AGENDA

MEETING

Dol Executive Team Meeting

MEET No.  Meeting no. 11/2012
VENUE
South Oval Meeting Room
DATE/TIME
Friday 28 September 11am – 12:30pm
CONTACT
Sarah-Jane Macri (Secretariat) x51772

ATTENDEES
Peter Nikoletatos (Chair), Roxanne Missingham, Anne Kealley, Kus Pandey, Susan O’Neil, Belinda Day, Samantha Gilbert (late)

APOLOGIES
Allan Williams, Dominy Evans, David Richardson

Part 1. Agenda

1. Accept apologies/minutes

2. 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: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>31/07/12</td>
<td>Discuss the sick leave report provided by Susan.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>17/08/12</td>
<td>Implementation plan</td>
<td>KP</td>
<td>In progress</td>
<td>14/09/12</td>
</tr>
<tr>
<td>4</td>
<td>28/08/12</td>
<td>On call activity: review required to ensure we capture necessary services &amp; full specification</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>28/08/12</td>
<td>Exec to give AK feedback to create engagement plan</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>28/08/12</td>
<td>AK to organise sharing Dol social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>28/08/12</td>
<td>KP to coordinate updates for Op Plan w/ PDs</td>
<td>KP</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>28/08/12</td>
<td>Mac users cannot access EPM system - DE to further examine.</td>
<td>DE</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>
3. Incident Management Team (PN)
4. Budget 2013 Update (PN)
5. Project Proposals Process (KP)

Part 2. Other Business

6. Portfolio reports
   6.1. Peter Nikoletatos (PN)
   6.2. Roxanne Missingham (RM)

7. Strategic discussion

Part 3. Other Business

8. Other business

Part 4. For Noting

9. Other items for noting

Next Meeting:

Tuesday 9 October 2012
3:30pm – 5pm
South Oval Meeting Room