Land	Management of the physical attributes of University lands.
	• **Includes**: land assessments, authorisation, inspections, and compliance activities.
Leasing and Licensing	Leasing of items, equipment, accommodation, premises or real estate to or from another organisation.
Lost Property	Collection and management of property lost by staff or members of the public on University premises.
Maintenance	Routine upkeep of buildings.
	• **Includes**: cleaning, painting, grounds and cooling tower maintenance, and waste removal. • **Excludes**: hazardous waste.
Motor Vehicles	Acquisition, management, maintenance, repair and disposal of vehicles.
Parking and Transport	Activities associated with parking arrangements and driving and traffic infringements.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.
Relocation	Relocation of a University business unit, workgroup or individual.
Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access.
Space Management	Management of working spaces within buildings.

Community Relations

The function of establishing rapport with the community and raising and maintaining the University's broad public profile including the University's relationship with local, national and overseas governments, liaison with bodies carrying out investigations such as Royal Commissions, internal University relationships and with professional bodies, industry and the tertiary education sector, and the management of customer services.

Accidents	Dealing with mishaps causing injury or damage to the general public or visitors whilst on the University's premises.
Alumni	Providing services to, and maintaining lifelong relationships with, alumni of the University.
Brand Management	Development and management of corporate style and identity including design, format and style guides for University publications, documents, stationery and objects.
Donations, Bequests and Endowments	Management of money, items, artefacts or property donated to the University.
Events	Arrangements for events including ceremonies, conferences, exhibitions, visits and social functions. • **Includes**: presentations given at events and security arrangements. • **Excludes**: graduations.
External Relations	Maintenance of contact between the University and other organisations and sectors, providing or receiving advice or submissions, handling queries and public reaction to policies or services, and appointing representatives.
Fundraising	Activities to encourage the receipt of money from the wider community.
Market Research	The activities involved in qualitative and quantitative research used as market intelligence for the development and evaluation of products, services, and markets.
Marketing	The process of analysing, creating and selling products and services. • **Includes:** sales forecasting, advertising, promotion, pricing and product evaluation.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation. • **Includes:** compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined. • **Includes:** guidelines.
Public Relations	Managing information about the University to develop public understanding. • **Includes**: internal communications, digital and print media, social media, issues management, media relations and monitoring, cultivation of ANU talent and media contacts.
Student Recruitment	Planning, marketing, publicity and events designed to recruit new students to the University. • **Includes**: Open Days, Careers Market, publicising and advertising of University programs, facilities and services.

Financial Management

The function of managing the University's financial resources, including establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and submissions, and managing funds in the form of allocations and revenue from charging, trading and investments.

Accounting - Transactional	Recording financial transactions showing receipts and payments. • **Includes**: invoices, credit card statements, payment of salaries and allocating funds to organisational units.
Agreements and Contracts	The establishment, maintenance, review and negotiation of contracts and agreements with vendors or other agencies to provide equipment, goods and services.
Audit (Financial)	Official checking of financial records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University in a specified period.
Budgeting	Planning the use of expected income and expenditure over a specified period.
Fees and Charges	Determination and monitoring of fees or charges incurred for the provision and supply of the University's goods or services.
Fraud	Disclosure of fraud, and strategies for the prevention of fraud. • **Includes**: involvement in fraud prevention projects and the education of staff about fraud disclosures.
Funds Management and Investments	Management of University funds in an efficient and economical manner by ensuring an effective system of internal control is in operation. • **Includes**: investments and loans.
Insurance	Administrating and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. • **Includes**: recompense sought for stolen or lost property.
Management Accounting	Summarising and analysing information on financial transactions and subsequently on the financial position and operating results of the University. • **Includes**: financial statements and the monitoring of the University's accounting systems and internal controls.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation. • **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined. · **Includes**: guidelines.
Taxation	Managing taxation matters, including assessment of Fringe Benefits Tax (FBT) and assessment and payment of Goods and Services Tax (GST). • **Includes**: business activity statements.
Vendor Management	Accreditation of suppliers and maintenance of catalogues and product lists from vendors of assets and equipment of potential utility to the University.

Governance

The function of applying broad systematic management planning for the University, including activities involved with the development, monitoring and reviewing of business and strategic plans and other long-term organisational strategies, development of corporate objectives, continuous improvement processes, risk management strategies, quality assurance and certification, assignment of delegations, and the formulation and amendment of legislation.

Audit	Official checking of quality assurance and operational records to ensure they have been kept and maintained in accordance with standards and correctly record the events, processes and business of the organisation in a specified period.
	• **Includes**: compliance audits, operational audits and quality assurance audits.
Committees	Management of committees.
	• **Includes**: Council and its committees, Academic Board and other high-level corporate committees.
Delegations	Managing delegations of power to authorise an action on behalf of the University.
Elections	Managing nominations, appointments and resignations of individuals appointed by the University or their co-workers.
Legislation	The process of making and amending laws.
	• **Includes**: Acts of Parliament and University statutes and rules.
Liaison	Maintenance of contact between the University and other organisations and sectors, providing or receiving advice or submissions, and handling queries and public reaction to policies or services.
Organisational Structure	Establishing and changing of the organisational structure to meet University goals.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.
Quality Assurance	Administering the University's compliance with quality standards applicable to the tertiary education sector.
Risk Management	Identification of risks, likelihood, consequences of those risks and implementation of appropriate practice and procedures to treat the risks.
Subsidiaries and Associated Entities	Establishment, registration, maintenance and winding-up of University-owned registered companies or subsidiaries as corporate legal entities.

Human Resources

Management of all employees of the University and volunteer workers, including employment conditions, staff development, compensation to personnel injured at work, implementation of work health and safety legislation, change management, and industrial relations.

Agreements and Contracts	The establishment, maintenance, review and negotiation of contracts and agreements with vendors or other agencies to provide equipment, goods and services.
Change Management	Re-assessment of the activities, goals and structure of the University.
	• **Includes**: consideration of the number of staff, their position descriptions, equipment and other resources required to meet objectives.
Equity and Diversity	Development and implementation of University-wide policies, plans and initiatives about equity of employment.
	• **Includes**: workplace diversity, anti-discrimination and equal employment opportunity programs.
Grievances and Complaints	Handling and resolution of grievances.
	• **Includes**: handling complaints over perceived discrimination, work environment, work organisation or distribution, peers, supervisors or subordinates, and provision of access to opportunities such as training, equipment, promotion or higher duties.
Industrial Relations	Employee negotiations for increased pay or benefits
	• **Includes**: enterprise bargaining, handling of any disagreements relating to awards or agreements, and appeals to an external arbitrator.
Performance	Identification, evaluation and development of corporate and employee work performance so that the University's goals and objectives are achieved.
	• **Includes**: employees' benefits through recognition, performance feedback and career guidance.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined
	• **Includes**: guidelines.
Recruitment	Recruiting of professional and academic staff.
	• Includes: applying for approval to fill existing vacancies, advertising of positions, handling of applications, interviews, selection and appointment.
Remuneration and Salaries	Management of payment of salaries to personnel.
	• **Includes**: payroll deduction authorities and employee pay history records.
Staff file	Staff files detailing employment histories.
	• **Includes**: appointments, accidents, allowances, medical and personal leave certificates, compensation, security issues and separations.

Superannuation	Management of employee superannuation deductions and University superannuation contributions.
Systems and Processes	Development, implementation and monitoring of Human Resources systems and processes within the University.
	• **Includes**: pilot and post implementation reviews, feasibility studies, finalized system documentation, user and technical manuals, data dictionaries, business rules, user requirements, system specifications, rectification of problems, requests for system changes and final sign-off by all parties.
Training and Development	Activities relating to internal and external training available to staff.
	• **Includes**: course material, application forms, confirmation of course attendance, results, course evaluations, venue bookings and equipment hire. • **Titling rule**: WH&S training to be noted where applicable.
Travel	Arrangements for a journey or trip (both low and high risk) and relocating business units, workgroups or individuals.
	• **Includes**: arrangements for obtaining official passports and visas, itineraries, bookings and storage of personal effects at University expense.
Visitors and Honorary Appointments Files	Visitors and Honorary Appointments files detailing ANU association histories.
	• **Includes**: appointments, accidents, allowances, medical and personal leave certificates, compensation, security issues and separations.
Welfare	Management of University programs which encourage the establishment and maintenance of a healthy work environment.
	• **Includes**: counselling and health services, first aid facilities, promotional material.
Workers Compensation	Management of insurance premiums to cover loss or damage to staff against injury or death resulting from incidents on University premises or whilst engaged in employment.
	• Excludes: compensation cases.

Information Management

Management of the University's information resources including the production of publications.

Audit	Official checking of records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University.
Cases	Records documenting requests for public access to records under the FOI Act, the Privacy Act, and the Archives Act.
Control	Activities associated with creating and maintaining control mechanisms. • **Includes**: control records for recordkeeping systems, business classification schemes, business rules and thesauruses.
Disposal	Transferring of records into storage, destruction of records, and sale and distribution of publications.
Donations	Management of publications and papers donated to the University.
Intellectual Property	Management of the University's intellectual property and the use of material held by the University in which another party owns the intellectual property rights.
Library Management	Acquisition, control and disposal of library material and the provision of services to internal and external customers. • **Excludes**: donations.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation. • **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined. • **Includes**: guidelines
Privacy	Activities associated with applying the principles of privacy.
Publications	Drafting and producing hard-copy publications and audiovisual products. • **Excludes**: websites.
Security	Protection of information from accidental or intentional damage or from unauthorised access.
Websites	Development, modification and maintenance of websites in the anu.edu.au domain.

Legal Services

Provision of legal services to the University, including advice to the University, drawing up of legal agreements and handling of legal actions and disputes.

Advice	Offering of opinions by or to the University as to an action or judgement.
Agreements and Contracts	Establishment, maintenance, review and negotiation of agreements and contracts.
Disputes	Management of disputes between the University and other parties.
	• **Includes**: investigations, negotiations and managing lawsuits or legal proceedings in a court or other tribunal.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.

Research and Technology Transfer

Creative work undertaken on a systematic basis in order to increase the stock of knowledge and the use of this stock of knowledge to devise new applications for practical and commercial purposes.

Consultancies	Consultancy projects for external clients undertaken by the University.
Ethics and Conduct	Monitoring of the University's adherence to research ethics guidelines and codes of practice.
External Reviews	Review carried out by external organisations of the University's products, processes, procedures, standards and systems.
	• **Excludes**: financial audits.
Intellectual Property Management	Management of the University's intellectual property both published and unpublished. Includes the use of material held by the University in which another party owns the intellectual property rights.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards, reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.
Post-award	Management of the University's research projects including joint ventures.
	• **Includes**: establishment, negotiation of agreements and reporting requirements.
Pre-award	Applications by the University to funding bodies for research or development grants.
Research Activities	Activities associated with research projects.
	• **Includes**: investigation into existing research, collection, analysis, assessment of research data and forming conclusions. • **Excludes**: administration of grants.
Research Collections	Management of collections within the University gathered for research purposes.
	• **Includes**: collections of data, artefacts, samples and archives.
Research Prizes and Esteem	Activities concerning awards to staff for outstanding achievements or endeavours in research.
Technology Transfer	Transfer of the University's technological intellectual property through licensing or franchising.
	• **Includes**: the conversion of scientific or technological advances into marketable goods or services.

Students

Recruitment, admission and assessment of students to University academic programs, including student services and management of student performance.

Academic Conduct and Performance	Management of student performance.
	• **Includes**: Academic misconduct and infringements of rules.
Accommodation	Establishment and provision of student residential accommodation and associated services.
Admissions	Management of activities associated with the admission of student for a course of study to the University.
	• **Includes**: liaising with the University Admissions Centre and service providers.
Appeals and Complaints	Handling and resolution of student grievances and related appeals.
	• **Includes**: perceived discrimination, the academic environment and progress, peers and supervisors, academic progress and services to students.
Awards	Awarding and administration of prizes and medals to students for outstanding achievement.
	• **Excludes**: academic awards.
Examination and Assessment	Conducting and coordinating assessment and progress of students.
	• **Includes**: recording and notification of results and academic performance.
Fees and Charges	Determination, assessment, notification of liabilities and reporting of student tuition fees.
	• **Includes**: Higher Educational Contribution Scheme (HECS) and Higher Education Support Act fees and charges.
Financial Assistance	Provision of financial assistance to students.
	• **Includes**: liaison with external bodies.
Graduations	Conferring and administering of degrees to students.
Mobility	Administration of student exchange and study abroad programs.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.
Program Management	Management of student programs of the University.
Scholarships	Establishment, promotion, selection, awarding and administration of undergraduate and postgraduate scholarships.
Student file	Student files detailing admission and enrolment of individual students in University courses and programs.
Welfare and Counselling	Provision of health care facilities for students.
	• **Includes**: health education and promotion of health issues.

Teaching, Learning and Supervision

Formulating and delivering the teaching curriculum and facilitating the learning process.

Academic Awards	Establishment and administration of degrees, diplomas and certificates awarded by the University.
	• **Includes**: honorary degrees. • **Excludes**: scholarships, prizes, medals and teaching awards.
Accreditation	Formal approval from relevant accrediting organisations, external professional bodies or government authorities, for offering particular courses of study at the University.
	• **Includes**: review and re-accreditation of courses.
Assessment	Conducting and coordinating assessment and progress of students.
	• **Includes**: recording and notification of results and academic performance.
Grant Funding	Applications by the University to funding bodies for grants.
Intellectual Property	Management of the University's intellectual property and the use of material held by the University in which another party owns the intellectual property rights.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.
Programs and Courses	Development and delivery of courses of study for students enrolled at the University.
Teaching Awards	Administration of awards for excellence related to the teaching and learning function.

Technology and Telecommunications

Developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the University to capture, store, retrieve, transfer, communicate and disseminate information through automated systems, including the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems, communication network systems such as video conferencing, voice mail and electronic mail and technical aspects of the Internet, Intranet and websites.

Agreements and Contracts	The establishment, maintenance, review and negotiation of contracts and agreements with vendors or other agencies to provide equipment, goods and services.
Application Development	Development of software and programming codes to run business applications.
	• **Includes**: specifications, testing, pilots, prototyping and metadata requirements.
Audit	Official inspections to examine equipment, items and processes to ensure compliance with standards, and checking records to ensure they have been kept in accordance with standards and record the business of the University.
	• **Includes**: compliance, system and quality assurance audits.
	• **Excludes**: financial audits.
Contracting	The provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services.
	• **Includes**: outsourcing.
Database Administration	Building, prototyping and testing of databases.
	• **Includes**: management of user rules, passwords, monitoring usage and response times.
Disposal and transfer	Disposal of equipment or assets no longer required by the University.
Installation	The process of assigning of equipment and software to employees or organisational units.
Leasing	Leasing of items and equipment to or from another organisation.
Maintenance	Upkeep, repair, servicing, modification and preservation of conditions of equipment.
Network	Connecting and maintaining networks.
PABX and Telephony	Installation, configuration and relocation of telecommunications equipment and facilities.
Planning and Evaluation	Planning how objectives can be achieved, implementing plans, monitoring and evaluating implementation.
	• **Includes**: compliance with standards and reporting.
Policy and Procedures	Development and establishment of decisions, directions and precedents which act as a reference for future decision making as the basis from which the University's standard methods of operating are determined.
	• **Includes**: guidelines.
Procurement and Acquisition	Buying or getting use of equipment and software.
Security	Protection of equipment or information from accidental or intentional damage or from unauthorised access.

Service Desk	Keeping computer systems in effective operation on a daily basis.
	• **Includes**: fault reporting, help and desktop support.
System Administration	Implementation, maintenance and monitoring of technology and telecommunication systems and projects within the University.