# Agenda template

This template is designed to help you create a meeting agenda. Attach any readings and/or additional information if required. Use this template as a guide. You will need to adjust the time allocated to each topic and adapt it to suit your purpose.

Agenda items that relate to the same general topic should be grouped. Attach background information to agenda items if required and send out a copy to all attendees at least one week ahead of time to ensure adequate time to read and prepare.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting # | AGENDA—[add Crown land manager Name, Reserve #] | | Date | | Time |
| Location |  | |  | |  |
| Chair: |  | | | | |
| Secretary: |  | | | | |
| Attendees: |  | | | | |
| Apologies: |  | | | | |
| Please read: |  | | | | |
| Please bring: |  | | | | |
| Item | Sub Item(s) | Speaker | | Time Allocated  (suggested) | |
| 1. Introduction | a) Welcome  b) Apologies  c) Previous meeting minutes and actions  e) Outstanding business |  | | 5–10 min | |
| 2. Conflicts of interest |  |  | | 5–10 min | |
| 3. Treasurer’s report |  |  | | 5–10 min | |
| 4. Health and safety [*should be a standing agenda item*] | a) Incidents  b) Risks |  | | 10 min | |
| 5. General business | a)  b)  c) |  | | 30 min | |
| 6. New business | a) Emerging or urgent business |  | | 5–10 min | |
| 7. Closing | a) Actions required/meeting summary  b) Next meeting |  | | 5–10 min | |