MEETING

ITS Executive Team Meeting

MEET No. Meeting no.07/2013
PRESENT Peter Nikoletatos (Chair) (PN), Kus Pandey (KP), Anne Kealley (AK), Allison Magoffin (AM), David Richardson (DMR), Dominy Evans (DE), Belinda Day (BD), Samantha Gilbert (SG)
ATTENDING Siobhan Muir-Williams (Secretariat, SMW)
APOLOGIES Roxanne Missingham (RM)
DATE/TIME Wednesday 17 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
- Peter Nikoletatos (PN)
  - None at this time.
- Roxanne Missingham (RM)
  - Held to next meeting.

ITEM 4. Update from ITS HR Manager (BD)
- PN asked how an employee’s system access is revoked when they resign. BD and DMR respond that the majority of the employee’s access is revoked automatically via the HR system (they are removed from the parking system, security system, etc.).
- See Action Item #13.

ITEM 5. Update from ITS Finance Manager (AM)
- All purchasing must go through the Purchasing Office. Purchase Orders must be raised.
- AM has established monthly meetings with ADs, and 2 monthly with David Howse. May be more frequent as required.

Part 3. Other Business

- Action Item #1: Paper relating to on call activity management will be sent round by Friday 19 April.
- Action Item #2: AK provided first draft of engagement plan. All ADs to provide feedback on the draft engagement plan by next meeting (May 1).
- Discussion re: ITS vehicles and their utilisation.
• Action Item #9: BD attempting to establish visibility of IT appointments.
• ICT governance discussion.
• Action Item #10: ADs working with SFIA on position descriptions that will allow progression with SoEs.
• IT recruitment and position classification discussion.
• Potential ITS relocation, consolidated accommodation discussion.
• All contracts must go through David Hall, ICT Contracts Manager.

Part 4. For Noting

ITEM 6. Other items for noting

• Tuckwell Scholarship has seen around 1200 initial applications. Rotary Club Australia has been advocating on behalf of ANU to regional schools.

Meeting close 11:05am

Next Meeting held:
Wednesday 1 May
9am – 10:30am
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>1 May 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation. ADs to provide feedback on plan by next meeting.</td>
<td>AK</td>
<td>In progress</td>
<td>1 May 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.</td>
<td>BD</td>
<td>In progress</td>
<td>1 May 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>Complete</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 BD to record completed SoEs</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>Mid-April for Exec June for all staff 2013</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>1 May 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>Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Description</td>
<td>Responsible</td>
<td>Status</td>
<td>Due Date</td>
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<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>1 May 2013</td>
</tr>
<tr>
<td>11.</td>
<td>17/04/13</td>
<td>AM to provide information on ITS vehicles for review by Exec.</td>
<td>AM</td>
<td>In progress</td>
<td>1 May 2013</td>
</tr>
<tr>
<td>12.</td>
<td>17/04/13</td>
<td>KP to provide update on ITS relocation timeline.</td>
<td>KP</td>
<td>In progress</td>
<td>1 May 2013</td>
</tr>
<tr>
<td>13.</td>
<td>17/04/13</td>
<td>BD to investigate how long a person remains active on the HR system after resignation, and when that access is removed.</td>
<td>BD</td>
<td>In progress</td>
<td>1 May 2013</td>
</tr>
</tbody>
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