**Date and Time:**

**Location:**

**Present:**

**Apologies:**

1. **DECLARATION OF CONFLICT OF INTEREST**
2. **GUEST SPEAKER:**
3. **MINUTES OF PREVIOUS MEETING:**

The Minutes of XX meeting were noted as a true and accurate record of the meeting.

 **Changes: Accepted: Seconded:**

1. **BUSINESS ARISING FROM PREVIOUS MINUTES:**

**Action List:**

| **NO.** | **ACTION** | **ASSIGNED TO** | **DUE DATE** | **STATUS** |
| --- | --- | --- | --- | --- |
| YY/NN |  |  |  |  |
| YY/NN |  |  |  |  |
| YY/NN |  |  |  |  |

1. **CORRESPONDENCE:**

 9.1 Correspondence in

 9.2 Correspondence out

1. **CHAIR’S REPORT:**
2. **REPORT FROM MEMBERS:**
3. **MANAGER’S UPDATE:**

 *Manager’s Update to be attached to minutes*

 *List items brought forward for discussion*

1. **GENERAL BUSINESS:**
2. **PUBLICATION REVIEW AND FEEDBACK**

*Provide name of publication and feedback / comments here – or complete and attach the Feedback Proforma available on the website:* [*http://msnswlhd.nsw.pretagov.com.au/mlhd/community-support/lhac-meetings*](http://msnswlhd.nsw.pretagov.com.au/mlhd/community-support/lhac-meetings)

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1. **POSITIVE STORIES FOR MEDIA RELEASE:**

*List stories for media here. If you need assistance with media / writing up the story – please contact the MLHD Media Officer* *MLHD-news@health.nsw.gov.au*

1. **COMMUNITY NOTICEBOARD**

*List any amendments to be made to the noticeboard here.*

1. **LHAC PROJECTS:**
	1. **New Services/Models of care**
	2. **Aboriginal health**
	3. **Health Literacy**
	4. **Identifying Priority population**

*Summarise discussion*

1. **MATTERS TO BRING TO MLHD EXECUTIVE ATTENTION:**

*Please note here any issue/discussion that requires escalation to the MLHD need to be clearly notes in this section of the minutes. If nothing to report then write “NIL to report”.*

*Any urgent matters should also be brought to the attention of the Health Service Manager.*

1. **MATTERS TO BRING TO MURRUMBIDGEE PRIMARY HEALTH NETWORK ATTENTION:**

*Please note here any issue/discussion that requires escalation to the Murrumbidgee Primary Health Network need to be clearly notes in this section of the minutes. If nothing to report then write “NIL to report”.*

1. **NEXT MEETING**

 *(enter meeting date here)*

**ACTION LISTS**

**MLHD**

| **NO.** | **ACTION** | **ASSIGNED TO** | **DUE DATE** | **STATUS** |
| --- | --- | --- | --- | --- |
| YY/NN |  |  |  |  |
| YY/NN |  |  |  |  |
| YY/NN |  |  |  |  |

**LHAC**

| **NO.** | **ACTION** | **ASSIGNED TO** | **DUE DATE** | **STATUS** |
| --- | --- | --- | --- | --- |
| YY/NN |  |  |  |  |
| YY/NN |  |  |  |  |
| YY/NN |  |  |  |  |