



**DICKY BEACH SLSC
AGENDA COMMITTEE/SUB-COMMITTEE
TEMPLATE No. 014**

**AGENDA
(PLACE NAME OF COMMITTEE OR SUB COMMITTEE)
(PLACE DATE OF MEETING)**

1. Meeting Opened – (PLACE AND TIME MEETING IS TO COMMENCE)

2. Attendances

(PLACE ALL ATTENDEES NAMES HERE)

Visitor:

(PLACE ANY VISITORS' NAMES HERE)

Non-Voting Member

(PLACE ANY NON VOTING MEMBER'S NAME HERE)

3. Apologies

(PLACE ANY KNOWN APOLOGIES HERE)

4. Declaration of Conflict of Interest for Agenda Items

Board Members are to disclose any personal interest in the matters to be discussed at this meeting.

5. Declaration of Confidentiality of Items Discussed

Board Members are to abide by the Code of Conduct for Administrators, Directors and Officers and are to maintain strict confidentiality of matters discussed at the meeting.

6. Minutes of previous meeting adopted

7. Business arising from previous meeting

ACTION ITEMS

ACTION	RESPONSIBLE OFFICER	STATUS

8. Correspondence

9. Budget

(Identify any need for budget adjustments succinctly with costs – identify any underspends or overspends)



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10. Strategic Plan

(Identify any actions taken that have met the direction of the Strategic Plan or any changes to the Strategic Plan the committee would like to make)

11. Reports

(From the various areas under the Committee's control)

12. General Business

(Each item should be succinctly placed with enough information to identify the issues discussed)

13. Meeting Closed

(Time meeting closed)

27. Next Meeting

(Date and time of next scheduled meeting)