



# Meeting Record

E/5.4.1.2

<b>Employee name:</b>		<b>Date of discussion:</b>	
<b>Position:</b>		<b>Location of discussion:</b>	
<b>Team:</b>			
<b>Queensland Synod representatives present at discussion:</b>			
<b>Matters raised:</b>			
<b>Employee's response:</b>			

**This is a true and accurate statement of the discussion with the employee at the meeting in question.**

<b>Name</b>		<b>Signature</b>	
<b>Name</b>		<b>Signature</b>	

**Provide a copy of this to the employee.**

## Revisions

Document number	E/5.4.1.2				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.06.2018	ELT	01.06.2018	People and Culture	People and Culture Manager
Next scheduled review	01.12.2021				

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.