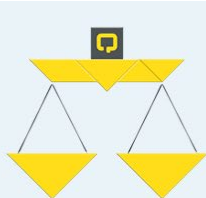
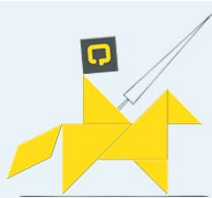


**Reliability.
Integrity.
Inclusion.**



Team Meeting Agenda.

| | | |
|--------------------|---------------------|------------------------|
| Location | Date | Time |
| Leader Name | Leader Title | Leader Division |
| Attendees | | |

Safety & Wellbeing.

| | |
|--|----------------------------------|
| Safety & Wellbeing focus | Toolbox talk |
| Safety & Wellbeing discussion | Weekly observations and feedback |

Values (Integrity, Reliability, and Inclusion).

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|--|--|
| Discussion and recognition of employees demonstrating Qube Values – wins of the week! | <p>Leader observations on what values they have seen the team demonstrate throughout the week. Leader to encourage discussion by asking leading questions.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Who in the team is the first person who puts their hand up to help? Who always does what they say they are going to do? Who is great at team work – working collaboratively? Who is a great listener and treats everyone with respect? Are we going the extra mile to welcome our new team members? Can you share some examples of how we are accepting of differences of opinions and ways of working? Who in the team is really good at this? <p>Encourage peer observations – recognise these contributions by:</p> <ul style="list-style-type: none"> Verbal on the spot recognition Ask for nominations for a Thrive Award – ‘The Qubies’. Email submissions through to thrive@qube.com.au |
|--|--|

Weekly update.

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|--|--|
| Qube business and divisional update | Key activities happening across the business and in your division, including national activities – i.e. International Women’s Day, R U OK? Day, NAIDOC Week. |
| WIP | Updates on current work-in-progress activities / project / business objectives. Outline priorities and focus areas for the coming week. |
| Team Discussions | Feedback on work-in-progress and clarity on priorities if they are conflicting. Discussions of current road blocks and actions to mitigate. |

Team Meeting Agenda.

| | | | |
|---------------|--------------|-------------|------------------|
| Action | Owner | Open | Completed |
| | | | |
| | | | |
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