MINUTES

MEETING Dol Executive Team Meeting

MEET No. Meeting no.11/2012
PRESENT Peter Nikoletatos (Chair), Roxanne Missingham, Anne Kealley, Kus Pandey, Belinda Day, Samantha Gilbert, David Richardson
APOLOGIES Allan Williams, Dominy Evans, Susan O’Neil
DATE/TIME Friday 28 September 11am – 12:30pm
VENUE South Oval Meeting Room

Part 1. Agenda

ITEM 1. Accept apologies/previous minutes

- Minutes accepted

ITEM 2. Action register*

ITEM 3. Incident Management Team (PN)

- Incident Management Team (IMT) – escalate to the Exec Team. A member of the exec should be first point of contact; IMT needs to be brought back up to the exec from a responsibility matrix perspective. Executive Team will lead the IMT.
- Reconciliation Action Plan (RAP) – also to be brought to the exec.

ITEM 4. Project Proposals Process (KP)

- Initial document sent around has been amended to include ISPAC as one of the two bodies that the CIO can take information through.
- Samantha Gilbert (SG) suggested that the process by which proposals are received is not working
- Capturing project list, engaging with areas
- Proposal to establish a University ICT governance committee to be informed by the future of the TILT online group (teaching & learning initiatives) ISPAC & eResearch, help prioritise the initiatives in the respective portfolios that will create a list that goes to UICT stating their requirements.
- UICT members: VC, Marnie Hughes Warrington & Margaret Harding, EDAP, CIO, DEAN, GM & CFO.

Part 2. Standing Items

ITEM 5. Portfolio Reports

a. Roxanne Missingham (RM)
- Not given

b. Peter Nikoletatos (PN)
- Not given
Part 3. For Noting

ITEM 6. Items for Noting
- None at this time

*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>31/07/12</td>
<td>Analysis of sick leave report provided by SO.</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>On call activity: review required to ensure we capture necessary services &amp; full specification</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>28/08/12</td>
<td>Exec to give AK feedback to create engagement plan</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>28/08/12</td>
<td>AK to organise sharing DoI social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>28/08/12</td>
<td>Finding a better way for Mac users to access EPM systems.</td>
<td>DR</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>28/09/12</td>
<td>PN to forward memo RE: Brok’s app.</td>
<td>PN</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
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Next Meeting held:
Peter Nikoletatos (Chair)
Tuesday 9 October 2012
3pm – 5:30pm
South Oval Meeting Room