

Activity Codes

From 1st January 2008

Description of Indicative Activities per Code

Updated: 04 Jan 2008

Activity Codes: Indicative Activities within each code

Activity	No.	Likely User	Description of Activity/Type of Activity included
Balance Sheet	00	Central Only	Central use only, used for Assets and Liabilities on the Balance Sheet
Teaching	11	Faculty	Largely Academic Only
Research	12	Faculty	Largely Academic Only
Research Training	13	Faculty	Largely Academic Only
Consulting & Community Engagement	15	Faculty/ Division	Contracted consultancy, Provision of advice to external parties
Financial Services	21	All	Provide; <ul style="list-style-type: none"> ⇒ Management accounting services ⇒ Financial accounting services ⇒ Treasury and Taxation services Administer; <ul style="list-style-type: none"> ⇒ Credit Card ⇒ Travel Manage or Process; <ul style="list-style-type: none"> ⇒ Debtors and Creditors ⇒ Procurement
Infrastructure Overheads (Description updated 4 th Jan 2008)	23	Central Only	General University Costs such as; <ul style="list-style-type: none"> ⇒ Utilities ⇒ Insurances
Facilities Management (Name and Description updated 4 th Jan 2008)	24	Central	Manage and book space Manage Motor Vehicles Centrally provide; <ul style="list-style-type: none"> ⇒ Cleaning and Security Services ⇒ Facilities Repairs, Refurbishments and Maintenance ⇒ Landscaping Services ⇒ Mail Services ⇒ Printing and Copying Services
Office Support (Name and Description updated 15th Oct 2007) (Description updated 4 th Jan 2008)	25	All	Manage <ul style="list-style-type: none"> ⇒ diaries, ⇒ appointments and ⇒ reception Office Supplies

Activity Codes: Indicative Activities within each code

Activity	No.	Likely User	Description of Activity/Type of Activity included
HR Administration and Processing, and Systems and Policy (Name and Description updated 15 th Oct 2007) (Description updated 4 th Jan 2008)	26	All	Staff Administration and Processing ⇒ Manage Academic and Professional Staff Workloads ⇒ Input timesheets and administration casual staff Human Resources Centrally provided Services including; ⇒ Manage staff performance and Development including underperformance ⇒ Recruit Casual and Permanent Staff ⇒ Industrial Relations ⇒ Payroll Services ⇒ Staff Development and Training ⇒ Develop HR Policy ⇒ Maintain HR systems ⇒ Staff Equity and Access Services
Governance and Management, Planning, Performance and Outcome Measurement	27	Central	⇒ Strategic planning and development, business improvement processes, provision of business intelligence and evaluation of outcomes ⇒ Governance activities; corporate and compliance reporting, record management, secretariat support, Legal, Auditing and Risk Management
Marketing, Media and Fundraising Services	28	All	Internal communications, manage external relationships, fundraising strategy and programs, manage University image, advancement activities
IT Services	31	Central	Provide; ⇒ Desktop Infrastructure and Support for Staff ⇒ Telephone services, network support, datacentre services Implement and manage Corporate Systems and Applications
Library Services (Name and Description updated 19 th Nov 2007)	51	Central	Undertake Central library activities including; ⇒ Develop main book collection and archives ⇒ Lending and circulation ⇒ Library training and document delivery
Public Services	61	AuxOp	Provide Childcare Service, Sporting Facilities
Cultural	62	Central/ AuxOp	Development, Maintain and Display University cultural collections
Commercialisation	71	All	Manage and Market University Intellectual Property. Undertake commercialisation activities

Activity Codes: Indicative Activities within each code

Activity	No.	Likely User	Description of Activity/Type of Activity included
Teaching Support Services	81	Faculty	Manage and/or Support; ⇒ Subjects ⇒ Labs and Tutorials ⇒ Course Development, Maintenance and Administration ⇒ Distance Learning Subjects
Research Support Services	82	Faculty/ Central	Activities that Manage and/or provide support for; ⇒ Research Students ⇒ Research Grants ⇒ Contract Research ⇒ Publication Activities ⇒ Research Centres ⇒ Animal Services Infrastructure ⇒ Lab Support
Student Enrolments and Fees	83	Central	Manage student enrolments and fees
Scholarships Administration (Name and Description updated 5 th Dec 2007)	84	Central	Provide and Manage Scholarships and prizes for undergraduate, postgraduate and research students
Examinations and Graduations	85	Central	Conduct examinations of all students and manage and administer all graduations
Learning Assistance and Student Welfare	86	All	Provision of Student ⇒ advisory services (International and Domestic) ⇒ Career, Employment and Health Services ⇒ Discipline ⇒ Equity Services (eg. Disability) ⇒ Orientation Services ⇒ Language and Learning support ⇒ IT Support Provide AV, Graphic Design and Multimedia Services
Recruit and Admit International Students	87	Faculty/ Division	Recruit International students Provide international student admission services
Recruit and Admit Local Students	88	Faculty/ Division	Recruit domestic students Provide domestic student admission services
Student Community Services	89	Faculty/ Central	Provide student accommodation Support and Manage; ⇒ Alumni ⇒ Student/Community Events
TAFE	TBC		

Activity Codes: Indicative Activities within each code