IT Technical Advisory Group

28th June 2006
9:30am – 11:30am

TCE Conference Room
Building 8, Level 8, Room 23

AGENDA

1. ATTENDANCE*

2. MINUTES OF PREVIOUS MEETING*

3. CONSIDERATION OF THE AGENDA*
   3.1 Committee members please note that only the items marked with * will be discussed at the meeting.
   3.2 Any committee member may request that an item be starred for discussion or give notice of additional items to be raised.
   3.3 The Chair will move that recommendations in all the remaining un-starred items be approved/accepted without discussion.

4. CHAIRPERSON’S REPORT

5. BUSINESS ARISING FROM PREVIOUS MEETING*
   5.3 Workstation Names
       Suggestions of a school identifier for PC name sought. J Benwell to make recommendation on new naming convention next meeting. All PITMs agreed to be compliant to current naming standard until new naming standard introduced. A Coxhill advised that the ITS tool Sauron will assist with determining addresses.

       Status: Ongoing

       PITMs requested to check/ensure workstation naming standards have been met by year end.
       PITMs to provide monthly progress reports on number of hosts; number of hosts compliant in DNS; and number of hosts outstanding
       J Benwell to submit a paper for discussion at next meeting.

   5.4 Network Standards Document
       A Morris requested 2 minor changes, T v Lierop to resubmit to ITTAG for endorsement for review.

       Status: Ongoing – T v Lierop to amend and forward back to ITTAG for review.

   5.5 Staff Deletion Process
       Account creation/diablement email query sent to M Scolyer/D Gamble.
       Awaiting response and a meeting has been scheduled.

   F Silva
5.6 Update of Student Home Container when they change programs

**Status: Ongoing** – J Benwell to raise issue at next ADIT meeting and provide an update to ITTAG.

J Benwell

5.7 Streamline Guest Lectures (previously Item 9.1)
Need to provide guest lecturers internet and network access etc. Security to review issues on providing internet access. J Benwell to write to A Morris outlining issue.

Security Group / J Benwell

5.8 Tag Testing Student Owned PC (previously Item 9.2)
J Benwell to raise issue at next ADIT meeting and provide an update.

J Benwell

5.9 Services Integration Update (previously Item 9.3)
- R van den Akker currently working with business analyst on:
  - Process review for 1st, 2nd, and 3rd level support;
  - Structure review
  - PC leads rollout process
  - Software licencing review
  - Disaster Recovery Process

Compliance to be done by 15th September 2006
Update to be provided next meeting

F Silva

5.10 X vs E Numbers (previously Item 9.4)
A Weiss to provide F Silva with feedback

A Weiss

6. **STANDING REPORTS**

6.1 ITS Report*
F Silva

6.2 NAG Report*
K Pilkington

6.3 Security Report*
A Coxhill

6.4 ADITs Report*
J Benwell

6.5 Student Report*
TBA

6.6 SLC Update*
G Kidd

6.7 PITM Report*
PITMs

6.8 Telecommunications Report*
V Freda

6.9 Research & Innovation*
S Hart

7. **WORKING PARTIES/SUB-COMMITTEE REPORTS**

7.1 SOE Steering Committee
T van Lierop

7.2 DNS/DHCP Working Party
T van Lierop

8. **NEW BUSINESS**

8.1 Netbios Machine Name
J Benwell/S Thornton

9. **OTHER BUSINESS**

10. **NEXT MEETING**

The next ITTAG meeting is to be held on 26th July at 930am, TCE Conference Room (Building 8.8.23), Design & Social Context.
**MINUTES**  
IT Technical Advisory Group  

31st May 2006  
9.30am – 11.00am  
Building 8.8.23

<table>
<thead>
<tr>
<th>Name</th>
<th>Representation</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Benwell (Chair)</td>
<td>ITTAG Chair</td>
<td>Yes</td>
</tr>
<tr>
<td>Laurie Davis (Deputy Chair)</td>
<td>PITM – DSC</td>
<td>Yes</td>
</tr>
<tr>
<td>Cathy Chin</td>
<td>ITTAG Coordinator</td>
<td>Yes</td>
</tr>
<tr>
<td>Andrew Coxhill</td>
<td>Information Technology Services</td>
<td>Yes</td>
</tr>
<tr>
<td>April Weiss</td>
<td>Information Technology Services</td>
<td>Yes</td>
</tr>
<tr>
<td>Bashir Abbasszadeh</td>
<td>RMIT International</td>
<td>Apology</td>
</tr>
<tr>
<td>Chris Truong</td>
<td>Property Services</td>
<td>Yes</td>
</tr>
<tr>
<td>Cliff Wakefield</td>
<td>Information Technology Services</td>
<td>Yes</td>
</tr>
<tr>
<td>Fernando Silva</td>
<td>PITM – Non Academic Portfolios</td>
<td>Yes</td>
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<tr>
<td>Gavin Baumanis</td>
<td>Property Services</td>
<td>Yes</td>
</tr>
<tr>
<td>Ian Penney</td>
<td>RMIT Training</td>
<td>Yes</td>
</tr>
<tr>
<td>Jay Joseph</td>
<td>Library</td>
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<td>John Zylinski</td>
<td>PITM - SET</td>
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<td>Kevin Pilkinson</td>
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<td>Mario Cardamone</td>
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<tr>
<td>Mark Gunther</td>
<td>Property Services</td>
<td></td>
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<tr>
<td>Michael Murphy</td>
<td>Planning Group</td>
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<tr>
<td>Paul Gregor</td>
<td>PITM - Business</td>
<td>Yes</td>
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<tr>
<td>Robert Alessio</td>
<td>SET</td>
<td>Yes</td>
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<tr>
<td>Sean Hart</td>
<td>Research and Innovation</td>
<td>Apology</td>
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<tr>
<td>Stuart Thornton</td>
<td>DSC</td>
<td>Yes</td>
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<tr>
<td>Val Freda</td>
<td>Information Technology Services</td>
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<tr>
<td>Travers van Lierop</td>
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<td>Mark Sice</td>
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<td>Yes</td>
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<tr>
<td><strong>VISITOR</strong></td>
<td><strong>Representation</strong></td>
<td><strong>ATTENDANCE</strong></td>
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<tr>
<td>Evan Smith</td>
<td>Information Technology Services</td>
<td></td>
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<tr>
<td>Graham Kidd</td>
<td>Information Technology Services</td>
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## MINUTES
### IT Technical Advisory Group

### 31st May 2006
9.30am – 11.00am
Building 8.8.23

### 1. ATTENDANCE
Apologies noted above.

### 2. MINUTES OF PREVIOUS MEETING
Minutes of the previous meeting were endorsed.

### 3. CONSIDERATION OF AGENDA ITEMS TO STAR FOR DISCUSSION

### 4. CHAIRPERSON’S REPORT
No report provided this meeting.

### 5. BUSINESS ARISING FROM PREVIOUS MEETING

#### 5.3 Workstation Names
Suggestions of a school identifier for PC name sought. J Benwell to make recommendation on new naming convention next meeting. All PITMs agreed to be compliant to current naming standard until new naming standard introduced. A Coxhill advised that the ITS tool Sauron will assist with determining addresses.

**Status: Ongoing** - PITMS to provide written monthly progress reports in relation to their portfolio on:

- PITMS to provide monthly progress reports on:
  1. Number of hosts connected to the network
  2. Number of hosts in DNS
  3. Number of hosts fully compliant in DNS
  4. % Compliance of networked devices (re: hostname standard and fwd. and rev. DNS entries)
  4.1 % compliance for workstations e.g (Number of workstations fully compliant in DNS) * 100 / (Number of workstations connected to network)
  4.2 % compliance for servers
  4.3 % compliance for other networked devices

PITMs requested to check/ensure workstation naming standards have been met by year end.

J Benwell to submit a paper for discussion at next meeting.

#### 5.4 Network Standards Document
A Morris requested 2 minor changes, T v Lierop to resubmit to ITTAG for endorsement for review.

**Status: Ongoing** – T v Lierop to amend and forward back to ITTAG for review.

#### 5.5 Staff Deletion Process
Account creation/diablement email query sent to M Scolyer/D Gamble.
## MINUTES
### IT Technical Advisory Group

**31st May 2006**  
**9.30am – 11.00am**  
**Building 8.8.23**

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<th>8. NEW BUSINESS</th>
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<table>
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<tr>
<th>8.1 Security Coordinator Group Terms of Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>The submitted terms of reference ratified by ITTAG</td>
</tr>
<tr>
<td><strong>J Benwell</strong></td>
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<tr>
<th>8.2 RMIT Rules of Use</th>
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<tr>
<td>J Benwell pointed out that the submitted memo does not meet ADITs original request to allow students to stream music &amp; video. A Weiss to provide feedback from A Morris when received. Any comments regarding the memo can be forwarded to A Weiss.</td>
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<th>9. OTHER BUSINESS</th>
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## MINUTES
### IT Technical Advisory Group

### 31st May 2006
9.30am – 11.00am
Building 8.8.23

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<th>9.4</th>
<th>X vs E Numbers</th>
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<tr>
<td></td>
<td>A Weiss to provide feedback to the Network Administrators Group (NAGs). F Silva raised concern that no reference had been made in the last minutes or no agenda item regarding the creation of a X vs E Number Working Party. Outcomes of the Working Party have been circulated to ITTAG members.</td>
</tr>
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<tr>
<th>10.</th>
<th>Next meeting scheduled 28th June 2006 at 930am.</th>
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<td></td>
<td>TCE Conference Room (Building 8.8.23), Design &amp; Social Context.</td>
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# Cover Sheet

## To:
- IT Technical Advisory Group
- Academic Directors of IT (ADIT)
- Executive Director ITS
- Other

## For:
- Information
- Endorsement
- Confidential

## Date:
21 June 2006

## Document Number:
6.1

## Author(s):
ITS Project Office

## Subject:
ITS Activity Report (ITTAG)

## Purpose (Max 4 Lines):
The ITS Activity Report (ITTAG) provides an overview of key ITS initiatives.

## Other Committee Reference:
- IT Strategy Committee
- Academic Directors of IT (ADIT)
- Network Administration Group
- Security Coordinators Group
- Web Users Reference Group
- Other

## Comments/Recommendations/Approval (Max 3 Lines):
For review

## Other Consultations:
The ITS Activity Report (ITTAG) is prepared in consultation with the Executive Management Team.

## Accountabilities for Implementation (i.e. Portfolio IT Areas, ITS, Directors):
REPORT OVERVIEW
This report provides a brief summary of key ITS initiatives. For detailed project achievements across the IT program of work and the Student Life Cycle program of work please refer to the Traffic Light Reports.

Infrastructure

**Universal Password**
Implementation of Novell’s Universal Password to enhance network password synchronisation requires a rollout of an updated Novell client. Use of Universal Passwords will ensure that when a network password is changed, this change will be automatically synchronised with other network passwords. This will particularly benefit Macintosh users, and users of systems which use Active Directory for access.

Rollout of the updated Novell Client has been completed in ITS, Property Services and Financial Services. The upgrade is now commencing in all Portfolios.

**GroupWise Archive and Clustering Investigation**
ITS has contracted Novell to provide advice about GroupWise Clustering, and potential corporate mail archiving solutions. A Proof of Concept has been installed and a draft Technical Design Document has been provided by Novell.

**Server Room Consolidation**
DSC and Business are conducting tests in preparation for moving equipment into the B5 Data Centre.

**Network Upgrades**
Building 28 Network on levels 3-6 (Student Union) upgraded to handle gigabit traffic. Building 91 router upgraded to double the current capacity of the network traffic.

**Firewall Upgrade**
Planning underway to upgrade RMIT firewall software and hardware. The upgrade will provide greater network protection and enhanced gigabit performance of the network at the firewall.
Disaster Recovery Planning
Preparation is underway with Application Services to test the Disaster Recovery plan for AMS, DLS and SAP. This work is currently being scheduled.

RMIT Wireless Precinct

- **State Library Victoria (SLV)**
  Entering the final phase of testing of RMIT wireless within the SLV. Expected operational date in July pending State Library approval. Coverage has been expanded from the front lawn to include: Redmond Barry Reading Room and the Experimedia Courtyard.

- **Swanston Street Café’s**
  Work continues in the planning stage for enhanced wireless coverage in Café’s bordering the RMIT campus on Swanston Street.

- **Wi-Fi Protected Access (WPA) upgrade**
  Planning underway to replace the Nortel Contivity VPN Client for both PC and MAC users with WPA. WPA is an industry standard for wireless security and allows for seamless connectivity to the RMIT wireless network without the use of a third-party VPN client.

Student Life Cycle Project

Enrolment Online:
The Project Team has conducted a series of roadshows and presentations across the university to allow staff to view the EOL application and clarify issues around online enrolment for their students. Focus Groups continue to meet regularly to discuss requirements for the additional student cohorts who will be enrolling online this year, including new VTAC applicants in February 2007. Most remaining Higher Education programs will participate this year as well as Research students and nominated TAFE programs.

Data Warehouse:
The Working Party has met to review all proposed business requirements for 2006 and has identified those to be regarded as mandatory. Functional design has commenced for this group and it is anticipated that the remaining requests will be prioritised within the next two weeks. A major component of the work to be undertaken this year is a review of security and access to the application.

TAFE Course Guides:
The Working Party has now approved templates for both Part A and Part B of the TAFE course guide and these are in the process of being distributed to Academic Portfolios for completion. Courses that will be available to students enrolling online must have lodged the Completed Part A by the 31st August.
2006 Training Statistics (to end of May)
The following lists the number of staff trained by the ITS Training Team to date in 2006:

- PeopleSoft = 16
- SAP = 11
- Groupwise = 7
- SkillPort = 10
- Student Timetabling System = 3
- TimePro = 2
- AssetOnline = 0
- Web Publishing = 5
- Blackboard = 4
- Course Guides = 1
- Video Conference = 0
- InfraEnterprise = 0
- Syllabus Plus = 7

Year To Date Total (2006) = 394
IT HelpDesk Calls (April - June)
**TO:**
- IT STRATEGY COMMITTEE
- ACADEMIC DIRECTORS OF IT (ADITS)
- OTHER

**FOR:**
- INFORMATION
- ENDORSEMENT
- CONFIDENTIAL
- APPROVAL
- DISCUSSION

**DATE:** 19/6/2006

**DOCUMENT NUMBER:** 6.2
(if available)

**AUTHOR(S):** Kevin Pilkington

**SUBJECT:** Notes from NAG Meeting #116 & # 117

**PURPOSE (MAX 4 LINES):**

**OTHER COMMITTEE REFERENCE:**
- IT Strategy Committee
- Network Administration Group
- Web Users Reference Group
- IT Technical Advisory Group
- SAP Coordinators’ Committee
- OTHER

**COMMENTS/RECOMMENDATIONS/APPROVAL (MAX 3 LINES):**

**OTHER CONSULTATIONS:**

**ACCOUNTABILITIES FOR IMPLEMENTATION (i.e. Portfolio IT areas, ITS, Directors):**

**BUSINESS CASE PROJECT ASSESSMENT COMPLETED:**
- Yes
- No
**MEETING MINUTES – NAG MEETING # 117**

**Meeting Date & Time:**
Friday 9 June 2006

**Attendees:**
Kevin Pilkington, Michael Jenkins, Travers van Lierop, Arthur Balassopoulos, Brian Kealy, Mark Scolyer, Karen Welsh

**Apologies:**
Michael Mileo

**Guests:**
Duncan Armstrong

### Open Items

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Minuted Comments</th>
<th>Action(s)</th>
<th>Action By/Target Date</th>
</tr>
</thead>
</table>
| 1       | NDS Versions     | - Have fifty servers upgraded to 10551.78 and three servers at 10552.79. Total numbers of servers is now 73.  
- PROXA and PROXB were the two servers upgraded to 10551.78. | All |
| 2       | Web Based Password Management | - As at June 8, 20820 have set a password challenge question.  
- TVL advised that changes are being made to ‘Terms of Use’ web pages to enable students to create a password challenge.  
- BK suggested that information on student web pages should be more prominent. | TVL |
| 3       | Novell Client    | - Rollout into Financial Services has been completed.  
- Code will be released to Portfolios for installation. | TVL |
| 4       | GW Clustering and Archive | - KP advised that a draft report has been released by Novell for comment by ITS. Further advice will be provided at a later date. | KP |
| 5       | Data Centre Consolidation | - KP advised that both DSC and Business are installing test servers in the B5 Data Centre. | |
| 6       | Role Based Management | - Paper prepared by D.neskov to be made available to members. DA advised that he will look at preparing a presentation to members.  
- BK asked for information. If role based services are deployed, it does not stop existing accounts with rights from operating. | DA |
| 7       | X-Reg            | - TVL advised that he has nearly completed the re-write of X-Registration system. Access rights will be as per agreed list. | TVL |
| 8       | Next Meeting     | - June 23 2006 in B94.4 | All |
Achievement Table

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<thead>
<tr>
<th>Task</th>
<th>Started</th>
<th>Completed</th>
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<tbody>
<tr>
<td>NDS Version – 7.55, 8.73e, 85.12a</td>
<td>6/2001</td>
<td>8/2001</td>
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<tr>
<td>Netware 5.1 SP3</td>
<td>4/2002</td>
<td>8/2002</td>
</tr>
<tr>
<td>GroupWise 6 Client</td>
<td>5/2002</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Netware 5.1 SP5</td>
<td>10/2002</td>
<td>5/2003</td>
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<tr>
<td>Novell Client</td>
<td>6/2003</td>
<td>Ongoing</td>
</tr>
<tr>
<td>IPX Removal</td>
<td>5/2003</td>
<td>Ongoing</td>
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<tr>
<td>E-Directory – 8.7.3.2</td>
<td>7/2004</td>
<td>2/2005</td>
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<td>SAP/NDS Cleanup</td>
<td>10/2005</td>
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<td>NDS Client Upgrade</td>
<td>3/2006</td>
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NDS Versions (73 Servers)

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<th>Version</th>
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<tr>
<td>10551.03</td>
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<tr>
<td>10551.13</td>
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<td>10551.78</td>
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<td>10552.79</td>
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**MEETING MINUTES – NAG MEETING # 116**

**Meeting Date & Time:** Friday 26 May 2006

**Attendees:** Kevin Pilkington, Michael Jenkins, Travers van Lierop, Arthur Balassopoulos, Brian Kealy, Mark Scolyer, Karen Welsh

**Apologies:** Jay Joseph, Michael Mileo

**Guests:** Duncan Armstrong

### Open Items

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</table>
| 1       | NDS Versions     | - Have forty-eight servers upgraded to 10551.78 and three servers at 10552.79. Total numbers of servers is now 73.  
- DIMCD and IO-Quokka were the two servers decommissioned. | All |
| 2       | Web Based Password Management | - As at May 25, 19,763 have set a password challenge question. | |
| 3       | Novell Client    | - Rollout into Property Services has been completed.  
- Financial Services is scheduled for next week. | TvL |
| 4       | Lecture Theatres – guest logins | - All casual lecturers should be recorded in SAP and have an ‘e’ number.  
- There already exist procedures for lecture theatre workstations to be used for basic functions eg Office and Powerpoint. If users require greater access rights, they must obtain an ‘e’ number. | KP |
| 5       | Role Based Services | - David Neskov has raised a discussion document on this issue. This will be distributed for comment.  
- Proposed that an Administrator role be implemented globally. May need to install IMManager locally to some servers. | MS |
| 6       | Netware SP5a     | - DA advised that the patch has now been released. All reports indicate no problems as yet.  
- MJ will look using one of his servers as a test case for the upgrade. | MJ |
<p>| 7       | RMIT International | - MS advised that RMIT International will move back into RMIT as from July 1. A project has commenced to look at upgrading the International DB system. When completed this will allow the removal of IPX. | |</p>
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<tr>
<td>8</td>
<td>X-Reg</td>
<td>• Tvl advised that he is looking at a cleanup of the X Registration system. Will keep members advised on progress.</td>
<td>Tvl</td>
</tr>
<tr>
<td>9</td>
<td>Next Meeting</td>
<td>• June 9 2006 in B94.4</td>
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<td>10551.13</td>
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<tr>
<td>10551.53</td>
<td>2</td>
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<tr>
<td>10551.78</td>
<td>48</td>
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<tr>
<td>10552.79</td>
<td>3</td>
</tr>
</tbody>
</table>
TO:  
- IT TECHNICAL ADVISORY GROUP  
- EXECUTIVE DIRECTOR ITS  

FOR:  
- INFORMATION  
- APPROVAL  

DATE: 21 June 2006  
DOCUMENT NUMBER: 6.3

AUTHOR(S): Andrew Coxhill / April Weiss

SUBJECT: Security Co-ordinator's Meetings

PURPOSE (MAX 4 LINES): Agenda for June Security Co-ordinator's Meeting and Minutes for the May meeting

OTHER COMMITTEE REFERENCE:  
- IT Strategy Committee  
- Network Administration Group  
- Web Users Reference Group  

ACCOUNTABILITIES FOR IMPLEMENTATION (i.e. Portfolio IT Areas, ITS, Directors):
Security Coordinators Meeting Agenda

To: Security Co-ordinators
From: April Weiss & Andrew Coxhill
Date: June 8, 2006
Subject: Agenda for Meeting 2:00pm In B5/L2 Meeting Room
Minute Taker: Tba – request volunteer at meeting

1. Attendees & Apologies

<table>
<thead>
<tr>
<th>Attending Members</th>
<th>Non-Attending Members (wish to receive mail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Coxhill (ITS-IS)</td>
<td>Paul Gregor (Bus)</td>
</tr>
<tr>
<td>Andrew Kemp (ITS-IS)</td>
<td>Glen Pill (ITS-IS)</td>
</tr>
<tr>
<td>April Weiss (ITS-IS)</td>
<td>Andrew Pettifer (ITS-IS)</td>
</tr>
<tr>
<td>George Forbes (ITS-IS)</td>
<td>Mark Sice (ITS-IS)</td>
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<tr>
<td>Cliff Wakefield (ITS-AS)</td>
<td>Val Freda (ITS-IS)</td>
</tr>
<tr>
<td>Travers van Lierop (ITS)</td>
<td>Ian Penney (RMIT Training) - Apology</td>
</tr>
<tr>
<td>Mark Sice (ITS-IS)</td>
<td>Karen Welsh (RMIT Training)</td>
</tr>
<tr>
<td>Brian Kealy (SET)</td>
<td>Loan Pham (RMIT Training)</td>
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<tr>
<td>Mahmoud Mohammadi (DSC)</td>
<td>David Thompson (ITS-AS)</td>
</tr>
<tr>
<td>Jay Joseph (LIB)</td>
<td>Bahir Abbasszadeh (RMIT Int.)</td>
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<tr>
<td>Arthur Balassopoulos (BUS)</td>
<td></td>
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<tr>
<td>Jason Lunghusen (BUS) - Apology</td>
<td></td>
</tr>
<tr>
<td>Ian Penney (RMIT Training) - Apology</td>
<td></td>
</tr>
<tr>
<td>Karen Welsh (RMIT Training)</td>
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</tbody>
</table>

2. Approval of previous notes
3. Check for new business

4. Business from previous notes

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion/Outcomes</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Minutes</td>
<td>Approval of previous minutes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. DNS Discussion – Update</td>
<td>ACoxhill</td>
</tr>
<tr>
<td></td>
<td>3. McAfee rollout discussion</td>
<td>ACoxhill/TvLierop Portfolios</td>
</tr>
<tr>
<td></td>
<td>4. Rogue wireless – Update</td>
<td>ACoxhill</td>
</tr>
<tr>
<td></td>
<td>5. Blocking of insecure protocols / use of VPN  Blocking of subnets</td>
<td>ACoxhill</td>
</tr>
<tr>
<td></td>
<td>6. Spam Prevention</td>
<td>ACoxhill</td>
</tr>
<tr>
<td></td>
<td>7. Microsoft Messenger</td>
<td>AWeiss</td>
</tr>
<tr>
<td></td>
<td>Commenced discussions with staff member requesting clarification – analysis commencing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Password Synchronisation</td>
<td>TVLierop</td>
</tr>
<tr>
<td></td>
<td>8. Firewall Ruleset  Changes to</td>
<td>ACoxhill</td>
</tr>
<tr>
<td></td>
<td>9. RMIT NewsGroups Server / NewsReader clients  Currently there are no externally NewsGroups fed to this server; only internal news groups. Request to allow secured access via NDS authentication to RMIT users from the internet; comments?</td>
<td>ACoxhill</td>
</tr>
</tbody>
</table>

New Business

Other Business

Next Meeting 6 July, 2006 2:00 – 3:30 B5 L2 IS Meeting Room

Reminder PROCESS TO RENEW SUSE LICENSES SHOULD BE STARTED IN OCTOBER  All
Security Coordinators Meeting Minutes

To: Security Co-ordinators

From: April Weiss

Date: 11 May, 2006

Subject: Minutes for Meeting 2:00pm In B5/L2 Meeting Room

Minute Taker: Travers van Lierop

1. Attendees & Apologies

<table>
<thead>
<tr>
<th>Attendees Present</th>
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<tbody>
<tr>
<td>April Weiss (ITS-IS)</td>
<td>Andrew Coxhill (ITS-IS)</td>
</tr>
<tr>
<td>Andrew Pettifer (ITS-IS)</td>
<td>George Forbes (ITS-IS)</td>
</tr>
<tr>
<td>Brian Kealy (SET)</td>
<td>Ian Penney (RMIT Training)</td>
</tr>
<tr>
<td>Travers van Lierop (ITS)</td>
<td>Jay Joseph (LIB)</td>
</tr>
<tr>
<td>Val Freda (ITS-IS)</td>
<td>Robert Alessio (SET)</td>
</tr>
<tr>
<td>Arthur Balassopulos (BUS)</td>
<td>Fabian Iannarella (SET)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Apologies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Carsten Voss (SET)</td>
<td>Gavin Baumanis (Property Services)</td>
</tr>
<tr>
<td>Loan Pham (RMIT Training)</td>
<td>Mark Sice (ITS-IS)</td>
</tr>
<tr>
<td>Mahmoud Mahammadi (DSC)</td>
<td>Jason Lunghusen (BUS)</td>
</tr>
<tr>
<td>Cliff Wakefield (ITS-AS)</td>
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</tr>
<tr>
<td>Item</td>
<td>Discussion/Outcomes</td>
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<td>------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Previous Minutes</strong></td>
</tr>
<tr>
<td></td>
<td>Minutes of Previous Security Meetings were approved and seconded. Approved; Seconded by Ian Penney</td>
</tr>
<tr>
<td></td>
<td><strong>Business from Previous Minutes</strong></td>
</tr>
<tr>
<td></td>
<td><strong>1. Security Coordinator Terms of Reference</strong></td>
</tr>
<tr>
<td></td>
<td>Terms of Reference approved pending minor changes.</td>
</tr>
<tr>
<td></td>
<td>1. Change ITTC to ITTAG</td>
</tr>
<tr>
<td></td>
<td><strong>Action:</strong> Correct changes and send to IT TAG for ratification.</td>
</tr>
<tr>
<td></td>
<td><strong>2. WSUS servers</strong></td>
</tr>
<tr>
<td></td>
<td>G Forbes reported that moving production servers to WSUS this month. J Lunghusen wants to connect a Business WSUS server to ITS WSUS server as soon as possible.</td>
</tr>
<tr>
<td></td>
<td><strong>Action:</strong> Provide JL with details of SUS server.</td>
</tr>
<tr>
<td></td>
<td>S Thornton requested a central source of SUS/Redhat Patches and has requested to expand this part of the meeting to include discussion and information on system updates/patching on: - Linux - Novell - Mac</td>
</tr>
<tr>
<td></td>
<td><strong>Action:</strong> To add to the June agenda</td>
</tr>
<tr>
<td></td>
<td><strong>3. DNS Discussion</strong></td>
</tr>
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<td></td>
<td>A Coxhill reports no change</td>
</tr>
</tbody>
</table>
### 4. McAfee rollout discussion

**Issue:** not enough machines showing up in EPO database.

- Rename process doesn’t delete extra registry key
- This is the ID in the ePolicy database so multiple machines are reporting to one ID.

**Result:** can’t see all machines.

**Action:** Provide updated code/NAL for cleanup of name. It will force machine to re-register itself in epo database.

**Action:** Portfolios to deploy change over the next 4 weeks; assign NAL to a few containers a day.

**Action:** Fix issue in base image.

**Problem:** how to retro fit to current deployed machines.

**Note:** There is a purge routine in epo that runs every 30 days; machines will get deleted from the epo database if they haven’t communicated with epo.

**Question raised of what to do about Macs.** Response, focus on PCs then focus on MACs.

---

### 5. Rogue wireless

**Action:** Send out link to updated rogue wireless report

- No reports of any wireless issues with MACS.
- Ensure airport card is only card there for a MAC – otherwise strange things can happen.

**Wireless manuals will be updated on website shortly**

**Discussion of applications that don’t work on wireless found that AMS and TRIM don’t work on wireless**

**Action:** Add to website the applications that work on the wireless.

---

### 6. Blocking of insecure protocols / use of VPN

- Working with RMIT International to lock down servers.
- Password rules policy being reviewed by David Thompson, ITS Security Analyst, Application Services.
### 7. Spam Prevention

**Action:** Change Helpdesk Groupwise rules so that their spam rule starts with "===SPAM===" so it does not block emails that refer to spam issues.

Evaluating Iron Port.

Finalising memo on process for reducing spam by lowering drop score.

TvLierop

### 8. Microsoft Messenger

No change

TvLierop

### 9. Password Synchronisation

Novell client upgrade – ITS complete. It experienced 15 helpdesk calls, 5 callouts, 2 failures with Novell client; 8 failures with zenworks agent.

TvLierop modified install to be a 2 stage approach; easier to troubleshoot.

Next Thursday doing 80-100 users (Property Services).

Final plan is to associate NAL to entire university but not as a forced run – local admins to control, in the first two weeks

Update of W2K PCs to XP – Helpdesk no longer supports W2K

**Action:** Follow up with Library regarding Windows ME PC’s (Cashier machines)

TvLierop

### 10. Firewall Ruleset

Addressed previously in this meeting.

TvLierop

### 11. Suse Linux

Is a standard configuration and securing guide available for SUSE Linux?

Action was for Fabian to provide the procedures that are in use by TSG to the group

F Iannarella has circulated requested information

TvLierop

**New Business**

### 1. Rules of Use

Feedback was the amendments to the ITS Rules of Use are ok.
2. Sharing of user accounts

RMIT International have a block of numbers which can be temporarily assigned to a student who has not been assigned one yet.

Each portfolio has a reserved block.

**Action:** Stuart and Ian will document their current process for allocating accounts when they don’t know the student name.

Hard to find IT policies. Need a more obvious link under ITS to ITS policies including security policies.

**Action:** Email ACoxhill information on cases where accounts are being created for shared use.

<table>
<thead>
<tr>
<th>SThornton/ IPenney</th>
<th>All attendees</th>
</tr>
</thead>
</table>

3. External Newsgroups

S Thornton would like some external newsgroups, e.g. Novell Support Forums. Computer Science also has a requirement for newsgroups.

Requirement to access newsgroups externally e.g. VPN. Can students and staff currently access RMIT newsgroups from outside RMIT.

News server is currently on.

<p>| | |</p>
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Other Business

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Next Meeting

8 June, 2006 2:00 – 3:30 B5 L2 IS Meeting Room

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Reminder

PROCESS TO RENEW SUSE LICENSES SHOULD BE STARTED IN OCTOBER

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</table>
RMIT UNIVERSITY IT TECHNICAL ADVISORY GROUP

TO:
☒ IT TECHNICAL ADVISORY GROUP
☐ ACADEMIC DIRECTORS OF IT (ADIT)
☐ EXECUTIVE DIRECTOR ITS
☐ OTHER

FOR:
☐ INFORMATION
☐ ENDORSEMENT
☐ CONFIDENTIAL
☒ APPROVAL
☐ DISCUSSION

DATE: 23/06/2006
DOCUMENT NUMBER: 8.1
(if available)

AUTHOR(S): John Benwell / Stuart Thornton

SUBJECT: Netbios Machine Names - University Standard Proposal (J Benwell) & Host Naming Document (S Thornton)

PURPOSE (MAX 4 LINES): To establish a naming standard for all computers

OTHER COMMITTEE REFERENCE:
☐ IT Strategy Committee
☐ Academic Directors of IT (ADIT)
☐ Network Administration Group
☐ Security Coordinators Group
☐ Web Users Reference Group
☐ OTHER

ACCOUNTABILITIES FOR IMPLEMENTATION (i.e. Portfolio IT Areas, ITS, Directors): Management by Portfolio IT Managers
Netbios Machine Name

Background

The Netbios machine name, which translates to the DNS name, has many purposes, and at the moment there is no University wide standard.

Two major uses for the machine name are required.

1. Machine location (So the machine can be traced without the need for a separate look up table which would have to be maintained)

2. Owning School (So Keyserver can detect owning school of software licences)

To this end this paper proposes, a solution that will fit the location, computer number and school identifier into the 15 characters available.

There may be a need to identify “schools’ Numbers for Keyserver purposes that are not schools. ITS can define other numbers outside the school range for this purpose. Unfortunately, there is insufficient room to use cost centre numbers. (up to 5 digits)

Proposal

PBBBLLLLRRR##SSS

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>Values</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Portfolio</td>
<td>B, S, D, N</td>
<td>Portfolio Descriptor</td>
</tr>
<tr>
<td>2,3,4</td>
<td>Building</td>
<td>001-999</td>
<td>Building Number</td>
</tr>
<tr>
<td>5,6,7</td>
<td>Level</td>
<td>001-999</td>
<td>Level within building</td>
</tr>
<tr>
<td>8,9,10</td>
<td>Room</td>
<td>001-999</td>
<td>Room number</td>
</tr>
<tr>
<td>11,12</td>
<td>Computer</td>
<td>01-FF (Hex)</td>
<td>Workstation number in room</td>
</tr>
<tr>
<td>13,14,15</td>
<td>School</td>
<td>0-999</td>
<td>School Identifier from AMS (Portfolio Office – 000)</td>
</tr>
</tbody>
</table>

Example 1 (Staff Office)
Workstation location 8-7-66
Design and Social Context
Portfolio office

D00800706601000

Implementation
One agreed at ITTAG, the standard must be implemented before beginning of teaching Semester 1 2007.
Schools’ codes
110 SET Portfolio Office
115 Aerospace, Mech & Manuf Eng
120 Civil & Chemical Engineering
125 Electrical & Computer Eng
130 Infra, Electrotec & Build Serv
135 Applied Sciences
140 Comp Sci & Info Technology
145 Mathematical & Geospatial Sci
150 Health Sciences
155 Life & Physical Sciences
160 Medical Sciences
315 Architecture & Design
325 Property, Constr & Proj Mgt
330 Social Science & Planning
335 Applied Communication
340 Art
345 Creative Media
350 Fashion & Textiles
355 Int Centre for Graphic Tech
360 Education
365 Intl & Community Studies
610 BUS Portfolio Office
615 Accounting & Law
620 Business Info Technology
625 Economics, Finance & Marketing
630 Management
660 Grad School of Business
?? DSC Portfolio Office
Memo

1. Purpose

To provide an easily maintained and useful Machine Naming Standard that contains mandatory information as required for software license tracking.

2. Background

The current naming standard is purely derived from the physical location of the device in the format Bwwwwxyyy(a)-zzz(b) where..

   B = Leading character – case insensitive (due to not allowing pure numeric hostnames)
   This character is required, and should be a ‘B’
   www = 3 character building (numeric 0-9)
   xx = 2 character level (x1 = numeric 0-9, x2 = alphanumeric 0-9 A-Z a-z)
   yyy(a) = 3 or 4 character room ( y = numeric 0-9, a = Alpha A-Z a-z)
   zzz(b) = 2 to 4 character desk/machine identifier (z = numeric 0-9 (2 or 3 digits), b = Alpha A-Z a-z)

3. Issues:

The current naming standard does not include fields that are able to be used for Auditing of Software Licensing using Keyserver. Keyserver has a requirement that all Desktop/Notebook computers have some method deriving the cost center related to the machine from the host name.

4. Recommendations:

Standardising a naming scheme that suits all interested parties within the University is an almost impossible task which requires compromise across the board. Rather than concentrating on generating one static standard I propose the naming standard be developed and restricted to the mandatory requirements of the stakeholders involved.

There are only 2 mandatory fields that have so far been identified. These being
   A leading Alpha Character for DNS compliance (RFC-952)
   A 3 Digit School Cost Center code for KeyServer Software auditing

Due to the limitations imposed by Operating Systems a maximum of 15 characters is to be used.
The leading character should be used to designate the Portfolio in which it is housed.

D = Design and Social Context  
S = Science Engineering and Technology  
B = Business  
N = Non Academic

The School Cost Code of 3 digits.

155 = Applied Communications  
615 = Accounting & Law  
115 = Aerospace, Mech & Manuf Eng  
120 = Civil & Chemical Engineering

This resulting format is displayed as Xyyyyzzzzzzzzzz with Z being the remaining characters to be used at the Portfolio’s discretion which can be used to best suit the environment and local tracking procedures. It is also important to note that current ITS procedure in tracking machines is delegated to the relevant portfolios.

Examples

D155-e04164  DSC Applied Communications used by staff member as designated by staff number. Using SAP or NDS IT staff can collect the machine location and user details.

B615-4289897  Business Accounting and Law with Asset ID. Using Macquarie Online IT staff can collect machine location, specs and lease details.

S1205150200901  SET Civil & Chemical Engineering with Location. Machine is located at Building 515 Level 2 Room 9 Desk 1

Regards

Stuart Thornton  
Operational IT Manager