MINUTES

MEETING

ITS Executive Team Meeting

MEET No. Meeting no.04/2013
PRESENT Peter Nikoletatos (Chair) (PN), Roxanne Missingham (RM), Kus Pandey (KP), Belinda Day (BD), Anne Kealley (AK), Samantha Gilbert (SG), Allison Magoffin (AM)
ATTENDING Siobhan Muir-Williams (Secretariat, SMW)
APOLOGIES David Richardson (DMR), Dominy Evans (DE)
DATE/TIME Wednesday 6 March 2013, 9:30am – 11am
VENUE South Oval Main Meeting Room, 88T1

Part 1. Agenda

ITEM 1. Apologies/Accept previous minutes
- Minutes accepted.

ITEM 2. Action Register*

Part 2. Standing Items

ITEM 3. Portfolio Reports
a. Peter Nikoletatos (PN)
- Discussion regarding ITS Communications team.
- PN to sit on HR Director interview panel. Appointment expected June-July.
- Update on Staff Appointment Review Process, ITS (BD):
  o Any appointment over one month must pass through a recruitment committee, including contracts, temporary transfers, etc. OVC requires a request memo justifying the recruitment.
  o PN emphasise need to discuss any recruitment thoroughly before it is presented for approval.
- Update on ISPAC:
  o Information Systems Project Advisory Committee. Advisory Committee to UICT. PN has suggested that data governance should be added to the ISPAC ToR.
- Update on UICT (KP):
  o KP preparing a heat-map/GANTT chart of 2013 projects to present to the UICT.
- PN advise that for each major project he requires:
  o A concept paper
  o A business case
  o A project scope
  o Requirements and/or technical specs.
  o GANTT chart
  o Communications plan
  o Forecast to complete.

b. Roxanne Missingham (RM)
- ANU Council to visit Menzies Library on 22 March.
Interest in separating ITS and Library equipment pool funding, would like to clarify.

ITEM 4. Update from ITS HR Manager (BD)

- BD has taken information gathered during SFIA to HRD and has established that a change management process must be used when filling staff positions. Suggest having a change management staff member come in to review the appointment process.
- PN reinforce that a plan must be in place to reduce annual leave and long service leave liability.
- HR consultant position has been advertised.
- PN request more detailed supervisory responses to reported OHS incidences.
- Need to address the need for new OSLO representatives. A list of OHS equipment pool to be provided by BD via Cathy de Vries.
- OSLO contact information to be put back onto the intranet.
- SMW to collate absentee information daily and forward to ITS staff by 12pm.

ITEM 5. Update from ITS Finance Manager (AM)

- AM uncovering small delegations. Needs to collect information from ADs on what delegations that they are away of in their portfolio.
- Delegations need to be updated to reflect this year’s situation.
- PN advise that consequences will be put in place to circumvent people making purchases outside their delegations.
- AM has discussed Q accounts with each of the ADs. Has requested a list of projects from Nalini Nair to compare with a list of projects obtained from SG to form a complete list.

Part 3. Other Business

Part 4. For Noting

ITEM 6. Other items for noting

- Menzies library 50th Anniversary celebration will be held Wednesday 13 March. The VC will speak, as will Sir Robert Menzies granddaughter; unfortunately the Governor General will not make this event. Would be fantastic for executive team members to attend.
- OMG meeting will be deferred to allow members to attend the Menzies event.
- Policy training needs to be reinstated, BD to coordinate.
- KP to rework the OMG ToR with reference to the shared values identified in recent team training. OMG to formulate some high level aims and goals. Will be included in the ToR.
- AK noted positive feedback about OMG and its usefulness that she has received from staff in her portfolio.
- News to be included in The Link about the developing positive relationships between ITS and the College IT Managers.
- J/K Block to relocate to Leonard Huxley Building. Logistics to be discussed.
- Budgeting process continuing.
- Per diem discussion.
- PN commended BD on her work on the ANU Induction package. All staff should go through new induction.
- New EDAP has been appointed, to begin April.

Meeting close 11:17am

Next Meeting held:
Wednesday 20 March
9:30am – 11am
## 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>28/08/12</td>
<td>On call activity: on track for end March completion.</td>
<td>BD</td>
<td>In progress</td>
<td>3 April 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. Gartner, CEB and Infotech providing information to AK on comms. and engagement. New completion date</td>
<td>AK</td>
<td>In progress</td>
<td>3 April 2013</td>
</tr>
<tr>
<td>3.</td>
<td>23/01/13</td>
<td>KP to reword/rework OMG ToR</td>
<td>KP</td>
<td>In progress</td>
<td>20 March 2013</td>
</tr>
<tr>
<td>4.</td>
<td>23/01/13</td>
<td>KP to contact OMG members to obtain feedback about 2012 functions, achievements, etc.</td>
<td>KP</td>
<td>Complete</td>
<td>6 March 2013</td>
</tr>
<tr>
<td>5.</td>
<td>23/01/13</td>
<td>All Executive Team to provide high level criteria for gauging OMG/Exec performance and achievements to KP.</td>
<td>All Executive Team</td>
<td>Complete</td>
<td>6 March 2013</td>
</tr>
<tr>
<td>6.</td>
<td>07/02/13</td>
<td>BD to collect flextime data from ADs/portfolios and compile for Exec. Ne completion date</td>
<td>BD</td>
<td>In progress</td>
<td>20 March 2013</td>
</tr>
<tr>
<td>7.</td>
<td>07/02/13</td>
<td>AM to follow up where annual leave is funded from</td>
<td>AM</td>
<td>Complete</td>
<td>6 March 2013</td>
</tr>
<tr>
<td>8.</td>
<td>07/02/13</td>
<td>AM to establish regular budget updates with Ads</td>
<td>AM</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>07/02/13</td>
<td>PN to discuss delegations with ADs in weekly meeting.</td>
<td>PN</td>
<td>Complete</td>
<td>6 March 2013</td>
</tr>
<tr>
<td>10.</td>
<td>07/02/13</td>
<td>BD, AM, PN to meet to discuss budget delegations. New completion date.</td>
<td>BD, AM, PN</td>
<td>In progress</td>
<td>20 March 2013</td>
</tr>
<tr>
<td>11.</td>
<td>07/02/13</td>
<td>BD to forward SoE document to Exec</td>
<td>BD</td>
<td>Complete</td>
<td>6 March 2013</td>
</tr>
<tr>
<td>12.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by end March, all staff June 30th</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>March for Exec June for all staff 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BD to record completed SoEs</td>
<td>BD</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>06/03/13</td>
<td>BD to coordinate the reinstatement of policy training procedures</td>
<td>BD</td>
<td>Ongoing</td>
<td></td>
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<tr>
<td>14.</td>
<td>06/03/13</td>
<td>BD to provide induction pack.</td>
<td>BD</td>
<td>In progress</td>
<td>3 April 2013</td>
</tr>
<tr>
<td>15.</td>
<td>06/03/13</td>
<td>AM to separate Library and ITS equipment pool/costs.</td>
<td>AM</td>
<td>In progress</td>
<td>20 March 2013</td>
</tr>
<tr>
<td>16.</td>
<td>06/03/13</td>
<td>SMW to collate absentee information to forward to staff.its by 12pm daily.</td>
<td>SMW</td>
<td>Ongoing</td>
<td></td>
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</table>