MINUTES

MEETING Dol Executive Team Meeting

MEET No. Meeting no. 3/2012

PRESENT Peter Nikoletatos (Chair), Roxanne Missingham, Allan Williams, Susan O’Neil, Maggie Shapley, Samantha Gilbert, Kus Pandey

ATTENDING Sarah-Jane Macri 51772 (Secretariat)

APOLOGIES David Richardson

DATE/TIME Wednesday 6 June 9:30am – 11am

VENUE South Oval Meeting Room

Part 1. Action Register

ITEM 1. Apologies – as above

ITEM 2. Accept previous minutes/actions – minutes accepted; name of team changed from ‘ET’ to Exec. Team to avoid confusion when reading minutes.

ITEM 3. Action Register

Part 2. Standing Items

ITEM 4. Occupational Health & Safety

- Roxanne Missingham (RM) reported that an elderly person slipped and fell in Menzies as a result of turning too quickly. Incidents involving the general public are dealt with by completing an incident report. New staff have an OSLO assessment.
- Peter Nikoletatos (PN) stated that between February and April, the DoI accumulated 7,000 hours of sick leave, equating to 15 people absent every day. Although this rate is high, PN emphasised the need for employees with the flu to stay away from the work place until they have recovered. Five days leave without a medical certificate is available.

ITEM 5. Portfolio reports

5.1 Roxanne Missingham (RM)

- Library food and drink policy will allow people to bring in closed drinks and cold food.
- Project to seek feedback on collection processing & management issues as a result of an increase in back log by over 1,000 items in the first three months of 2012.
- Creative Arts library is on track for the build.
- The MFDs that were fixed on Thursday 31st May took out 55 PCs, but were back online the next day.
- 7000 students not registered on recharge; using home or workplace facilities as opposed to library facilities.

5.2 Susan O’Neil

- Uniforum closed 6/06/12, SO sent out updates for people to self-assess their progress. Contacting people who haven’t progressed/actioned anything to make sure they are on track. Report sent out last night with extra functional information included.
- Period 6; finance closes on 10th June. Major focus in the finance space will then be developing a three year rolling budget, starting from a zero base for 2013.
- Service divisions have commenced meetings (DRSS, F&BS, F&S, RMAO & HRD) to share information, ideas and collaborate.
- Social media draft procedure
- Contract management handbook produced by UPCO released 5/06/12, available on the policies website.
- Oncall; draft diagram for incident management after hours and what assessment matrix is used to determine call outs.

5.3 Maggie Shapley (MS)
- OMG Meeting; presentation on project management tools by Samantha Gilbert (SG) very well received. Discussed operational plan. Good attendance; some members feel that they should meet more often.
- Metrics Report; too comprehensive. College IT metrics report still under development.

5.4 Samantha Gilbert (SG)
- In the process of updating the DoI Project Portfolio; based on a review of the ops plan, audit findings, and stakeholder consultation. PN suggested a five year plan be constructed over the next quarter.
- Project documentation space; finished creating the small, medium and large tool kits in terms of proposals and plans, sizing tool, and a series of information brochures on tools that help people with project planning
- Project management mentoring space; Assisting Outreach with their website redevelopment project and CoS JAG project with their implementation planning
- Project management skilling set; Matching skill set requirements of project managers to project size with a view to preparing job descriptions

Part 3. Other business

ITEM 6. Proposed DoI Structure [Confidential]

Discussion regarding changes to the organisational structure ensued.