

**MEETING AGENDA & MINUTES DOCUMENT**

MINUTE KEEPER PREPARES MINUTES AND DISTRIBUTES PRIOR TO MEETING

CHAIR CALLS EVERYONE IN AND GIVES A MEETING INTRODUCTION. (ATTENDEES RECORDED, APOLOGIES ACCEPTED, COMMENCEMENT TIME RECORDED, PREVIOUS MEETING MINUTES ACCEPTED)

A REVIEW OF PREVIOUS ACTIONS ITEMS OUTSTANDING AND COMPLETED IS CONDUCTED

A REVIEW OF ANY TABLED DISCUSSION ITEMS IS CONDUCTED

A REVIEW OF THE FOLLOWING DISCUSSION ITEMS WHERE RELEVANT IS CONDUCTED *(THIS CAN BE DONE SITE BY SITE; DEPENDANT ON THE TYPE OF MEETING):*

*-* Strategy Updates

- WORK HEALTH & SAFETY

- ENVIRONMENTAL SUSTAINABILITY

- FINANCE

- QUALITY ASSURANCE

MEETING CONCLUDED, TIME RECORDED, NEXT MEETING ORGANISED

- QUALITY ASSURANCE

- HUMAN RESOURCES/INDUSTRIAL RELATIONS

- CROSS CAMPUS TOPICS

- TRAINING

- ADMINISTRATION  
- ACTION ITEMS

- OTHER

A REVIEW OF NEW ACTION ITEMS AND ITEMS TABLED FOR DISSEMINATION CONDUCTED

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| NAME OF MEETING: | | |
| DATE OF MEETING: | | |
| TIME OPEN: | | TIME CLOSED: |
| ATTENDEES: | | |
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| APOLOGIES: | | |
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| CHAIR: | MINUTE KEEPER: | |
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| ACCEPTANCE OF PREVIOUS MINUTES OF THE SAME MEETING: **YES/NO** (DETAILS) : | | |
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**ACTION TABLE FROM PREVIOUS MEETING**

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| ACTION  ITEM | DESCRIPTION | ACTION REQUIRED | | BY WHOM | | BY WHEN | | DATE CLOSED / COMMENTS |
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| TABLED DISCUSSION ITEMS/NEW BUSINESS ARISING: |
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| MINUTES: |
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**ACTION TABLE THIS MEETING** *(INCLUDES ANY NON COMPLETED ACTIONS FROM PREVIOUS MINUTES)*

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| --- | --- | --- | --- | --- | --- |
| ACTION  ITEM | DESCRIPTION | ACTION REQUIRED | BY WHOM | BY WHEN | DATE CLOSED |
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| TABLED DISCUSSION ITEMS TO BE DISSEMINATED: |
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