MINUTES

MEETING
ITS Executive Team Meeting

MEET No. Meeting no.09/2013
PRESENT Peter Nikoletatos (Chair) (PN), Anne Kealley (AK), Allison Magoffin (AM), Dominy Evans (DE), Belinda Day (BD), Kus Pandey (KP), David Howse (DH)
ATTENDING Siobhan Muir-Williams (Secretariat, SMW)
APOLOGIES Roxanne Missingham (RM), David Richardson (DMR),
DATE/TIME Wednesday 15 May 2013, 9:30am – 11am
VENUE South Oval Main Meeting Room, 88T1

Part 1. Agenda

ITEM 1. Apologies/Accept previous minutes

- Previous minutes accepted.

ITEM 2. Action Register*

Part 2. Standing Items

ITEM 3. Portfolio Reports

a. Peter Nikoletatos (PN)

- PN has asked KP to organise a series of meetings to discuss procurement and strategic suppliers/vendors. PN reminded committee of preferred strategic suppliers/vendors.
- Discussion regarding Leonard Huxley Building occupancy. There is potential for relocation, to be discussed with EDAP, Director F&S and NCI.
- ITS to organise project updates/briefings with EDAP. PN would like to have the same documentation for each of ITS’ key projects to present to EDAP.
- PN placed emphasis on deliverables.
- Update on fireside chats with CIO. PN wants to communicate ITS values/projects/information to all ITS staff to maintain a consistent understanding of what is being done as a Division.

b. Roxanne Missingham (RM)

- Held over to next meeting.

ITEM 4. Update from ITS HR Manager (BD)


ITEM 5. Update from ITS Finance Manager (AM)

- Action item #8: AM has implemented some of the new purchase order process already.
- AM provided update on activity based costing.
ITEM 6. Update from Associate Directors and Executive Officer

Part 3. Other Business

ITEM 7. Welcome to David Howse

• Discussion regarding IT security and security initiatives across the University.
• External and internal information sessions will be held to educate staff re: IT security. DH to work with AK.
• DH to meet with ADs/EO.
• DH provided update on recent recruitment in his area.

Part 4. For Noting

ITEM 8. Other items for noting

• Discussion regarding internal communications and critical incident management.
• KP advised that a new *ex officio* list will be created to allow the direct reports of service directors to communicate with each other and with the other *ex officio* lists, to be named service.portfolios.
• Action item #1: Budget has been discussed with AM. DH add that there is a requirement for security procedures in the on call paper. BD to coordinate meeting: BD, AK, DE, DMR, DH. New completion (and implementation) date of 12 June.
• Action item #2: AK to provide a greater level of detail to engagement plan recommendation for next meeting.
• Action item #3: BD to provide a detailed report (flex-time by area) of flex-time data to executive team.
• Action item #6: BD and KP to discuss the provision of university wide IT recruitment information at the next OMG (5 June).
• Siobhan Muir-Williams will be temporarily transferred to the Policy and Audit Officer position, and Alexandra Hordern will begin as EA to CIO as of Monday 20 May.

Meeting close 10:58am

Next Meeting held:

Wednesday 29 May
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 (see above)</td>
<td>BD, AK, DE, DMR, DH</td>
<td>In progress</td>
<td>12 June 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Detailed engagement plan recommendation.</td>
<td>AK</td>
<td>In progress</td>
<td>29 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>29 May 2013</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Task Description</td>
<td>Responsible</td>
<td>Status</td>
<td>Due Date</td>
</tr>
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<tr>
<td>4.</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></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>06/03/13</td>
<td>BD to coordinate the reinstatement of policy training procedures</td>
<td>BD</td>
<td>Complete</td>
<td>29 May 2013</td>
</tr>
<tr>
<td>6.</td>
<td>20/03/13</td>
<td>BD to provide information on IT appointments across the University. To be discussed at OMG.</td>
<td>BD</td>
<td>In progress</td>
<td>12 June 2013</td>
</tr>
<tr>
<td>7.</td>
<td>17/04/13</td>
<td>KP to provide update on ITS relocation timeline.</td>
<td>KP</td>
<td>Complete</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>8.</td>
<td>01/05/13</td>
<td>ADs to provide feedback to AM on PO process.</td>
<td>All</td>
<td>In progress</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>9.</td>
<td>15/05/13</td>
<td>DH to present a 5-slide update on IT security area.</td>
<td>DH</td>
<td>In progress</td>
<td>29 May 2013</td>
</tr>
</tbody>
</table>