MINUTES

MEETING  Operational Management Group Meeting
VENUE    Moot Court
DATE/TIME 16 May 2012 / 9.30am–11.00am
CHAIR    David Richardson, Maggie Shapley
ATTENDING David Richardson, Maggie Shapley (Joint Chairs), Belinda Day (DoI HR), Anita Fitch (DoI Finance), Cathie Gough (DoI Outreach), Judy Apps (DoI Space Services), Dominy Evans (AD Enterprise Systems), George Lovrinčević (Systems & Desktop Support: MOE), James Blanden (Enterprise Systems), Darren Coleman (Networks & Communications), Geoffrey Barlow (ICT Facilities), Adele Tyson (Procurement & Contracts), Phil Drury (CoL), Bernard Lineham (CMBE & CPMS), James Ashton (CECS), Andrew Churches (CBE), Helena Chan (CASS), Sean Batt (CAP), Ali Emirlioglu (IT Security)

STANDING      Kus Pandey (A/g EO, DIS/CIO)
APOLOGIES Kathy Collier (AD Scholarly Info Res Mgmt), Paul McNamara (AD Scholarly Info Res Mgmt), David Howse (IT Security), Robert Snape (Systems & Desktop Support: Servers), Bernard Lineham

MINUTES Samantha Shaw (DoI Outreach)

Part 1. Action items from last meeting

ITEM 1. Actions from previous meetings:

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>16/05/2012</td>
<td>Changes to the current version of the ToR include:</td>
<td>Kus Pandey</td>
<td>Complete</td>
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<td></td>
<td></td>
<td>• Add proxy, and get permission from Peter to provide a proxy.</td>
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<td>• Change the word ‘fraud’ in the first dot point to fraud mitigation, control or security issues.</td>
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<td></td>
<td>• The word policy in the first sentence is redundant.</td>
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<tr>
<td>2</td>
<td>16/05/2012</td>
<td>Kus will produce a template for OMG members to review and provide feedback.</td>
<td>Kus Pandey</td>
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Part 2. New Business

ITEM 2. Discussion and finalisation of the OMG ToR

- Attendance is important; quorum for meetings shall be 50%
- This version of the ToR is a starting version (draft), the aim is to finalise the document after a few meetings to ensure it is correct.
- Changes to the current version of the ToR include:
  - Add proxy, and get permission from Peter to provide a proxy.
  - Change the word ‘fraud’ in the first dot point to fraud mitigation, control or security issues.
  - The word policy in the first sentence is redundant.
If there are any other comments on the ToR, email Kus before the next meeting.

ITEM 3. Discussion of the format for the “OMG consolidated functional report”

- Email update to Kus prior to meetings for review.
- The “OMG consolidated functional report” is primarily for OMG members.
- Updates should include core issues (projects) that are relevant to the OMG and report against the Operational Plan.
- When including a project in an update, provide significant dates and the progress.
- Include OH&S, building information and security in the report if relevant.
- The report will be reviewed and evolve as OMG meetings continue.
- One paragraph maximum from each member.
- Kus will produce a template for OMG members to review and provide feedback.
- The draft agenda will be circulated for review and feedback next week.
- The Operational Plan will be circulated soon, please review and provide feedback to improve the plan.
- IT College Managers at the OMG meetings: sharing information, piggybacking on DoI projects when appropriate, discovering dates to work towards based on what is happening in DoI, receive advanced warning on DoI projects.

ITEM 4. IS Website Strategy – Cathie Gough

- Cathie presented a paper (attached) on the issues and recommendations for the review of the Information Services website. The following recommendations were discussed:
  - Simplify our online presence
  - Streamline content
  - Improve usability
  - Support, process and timeframes

Part 3. Other Business

ITEM 5. ISPPSO presentation on Project Management by Samantha Gilbert to be presented next meeting

- Sam Gilbert to provide presentation on formalising Project Management within DoI information given to the Executive Team on 9/5.

ITEM 6. Ali Emirlioglu (IT Security)

- Using its default settings, Diablo 3 (video game) does not work on the ANU residential networks due to its networking requirements.

ITEM 7. George Lovrinovic (Systems & Desktop Support: MOE)

- There have been issues with Follow me and small issues with Recharge. A solution is being reviewed.
- There will be two new printers installed in the fast lane in Chifley Library.

ITEM 8. Adele Tyson (Procurement & Contracts)

- The PCM Team are working on the documentation required to go out to the market to establish new contractual arrangements for the supply of desktop and laptops for the University, we hope to go to market within the next couple of months.

ITEM 9. Dominy Evans (AD Enterprise Systems)

- The EDRMS contract has been signed.
ITEM 10. **Judy Apps (DoI Space Services)**
- Dol accommodation project is on hold until Peter contacts Judy.
- Murray Napier is back from long service leave in five weeks.
- Facilities and Services are looking for alternative space to accommodation approximately 3km of Archive material currently located within the Acton Tunnel, F&S further have to provide appropriate storage for DoI Examination and furniture storage requirements. Once appropriate alternative storage is located and agreed upon, then completion of works will be undertaken by the DoI to vacate all space within the Tunnel
- The Audio Visual team is creating a brief for digital AV.
- Carpet cleaning is being taken out of the cleaning contract. Areas must log a job if carpet cleaning needs to be done.

ITEM 11. **Belinda Day (DoI HR)**
- The risk assessment tool is being reviewed.
- Peter Nikoletatos or Roxanne Missingham must now approve all training.
  - An Apollo form will be created to submitted when applying for training. An email will be sent out when the form is created.
- The original copy of the Statement of Expectations (SOE) should be sent to records to go on the staff members file also, scan or send a copy of the SOE to DoI HR.

ITEM 12. **James Ashton (CECS)**
- Wattle – more web storage space is needed for the Moodle upgrade, Daniel Rodwell is reviewing.

ITEM 13. **Helena Chan (CASS)**
- The Internal Operational Plan is in alignment with the CASS Operational Business Plan.

ITEM 14. **Phil Drury (CoL)**
- There will be a desktop refreshment program done in the College of Law around late July — early August.

ITEM 15. **Maggie Shapley**
- Freedom of Information (FoI) cases have been increasing since the changes to the FOI Act last year. The latest requests are about the School of Music proposals.

ITEM 16. **Cathie Gough (DoI Outreach)**
- All IS Websites are being reviewed, see attached handout.
- The DoI Communication Strategy has been approved.
- *The Link* will have a new format from June onwards based on feedback from the Apollo survey.
- Outreach will be representing the division at the Graduate Studies Night on 22 May.
- Upcoming Lunchbox Session — Andrew Howard is presenting on Monday 21 May, 12.30pm, McDonald Room.

ITEM 17. **Anita Fitch (DoI Finance)**
- The Network Services Charges for 2012 have been distributed to Colleges and the network port count will be distributed shortly.
ITEM 18. Darren Coleman (Networks & Communications)

- The issues regarding connectivity to ANU wireless have been with the authentication servers. This has now been resolved.
- Darren will provide an email to Colleges as to why wireless is asking for certificates.