AGENDA

MEETING Dol Executive Team Meeting

MEET No. Meeting no. 12/2012

VENUE South Oval Meeting Room

DATE/TIME Tuesday 9 October 3:30pm – 5pm

CONTACT Sarah-Jane Macri (Secretariat) x51772

ATTENDEES Peter Nikoletatos (Chair), Roxanne Missingham, Anne Kealley, Kus Pandey, Belinda Day, Allan Williams, Dominy Evans, David Richardson

APO logies Samantha Gilbert

Part 1. Agenda

1. Accept apologies/minutes

1.1. Minutes will be delayed due to email issues

2. Action Register As at 09/10/12

<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>31/07/12</td>
<td>Analysis of sick leave report provided by SO.</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>2.</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>3.</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>4.</td>
<td>28/08/12</td>
<td>AK to organise sharing DoI social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>28/08/12</td>
<td>Finding a better way for Mac users to access EPM systems.</td>
<td>DR</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>28/09/12</td>
<td>ToR re: IMT &amp; Exec</td>
<td>KP</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>28/09/12</td>
<td>Draft reconciliation action plan</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>

3. Central coordination of CMS activity (OMG representative)

Part 2. Other Business

4. Portfolio reports
4.1. Peter Nikoletatos (PN)
4.2. Roxanne Missingham (RM)

5. Strategic discussion

Part 3. Other Business

6. Other business

Part 4. For Noting

7. Other items for noting
   7.1. Margaret Harding attending next meeting

Next Meeting:
Wednesday 24 November
9:30am – 11am
South Oval Meeting Room