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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
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| 1. Compliance Calendar Review
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| 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
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| 1. WHS
 |  |  |  |
| 1. Other
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