**MEETING MINUTES TEMPLATE**

This template is intended to assist member businesses develop their own workplace meeting minutes. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the template. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

Disclaimer

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## **MEETING MINUTES TEMPLATE**

Date of Issue: Policy approved by:

Contact person:

|  |
| --- |
| MINUTES OF MEETING: WORK HEALTH & SAFETY CONSULTATION MEETING |
| Date: |  | Time: |  |
| Attendees: |  |
| Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Action Required | Time Frame | Person Responsible |
| 1. Welcome and Apologies
 |  |  |  |
| 1. Minutes from last meeting (to be agreed on or altered)
 |  |  |  |
| 1. Actions taken as a result of the previous meeting
 |  |  |  |
| 1. New items to be discussed
 |  |  |  |
| 1. Workplace Safety inspection report
 |  |  |  |
| 1. General Business
 |  |  |  |
| 1. Next Meeting date/time/location
 |  |  |  |