

UPDATE ON WORKING PARTIES AND COMMITTEES

Joint Administration Group (JAG) Function Working Parties

The Function Managers of each of the six administrative functions – Finance, HR, IT/IS, Marketing and Development, Research Management and Student Administration have submitted progress reports to the Joint Colleges Executive Committee (JCEC) as of Wednesday 2 September 2009.

These submissions cover progress on the following areas:

- Recommendations on the proposed staffing structure for the function;
- Progress on the development of Service Charter;
- Initiation of a website presence for the function;
- The future of the Working Party and progress towards winding up (if relevant); and
- Development of an ongoing feedback and evaluation mechanism.

The progress reports will be distributed to the ANU College of Medicine, Biology and Environment (CMBE) and ANU College of Physical Sciences (CPS) Advisory Boards for their meetings on Friday 11 September 2009 and to the CMBE and CPS Executive Committees for their meetings mid September 2009.

Members of JCEC thank each of the Function Managers and members of the Working Parties and Sub-Groups for their herculean efforts so far, and their continued commitment to the consultative approach to the formation of the JAG and Change Management project.

In addition to the progress reports, individual Working Parties have contributed the following since the last newsletter:

Research Management – A draft Service Charter has been developed and submitted along with the JCEC Progress Report as above. Following on from the submission, the Working Party met on Wednesday 2 September 2009 to review the Activity Flow document drafted by the Project Management sub-group. Discussion at this meeting also focussed on how to move forward to meet the September key milestones and finalise the agreed Service Charter. Reference Group meetings are being scheduled to review the Pre-Award and Project Management activities.

Student Administration – The Working Party tendered its submission which outlined three possible models for a team structure and a draft Service Charter. The Working Party further reviewed the submission at the meeting on Wednesday 2 September 2009 and discussed consultation options with the Reference Group and key stakeholders.

Human Resources – The final meeting for the HR Working Party was held on Tuesday 1 September 2009. The group finalised work relating to:

- Review of the submission made to JCEC on Monday 31 August 2009;

- Discussion of translation of outstanding work into the HR Senior Leadership Team with a three month follow-up evaluation;
- An approach to launching and road shows upon endorsement from JCEC; and
- The development of a HR User Group to ensure ongoing service delivery improvements and innovation.

Virginia Pederick, Chair of the Working Party, has expressed her sincere thanks to each and every member of the Working Party for their ongoing commitment and support over recent months. [More information](#) on the successful completion of the Working Party, including photos of participants is available.

IT/IS – The IT/IS Working Party is continuing to work through the proposed Terms of Reference for the College IT Strategic Committee and the suggested Terms of Reference for School IT Committees. The Working Party is exploring the roles of the Committees with respect to strategic and operational planning.

Finance – The Finance Working Party have now received and considered the feedback from the Reference Group on the proposed structure for JAG Finance, which was incorporated into the progress report submitted to JCEC. The Working Party is currently focused on continuing the development the JAG Finance Service Charter.

Marketing and Development – The meeting of the Marketing and Development Working Party scheduled for Wednesday 26 August 2009 was cancelled due to the unavailability of key Working Party members and to focus on Marketing and Development operations and team work. In the meantime, work has continued off-line from the Working Party on the following items in preparation for the next meeting:

- Continuing development of the Marketing and Development activities matrix
- A proposed staffing structure based aligned to the activities matrix
- Development of a Service Charter
- Continued piloting of School based Marketing and Development Committees in the Fenner School of Environment and Society and the Research School of Earth Sciences.

For further information on any of the Working Parties please contact cmbe-cops@anu.edu.au

Research School of Biology (RSB)

The meeting scheduled for Friday 28 August 2009 was postponed while a number of agreed recommendations are ratified. Academic User Groups for both Plants and Animal Services have been convened and are waiting for the appointment of Team Leaders to be finalised before further discussions can occur. An IT Committee is currently being established. The Working Party will reconvene in the next fortnight.

Research School of Biology (RSB)/Research School of Chemistry (RSC)/The John Curtin School of Medical Research (JCSMR) Joint Workshops Change Management Project

The Joint Workshops Working Party has recently presented a report and recommendations to the Joint Workshop Management Group on the proposed location and size of facilities for the Joint Workshops. Prior to the submission of the report, affected staff were given an opportunity to comment on the report and its recommendations. Having now provided preliminary space and tooling data to the Architects for the Building 46 Workshop, the Working Party is now shifting its focus to the staffing and management structures for the new joint workshops arrangements. All relevant information can be found at: http://science.anu.edu.au/Staff/workshops_rsc_rsb/

Comments, questions or requests for further information should be directed to workshops.rsc_rsb@anu.edu.au