

XX Month 20XX

To Committee Members,

“as addressed”

NOTICE is hereby given that a General MeetingofXXXX Community Asset Committee of the Hindmarsh Shire Council will be held at the [LOCATION] on DATE MONTH 20XX commencing at X.XXpm.

**AGENDA**

# ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

We acknowledge the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past, present and emerging.

# APOLOGIES

# CONFLICTS OF INTEREST

# CONFIRMTION OF MINUTES

RECOMMENDATION:

*That the Minutes of the XXXX Community Asset Committee Meeting held on XX (Date) at the [LOCATION] circulated to Committee Members be taken as read and confirmed.*

Moved:

Seconded:

# CORRESPONDENCE

## Inward

## Outward

RECOMMENDATION

*That the Outward Correspondence be approved and the Inward Correspondence noted.*

Moved:

Seconded:

# GENERAL BUSINESS

# FINANCE REPORT

## Summary of balances in finance report

RECOMMENDATION:

*That the Finance Report as provided with this Agenda be approved.*

Moved:

Seconded:

## Approval of Expenditure – greater then financial delegation (either $1,000 or $2,000)

RECOMMENDATION:

The committee seek approval from the Council or CEO for the following expenditure greater than $1/2,000.

Moved

Seconded

|  |  |  |
| --- | --- | --- |
| **Creditor** | **Value $ (above delegation)** | **Description of Goods or Services** |
|  |  |  |
|  |  |  |
|  |  |  |

# MEETING CLOSED

# COUNCIL OFFICER AUTHORISATION

\*to be completed by the Council Officer

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the following recommendations made by the

XX Committee at this meeting held on [DATE]:

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **DECISION** |
| 4 | Minutes | Confirmation of the Minutes |
| 5 | Correspondence | Approving the Outward Correspondence and Noting the Inward. |
| 6 | General Business  |  |
| 7 | Finance Report | That the Finance Report as provided with the Agenda be approved. |
| 7.2 | Approval of Expenditure (above $1/2,000) | The committee seek approval from the Council or CEO for expenditure listed greater than $1/2,000. |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ advise that the following items:

* Need to be referred to a Council Meeting / CEO for a decision
* Require more Information
* Do No align with the Hindmarsh Shire Council Plan

SIGNED: Council Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_