MINUTES

MEETING RSHA Change Management Steering Committee
MEET No. 8/2013
DATE/TIME Monday 16 September 2013 / 8.00am
VENUE CASS Meeting Room 3, Beryl Rawson Building (13)

Part 1. Procedural Matters

ITEM 1. Attendance:
Dr Nadine White (Chair)
Professor Toni Makkai
Ms Linda Addison
Associate Professor Kylie Message
Professor Jane Simpson
Professor Howard Morphy

Apologies:
Ms Suzanne Knight

The meeting opened at 8.10am.

ITEM 2. Minutes of previous meeting:

2.1. Minutes of meeting 13 September
Endorsed with the following amendments:
• Item 4 delete ‘another person if Dr Bode unable to participate’ insert ‘her nominee’;
• Item 4 delete “Project Manager” insert “relevant School/s”;
• Meeting closed; delete 8.55am insert 9.10am.

ITEM 3. Matters arising and action items:

3.1. Circulation of
3.1.1. Implementation Plan
The draft implementation plan (including the working party and sub-committee guidelines) was discussed. All documentation was confirmed with minor amendments, including the addition of an implementation timetable.

It was agreed that the draft Implementation Plan should be referred to the CASS Executive for endorsement.

The committee discussed the implementation timetable and agreed that the release of the Implementation Plan should be accompanied by the conduct of a staff and a student forum.

It was agreed that the Chair of the Steering Committee brief the Vice Chancellor about the proposed Implementation Plan after it had the endorsement of the CASS Executive.
Part 2. Matters for noting

ITEM 5. Discussion of Change management Governance Structure diagram

Refer Item 3.1.1. Endorsed as part of the draft Implementation Plan and working party and sub-committee guidelines

ITEM 6. Final approval for distribution of Implementation Plan and working party and sub-committee guidelines

Refer Item 3.1.1

Part 3. Other Business

ITEM 8. Other business

The Dean of CASS moved a vote of thanks for the Chair, which was endorsed.

ITEM 9. Future meetings

It was agreed that the committee would continue to meet weekly until the beginning of October. It then expected to meet next on Friday, 1 November to consider the reports of the working parties and sub-committees (other than the Space Management Working Party) due on 31 October, unless a working party sought a meeting beforehand. Thereafter it expected to meet as required until the new structure commenced on 1 January 2014.

ITEM 9. Next meeting

The next meeting will be held on Monday 23 September, Meeting Room 3, Beryl Rawson Building, at 8.00am.

At the next meeting the committee will be updated on the timeline for the Vice Chancellor’s consideration of the Implementation Plan and attachments.

Meeting closed at 9.00am.