MINUTES

Dol Executive Team Meeting

MEET No. Meeting no. 8/2012

PRESENT Peter Nikoletatos (Chair), Samantha Gilbert, David Richardson (left 12:30pm), Anne Kealley,

Dominy Evans, Allan Williams, Susan O’Neil (late), Roxanne Missingham (late), Kus Pandey

(left 12:30pm)

ATTENDING Sarah-Jane Macri (Secretariat)

APOLOGIES Dominy Evans

DATE/TIME Friday 17 August 11:30am – 1:30pm

VENUE South Oval Meeting Room

Part 1. Agenda

ITEM 1. Dol Administrative Review incl. IT Governance Audit (Peter Nikoletatos)

1.1. General feedback was that we do not have credibility, resulting in staff feeling demoralised. Not able to meet our promises, cultural indifference among ourselves, lack of service orientation. There were some affirmations included in the document.

1.2. Recommendation 1

• ICT governance committee: ToR, calendar, formalised membership (from VCs office), secretariat, charter, objectives, aim for first meeting by September due to budget process that needs to be influenced by the committee’s oversight. Two meetings by the end of the year, then bimonthly.

1.3. Recommendation 2

• Division of Information name tarnished
• Current name encompasses library
• Proposed name: ANU Information Technology Services
• Anne Kealley suggested that there may be branding issues surrounding the use of “ANU” in our name
• Liaison with Cathie Gough for shirts with our name for a stronger visual appearance

1.4. Recommendation 3

• University should endorse the 2012 plan proposed by the Chief Information Officer, which highlights twelve recommended projects and initiatives, commences with ANU Email Platform as the signature project.

1.5. Recommendation 4

• The University, through its newly formed ICT governance committee, should clarify roles and responsibility of the division business owners for the purpose of development and delivery of new projects and system enhancements to ensure that the DoI and business owners accept their roles and fulfil their responsibilities.
• As a division, we are going to have to revisit roles and responsibilities for services and applications. If it’s a system we don’t own, there will be a business owner or a steering committee that will have roles and responsibilities which are complementary to those of the Division’s.
1.6. Recommendation 5
• Ensure Comms strategy is easily found on website

1.7. Recommendation 6
• Dotted line relationships, HR currently drafting. Dotted line relationship is a JAG term, which is confusing for the Service Division Directors and current GMs, so it will be newly referred to as practice leadership. Importance of SoEs in terms of supporting our staff and their development, mapping that to our strategy going forward.

1.8. Recommendation 7
• Add into Exec SoE, and OMG where relevant

1.9. Recommendation 8
• Formalising an undergraduate/graduate recruitment program for a whole variety of different skills. Recruitment from January 1st

1.10. Recommendation 9
• Practice leadership around information technology, including skills & training framework for all ANU IT staff. Building capability and consistency across the university

1.11. Recommendation 10
• ANU Service Catalogue, commodity based IT. Work in progress: OMG are reviewing

1.12. Communication Plan and Focus Groups
• Feedback to help formulate implementation plan
• AK and PN to discuss with college IT managers
• Kus Pandey (KP) to coordinate Implementation Plan

1.13. Library and IT Department
• Structurally changed in 2013, library will be completely separate as a business unit reporting to Roxanne. IT will be again separate, with a break up of the cost codes.

ITEM 2. Enterprise Project Management Overview (Samantha Gilbert)
ITEM 3. Apologies – as above
ITEM 4. Accept Previous Minutes/Actions
ITEM 5. Action Register

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>22/06/12</td>
<td>SO: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
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<tr>
<td>2.</td>
<td>6/06/12</td>
<td>Inviting Marnie Hughes-Warrington, Margaret Harding, Erik Lithander and service division directors (individually) to attend a DoI Exec Team meeting</td>
<td>PN</td>
<td>Completed</td>
<td>MH to attend on 24/10/12, MH-W to attend on 21/11/12</td>
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</tbody>
</table>
3. 31/07/12 Discuss the sick leave report provided by Susan.

4. 17/08/12 Implementation plan

Next Meeting held:  
Peter Nikoletatos (Chair)  
Tuesday 28 August 3:30pm – 5pm  
South Oval Meeting Room