MINUTES

Dol Executive Team Meeting

MEET No. Meeting no.4/2012

PRESENT Peter Nikoletatos (Chair), Roxanne Missingham, Allan Williams, Susan O’Neil, Samantha Gilbert, David Richardson, Kus Pandey, Dominy Evans, Anne Kealley,

IN ATTENDANCE Tim MacPherson (UPCO)

ATTENDING Sarah-Jane Macri (Secretariat)

APOLOGIES Maggie Shapley

DATE/TIME Friday 22 June 11:45am – 1:15pm

VENUE South Oval Meeting Room

Part 1. Action Register

ITEM 1. UPCO – Guest – Tim Macpherson (TM)

• With ANU for 2.5 years, responsible for strategic procurement across the university.
• Peter Nikoletatos (PN) has observed that each RFT is treated individually, leading to a missed opportunity of integration/duplication. Market should not be tested on every occasion; there is a process to seek exemptions and that requires liaising with UPCO prior with rationale/business case. TM in support.
• Allan Williams (AW) mentioned that templates should be developed; TM suggested that feedback is always welcome.
• Susan O’Neil (SO) offered gratitude for the services that the procurement team has provided thus far; seconded by Dominy Evans (DE) and AW.
• Update on progression of streamlining tender process and management documentation. TM replied that the strategy is being looked at, suitability being determined and will be under consultant review, priority has been moved to the end of the year.
• Procurement steering committee group will be a set group, and an evaluation committee that may report to a specific sponsor – case by case basis according to individual project structures.

ITEM 2. Portfolio reports

2.1 Peter Nikoletatos (PN)

• PN welcomed all members to the new leadership team; new members include DE and Anne Kealley (AK).
• Quarterly Update – July 4th.
- Organisational chart.
- Absences – sick leave.
- ANU Service Desk.
- Microsoft Student Lounge.

2.2 David Richardson (DR)
- Office 365 for email; Dimension Data onsite (Microsoft partner), paid for by Microsoft to support implementation. Almost three quarters complete. Aiming for completion of the infrastructure build by Monday 2nd July. Following this, the trial will commence and in parallel, the DoI Exec Team will be migrated to it.

2.3 Dominy Evans (DE)
- Change of project manager.

2.4 Allan Williams (AW)
- Liaising with Microsoft with regards to a possible patching solution called Intune.
- Printing – 3 hour outage due to a server issue.
- Moodle 2.2.

2.5 Samantha Gilbert (SG)
- Engaged with Roxanne’s area for relay & archive projects for the project manager.
- Met with Operational Management Group (OMG) and discussed the process for formalising projects within the division, and liaising with those identified by the OMG.
- Project to provide a snapshot of status of all projects, simplifying reporting.

2.6 Susan O’Neil
- Oncall
- OVC telephony.
- Within Optus agreement, better way to manage overseas bundle than in the existing agreement.
- Purchasing & finance arrangements; holding workshops on improving those services. Improvement initiatives as a result.

2.7 Roxanne Missingham (RM)
- Attended Education Committee Meeting
- Paper for next research committee; research outputs; better standing and opportunity to raise visibility.
- Mid-year budget review
ITEM 3. Apologies – as above.

ITEM 4. Accept previous minutes/actions – accepted.

Part 2. Standing Items

ITEM 5. Occupational Health & Safety
  • Anxiety attack; reporting incident.
  • An incident reported; delayed response by OSLO.

Part 3. Other business

ITEM 6. Other business
  • No other business at this time.

Meeting closed 1:50pm

Next Meeting held:
Peter Nikoletatos (Chair)
Wednesday 4th July
South Oval Meeting Room
9:30am – 11am