

ACE COMMS & OPS PLAN

This is a live document to capture operational details and decisions for **Media**, **Corporate Comms**, **Multimedia**, **Events** and **Gov Relations**. Please update your relevant sections as necessary.

To ensure smooth communication on a fast-moving day, [redacted] is lead point of contact with **Office of Provost**, **Office of Chancellor**, and **Genevieve Bell**. If those offices come directly to you with instructions, please refer them to [redacted], or brief [redacted] on the conversation ASAP.

Sequencing

Time	Activity	Responsible officer/team	Status
930am	All of ACE standup in Public Affairs office. Remote staff to join online via Teams	Everyone	DONE
10am	Pre-announcement prep:		
	Townhall details confirmed (time and location)	[redacted]	DONE
	Get copies of all-staff email text from Chancellor and Genevieve	[redacted]	DONE
	Townhall details added to Chancellor email draft (including no livestream available but recording will be made available. Or could these details go on a calendar invite separate to the Chancellor's all-staff email?	Corp Comms	
	Media alert written	Media – [redacted] to sign off	DONE
11:15am	ANNOUNCEMENT 1 x all-staff and 1 x all-student email sent >>> THIS MIGHT HAPPEN EARLIER – [redacted] WILL ADVISE WHEN WE HAVE THE GREEN LIGHT TO SEND IT	Corp Comms – [redacted] to do final review, [redacted] to release email from system	DONE
11:15	Statement (same as all-staff email) is sent to donors/alum	[redacted]	DONE
11:30am	<i>(after all-staff emails have been sent out)</i> Key journalists to be contacted and provided with: * copy of all-staff email * media alert with details of press conference * media statement uploaded	Media team, led by [redacted]	DONE
11:30am	Pre townhall prep		

	Townhall format confirmed (2 brief speeches plus Q&A?)	s.22 Irrelevant m	DONE
	Website (new article page?) set up to house townhall recording and link to media statement	Corp Comms	
	Staging requirements confirmed (numbers of chairs etc)	Events (liaise with s.22 Irrelevant mat	DONE
	Ushering requirements confirmed and usher pre-briefing undertaken	Events	DONE
	Microphone roving staff confirmed	Events	DONE – no roving mics
	Tech bump in and checks	Multimedia	DONE
	Reserved front-row seating for Deans, DVC-A etc	Events	DONE
	Media conference room set up – lighting etc	Multimedia & Media (Security?)	DONE
	Media conference details confirmed (eg who is speaking, running order, duration)	Media s.22 Irre	DONE
	Media conference talking points drafted and given to Chancellor/Provost (not sure if this is required)	s. 22 Irrelevant material	DONE
	Chancellor and Rebekah Brown townhall prep: Mills Room 11:30am-1:30pm s.47F Personal will still be available on email, mobile, Teams tc)	s. 22 Irrelevant material	DONE
130pm	TOWNHALL All-staff townhall in Llewellyn Hall	All teams except Gov Rels	DONE
3pm TBC	Media conference – back room of Llewellyn Hall	Media team – s.22 Irre to lead Multimedia team – operational support	DONE
4pm?	Townhall video recording edited and provided to corp comms team	Multimedia	DONE
4pm?	Video uploaded to website	Corp Comms	DONE
4pm?	Journos given link to townhall video (?)	Media team	
5PM?	Executive liveX from ANU Media Studio (?)	Multi/media	
Future	Other/Future tasks		
	Comms/media plan for Interim VC	Corp Comms Media	
	Comms drafted for alumni/donors	Corp Comms	
	Consideration of all-student email	Corp Comms and s.47F Personal privacy	
	Consideration of comms for international agents	s.47F Personal privacy	

		s.47F Personal priv	
	Decision taken on OC next week – still rested? Or brought back?	Corp Comms and s.47F Personal privacy	

TOWNHALL

Agreed:

- * Open attendance (no registrations required), no staff security passes checked at door
- * No livestream
- * Townhall will be filmed (Multimedia) and uploaded to web (corp comms)
- * Journalists can be in the room but only to take notes. We respectfully request that they don't ask questions so that staff have the maximum opportunity to do so.
- * There will be a press conference afterwards in a room off the main hall. This will be journos' opportunity to ask questions.
- * No mainstream media filming in the townhall – s. 22 Irrelevant material Security to ask film crews to move to press conference room. Media will be provided with ANU's recording instead.

We need to know/decide:

- * Should we revive OC for next week, which was meant to be on a break?

Notes

>>> Slido

Put slido details in the calendar invite

s. 22 Irrelevant material to MC, make introductory comments

Add to media alert – reserved parking and reserved seating

Set up an email address for questions

MEDIA

List of Media assets required

- * Media alert
- * Media statement

Tasks

Can someone – **s. 22 Irrelevant material** monitor coverage throughout the day and assemble a media coverage report for execs, with pdfs and links?

MULTIMEDIA

s. 22 Irrelevant material

s. 22 Irrelevant material

Event 2-3 cameras

presser lights, banner, camera

Supers:

- Chancellor the Hon Julie Bishop
- Interim Vice-Chancellor Professor Rebekah Brown FAASA

5+3+Slido Q&A

s. 22 Irrelevant material

From:
Sent:
To:

s. 22 Irrelevant material

Wednesday, 10 September 2025 11:09 PM

s. 22 Irrelevant material

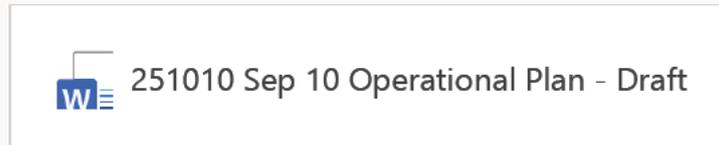
Sep 10 Operational Plan - Draft" with you



s. 22 Irrelevant material invited you to edit a file

Hi all, here's the sharepoint doc I've started to capture our operational details.

After the ACE standup at 930am, I'll send everyone this link.



 This invite will only work for you and people with existing access.

Open

Share



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