**Date and Time: Location:**

**Present: Apologies:**

1. **WELCOME AND ACKNOWLEDGEMENT OF COUNTRY**

*I acknowledge (insert Traditional Custodians name) on the lands that we are meeting today. I pay my respects to Elders past, present and emerging and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.*

*I also acknowledge and pay my respects to our Aboriginal and Torres Strait Islander people joining us today.*

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

**Changes: Accepted: Seconded:**

1. **BUSINESS ARISING FROM PREVIOUS MINUTES:**
   1. **Action List**
2. **CHAIR’S REPORT:**
3. **REPORT FROM MEMBERS:**
4. **MANAGER’S UPDATE:**

*(to be provided 5 working days prior to the meeting, and any items brought forward for discussion)*

1. **GENERAL BUSINESS:**
2. **CORRESPONDENCE:**
3. **PUBLICATION REVIEW AND FEEDBACK (All members)**

*The LHAC may be asked to review, edit and provide feedback flyers, brochures, posters and correspondence.*

1. **POSITIVE STORIES FOR MEDIA RELEASE (LHAC Communications Officer)**

*The LHAC Communication Officer leads discussion around the identification and development of news stories.*

1. **COMMUNITY NOTICEBOARD (LHAC Communications Officer)**

*Discuss content / currency of Community Noticeboard.*

1. **LHAC PROJECTS (All members):**

*List your project here:*

*Discuss how can the LHAC can raise awareness / improve access / understanding in these areas.*

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

*Any issue/discussion that requires escalation to MLHD Executive needs to be clearly noted. Any urgent matters should also be brought to the attention of the Health Service Manager.*

*If nothing to report then write “NIL to report”.*

1. **MATTERS TO BRING TO MPHN ATTENTION:**

*Any issue/discussion that requires escalation to the Murrumbidgee Primary Health Network need to be noted.*

*If nothing to report then write “NIL to report”.*

1. **NEXT MEETING**