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| **XXXX Senior Management Meeting Agenda** | |
| **Date/Time/Place:** | |
| **Present:** | |
| **Apologies:** | |
| **Identified Conflicts Relevant to this Agenda and Management Strategy** |  |

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| **Agenda items** | **Related Documents & Responsibility** | **Discussion** | **Actions** |
| Welcome to Country |  |  |  |
| 1. HR  * Staff changes / recruitment * HR Register review * Appraisals * Professional Development |  |  |  |
| 1. Compliance Calendar Review |  |  |  |
| 1. Incidents / complaints  * New * Closing the loop |  |  |  |
| 1. Compliments / celebrations |  |  |  |
| 1. Risk Management  * Risk Management Register Strategy Review * Conflict of Interest |  |  |  |
| 1. Financials  * Budgets * Purchases for Approval * Cash flow * Profit/loss * Outstanding debtors |  |  |  |
| 1. Information Management  * Difficulties * Innovations |  |  |  |
| 1. Business  * NDIS updates * Work flow/waiting lists * Referral Sources * Opportunities * Other innovations |  |  |  |
| 1. Quality  * Certification * Updates policy, forms etc * Quality Plan review - Audits |  |  |  |
| 1. WHS |  |  |  |
| 1. Other |  |  |  |