**COMMITTEE MEETING**

**AGENDA**

**DA**

YOUR COMMITTEE NAME

DATE | TIME | LOCATION

**MEETING** X

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME** Chair opens the meeting, time recorded by Secretary.
2. **ATTENDANCE | APOLOGIES | ABSENT** recorded by Secretary.

# **CONFLICT OF INTEREST DISCLOSURE** recorded by Secretary.

1. **MINUTES OF THE PREVIOUS COMMITTEE MEETING**

Circulated to all members prior.

Any amendments are discussed. Agreed amendments to be completed by the Secretary.

Acceptance of the minutes moved and voted on by members present at the previous meeting.

Motion/s recorded by Secretary.

1. **GENERAL BUSINESS**

List items

Recommendation report to be circulated with the SRB meeting papers.

1. **CLOSE** Chair closes the meeting, time recorded by Secretary.