AGENDA

MEETING  ITS Executive Team Meeting
MEET No.  Meeting no. 16/2013
VENUE  Vanilla Bean Cafe
DATE/TIME  Friday 20 September 2013, 8:30 – 10am
CONTACT  Alexandra Hordern (Secretariat) x51772,
ATTENDEES  Peter Nikoletatos (PN) (Chair), Kus Pandey (KP), Anne Kealley (AK), John Parry (JP), David Howse (DH), Allison Magoffin (AM).
APOLOGIES  David Richardson (DMR), Belinda Day (BD).

Part 1. Agenda
1. Apologies/accept minutes
2. Action Register*  As at 17/09/13

<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>Detailed engagement plan recommendation.</td>
<td>AK</td>
<td>Ongoing</td>
<td>N/A</td>
</tr>
<tr>
<td>2.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by mid-April, all staff June 30 BD to record completed SoEs</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>End July 2013</td>
</tr>
<tr>
<td>3.</td>
<td>10/07/13</td>
<td>KP to work with ADs to develop action plans for reducing leave balances</td>
<td>KP, ADs</td>
<td>Ongoing</td>
<td>N/A</td>
</tr>
<tr>
<td>4.</td>
<td>10/07/13</td>
<td>AD to review motor vehicles to reduce fleet by 25%</td>
<td>AM</td>
<td>In Progress</td>
<td>Held over to completion of Fleet Services Review by EDAP.</td>
</tr>
<tr>
<td>5.</td>
<td>05/09/13</td>
<td>JP to review work done previously on an electronic SOE system</td>
<td>JP</td>
<td>In Progress</td>
<td>18/09/2013</td>
</tr>
</tbody>
</table>

Part 2. Standing Items
3. Update from Peter Nikoletatos (PN)
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

- SLA Document (KP/AH)
- ITS Organisation Chart (AM)
- Uniforms (AM)
- New Starter Checklist (KP/AH)
- Training for the rest of the year (AM)

Part 4. For Noting

7. Other items for noting

Next Meeting:

Wednesday 2 October 2013
9:30am – 11am
South Oval Main Meeting Room, 88T1