**[Meeting Title]**

Agenda for meeting held on DATE and TIME and LOCATION

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|  | **WELCOME** |  |
|  | **Acknowledgement of Country** |  |
|  | **Attendance and Apologies** |  |
|  | **Conflict of Interest** |  |
|  | **Workplace Health and Safety issues** |  |
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|  |  |  |
|  | BUSINESS ARISING FROM PREVIOUS MEETING |  |
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|  | **REPORTS** |  |
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|  | AGENDA ITEMS |  |
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|  | **OTHER BUSINESS** |  |
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|  | DATE OF NEXT MEETING |  |
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