AGENDA

MEETING ITS Executive Team Meeting

MEET No. Meeting no. 17/2013
VENUE Building 88T1 Main Meeting Room
DATE/TIME Wednesday 2 October 2013, 9:30 – 11am
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), David Richardson (DMR).

APOLOGIES 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 BD</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>
</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

- Revised Business Classification Scheme

Part 4. For Noting

7. Other items for noting

Next Meeting:

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