

XX Month 2021

To Committee Members,

“as addressed”

NOTICE is hereby given that a XX Advisory Committee Meetingof the Hindmarsh Shire Council will be held at the [LOCATION] on [DD MONTH YEAR] commencing at [7:30pm].

**OR**

**MINUTES OF THE XX ADVISORY COMMITTEE MEETING HELD [DATE] at the [LOCATION] commencing at [TIME].**

**AGENDA**

**1. Acknowledgement of the Indigenous Community**

**2. Apologies**

**3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda**

**4. Confirmation of Minutes**

**5. Business Arising from the Minutes**

**6. Correspondence**

**7. Events**

**8. General business as notified to the Chair**

**9. Councillor Report**

**10. Officer Report**

**11. Urgent business**

**12. Finance report**

**13. Decisions to be made**

**14. Meeting Closed**

**15. Council Officer Authorisation**

**1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER**

***Acknowledgement of the Indigenous Community***

*We acknowledge that this meeting is being held on the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and we acknowledge them 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 and present.*

**2. APOLOGIES**

**3. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY DIRECT OR INDIRECT INTEREST IN ANY ITEM ON THE AGENDA.**

* General conflict of interest; or
* Material conflict of interest

Declaration of general or material conflict of interest must also be advised by Committee Members at the commencement of discussion of the specific item.

**4. CONFIRMATION OF MINUTES**

***RECOMMENDATION:***

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

*Attachment: 1*

**5. BUSINESS ARISING FROM THE MINUTES**

5.1 XXX

5.2 XXX

5.3 XXX

**6. CORRESPONDENCE**

***INWARD***

* XX
* XX

***OUTWARD***

* XX
* XX

**RECOMMENDATION**

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

Moved

Seconded

**7. EVENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event:**  | *Easter Egg Hunt* | **Location:** | *Jaypex Park* | **Date** | *4 April 2021* |
| *Relevant documents* |
|  | **Responsibility**  | **Due date** | **Status**  |
| **Risk assessment**  |  |  |  |
| **Food permit**  |  |  |  |
| **Local Law permit**  |  |  |  |

**8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR**

8.1 XX

8.2 XX

8.3 XX

**9. COUNCILLOR REPORT**

**10. OFFICER REPORT**

**11. URGENT BUSINESS**

**12. FINANCE REPORT**

**12.1 Summary of Balances in Finance Report.**

***RECOMMENDATION:***

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

Moved

Seconded

**12.2 Purchase Orders to be raised - $2,000 or less**

***RECOMMENDATION:***

That the Council Officer raise the following Purchase Orders, being a value of $2,000 or less.

Moved

Seconded

|  |  |  |
| --- | --- | --- |
| **Creditor** | **Value $** | **Description of Goods or Services** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**12.3 Purchase Orders to be raised – Greater than $2,000**

***RECOMMENDATION:***

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than $2,000.

Moved

Seconded

|  |  |  |
| --- | --- | --- |
| **Creditor** | **Value $ (> $2,000)** | **Description of Goods or Services** |
|  |  |  |
|  |  |  |

**13. DECISIONS TO BE MADE**

The following decisions are recommendations to Council for endorsement:

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **DECISION** |
| 4 | Minutes | Confirmation of the Minutes |
| 5 | Business Arising from Minutes |  |
| 6 | Correspondence | Approving the Outward Correspondence and Noting the Inward. |
| 7 | Events |  |
| 8 | General Business as Notified to the Chair |  |
| 9 | Councillor’s Report |  |
| 10 | Officer’s Report |  |
| 11 | Urgent Business |  |
| 12.1 | Finance Report | That the Finance Report as provided with the Agenda be approved. |
| 12.2 | Purchase Orders to be Raised ($2,000 or less) | That the Council Officer raise the Purchase Orders listed. |
| 12.3 | Purchase Orders to be Raised (above $2,000) | That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are greater than $2,000. |

**14. MEETING CLOSED**

The meeting closed at XXXX

**15. 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 | Business Arising from Minutes |  |
| 6 | Correspondence | Approving the Outward Correspondence and Noting the Inward. |
| 7 | Events |  |
| 8 | General Business as Notified to the Chair |  |
| 9 | Councillor’s Report |  |
| 10 | Officer’s Report |  |
| 11 | Urgent Business |  |
| 12.1 | Finance Report | That the Finance Report as provided with the Agenda be approved. |
| 12.2 | Purchase Orders to be Raised ($2,000 or less) | That the Council Officer raise the Purchase Orders listed. |

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

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **DECISION** |
|  |  |  |
|  |  |  |
| 12.3 | Purchase Orders to be Raised (above $2,000) | That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are greater than $2,000. |
|  |  |  |
|  |  |  |

* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_