

XX Month 2022

To Committee Members,

“as addressed”

**NOTICE/MINUTES** is hereby given that a XX Advisory Committee **Annual General Meeting** of the Hindmarsh Shire Council will be held at the [LOCATION] on DATE MONTH 2022 commencing at X:XXpm.

**IN ATTENDANCE:**

**AGENDA**

# 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.

# APOLOGIES

# CONFLICTS OF INTEREST

* 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.

# CONFIRMTION OF MINUTES OF PREVIOUS AGM

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

**Moved:**   
**Seconded:**

# ELECTION OF OFFICER BEARERS

## Chairperson

## Secretary

## Other Office Bearers (up to 2)

# MEETING CLOSED

The meeting closed at XX:XXam/pm.

# COUNCIL OFFICER AUTHORISATION

\*to be completed by the Council Officer

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the following recommendations made by the XX Advisory Committee at this meeting held on [DD MONTH YEAR]:

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **DECISION** |
| 4 | CONFIRMATION OF MINUTES OF PREVIOUS AGM |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, advise the following items need to be referred to a Council Meeting for a decision:

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **DECISION** |
| 6 | ELECTION OF OFFICE BEARERS |  |

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

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