NATIONAL STANDARD ADVISORY COMMITTEE - MEETING MINUTES

Meeting Description	:	Quarterly Committee Meeting	
Date	:		
Time	:		
Location	:	[Teams meeting or Face-to-Face]	
Meeting chaired by	:	[NSAC Chair]	
Minutes by	:	[NSAC Secretariat]	

No.	Item	Lead
1	**Acknowledgement of the chair**	Chair
2	**Attendance:** [list of attendees]	Secretariat
3	**Apologies:** [list of invitees who could not attend]	Secretariat
4	**Disclosure of conflicts of interest** [insert summary of any conflicts declared]	Secretariat
5	**Approval of the previous minutes** [two members need to approve]	Secretariat
6	**New Application/s:** **1.** [insert new application name here] **Discussion:** [insert discussion summary of the NSAC] **Outcome:** [insert outcome here i.e., reject or accepted to go to public comments] **2.** [insert new application name here] **Discussion:** [insert discussion summary of the NSAC] **Outcome:** [insert outcome here i.e., reject or accepted to go to public comments]	Chair
7	**Review of public comments from previously accepted applications:** **1.** [insert application name] **Discussion:** [insert discussion summary of the NSAC] **Outcome:** [insert outcome information here i.e., rejected or approved amendment] **2.** [insert application name] **Discussion:** [insert discussion summary of the NSAC] **Outcome:** [insert outcome information here i.e., rejected or approved amendment]	Chair/DAFF
8	**Items for discussion by DAFF:** [insert list and summary of items for discussion]	DAFF
9	**Biosecurity Standing Items**	All
10	**Other business from NSAC:** [insert list and summary of items for discussion]	NSAC
11	**2023 Meetings:** February - Apr - July - October	Chair
12	**Meeting close**	Chair