



Introduction to **Strategic and Governance Services**

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[Overview: Strategic and Governance Services](#)

Introduction

The Strategic and Governance Services Centre (SGSC) is located within the portfolio of the Senior Deputy Vice-Chancellor.

This consolidated service area is designed to provide support for ECU's Governing Council and related sub-committees, schools, professional services areas and other key groups that require interaction with the strategic and governance services functions of the university.

Strategic and Governance Services is supported by a Centre Operations team and is comprised of six functional areas:

- [Academic Quality and Standards](#)
- [Enterprise Risk](#)
- [Legal and Integrity](#)
- [Legislation and Policy](#)
- [Strategy and Performance](#)
- [University Governance](#)

About SGSC

SGSC supports ECU's Council, senior executive, schools, professional service centres and other key groups that require support from the strategic and operational governance functions of the University.

The Centre provides advice and expertise to the senior leadership and University community in relation to performance and governance matters, so that the University is able to meet its strategic objectives and operational requirements.



Directorate and Management Team

Strategic and Governance Services Centre (SGSC) supports ECU's Council, senior executive, schools, professional service centres and other key groups that require support from the strategic and operational governance functions of the University.

The Centre provides advice and expertise to the senior leadership and the University community in relation to performance and governance matters, so that the University is able to meet its strategic objectives and operational requirements. The Strategic and Governance Services Centre:

- oversees the development and implementation of plans and reports on the progress against those plans, to support the achievement of strategic goals of the University's Strategic Plan.
- deliver services to support strategic planning, academic planning, the development of key policies, and the

preparation of key submissions to external bodies, providing strategic direction in relation to performance monitoring and review, quality management and assurance processes.

- provides strategic oversight and support in relation to; risk management, business continuity, insurances, fraud and misconduct prevention, and internal audit as activities within the University as well as comprehensive advice and support to University related legal matters, complaints, integrity and regulatory compliance
- Policy and Governance Projects provides strategic oversight and supports the University in developing a contemporary policy environment that is accessible, accurate, consistent and lawful. The SGSC website includes a Policy and Legislation section which includes policy tools and templates and also links to ECU's Policy and Legislation Database.

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Academic Quality and Standards

Academic Quality and Standards (AQS) supports the Excellence Framework, by coordinating quality improvement activities including school reviews, discipline reviews and annual reviews. Services include:

- managing University-level processes for course management, quality assurance and academic policy development;
- providing expert advice on the requirements of the Higher Education Threshold Standards and regulation by the Tertiary Education Quality and Standards Agency (TEQSA) and the Australian Quality and Standards Agency (ASQA) with regard to Vocational and Educational Training (VET); and
- providing governance advice and executive support services to the Academic Board and its sub- committees



Enterprise Risk

Enterprise Risk (ER) has responsibility for strategic oversight of risk management, business continuity, and internal audit within the University.

ER is also responsible for the general management and maintenance of the insurance related business of the University and controlled entities.

It provides services that enable the University community to identify, assess and manage their key operational and strategic risks.

Through contract management of the University's outsourced Internal Audit service provider, Enterprise Risk assists ECU to accomplish its strategic objectives by facilitating a systematic approach to the evaluation and improvement of the effectiveness of risk management, control, and governance processes in partnership with management and staff

Legal and Integrity

Legal and Integrity (L&I) provide comprehensive advice and support to ECU and its Council for all legal and integrity matters at an enterprise level. Services include:

- providing comprehensive advice and support of University related legal matters, complaints, integrity and compliance;

- delivering key legal services ranging from litigation, contract and copyright management, intellectual property, freedom of information, legal compliance matters and managing access to external legal service providers; and
- providing support and advice on matters that relate to dispute resolution, student appeals, complaints (public and student) and internal investigative services.

Legislation and Policy

Legislation and Policy maintain policy documents, ensuring a consistent approach is taken to policy content and format in ECU's Legislation and Policy Search Directory

- The Legislation and Policy Search Directory is a contemporary, streamlined and user-friendly tool which encompasses all University legislation including statutes, rules, by-laws and policies.

- This site provides access to the Ecu Act and all current University governance instruments, including corporate and operational documents.



Strategy and Performance

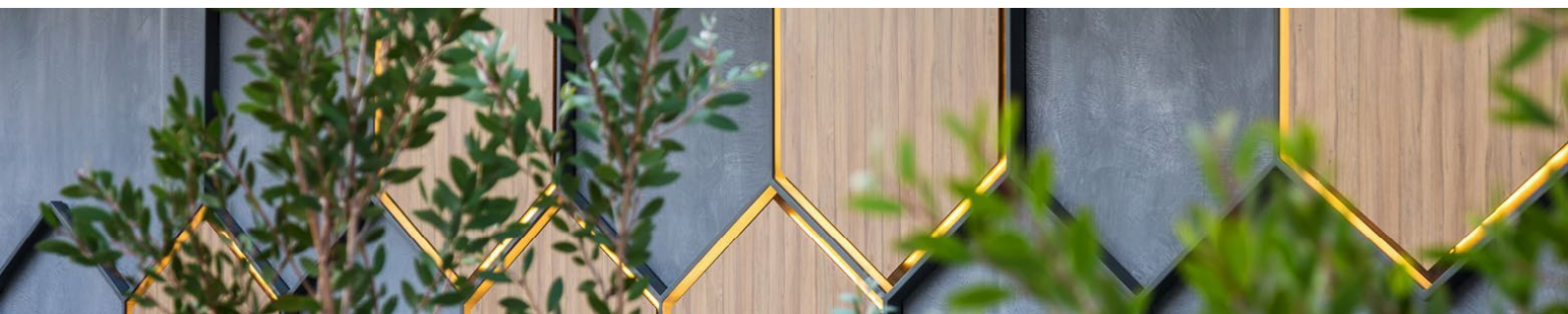
Strategy and Performance (SP) provides advice on the strategic positioning of ECU, supports planning and monitors and reports on performance and consults and provides advice on surveying. Services include:

- supporting strategy formulation and planning, including submissions to government on policy proposals and environmental scanning, and the development of plans at all levels of the University;
- undertaking performance monitoring and reporting, including survey administration and analysis; and
- undertaking statutory reporting, including data submissions, legal disclosures and grant reports and acquittals.

University Governance

University Governance provides corporate governance expertise and guidance across the University, is secretariat for University Council, bodies reporting to Council and University Executive. Services include:

- providing expert governance advice, and all executive support to the University Council, the University Executive and all sub-committees of Council (including Academic Board and its sub-committees); and
- managing the University's policy and delegations frameworks as approved by University Council and managing the University's relationship with the Guild.



SGSC Contacts

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Director, General Counsel and University Secretary

Supported by Centre Operations Team

Academic Quality and Standards

Support and advice in relation to curriculum approval

Research and Higher Degrees Committee
Administration of the Curriculum Approval and Publications System (CAPS)
Curriculum resources

Support, advice and oversight of curriculum review and accreditation

Major Course Reviews
Professional Accreditations
Annual monitoring of Units and Courses through ECUonQ

Management and oversight of the Excellence Framework and Quality Reviews

School Reviews
Research Centre Reviews
Offshore Program Reviews
Benchmarking procedures for Schools and Centres
Consultative Committee / Advisory Board database

Support, advice and oversight of regulatory requirements

TEQSA – registration renewal support
ASQA
CRICOS

Support and advice in relation to academic policies and University Rules

Support and advice in relation to academic prizes, University Medals, Post-nominal

Enterprise Risk

Audit Assurance

Internal Audits
ECU Recommendation Tracking System (ECURTS)

Business Continuity

Business Continuity Management Framework
Business Continuity Plans
Critical Incident Management

Insurance

Insurance policies and claims (other than workers' compensation)
Certificate of Currency
Insurance for Clinical Trials
Practicum, Work Experience or Volunteer Activities
Travel Insurance

Risk Management

Integrated Risk Management Framework and Guidelines
Enterprise Risk Management System (Riskware)
Strategic Risk Register
ECU Risk Appetite and Key Risk Indicators
ECU Assurance Map
Oversight and development of operational and project risk profiles
Travel Risk Management
Risk management for controlled entities

Legal and Integrity

Legal Advice

Comprehensive advice and support of University related legal matters

Template Agreements

IT Services International
Procurement
Research Services
Confidentiality agreements
General

Compliance

Designated Specialist Officers
Compliance Legislative Database
Sanctions
Foreign Influence Transparency Scheme
Defence Trade Controls
Freedom of Information

Integrity

Fraud and Misconduct Prevention and Management
Consultancy and Secondary Employment
Acceptance of Gifts by ECU staff Conflicts of Interest
Public Interest Disclosures
Fraud Risk Assessment
ECU Corporate Credit Card Use Research
Integrity

Complaints and Appeals

Public Complaints Student
Complaints Student
Appeals

Copyright

For staff and researchers
Copyright permission
Legal forms, notices and guidelines

Legislation and Policy

ECU Act
University Statutes, Rules and By Laws

Strategy and Performance

Compliance Reporting

Student and staff data submissions
Student and loan projections
Grant funding acquittals
ECU Annual Report disclosures and compliance statements

Performance Monitoring/ Reporting

Key Performance Indicators
Progress reports against plans
External reports on performance
ECU Annual Report KPIs
International rankings
Survey results analysis

Planning Support

Whole of University plans, incl. the Strategic Plan
External compliance plans (Disability Access and Inclusion Plan; Access and Participation Plan; Respect.Now.Always Plan)
Operational plans
School/Unit/Team work plans

Strategy Support

Government policy review submissions
Environmental scanning
Predictive analytics
Briefings on external impacts

Survey Services

National student surveys
Unit and Teaching Evaluations
Opt-in external surveys of students
Advice on survey design and deployment
Multiple choice questionnaire (MCQ) scanning service

University Governance

Executive Support and Services (including Elections, where applicable) for:

University Council
Quality, Audit and Risk Committee
Resources Committee
Council Remuneration Committee
Governance and Nominations Committee
Legislative Committee
Honorary Awards Committee and Working Group
Foundation Board
ECU South West Campus (Bunbury) Advisory Board
WAAPA Advisory Board
Vice-Chancellor's Student Advisory Forum
Professional Services Leadership Group

Executive support and services to the Academic Board and its sub-committees and working groups

Academic Board
Education Committee
Research and Higher Degrees Committee

Committee Support Resources and Training Chancellor Support and Liaison

Delegations and Authorities

Student Guild Liaison

Student Services & Amenities Fee allocation process and monitoring
Governance support and advice
Elections assistance