*INSTRUCTION (delete this once read) When preparing your agenda and minutes, remove the descriptors for each section and add crucial information. Minutes should be succinct and factual.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting title** |  | | |
| **Date** |  | **Time** |  |
| **Location** |  | | |
| **Attendees** | **See list on page X of this document** | | |

| **Agenda items** | | **Responsibility** |
| --- | --- | --- |
| 1. | **Welcome**  *Introduction of new members and apologies* |  |
| 2. | **Minutes of the last meeting**   * 1. Adoption of previous minutes   *Members must move and second to have the previous meeting’s minutes adopted.*   * 1. Business arising   *Any information, outstanding actions and/or outcomes requested as a part of the previous minutes can be discussed in this item.* |  |
| 3. | **Correspondence**  *The Accord will receive emails, letters, and other forms of correspondence between meetings. Any relevant matters arising from this correspondence requiring discussion or voting can be done so in this item.* |  |
| 4. | **Treasurer’s report**  *If your Accord has financial responsibilities, the treasurer will provide a summary of the opening balance, credits and debits which are outstanding or paid between meetings and the closing balance of the Accord’s bank accounts.* |  |
| 5. | **Guest speakers**  *Guest speakers can be engaged to discuss licensing matters, local initiatives, new products, upcoming events and anything else relevant to Accord members. See our guest speaker list for ideas on who may be able to speak at your meetings. Visit the Liquor Accords section on the Liquor & Gaming NSW website at* ***liquorandgaming.nsw.gov.au***  *For example, peak industry associations can provide updates for particular licence types, information on upcoming opportunities for members, and can address member queries.*  *Many Accords also invite businesses to their meetings to talk about a product or offerings relevant to their members.* |  |
| 6. | **Policing matters**  *Engagement with NSW Police Licensing officers can help Accords proactively identify and address emerging issues. Police can provide information on crime statistics relevant to licensed premises and best practice advice on how to manage incidents. Discussing learnings with Police is a great way to improve venue safety and compliance.* |  |
| 7. | **Liquor Regulatory update**  *The Liquor & Gaming NSW Liquor Accords team can present updates on relevant compliance, policy and licensing matters, industry news and any key dates members should be aware of. Depending on the Liquor Accords team’s availability this update may be in person, or alternatively, if they are not available they can send through an update prior to the meeting so accord members remain informed of liquor and gaming matters. Contact the Liquor Accords team on 02 9995 0312 or email* ***liquor.accords@liquorandgaming.nsw.gov.au****.* |  |
| 8. | **Council**  *Councils often offer grant funding and organise events that help support local businesses. They can provide community safety resources and business guides, as well as information on major projects, events and other opportunities for Accord members. Councils are also responsible for planning and policy that will impact local business.* |  |
| 9. | **Open question time**  *Ahead of the accord meeting, it can be beneficial for Accord members to provide the Accord Executive with any questions they want raised at the meeting. Including an open question time facilitates these discussions and allows Accord members to have their questions answered by the guest speaker, NSW Police or Council, without being identified as the person asking the questions.* |  |
| 10. | **General and other business**  *General business includes items raised by the Accord executive that requires a vote or discussion by the members. It can include items such as donations or campaign funding and initiatives.*  *Other business includes items raised by the members for noting and discussion and may lead to new actions.* |  |
| 11. | **Next meeting**  *The next meeting of the [insert accord name] will be held at [insert time] on [insert date] at [insert address].* |  |
| 12. | **Closure** |  |

**LIQUOR ACCORD ACTION LOG**

Use this table to record actions and track their progress.

| **Item No.** | **Actions** | **Timeframes** | **Responsibility** | **Status (e.g. in progress/**  **Completed)**  **Comments** |
| --- | --- | --- | --- | --- |
| **Meeting date [insert date e.g. Tuesday 3 December 2019]** | | | | |
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|  |  |  |  |  |
| **Meeting date [insert date e.g. Tuesday 3 September 2019]** | | | | |
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| **Meeting date [insert date e.g. Tuesday 3 June 2019]** | | | | |
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| **Meeting date [insert date e.g. Tuesday 3 March 2019]** | | | | |
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**MEETING ATTENDEES**

Record the names of the Liquor Accord members who attended your meeting, who sent apologies or who were absent.

|  |  |  |
| --- | --- | --- |
| **Name of Accord member** | **Organisation** | **Attended**  **Y or N** |
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