MINUTES

DOL Executive Team Meeting

MEET No. Meeting no. 1/2012
PRESENT Peter Nikoletatos (Chair), Allan Williams, Susan O’Neil, David Richardson, Samantha Gilbert, Kus Pandey
ATTENDING Kus Pandey (a/g Secretariat)
APologies Roxanne Missingham, Maggie Shapley, Hayley Calderwood (Secretariat)
DATE/TIME Wednesday 9 May 9:30am – 11am
VENUE South Oval Meeting Room

Part 1. Action Register

ITEM 1. Belinda Day – SoE presentation
• Belinda Day (BD) presented a workshop on the improvement of the Statement of Expectation (SoE) process. The Executive Team (ET) discussed Performance Management Framework and the results from the Staff Survey in 2011, including the Career and Performance Development process.

ITEM 2. Apologies – as above

ITEM 3. Establishment of DOL Executive Team and DOL OMG (Operational Management Group)
• Item acknowledged

ITEM 4. Accept previous minutes/actions

ITEM 5. Action Register

Part 2. Standing Items

ITEM 6. Occupational Health & Safety
• No formal advice has been noted, however in future, a summary document will come from the DOL OMG

ITEM 7. Portfolio reports
7.1 Peter Nikoletatos (PN)
• Current focus is on Financial repositioning
• Following the plan for a single IT helpdesk, one college has offered DOL to look after all IT services, with two additional colleges interested
• EDRMS (Electronic Document Records Management System) project is progressing
• PN is working on the process to implement a single email platform. Proposed date of completion is 1 July 2012
• PN and AW are reviewing the structure of IT, with more documentation to come at the next meeting on 24 May.

7.2 Roxanne Missingham (RM) - absent

7.3 Allan Williams (AW)
• Some discussions are commencing around Wattle.
7.4 Susan O’Neil (SO)
- The Educause survey response is due soon
- UniForum – DoI has provided a response to the survey
- Mark Baker will soon commence work on the review of our financial processes.

Part 3. Other business

ITEM 8. Samantha Gilbert - IS PPSO presentation on Project Management
- Samantha Gilbert (SG) gave presentation on formalising Project Management in the Division of Information (DoI). ET discussed Project Management in DoI and the possibility of using MS Project as the main program. SG agreed to present on the Project Management formalisation process at the OMG meeting. She will also circulate the Project Sizing Tool criteria to the ET and seek sign off at the next ET meeting.

ITEM 9. Other business – Quarterly update
- DoI Executive Team and OMG will meet together prior to each quarterly update, to discuss strategic direction.

Meeting closed 11:00am

Next Meeting held:
Peter Nikoletatos (Chair)
Thursday 24 May 2012
South Oval Meeting Room
9:30am – 11am