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| **Business name:** | The Australian Wine Company | **Date:** | 28th January 2020 |

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| AGENDA ITEMS | |
| Previous Meeting Minutes  Follow-Up of previous Customer Complaints, Non-conformance Corrective and Preventative Action (as required).  Current Customer Complaints and feedback  Deficiencies Identified by Corrective and Preventative Action Reports that may require changes to procedures  Internal Audit Results  External Audit Results and preparation | Any Planned testing, Micro, Soil, Water tests  Continuing suitability and effectiveness of the Sustainability Action plan  Business metric report  Any Regulatory requirements that requires addressing  Training needs review  Changes that could impact on the Environment Management System  Any Other Relevant Business: None |

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| **MINUTES AND DETAILS OF ACTIONS REQUIRED** | **ACTIONS REQUIRED** | |
| **Actions to be completed:** | **Worker(s) responsible** | **Due by** |
| Previous meeting minutes  An update on the minutes and actions associated were presented to the group.  The actions list provided in the meeting papers was taken as read.   * No questions arose. | Jae Green | 28th January 2021 |
| Agenda Item- Internal Audit Results  **Decisions**   * The Australian Wine Company to Document the business commitment to Freshcare standard. * Sustainability action plan review completed 1/01/2021– no changes made, as targets are still ongoing.   **Action items and Next steps**  Current as of 1/1/2021. All new employees complete Sustainability induction training | Jae Green | 20th March 2021 |
| Training needs review  **Decisions**   * *Steve’s Forklife Licence expires March 2021.*   **Action items and Next steps**   * *Training Course to be arranged* | Jae Green | 20th March 2021 |
| Documents to be included in the meeting report   * The Australian Wine Company Internal Audit report | Jae Green | 28th February 2022 |
| Date of next meeting to take place in January 2022- **Closing of Meeting** | Jae Green | 28th February 2022 |