# [Supplier Name] – Operational Meeting

## Agenda and Minutes

|  |  |
| --- | --- |
| Meeting Number: |  |
| Chair / Facilitator: |  |
| Scribe: |  |
| Date: |  |
| Time: |  |
| Location: |  |
|  | Name | Representing |
| X | John Citizen (JC) | NSWP |
| X | Jane Smith (JS) | Supplier |
|  |  |  |
|  |  |  |
|  |  |  |
| [X in attendance, A absent, + substitute, c Copied] |

Agenda

| Item | Led By | Subject |
| --- | --- | --- |
| 1 | NSWP | Minutes of previous meetings |
| 2 | NSWP | Status of actions from previous meeting |
| 3 | SupplierNSWPNSWP | Performance1. Scorecard and validation reports
2. Issues that have arisen in the past period
3. Performance comparison information
 |
| 4 | SupplierSupplierSupplierNSWP | Sales1. Customer spend profiles
2. Sales comparison over past periods
3. Price movement
4. Comparison information
 |
| 5 | SupplierSupplierSupplier | Risk Management1. Insurance (currency of all relevant insurances)
2. Disaster Recovery / Business Continuity
	1. Documentation in place / tested or status
	2. In case of incident, information up to date (contacts, alternates, etc.)
3. Review shared risk register – update ratings and mitigations as required; add new or remove risks
 |
| 6 | NSWPBoth | Governance1. Variations to the agreement
2. Other contractual matters
 |
| 7 | Both | Feedback (360o) |
| 8 | Both | Target Setting and Planning1. NSW Government priorities
2. DFSI strategic initiatives
3. Supplier priorities
 |
| 9 | SupplierSupplierNSWP | News and Initiatives 1. Company / industry happenings
2. Value enhancement initiatives
	1. New initiatives
	2. Status / tracking of ongoing initiatives
3. Government priorities; Information from NSWP
 |
| 10 | Both | General Business |
| 11 | NSWP | Action plan to address any items identified during the review |

Minutes

| Item | Led by | Description |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
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| 11 |  |  |

Open Action Items from Previous Meetings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description |  |
| Update |  |

Action Items from this Meeting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description |  |

Closed Action Items

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description |  |
| Resolution |  |