AGENDA

MEETING ITS Executive Team Meeting

MEET No. Meeting no. 13/2013
VENUE South Oval Main Meeting Room
DATE/TIME Wednesday 10 July 2013, 3pm – 4:30pm
CONTACT Alexandra Hordern (Secretariat) x51772

ATTENDEES Peter Nikoletatos (PN) (Chair), Kus Pandey (KP), Anne Kealley (AK), Dominy Evans (DE), Allison Magoffin (AM), David Richardson (DMR), John Parry (JP)

APOLOGIES David Howse (DH), Belinda Day (BD), Roxanne Missingham (RM).

Part 1. Agenda

1. Apologies/accept minutes

2. Action Register* As at 09/07/13

<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>Complete?</td>
<td>26 June 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Detailed engagement plan recommendation</td>
<td>AK</td>
<td>Complete?</td>
<td>31 May 2013</td>
</tr>
<tr>
<td>3.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by mid-April, all staff June 30</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>Mid-April for Exec June for all staff 2013</td>
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<tr>
<td></td>
<td></td>
<td>BD to record completed SoEs</td>
<td>BD</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>26/06/13</td>
<td>AM to provide information on possible online approval of Purchase Card Reports</td>
<td>AM</td>
<td>In Progress</td>
<td>10 July 2013</td>
</tr>
</tbody>
</table>

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:

Thursday 25 July
9:30am – 11am
South Oval Main Meeting Room, 88T1