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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