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| **Meeting:** |  |
| **Date:** |  |
| **Location:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

**Meeting Commenced:** am/pm

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| **Minutes – Decisions, Actions & Discussion Items** | **Responsible** | **Date** |
| Agenda Review |  |  |
| Business Arising from Previous Minutes |  |  |
| CEO Update |  |  |
| Finance Update   * Decisions: * Actions: |  |  |
| P&C Update   * Decisions: * Actions: |  |  |
| Divisional Update   * Decisions: * Actions: |  |  |
| Workplace Health & Safety   * Decisions: * Actions: |  |  |
| Strategic Plan Review   * Decisions * Actions |  |  |
| All Other Business:   * Continuous Improvement * Etc |  |  |
| Next Meeting scheduled for: | All |  |

**Meeting Concluded:** am/pm