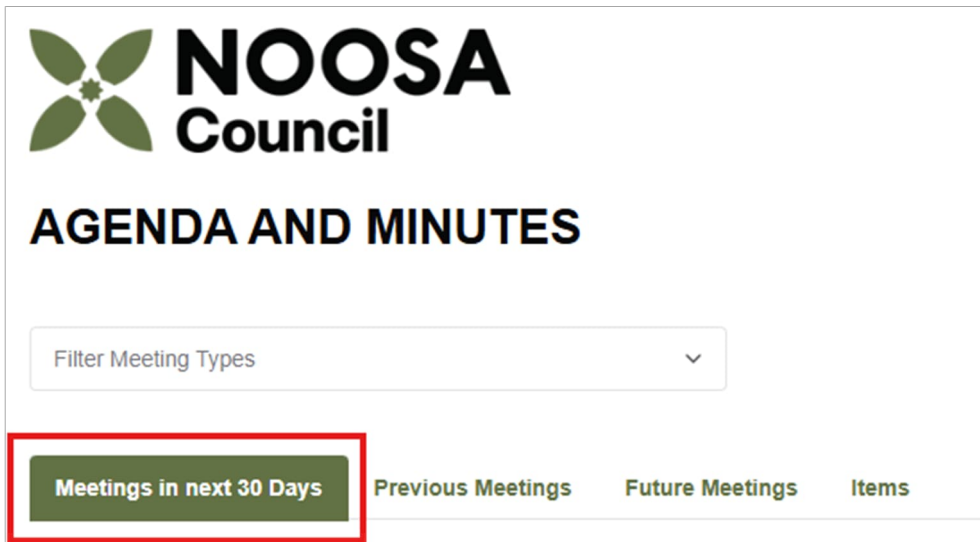


How to use 'Agendas & Minutes'

The home screen for Agendas & Minutes has four tabs:

1. Meetings in next 30 days: Displays a list of meetings scheduled in the coming month
2. Previous Meetings: Displays meetings that have already been held
3. Future Meetings: Displays all meetings that are scheduled for future dates
4. Items: Displays a list of reports and items from previous meetings

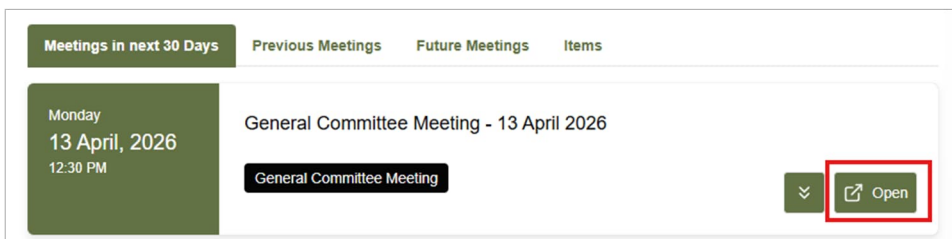


Reviewing Meeting Agendas & Minutes

You can access the reports, attachments, minutes and video for current and previous meetings.

'Open Meeting' button

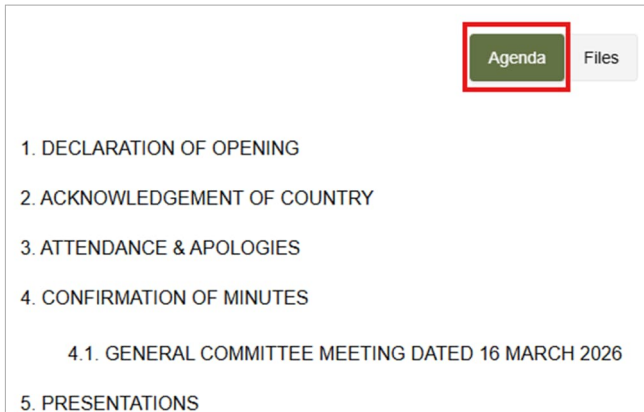
You can click the 'open meeting' button on the far right of the page to access the documents. *(If there is no 'open meeting' button it means the documents are not yet available.)*



Agenda

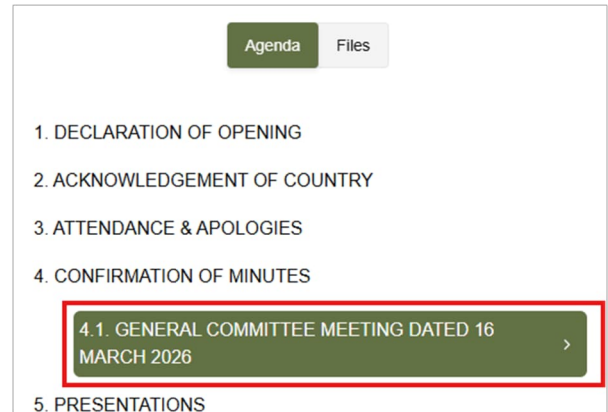
The 'open meeting' button opens the agenda for the meeting you have selected.

Select an agenda item from the list on the left side of the page to go straight to that item.



The screenshot shows the 'Agenda' tab selected. The 'Agenda' button is highlighted with a red box. The list of items is as follows:

- 1. DECLARATION OF OPENING
- 2. ACKNOWLEDGEMENT OF COUNTRY
- 3. ATTENDANCE & APOLOGIES
- 4. CONFIRMATION OF MINUTES
 - 4.1. GENERAL COMMITTEE MEETING DATED 16 MARCH 2026
- 5. PRESENTATIONS

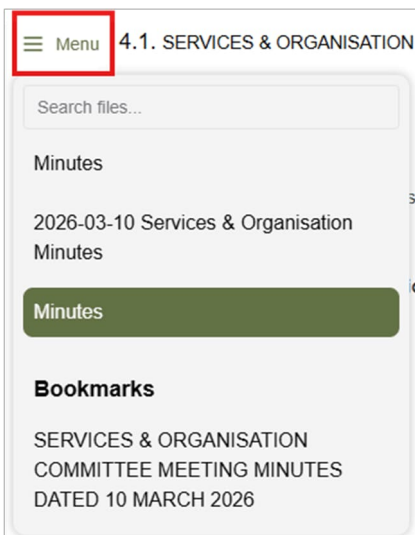


The screenshot shows the 'Files' tab selected. The 'Files' button is highlighted with a red box. The list of items is as follows:

- 1. DECLARATION OF OPENING
- 2. ACKNOWLEDGEMENT OF COUNTRY
- 3. ATTENDANCE & APOLOGIES
- 4. CONFIRMATION OF MINUTES
 - 4.1. GENERAL COMMITTEE MEETING DATED 16 MARCH 2026
- 5. PRESENTATIONS

Menu

This menu acts as a quick navigation tool for switching between sections (e.g., Draft Minutes, Minutes) and accessing bookmarked items without scrolling through the entire agenda.

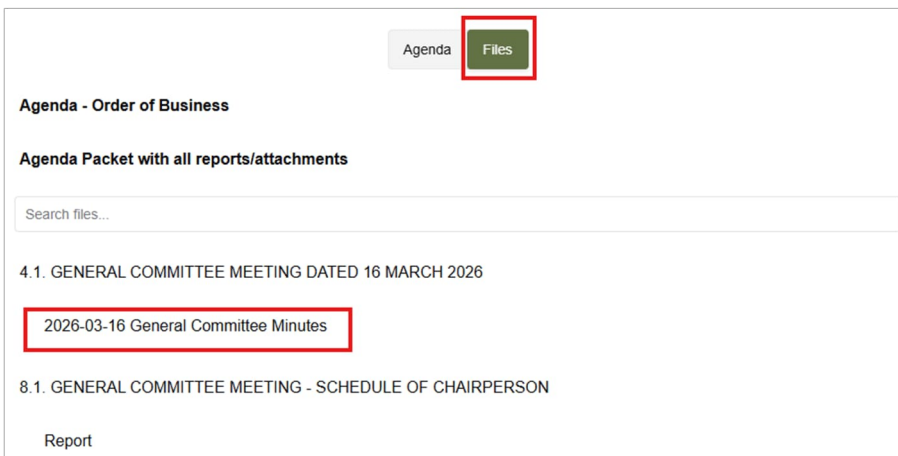


The screenshot shows the 'Menu' sidebar. The 'Menu' button is highlighted with a red box. The sidebar contains the following sections:

- Search files...
- Minutes
 - 2026-03-10 Services & Organisation Minutes
 - Minutes
- Bookmarks
 - SERVICES & ORGANISATION COMMITTEE MEETING MINUTES DATED 10 MARCH 2026

Files

The individual files (report & attachments) can be accessed by selecting the 'Files' tab which allows selection of items as needed.



The screenshot shows the 'Files' tab selected. The 'Files' button is highlighted with a red box. The page content is as follows:

Agenda - Order of Business

Agenda Packet with all reports/attachments

Search files...

- 4.1. GENERAL COMMITTEE MEETING DATED 16 MARCH 2026
 - 2026-03-16 General Committee Minutes
- 8.1. GENERAL COMMITTEE MEETING - SCHEDULE OF CHAIRPERSON
 - Report

Minutes

To access minutes, navigate to the minutes button and then select the desired item.

Agenda Files **Minutes**

- 1. DECLARATION OF OPENING
- 2. ACKNOWLEDGEMENT OF COUNTRY
- 3. ATTENDANCE & APOLOGIES
- 4. CONFIRMATION OF MINUTES

**4.1. SERVICES & ORGANISATION COMMITTEE MEETING
MINUTES DATED 10 MARCH 2026** >

Agenda, Packet and Minutes

An alternative way to access Agendas, Packets, and Minutes is by navigating to the Files section below and selecting the desired tab.

Agenda **Files** Minutes

- Agenda - Order of Business** >
- Agenda Packet with all reports/attachments** >
- Minutes** >