MINUTES
MEETING      Operational Management Group Meeting
VENUE        Jean Martin Room, Beryl Rawson Building
DATE/TIME    Wednesday 25 July 2012 / 9.30–10:30am
CHAIR        Dave Richardson (Chair)
ATTENDING    Belinda Day (DoI HR), Anita Fitch (DoI Finance), Patrick Byrnes (a/g for Cathie Gough DoI Outreach), Murray Napier (DoI Space Services), Kathy Collier (AD Scholarly Info Res Mgmt), George Lovrinovic (Systems & Desktop Support: MOE), James Blanden (Enterprise Systems), Darren Coleman (Networks & Communications), Geoffrey Barlow (ICT Facilities), Robert Snape (Systems & Desktop Support: Servers), Adele Tyson (Procurement & Contracts), Helena Chan (CASS), Bernard Lineham (CMBE & CPMS), James Ashton CECS, Andrew Churches CBE, Sean Batt (CAP), Alan Lew (a/g for Phil Drury CoL), Aine Dowling (Project Officer)
STANDING INVITEES  Peter Nikoletatos (DIS/CIO), Kus Pandey (EO, DIS/CIO)
APOLOGIES    Dominy Evans (AD Enterprise Services), Maggie Shapley (Chair), Paul McNamara (AD Scholarly Info Res Mgmt), Phil Drury (CoL), Cathie Gough (DoI Outreach), David Howse (IT Security),
MINUTES      Hayley Calderwood (DoI Outreach)

Part 1. Action Register

ITEM 1. Apologies – as noted above

ITEM 2. Accept previous minutes – Minutes accepted with no changes

ITEM 3. 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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>27/06/2012</td>
<td>Each area to test and document their disaster recovery for 2012. Send JB copy of DR plan &amp; test results for records purposes.</td>
<td>ALL</td>
<td>In progress</td>
<td>31 July</td>
</tr>
<tr>
<td>2.</td>
<td>27/06/2012</td>
<td>Complete DR call trees with key staff contact details.</td>
<td>ALL</td>
<td>In progress</td>
<td>31 July</td>
</tr>
<tr>
<td>3.</td>
<td>27/06/2012</td>
<td>Develop DR plans that have not yet been prepared.</td>
<td>ALL</td>
<td>In progress</td>
<td>Sept 2012</td>
</tr>
<tr>
<td>4.</td>
<td>27/06/2012</td>
<td>HC to send the audit calendar to OMG members. Areas can request to amend their date if need be, to better suit operational requirements.</td>
<td>HC</td>
<td>Completed</td>
<td>25 July</td>
</tr>
<tr>
<td>5.</td>
<td>27/06/2012</td>
<td>DR to write to OMG to outline the reporting frequency/items on the OMG report.</td>
<td>DR</td>
<td>Completed</td>
<td>25 July</td>
</tr>
<tr>
<td>6.</td>
<td>11/07/2012</td>
<td>DE and KP to raise the request with Exec to formally document a process for small projects that do not fall into a BAU or formal project category.</td>
<td>DE, KP</td>
<td>In progress</td>
<td>8 August</td>
</tr>
<tr>
<td>7.</td>
<td>11/07/2012</td>
<td>DE to obtain a brief on Kofax project from the project manager and circulate to OMG.</td>
<td>DE</td>
<td>In progress</td>
<td>25 July</td>
</tr>
<tr>
<td>8.</td>
<td>11/07/2012</td>
<td>OMG are to ensure the BAU for their area is properly documented and represented in the Operational Plan (feedback to KP)</td>
<td>OMG</td>
<td>In progress</td>
<td>August 2012</td>
</tr>
</tbody>
</table>
Part 2. Standing Items

ITEM 4. 2012 DoI Operational Plan project updates
- The deadline for staff to provide project updates for the Operational Plan is August. Please forward any updates to Kus Pandey.

ITEM 5. Items for escalation to the DoI Executive Team (Exec)
- Item held until the next meeting.

ITEM 6. OMG Report
- OMG noted the report.

Part 3. Other Business

ITEM 7. Disposal of old/redundant IT equipment across the University
- OMG discussed options for a methodology to first decide to dispose of old IT equipment and then the method of disposal. OMG recognized that there is no universal way that exists currently. ANU Green are difficult to reach and extremely busy so it takes a while for staff to respond. Jo Bryant suggested David Richardson (DR) speak to Susan O’Neil (SO) regarding correspondence from Facilities and Services, relating to disposal of IT assets.

Action: DR to speak with SO and Exec Team regarding formal process disposal of IT assets.

ITEM 8. LITSS meetings – are they serving value to the IT community?
- DR highlighted the LITSS meetings’ lack of attendance and suggested the membership for the mailing list be reviewed. It was suggested several tiers to the mailing list to ensure the correct staff receive the appropriate messages. OMG discussed and agreed there was value in continuing the meetings and managers should remind their staff that it is an opportunity to engage and discuss issues in a suitable forum. OMG also discussed the possibility of shifting the ownership away from the Division to one of the Colleges. Belinda Day (BD) highlighted as an example, the HR leaders forum, where HR staff from across the University can raise issues and discuss, share information and network. It was suggested a one page document be circulated to refresh the purpose and re-engage staff. DR will circulate to OMG prior to sending to LITSS.

Action: DR to draft a one page document to refresh the purpose of LITSS meetings.

ITEM 9. Polices and Procedures review - Āïne Dowling
- The Policy Action Group (PAG) in the ANU Governance Office is conducting an ANU Policy Review. Āïne Dowling (AD) is undertaking the review for DoI and presented two IS Policy Maps. The first map showed the current status of Information Services (IS), with ten policies. The second, recommended by Director IS, showed the policies reduced to two, with procedures and guidelines sitting under the policies.
- The PAG has strict guidelines on the information to be included in a policy; it being a brief, strategic, high-level document. Other information previously listed in the policies will drop down into procedures which are operational. Guidelines, which sit below procedures, are a collection of recommendations, suggestions, definitions and classifications. All policies and procedures across the University are mandatory and must be complied with.
• AD outlined the DoI Policies webpage http://information.anu.edu.au/policies/. The Policy maps are accessible via the webpage. The page listed as ‘Under consultation’ shows the policies available for comment. DoI staff are always able to provide feedback, even during the consultation process with ANU Executive, College Heads and Deans etc. OMG asked if there was an existing procedure on the disposal of IT equipment. AD clarified there was none at present, but if it was felt that one was needed, to email doi.policies@anu.edu.au

• An audit of the security and protection of data on mobile devices has recently been conducted. Sean Batt (SB) questioned the existence of policy on this within DoI. AD clarified there is a draft procedure in progress on data protection on mobile devices which includes laptops, iPads, iPhones, USBs, CDs, DVDs and anything else that could be connected to a computer and store data.

ITEM 10. Update to action 9

• The Associate Directors are meeting with Peter Nikoletatos this week to present their portfolio for their area. Following this, Director Information Services (IS) will meet with each team to discuss the portfolio to staff. Please ensure the AD for your area has provided this update to the team by the end of the month.

Meeting closed 10:30am

Next Meeting held:
Dominy Evans (Chair)
Wednesday 8 August 2012
Moot Court, College Of Law
9:30am – 11:00am