**Date: Time:** Start: Finish:

**Location of Meeting:**

**Present**:

**Apologies**: **CC**:

**Objective of Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description of Issue & Progress Actions/Decisions** | **Responsible****Person** | **Date To Finish** |
| 1 | **Title & Brief Description of Issue 1:**Action and/or Decision.  |  |  |
| 2 | **Title & Brief Description of Issue 2:**Action and/or Decision |  |  |
| 3 | **Title & Brief Description of Issue 3:**Action and/or Decision |  |  |
| 4 | **Title & Brief Description of Issue 4:**Action and/or Decision |  |  |
|  | **Attachments**: Please see attached notes on:* Coffeeville Staff Demographics & WHS Incident Data
* PEST Analysis
* Research Notes on Legislation, Regulations and Standards
 |  |  |
|  |  |  |  |
|  |  |  |  |

**Next Meeting:**

**Date**: **Time: Location:**