AGENDA

MEETING
ITS Executive Team Meeting

MEET No. Meeting no. 16/2012
VENUE South Oval Meeting Room, Building 88T1
DATE/TIME Wednesday 5 December 2012, 9:30 – 11am
CONTACT Siobhan Muir-Williams (Secretariat) x51772

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

APOLOGIES

Part 1. Agenda

1. Apologies/accept 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>28/08/12</td>
<td>On call activity: rescheduling meeting, happening week of 19/11/12</td>
<td>AK</td>
<td>In progress</td>
<td>21 Nov</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. Travelling road shows have commenced, OMG and ITS Exec team members included in preparation of materials</td>
<td>AK</td>
<td>In progress</td>
<td>5 Dec</td>
</tr>
<tr>
<td>3.</td>
<td>24/10/12</td>
<td>Excess leave. Majority have responded with a plan. Report will run during February and every subsequent 3 months</td>
<td>BD</td>
<td>Complete</td>
<td>5 Nov</td>
</tr>
<tr>
<td>4.</td>
<td>5/11/12</td>
<td>AW to circulate Technical Reference Architecture to IT Managers and Service Directors</td>
<td>AW</td>
<td>In progress</td>
<td>23 Nov</td>
</tr>
<tr>
<td>5.</td>
<td>5/11/12</td>
<td>ALL to send feedback to AW on the Technical Reference Paper by Thursday 15 November</td>
<td>ALL</td>
<td>Completed</td>
<td>15 Nov</td>
</tr>
<tr>
<td>6.</td>
<td>5/11/12</td>
<td>SG has spoken with PN and RM about external Christmas party attendees: to include College IT Managers, General Managers, Divisional Directors</td>
<td>SG, RM, PN</td>
<td>Completed</td>
<td>21 Nov</td>
</tr>
<tr>
<td>7.</td>
<td>21/11/12</td>
<td>AW to finalise Christmas shutdown period roster</td>
<td>AW</td>
<td>In progress</td>
<td>5 Dec</td>
</tr>
<tr>
<td>8.</td>
<td>21/11/12</td>
<td>Update from ITS HR Manager</td>
<td>BD</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

Part 2. Standing Items

3. Portfolio reports
3.1. Peter Nikoletatos (PN)
3.2. Roxanne Missingham (RM)

4. Strategic discussion
5. Update from ITS HR Manager (BD)

Part 3. Other Business

Part 4. For Noting

6. Other items for noting

Next Meeting:

Wednesday 19 December
9:30 – 11am
South Oval Meeting Room