AGENDA

DoI Executive Team Meeting

MEETING

Meeting no. 6/2012

VENUE

South Oval Meeting Room

DATE/TIME

Monday 16 July 11am – 12:30pm

CONTACT

Sarah-Jane Macri 51772 (Secretariat)

ATTENDEES

Peter Nikoletatos (Chair), Roxanne Missingham, Samantha Gilbert, David Richardson, Kus Pandey, Dominy Evans, Anne Kealley

GUEST

David James Brown, Karen Hill

APOLOGIES

Allan Williams, Susan O’Neil, Dominy Evans

Part 1. Agenda

1. IT Disaster Recovery Planning Update (David James Brown)
   1.1. Presentation
   1.2. Brief discussion on how current and future activities of DoI can leverage the work being done in the DR space

2. Change Management Process for DoI Space Services (Karen Hill)

3. Operational Plan Update (Peter Nikoletatos)

4. Reminder that nominations for Vice-Chancellor’s Awards close on 27/07/12

5. Apologies - as above

6. Accept previous minutes/actions

7. 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>22/06/12</td>
<td>SO circulating data relative to sick leave.</td>
<td>SO</td>
<td>In progress</td>
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<tr>
<td>2.</td>
<td>22/06/12</td>
<td>SO: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
<td>In progress</td>
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<td>3.</td>
<td>6/06/12</td>
<td>Inviting Marnie Hughes-Warrington, Margaret Harding and Erik Lithander to attend a DoI Exec Team meeting</td>
<td>PN</td>
<td>In progress</td>
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</tbody>
</table>
Part 2. Standing Items

8. Portfolio reports
   8.1. Peter Nikoletatos (PN)
   8.2. Roxanne Missingham (RM)
   8.3. Anne Kealley (AK)
   8.4. Samantha Gilbert (SG)
   8.5. David Richardson (DR)
   8.6. Kus Pandey (KP)
   8.7. OMG Chairs’ report

Part 3. Other Business

9. Other business

Part 4. For Noting

10. Reminder that nominations for Vice-Chancellor’s Awards close on 27/07/12

Next Meeting:

Tuesday 31 July 2012
3:30pm – 5pm
South Oval Meeting Room