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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 |  |  |  |
| 1. HR  * Staff changes / recruitment * HR Register review * Professional Development * Supervision / Appraisals |  |  |  |
| 1. Compliments and Celebrations |  |  |  |
| 1. Incidents / Complaints |  |  |  |
| 1. Business  * NDIS Updates * Other Innovations   Deep Dive every 3 months into the Strategic / Business Plan  Review 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 |  |  |  |