AGENDA

MEETING ITS Executive Team Meeting
MEET No. Meeting no. 11/2013
VENUE South Oval Main Meeting Room
DATE/TIME Wednesday 12 June 2013, 9:30am – 11am
CONTACT Alexandra Hordern (Secretariat) x51772

ATTENDEES Peter Nikoletatos (PN) (Chair), Kus Pandey (KP), Anne Kealley (AK), Dominy Evans (DE), Allison Magoffin (AM), Belinda Day (BD), David Howse (DH), David Richardson (DMR), Roxanne Missingham (RM)

APOLOGIES

Part 1. Agenda

1. Apologies/accept minutes

2. Action Register* As at 05/06/13

<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 (see above)</td>
<td>BD, AK, DE, DMR, DH</td>
<td>In progress</td>
<td>12 June 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Detailed engagement plan recommendation.</td>
<td>AK</td>
<td>In progress</td>
<td>31 May 2013</td>
</tr>
<tr>
<td>3.</td>
<td>07/02/13</td>
<td>BD to collect flextime data from ADs/portfolios and compile for Exec.</td>
<td>BD</td>
<td>In progress</td>
<td>12 June 2013</td>
</tr>
<tr>
<td>4.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by mid-April, all staff June 30 BD to record completed SoEs</td>
<td>All Exec BD</td>
<td>Ongoing</td>
<td>Mid-April for Exec June for all staff 2013</td>
</tr>
<tr>
<td>5.</td>
<td>20/03/13</td>
<td>BD to provide information on IT appointments across the University. To be discussed at OMG.</td>
<td>BD</td>
<td>In progress</td>
<td>12 June 2013</td>
</tr>
</tbody>
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Part 2. Standing Items

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

4. Update from ITS HR Manager (BD)
5. Update from ITS Finance Manager (AM)
6. Update from Associate Directors and Executive Officer
Part 3. Other Business

Part 4. For Noting

7. Other items for noting

Next Meeting:

Wednesday 26 June
9:30am – 11am
South Oval Main Meeting Room, 88T1