

Meeting Hub Templates

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This article includes samples of our OTS (Off the Shelf) Meeting Hub Templates for meeting minutes. These templates determine the formatting, look, and feel of the document, and contain additional wording and fields including attendance where appropriate to conform with state-specific legislation. These templates can be selected under the [Template Group](#) section of [Meeting Hub](#). There are links at the bottom of this page for general meeting templates for each state.

Please be aware that these templates cannot be amended by users. However, amendments and changes can be made to each [meeting notice](#) and [meeting minutes](#) document in Word, once they have been generated.

ACT Sample Templates

[ACT_GeneralMeeting_Minutes.pdf](#) 

[ACT_GeneralMeeting_Notice.pdf](#) 

NSW Sample Templates

[NSW_GeneralMeeting_Notice.pdf](#) 

[NSW_GeneralMeeting_Minutes.pdf](#) 

NT Sample Templates

[NT_GeneralMeeting_Notice.pdf](#) 

[NT_GeneralMeeting_Minutes.pdf](#) 

QLD Sample Templates

[QLD_GeneralMeeting_Notice.pdf](#) 

[QLD_GeneralMeeting_Minutes.pdf](#) 

SA Sample Templates

[SA_GeneralMeeting_Notice.pdf](#) 

[SA_GeneralMeeting_Minutes.pdf](#) 

VIC Sample Templates

[VIC_CommitteeMeeting_Notice.pdf](#) 

[VIC_GeneralMeeting_Minutes.pdf](#) 

WA Sample Templates

[WA_GeneralMeeting_Notice.pdf](#) 

[WA_GeneralMeeting_Minutes.pdf](#) 