

Michael for who reports
18/2/05



MEMORANDUM

TO: HCSC Members
FROM: Ray Millman, Manager Business Solutions
THROUGH: Phil Argyris, Director Information Management *12/2/05*
SUBJECT: Data Network Upgrade
DATE: 8 February 2005

Background:

A review of the existing fixed data network was conducted in 2004 by external consultants Gibson Quai. The Gibson Quai Final Report accepted by the department's IMC has as a key conclusion:

"The current network infrastructure is dated, is lacking in capacity and lacks the required features to support emerging and high priority applications such as digital recording."

Following acceptance of this report, funding was initially sought internally and then through the mid-year CBRC review process to upgrade the network. The mid-year CBRC funding submission was successful and as a consequence the data network will see a significant increase in bandwidth to all locations during the March – May 2005 timeframe as well as equipment upgrades to all major sites.

Issues:

This proposed timelines and associated link capacities for upgrading all sites are detailed in Attachment A. In general terms:

- the minimum capacity of links will increase by 400% from the current 64kbits to 256kbits;
- major sites will have their capacity increased to a minimum of 1024 kbits with many increased to 1984 kbits; and
- the total capacity of all network links will increase from 6.3 mbits to 85 mbits or 1349.2%.

In establishing the network requirements to support the implementation for Digital Recording significant re-cabling of the Higher Courts complex is required. This includes establishing network equipment in secure locations on each floor of the Supreme and District Courts. This work is planned to occur in the April-May 2005 timeframe. Significant re-cabling and other environmental upgrades will also occur in the major regional sites.

Recommendation:

HCSC members note progress being made to upgrade the network.

Ray Millman
Manager Business Solutions
8th February 2005

*Should make 2016.
Can update capacity
at cost*

Attachment A

Data Network Upgrade - Site Implementations

Major Sites Implementation

The currently envisaged implementation dates for each of the Major sites is shown in the table below.

Site Name	Target Commencement (Equipment Upgrade)	Target Upgrade Complete
Caboolture	3 March 05	10 March 05
Southport	29 March 05	8 April 05
Maroochydore	4 April 05	8 April 05
Beenleigh	11 April 05	15 April 05
Mackay	11 April 05	15 April 05
Toowoomba	26 April 05	29 April 05
Ipswich	3 May 05	6 May 05
Townsville	3 May 05	6 May 05
Cairns	9 May 05	19 May 05
Rockhampton	9 May 05	19 May 05
Law Courts Complex	11 April 05	6 May 05

It should be noted that environmental upgrade work (equipment, racking, building cabling etc.) will be undertaken progressively prior to the 'Commence Equipment Upgrade' date shown above to ensure that these foundation works are completed in time to accommodate the planned new equipment and carriage services.

MINOR Site Implementation

As previously indicated, for the purposes of this Stage A upgrade project, **MINOR** sites are defined as those at which only carriage services are to be upgraded.

Minor sites will be migrated onto new carriage services at the rate of 2 per day (one a.m. & one p.m.) commencing 21 March 05 and finishing 13 May 05.

Individual minor site planned migration dates are shown in the following table together with the ordered overall carriage service capacity.

JAG Net Site ID	WAN Site Name	Building	New Carriage Access Rate (kbps)	Proj Plan V4-3 Planned Migration Date
BNESEB	State Law Building	State Law	155000	See Prev.
BNENMC	New Magistrates Courts	Court	155000	See Prev.
HLPKCT	Holland Park	Court	1024	7-Mar-05
REDCCCT	Redcliffe	Court	1984	10-Mar-05
CABOCT	Caboolture	Court	1984	See Prev.
BNECCT	Brisbane Children's Court	Court	1984	21-Mar-05

JLCKCT	Julia Creek	Court	256	27-Apr-05
LANDCT	Landsborough	Court	256	28-Apr-05
LONRCT	Longreach	Court	640	28-Apr-05
MCHLCT	Mitchell (QGAP)	Court	256	29-Apr-05
MNBACT	Moranbah (QGAP)	Court	256	29-Apr-05
TMBACT	Toowoomba	Court	1984	See Prev.
TNSVCT	Townsville	Magistrates Court	1984	See Prev.
MOSSCT	Mossman	Court	256	3-May-05
MRGNCT	Murgon (QGAP)	Court	256	3-May-05
NMBRCT	Nambour	Court	256	4-May-05
NANGCT	Nanango	Court	256	4-May-05
NMTNCT	Normanton (QGAP)	Court	256	5-May-05
OAKYCT	Oakey	Court	256	5-May-05
PITTCT	Pittsworth	Court	256	6-May-05
PMNACT	Pomona	Court	256	6-May-05
IPSWCT	Ipswich	Court	1984	See Prev.
PPNECT	Proserpine	Court	256	9-May-05
RMNDCT	Richmond (QGAP)	Court	256	9-May-05
SRNACT	Sarina (QGAP)	Court	256	10-May-05
SGSRCT	Springsure (QGAP)	Court	256	10-May-05
SGEOCT	St George (QGAP)	Court	256	11-May-05
STPECT	Stanthorpe	Court	256	11-May-05
TARMCT	Taroom	Court	256	12-May-05
THRICT	Thursday Island	Court	256	12-May-05
TGWHCT	Toogoolawah	Court	256	13-May-05
TULYCT	Tully	Court	256	13-May-05
WEPACT	Weipa (QGAP)	Court	256	13-May-05
CRNSCT	Cairns	Court	1984	See Prev.
RTONCT	Rockhampton	Magistrates Court	1984	See Prev.

CALOCT	Caloundra	Court	1984	22-Mar-05
CLVLCT	Cleveland	Court	1984	22-Mar-05
BDSTCT	Beaudesert	Court	1984	23-Mar-05
* BEENPP	Beenleigh DPP		1984	23-Mar-05
BBRGCT	Bundaberg	Court	1984	29-Mar-05
EMERCT	Emerald	Court	1984	29-Mar-05
GLADCT	Gladstone	Court	1984	30-Mar-05
MYDEPP	Maroochydore DPP	ANZ Building	1984	30-Mar-05
GYMPCT	Gympie	Court	1984	31-Mar-05
HBAYCT	Hervey Bay	Court	1984	31-Mar-05
INNSCT	Innisfail	Court	1984	1-Apr-05
* KGRYCT	Kingaroy	Court	1984	1-Apr-05
MCKYDR	Mackay DRC		1984	4-Apr-05
MRBACT	Mareeba	Court	1984	4-Apr-05
MARYCT	Maryborough	Court	1984	5-Apr-05
* MISACT	Mt Isa	Court	1984	5-Apr-05
NOOSCT	Noosa Heads	Court	1984	6-Apr-05
* ROMACT	Roma	Court	1984	6-Apr-05
WARWCT	Warwick	Court	1984	7-Apr-05
AYRJCT	Ayr	Court	1984	7-Apr-05
YEPNCT	Yeppoon (QGAP)	Court	1984	8-Apr-05
BNEACT	Arrest Court	Court	1984	8-Apr-05
MYDECT	Maroochydore	Court	1984	See Prev.
SOPRCT	Southport	Court	1984	See Prev.
INLACT	Inala	Court	512	11-Apr-05
PETRCT	Petrie	Court	512	11-Apr-05
SDGTCT	Sandgate	Court	512	12-Apr-05
WYNMCT	Wynnum (new)	Court	512	12-Apr-05
ATRUCT	Atherton	Court	256	13-Apr-05
BARCCT	Barcaldine	Court	256	13-Apr-05
BILOCT	Biloela	Court	256	14-Apr-05
BLTRCT	Blackwater	Court	256	14-Apr-05
BOWNCT	Bowen	Court	256	15-Apr-05
CHVECT	Charleville	Court	640	15-Apr-05
BEENCT	Beenleigh	Court	1984	See Prev.
MCKYCT	Mackay	Court	1984	See Prev.
CHTRCT	Charters Towers	Court	256	18-Apr-05
CHLDCT	Childers	Court	256	18-Apr-05
CHINCT	Chinchilla	Court	256	19-Apr-05
CLERCT	Clermont	Court	256	19-Apr-05
CLONCT	Cloncurry	Court	256	20-Apr-05
COOKCT	Cooktown (QGAP)	Court	256	20-Apr-05
CGTACT	Coolangatta	Court	512	21-Apr-05
CUNACT	Cunnamulla	Court	256	21-Apr-05
DLBYCT	Dalby	Court	640	22-Apr-05
GTTNCT	Gatton	Court	256	22-Apr-05
GANYCT	Gayndah	Court	256	26-Apr-05
GOONCT	Goondiwindi	Court	256	26-Apr-05
INGHCT	Ingham	Court	256	27-Apr-05

MINUTES
SRB DIGITAL MANAGEMENT TEAM MEETING
3 FEBRUARY, 2005.

ATTENDEES: Ian McEwan (Project Sponsor), John Marsland (Project Manager), Doug Harris, Michael Cook, Max Moran.

LOCATION: SRB Conference Room, Level 4, Supreme Court, Law Courts Complex

START: 2.30 PM **FINISH:** 4.15 PM

Agenda Item	Discussion/Decisions	Action/Responsibility
1. Business arising	Reviewed business arising from last meeting.	All
2. Project plan update	<p>JM provided an updated:</p> <ul style="list-style-type: none"> i. 1.4.26 version will now be rolled out (Basic). ii. Version 1.5 is in another (ACELL) language and will be introduced post phases 1 & 2. iii. 1.4.26 will have all the features per phase 1A & 1B. iv. SRB transcription centres to be equipped as planned with one court room connected to centre. v. Test environment to consist of duplicate (analogue and digital) recordings from selected BMC, using Caboolture as the transcription test centre on a drip feed workload (digital) basis until all procedures, training, software/hardware and network issues are finalised. vi. Roll out will then be on a centre by centre basis. vii. Project on target as per schedule released at previous meeting. 	<p>IMcE, MDC, DJH to confirm training requirements and issues and sequence.</p>
3. QA/QM update	<p>JM talked to:</p> <ul style="list-style-type: none"> i. High level flow chart for quality management of the digital recordings covering 4 levels of risk management. Quality - reconciliation of transfers to court lists Quality - duration Quality - audio function Quality - audio levels ii. Further discussion required on distribution management system and control. 	<p>JM/MM to continue development.</p>
4. BPR issues	JM to lead discussion next meeting.	JM/MM

Agenda Item	Discussion/Decisions	Action/Responsibility
5. Network issues	Capacity requirements and size/specs of Dalet video/audio yet to be resolved.	JM to formally update and advise IMcE on this matter, deemed to be critical operational concern.
6. Role/Transition of SRB Technology/IT team.	<ul style="list-style-type: none"> i. MM referred to the plan outlined in the presentation received by the SRB Management Team from Earl Wood on 2/2/2005. ii. MM thanked JM for his support and input during the development of this presentation. 	<ul style="list-style-type: none"> - MM/DJH/JM to develop an information package for core clientele covering: <ul style="list-style-type: none"> - role of SRB helpdesk - practice instructions to support digital environment
7. Client Management Issues		

Minutes
SRB Digital Management Meeting
Monday 06 December, 2004

Attendees:

Ian McEwan (IM) – Project Sponsor
 John Marsland (JM) – Project Manager
 Max Moran (MM)
 Michael Cook (MC)
 Doug Harris (DH)

Started: 2.15 pm

Finished: 4. 20pm

Item No.	Agenda Item	Remarks / Notes
1	<p><i>Introduction and opening</i></p> <ul style="list-style-type: none"> a) This forum is an essential vehicle to drive the Digital project and to achieve required outcomes. b) Following the tendering, contractual process and the opening of New Mags Brisbane SRB management Team needs to focus on ensuring delivery of outcomes. c) Need to clearly define expectations and roles and responsibilities d) This forum to convene fortnightly commencing 2005. 	
2	<p><i>Project Plan discussion and requirements</i></p> <ul style="list-style-type: none"> a) JM advised slippage and project plan needs to be adjusted a) JM requires sign off of functional specs and work flow processes <p><u>ACTIONS/DECISIONS</u></p> <ul style="list-style-type: none"> 1. SRB management team to review workflow analysis document which incorporates the workflow analysis workshop 23 to 25 November, 2004. 2. Review workshop scheduled for Thursday 9 December from 08.30am 3. Subject to sign off of workflow analysis JM to develop revised project plan and submit to next meeting 4. JM to provide roll out plan down to “by court, by Centre” to facilitate detailed advanced (at least 6 months in advance) logistic and operational planning by SRB managers 5. Project and roll out timelines will be subject to network upgrade and establishment of Caboolture as a test environment 6. JM emphasised the need for rigorous testing in the test environment before transition to a production 	

	environment.	
3	<p><i>Roles and Responsibilities, and reporting arrangements for the Project team</i></p> <p>a) JM emphasised the significance of the size and scope of this “cutting edge” project and hence the need for effective change management control of the project under his leadership, the attached configuration management plan refers</p> <p><u>ACTIONS/DECISIONS</u></p> <ol style="list-style-type: none"> 1. Accepted that we are in a multi tasking environment, requiring allocation of technology resources on a priority needs basis. 2. Andrew as a key advisory resource to all members of this forum 3. This forum to have a project management focus 4. Matters of design and development to be subject to review and decision in other forums involving JM, SRB management Team, AH and others as required. Prior preparation time and statement of clear purpose/ outcome necessary before convening such forums 5. Any requests affecting the digital project are to be through JM and any matters of substance are to be decided at this forum 6. Project Tasks list July 2004 (attached) to be reviewed and agenda item for next meeting 	<p>See Configuration Management plan (attached)</p> <p>See Project Tasks List July 2004 (attached)</p>
4	<p><i>General discussion</i></p> <ol style="list-style-type: none"> a) Network connectivity issues and capacity, to be discussed further, noting a Dalet network specialist will arrive in January b) Replacement for Jennifer c) More people on project team to be considered - yet to be finalised d) Management/ Project team Communication Issues 	
5	<p><i>Standard meeting Agenda Items for this series of meetings</i></p> <p><u>ACTIONS/DECISIONS</u></p> <ol style="list-style-type: none"> 1. Attachment accepted 	See Standard Agenda (Attached)
6	<p><i>Next Meeting Tuesday 13th January 2004 and fortnightly thereafter</i></p> <p><i>Location, SRB Conference Room 4th Floor</i></p>	



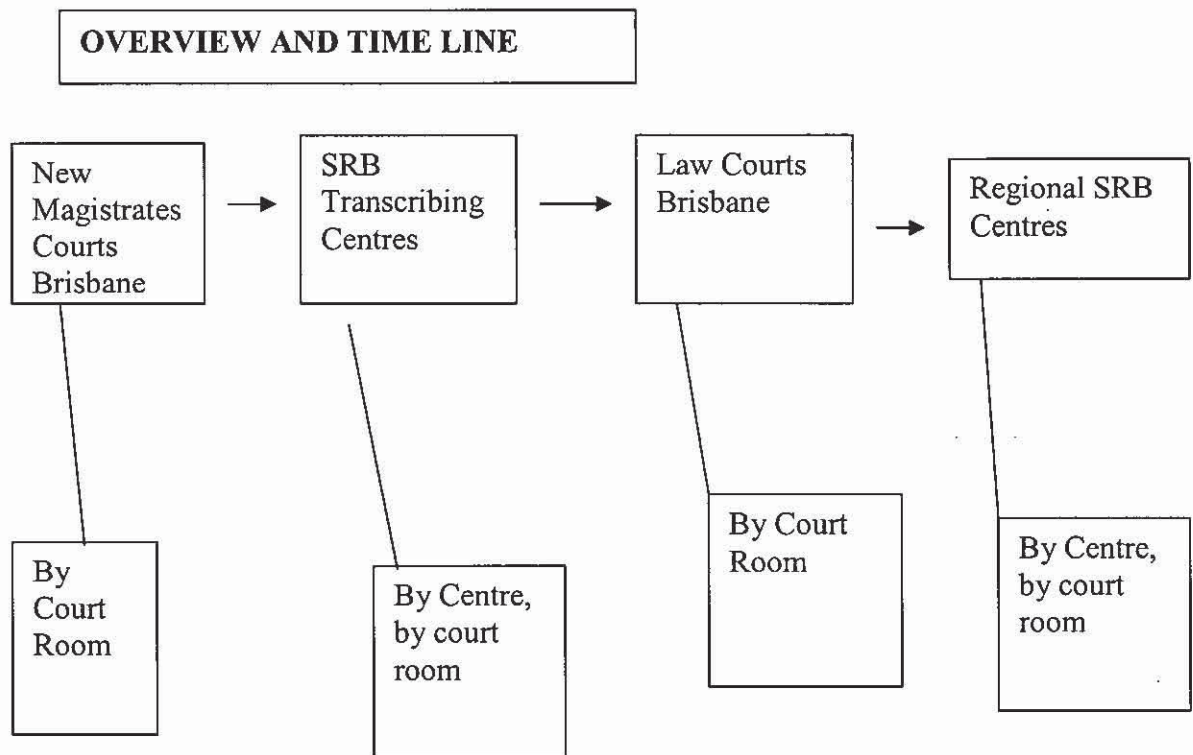
Agenda
SRB Digital Management Meeting
Monday 22 November 2004

Attendees:

Ian McEwan (IM) – Project Sponsor
John Marsland (JM) – Project Manager
Max Moran (MM)
Michael Cook (MC)
Doug Harris (DH)

Item No.	Agenda Item	Led By	Remarks / Notes
1	Introduction and opening	IM	
2	Project Plan discussion and requirements	IM and All	See attachment 1
3	Roles and Responsibilities, and reporting arrangements for the Project team	All	
4	Roles and Responsibilities, for the SRB management Team	All	
5	Standard meeting Agenda Items for this series of meetings	All	See attachment 2
6	Close – Next Meeting	IM	

Project sequence and detailed Requirements



Level of detail required

- What?
Where?
When?
Where?
How?
- Resources needed.
 - Responsibilities
 - Action Plan

Standard Agenda

Agenda Item	Led By
1. Introduction	IM
2. Minutes from Last meeting	IM/ MM
3. Matters arising from last meeting	IM / MM
4. Project Management and Plan Update <ul style="list-style-type: none"> • Budget • Operations • Technical • Stakeholder and core client management 	JM
5. Review of Actions arising from previous meetings	As Required
6. Technical infrastructure, Process and software development policy and operational issues	As Required
7. Communication issues – current and future requirements identified	As Required
8. Training matters – current and future requirements identified	As Required
9. Resources – current and future requirements identified	As Required
10. Other eg Departmental considerations	IM/ JM
11. Close and Next meeting	IM

Phase

1A ONE MASS
TRANS. FAC. ONE

1B TRANS FAC ALL SRB
CENTRES

2 HIGHER CTS ONE

3. REGIONS

COURTROOM TYPES

- 1 In Court monitors for duties
+ Magistrates (Audio) e.g. Industrial
conf. rooms
- *2 Law Ct's Remote monitoring
(Audio + Video)
- 3 Replacement for RRATS
(Audio + Video, Higher Ct's
non SRB locations)
- 4 Remote (Mags) (Audio only)
- 5 Mags in Courtroom delayed
download (Audio only)

* Determine folder structure, names
& access rights - MEDIA tab
in Jedit Browser

* Can setup a shortcut to
display Browser e.g. Alt B.

* Black window at bottom is
chat / Messaging / window

↳ Notification
Hotbox (popup
window for Notifications)

* Search "arguments" for precision
in searching

* Query list (of all search
queries made by the user)
is left window - (R) window
is results

* Can setup a shortcut for
Stack window.

* Workspace toolbar

Workspace

* File, save as to save over
personal workspace set up

* File Workspace open (OR)
File Recent Workspaces
to restore own

* CAN set up shortcut for various
workspaces e.g. transcription

* Customise toolbars, Commands
& drag off any unwanted
icons from the toolbars
then File, Workspace save
to update own workspace

* CAN look down identical
workspace by removing
save function & save as
function

* Click on filename, (R)click,
Open with Media Cutter

* Grabbar also stops/plays

* Audio "step back" can be
configured.

* Media cutter is an editing
window

* Transcription player
File, Open Title

* Instant (?) toggle compact mode
to regular mode

* Recommends disable scrubbing
so no audio output
when dragging voice file

* MUST close player before
using Alt again

* Search arguments * ?

AND

OR

AND NOT

* (R) click on each query to 'Keep'

* To record: File, New, Action Log
Recording

Select Count from dropdown menu
Start Recording Button

(R) click Open with Media Center to play