

Template: WWSP scheduled meeting planner

Use this planner, or a similar format, to organise upcoming meetings.

Planning the meetings

1. Choose the best date, time and location for the meeting. Talk with the PALM scheme workers to see what day and time suits them best.
2. Choose the topics for the meetings and enter these on a planner such as the one below. Topics can be identified by:
 - a. asking workers what they would like to cover in the meetings
 - b. consider the timeline of the worker's placement i.e. have they just arrived or soon to depart.
 - c. browsing the discussion guides
 - d. considering any questions, concerns or issues that have occurred since the last meeting.
3. Prioritise the topics and add these to your planner for the corresponding date.

Scheduled meeting planner

| Date | Time | Location | Topic/s | Completed Y/N |
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Template: WWSP and PALM scheme worker meeting notes

This template has been designed to support WWSP to keep essential and comprehensive meeting records. Use this template, or a similar format, to record meeting notes, relevant outcomes, follow up items and responsibilities.

How to take effective notes

1. Record the details in your chosen template (such as the one below) for each meeting.
 - a. Note attendance and non-attendance.
 - b. Carefully document any complaints, welfare concerns and grievances raised.
 - c. Note any training or information provided.
 - d. Ensure follow up items from the previous meeting are addressed with actions and outcomes documented.
 - e. Carefully document any new action items, including who is responsible and the expected timeframe.

Note: under section 9.6.7 of the Approved Employer Guidelines, meetings must be held in person unless health directions require virtual meetings.



Important

Records must be kept from the fortnightly welfare meetings. Welfare concerns and issues raised must be clearly documented, along with the actions taken to manage and resolve them.

Meeting notes template

Date:

Time:

Location:

WWSP name:

Workers present (list names of all attendees):

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Workers not present (list names of all non-attendees):

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Follow up actions from previous meetings

| Action and outcome | Person responsible | Due date | Completed Y/N |
|--------------------|--------------------|----------|---------------|
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This meeting

| Topic | Comments | Outcomes/Decisions |
|-------|----------|--------------------|
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Worker welfare

Ask workers whether they have any issues or concerns to raise.

| Issue or grievance raised | Name of worker | Action to resolve | Person responsible |
|---------------------------|----------------|-------------------|--------------------|
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Ask workers if they have any request for support or assistance.

| Support requested | Name of worker | Action taken | Person responsible |
|-------------------|----------------|--------------|--------------------|
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New action items

| Action | Person responsible | Due date |
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