FACILITIES AND SERVICES DIVISION
RELOCATIONS PROJECT – USER REFERENCE GROUP
2 DECEMBER 2010
MEETING KEY POINTS AND ACTIONS

ATTENDEES
Harry Stephenson, Lisa Brown, Bart Meehan, James Collet, Chris Neil, Surender Vasudeva, Karen Hill, Marianne Behnke, Kristyn Perry, Barry Hughes, Duncan Taylor, Keith Walker, George Abraham, Alex Chryss, Jamie Van Aalst, David Cook.

APOLOGIES
Wayne Ford, Delia Ritherdon, Paul Sjoberg, Shirley Winton

KEY POINTS AND ACTIONS

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<th>Topic</th>
<th>Speaker</th>
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<tr>
<td>Welcome/opening</td>
<td>Karen Hill</td>
<td>• Acting chair in absence of Wayne Ford (chair).</td>
<td>Nil</td>
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| Action Items/Outcomes from previous meeting: | Barry Hughes/Harry Stephenson | • Citigroup to remain in their current location  
• Tenders closed  
• As of 6pm 1 December 2010 GE Shaw won the tender and will manage the project. Project Manager: Kevin O’Hara | Nil |
| Issues: | Barry Hughes  
Bart Meehan  
Chris Neil  
Lisa Brown | • No waste and recycling bins under desks  
- This will need to have business policy/procedures to ensure it is managed efficiently. This may be simply be a behavioural change. Central resources are beginning to be established.  
• It was raised the need for a ‘General Services/Maintenance officer’ to ensure business needs are met (photocopying, bins, cleaning, toner cartridges, recycling measures)  
• The issue regarding recycling of cardboard boxes and toners was raised. There needs to be a process in place to ensure all goods are recycled. | Feedback on Barry Hughes’s report on recycling waste stations |
| Outcomes from AMC Meetings | Lisa Brown | • Desk size, storage and open plan work environment still remain an issue. | Nil |
| Other Matters/General Business | George Abraham  
Alex Chryss  
Chris Neil | • It was raised that George Abraham’s attendance to these meetings may not be required.  
• Building Custodian for the John Yencken Building once most of the FS division has moved. This will need to be addressed as to whether it is/is not a FS Staff member.  
• A plan for the physical move and relocation of staff must be put in place as a matter of urgency to ensure the move is successful. | George Abraham to check the need for his attendance with Wayne Ford. |

Meeting closed at 10:30am.