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| **Meeting Details** | |
| Meeting date and time: |  |
| Location: |  |
| Chairperson: | Peter Creamer |
| Secretary: |  |
| 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 2. Confirmation of previous meeting minutes 3. Actions arising from previous meeting | | | |
| **Number** | **Action required** | **Responsibility** | **Date due** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 1. New Agenda Items and General Business | | | |
| **Number** | **Temporary Agenda Item** | **Item Owner** | |
| 4a. |  |  | |
| 4b. |  |  | |
| 4c. |  |  | |
| 4d. |  |  | |
| 1. Next Meeting | | | |

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| ***Records Storage Instructions:*** |
| *This completed agenda 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.* |