

STRATEGIC GOAL 1

| | | |
|--------------------------------|---|--|
| 3-year outcome measures | 1 Total cost of RMS Operations / FTE <= \$506,000 @ \$229ph | Strategic theme: - Entrepreneurial in endeavours |
| | 2 Total cost of RMS Operations / EFTSUL <= \$ | |
| | 3 RMS Training satisfaction rate x | |
| | 4 Records Scanned into TRIM within 10 days of receipt | |
| | 5 Reduce Storage space and costs by 5% | |

| 2010 action | | 2010 target | Accountability | Links to other plans | Expected completion |
|-------------|---|--|----------------|-------------------------------------|--------------------------------|
| 1 | Deliver awareness training to University general staff on new legislation practices and the effect on record keeping within Swinburne | Undertake Records Management Training program for all Swinburne staff 1.1 Develop RMS training manual to include new legislation practices and refine procedures | RMS Manager | 2015 University Vision | 31 st December 2010 |
| 2 | Complete Performance Development Rewards and continue to review | Staff PDR's to reflect changing work environment within RMS 2.1 Develop and maintain periodic statistical reporting: KPIs Benchmarks etc | All RMS staff | University wide PDR and 2015 Vision | 31 st December 2010 |
| 3 | Commence Corporate ITS Contracts electronic scanning system in designated Departments | Provide a Business plan, Implementation plan, Budget breakdown, Quotes, Costing analysis now vs future. | RMS Manager | 2015 University Vision | 31 st December 2010 |
| 4 | Monitor Secondary Storage facilities | 4.1 Supported by the Evidence Act, aim to reduce physical storage annually (culling) by 5% of archive boxes and 20% of all documents scanned 4.2 Scanned corporate records vs permanent storage | RMS Manager | 2015 University Vision | 31 st December 2010 |

Swinburne University of Technology
2010 Student & Corporate Services Plan

| | | | | | |
|----------|--|---|-------------|------------------------|---------------------------------|
| 5 | TRIM Online Training Program | Undertake Online TRIM Records Management Training program for all Swinburne staff | RMS Manager | 2015 University Vision | 1 st April 2010 |
| 6 | Commence Records Management Business Classification Scheme to replace existing Thesaurus | Provide a draft business classification scheme plan, with a budget costing analysis | RMS Manager | 2015 University Vision | 1 st April 2010 |
| 7 | Commence Evidence Act Compliance for Standards against Records Digitisation | Check if Swinburne is compliant with the Evidence Act 2009? | RMS Manager | 2015 University Vision | 31 st September 2010 |
| 8 | Equity and OHS Awareness in Business Unit | 8.1 Training of both Equity and OHS 100% completed 8.2 100% compliance with OHS procedures and workplace inspections | RMS Manager | 2015 University Vision | 31 st September 2010 |