M I N U T E S

MEETING
ITS Executive Team Meeting

MEET No.
Meeting no.06/2013

PRESENT
Peter Nikoletatos (Chair) (PN), Kus Pandey (KP), Anne Kealley (AK), Allison Magoffin (AM),
David Richardson (DMR), Dominy Evans (DE), Roxanne Missingham (RM), Samantha Gilbert
(SG)

ATTENDING
Siobhan Muir-Williams (Secretariat, SMW)

APOLOGIES
Beindia Day (BD)

DATE/TIME
Wednesday 3 April 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)

- ITS Quarterly Update to be held today (April 3 2013).
- PN congratulated ITS team on improving external engagement over the past 12 months. ITS to
  strengthen internal engagement. To introduce ‘fireside chats’, small groups of ITS staff to speak
  with CIO in regards to issues the feel are effecting ITS staff. PN to speak to this in Quarterly
  Update (April 3 2013).
- IT Security and email distribution list discussion.
- Key vendors/partners discussion.

b. Roxanne Missingham (RM)

- Great enthusiasm from students about using Library services.
- Further discussion regarding Communications team.
- Copyright training for students and staff (April 5 2013).
- Government CIO has issued a paper regarding Big Data, RM suggest ANU SIS should have a
  response to the paper (April 5 2013).

ITEM 4. Update from ITS HR Manager (BD)

- Deferred to next meeting.

ITEM 5. Update from ITS Finance Manager (AM)

- AM has gone through the Optus bill split and has identified changes that are required/tidying.
University phone users will see their bill monthly and are to monitor their usage and keep it to a reasonable level.
Collecting information/numbers to work through the Q funds.

Part 3. Other Business

- Cessations (AK)
  - A new process for staff cessations was introduced in November 2012. The delegate to accept staff resignations is the supervisor.
  - When a staff member resigns (advises their supervisor in writing) the supervisor discusses and agrees the cessation date with the staff member. They also discuss and agree whether any leave will be cleared before the cessation date. The supervisor then forwards the resignation to HR and advises of the cessation date. Upon receipt of this advice, HR sends a ‘Notification of Resignation / Retirement’ form (https://policies.anu.edu.au/ppl/document/ANUP_002602) to the staff member (with a cc to the supervisor). The staff member completes this and has it signed off by their supervisor. The supervisor then sends this to HR for actioning.
  - HR also sends a Departure checklist (https://policies.anu.edu.au/ppl/document/ANUP_001000) to the staff member and supervisor. The supervisor is responsible for completing the actions on this checklist.

Part 4. For Noting

ITEM 6. Other items for noting

- Action Item #8: OMG has discussed the procedure for reporting staff absences; KP presented the procedure in draft. Supervisors to report absentee information to SMW by 10am. SMW to forward absentee information to staff.its distribution list by 12pm midday.
- AD portfolio updates:
  - **DE:** StudyAt project progressing nicely. Tom Dixon as project manager, next Steering Committee Monday 22 April.
  - **UniDoc** Phase One has gone live successfully. Phase Two scoping has begun.
  - **AK:** AK to continue with CAP IT Service Desk recruitment.
  - **Tuckwell Scholarship** application process well underway.
  - **Disability Action Plan;** Government has released a new Guideline.
  - **KP:** Relocation discussion.
  - **DMR:** Dell discussion.

Meeting close 10:57am

Next Meeting held:
Wednesday 17 April
9:30am – 11am
South Oval Main Meeting Room, 88T1
## 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. BD will present final paper next meeting</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. AK to circulate draft this week (03/04/13).</td>
<td>AK</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>3.</td>
<td>07/02/13</td>
<td>BD to collect flextime data from ADs/portfolios and compile for Exec. New completion date</td>
<td>BD</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>4.</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>5.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by mid-April, all staff June 30</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>Mid-April 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>6.</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>
</tr>
<tr>
<td>7.</td>
<td>06/03/13</td>
<td>BD to provide induction pack</td>
<td>BD</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>8.</td>
<td>06/03/13</td>
<td>SMW to collate absentee information to forward to staff.its by 12pm daily. OMG text to be approved by PN</td>
<td>SMW PN</td>
<td>Ongoing</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>9.</td>
<td>20/03/13</td>
<td>BD to provide information on IT appointments across the University</td>
<td>BD</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>03/04/13</td>
<td>All ADs to provide report on SoEs in their area.</td>
<td>All</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
</tbody>
</table>