AGENDA

MEETING     Dol Executive Team Meeting
MEET No.    Meeting no. 8/2012
VENUE       South Oval Meeting Room
DATE/TIME   Friday 17 August 11:30am – 1:30pm
CONTACT     Sarah-Jane Macri 51772 (Secretariat)
ATTENDEES   Peter Nikoletatos (Chair), Roxanne Missingham, Samantha Gilbert, David Richardson, Kus Pandey, Dominy Evans, Anne Kealley, Allan Williams, Susan O’Neil

Part 1.  Agenda

1.  Dol Administrative Review incl. IT Governance Audit (Peter Nikoletatos)
2.  HR Review Implementation Plan (Peter Nikoletatos)
3.  Communications – Projects, Website, Social Media (Anne Kealley)
4.  Sick Leave Paper (Susan O’Neil)
5.  Accept previous minutes/actions
6.  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>Distributed</td>
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<td></td>
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<td>21/07</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>
<td>MH – 24/10 MHW – 21/11</td>
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<td>4.</td>
<td>31/07/12</td>
<td>Discuss sick leave report</td>
<td>SO</td>
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Part 2.  Standing Items

7. Portfolio reports
   7.1. Peter Nikoletatos (PN)
   7.2. Roxanne Missingham (RM)
       All other portfolio reports will now be covered in the DoI Exec Team Weekly Review session, held on a Monday morning
8. Strategic Discussion
Part 3. Other Business

9. Other business

Part 4. For Noting

10. Other items for noting

Next Meeting:

Tuesday 28 August 2012
3:30pm – 5pm
South Oval Meeting Room