

## Support Services - Cyclical

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
<b>SS - CW 1</b>	<b>Division</b>	To provide support to the Superintendent, Management Team and Division with respect to Finance.	On-going	Business Manager	
<b>SS - CW 2</b>	<b>Division</b>	To provide support to the Superintendent, Management Team and Division with respect to Human Resource Management.	On-going	Business Manager	
<b>SS - CW 3</b>	<b>Division</b>	To provide support to the Superintendent, Management Team and Division with respect to Governance and Committee reporting.	On-going	Business Manager	
<b>SS - CW 4</b>	<b>Division</b>	To provide support to the Superintendent, Management Team and Division with respect to strategic issues.	On-going	Business Manager	
<b>SS - CW 5</b>	<b>Division</b>	Send annual letter to people on the bench waiting list.	On-going	Business Manager	