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| **Meeting Details** |
| Meeting date and time: |  |
| Location: |  |
| Secretary: |  |
| Chairperson: | Prof Peter Creamer |
| Meeting Attendees: |  |
| Distribution list | * Chief Services Officer – Prof Peter Creamer
* Provost and Deputy Vice Chancellor – Prof Sue Thomas
* Director FMS – Peter Eaton
* Director HRS – David Thorsen
* Director Audit & Risk – David Tanner
* Director ITD – Robert Irving
* Director UNE Life – David Schmude
* Director Residential Systems – Ashwin Bhutani
* Business Continuity Officer – Theron King
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| **Standing Agenda Items** |
| 1. Apologies
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|  |
| 1. Confirmation of previous meeting minutes
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|  |
| 1. Actions arising from previous meeting (items that remain active are to be inserted in to next agenda).
 |
| **Number** | **Action Required** | **Responsibility** | **Date due** | **Status** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. New Agenda Items and General Business
 |
| **Number** | **Temporary Agenda Item** | **Item Owner** |
| 4a. |  |  |
| 4b. |  |  |
| 4c. |  |  |
| 4d. |  |  |
| 1. Next Meeting
 |
|   |
| 1. Summary of new action items to be carried forward to the next meeting (and included in the next agenda)
 |
| **Number** | **Action required** | **Responsibility** | **Date due** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

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| ***Records Storage Instructions*** |
| *This completed minute record must be recorded in TRIM Container A16/4500. The naming convention must include the date of meeting and name of the committee. Only the HR Team is able to view records in this container.* |