



**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)