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| **XXX Team 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** (see GB meeting for ideas of what to include here) | **Discussion** | **Actions** |
| **Welcome to Country** |  |  |  |
| 1. Business Arising and Actions from previous minutes
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| 1. HR
* Staff changes / recruitment
* HR Register review
* Professional Development
* Supervision / Appraisals
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| 1. Compliments and Celebrations
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| 1. Incidents / Complaints
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| 1. Business
* NDIS Updates
* Other Innovations

Deep Dive every 3 months into the Strategic / Business PlanReview Register of Interests every 3 months  |  |  |  |
| 1. Quality
* NDIS Certification Process
* Updates- policies and forms
* Audits – progress and feedback

Deep Dive – every 3 months into the QIP |  |  |  |
| 1. WHS
 |  |  |  |
| 1. Other e.g. information management
 |  |  |  |
| 1. Could include a training session
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