

Focus Area	Owner	Agenda item	Week 1 (PAB)	Week 2	Week 3	Week 4
Regular agenda items - opening	AMT	Karakia, Confirmation of Agenda, Innovations	✓	✓	✓	✓
Health, Safety & Wellbeing <sup>5</sup>	PH	Key issues and updates	✓	✓	✓ <sup>5</sup>	✓
Hot Topics	AMT	Agenda items as identified by AMT members	✓	✓	✓	✓
AMT Leadership	EF	Governance & Leadership*		✓		
Communications and Engagement	JCath	Legacy	✓			
		Key issues & progress update	✓			
High Performance Culture	JCath	AMT Coaching	✓			
		Key issues & progress update	✓			
Owner Interface Management	DR/ ALov	Key issues and progress update	✓			
Technical Quality	JCal	Post-lodgement Strategy*		✓		
		Key issues & progress update		✓		
Commercial	EN	Review of Monthly Financials			✓	
		Key issues & progress update			✓	
Opportunities and Risks	EN	Management opportunities and risks review		✓		
		Strategic opportunities and risks review			✓	
Info & Transition Management	KN	Framework for Transition *		✓		
		Key issues & progress update		✓		
Delivery	PH	Resourcing and Role Clarity*				✓
		Focus on delivery*				✓
		Review of project monthly reports and schedule				✓
		Key issues & progress update				✓
PAB Preparation	AMT	PAB debrief; draft PAB input list	✓			
		AMT review of draft PAB papers			✓	
		Pre-PAB hot topics and PAB feedback topics				✓
Regular agenda items - closing	AMT	Previous Minutes, New & Outstanding actions <sup>4</sup>	✓	✓	✓	✓
		Key Messages to the wider Alliance	✓	✓	✓	✓
		Feedback on AMT meeting, closing Karakia	✓	✓	✓	✓

- ✓ Specific focus agenda items
- ✓ Standing agenda items

Notes:

1. There will be an opportunity for each AMT member to put key decisions/hot topics on the agenda each week as required.
2. In five-week months there will be an extra week that can be used either for focused workshops/presentations or a shorter AMT meeting.
3. \* Marks key focus areas in the 90-day leadership plan
4. AMT Action tracker on the agenda each week. PAB Action tracker on the agenda Week 2 and Week 3.
5. Health, Safety & Wellbeing on the agenda each week. Positive & Negative Habits on the agenda week 3

AMT Member updates each month:

- Briefing on key issues
- Update on operational plan progress
- Inputs required from AMT

Email briefing info prior to meeting