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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 | | | | | | | | |
|  | | | | | | | | |
| 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 | | | | | | | | |
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| 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.* |