**Hindmarsh Shire Council**

**Advisory Committee Meeting**

XX Month 20XX

To Committee Members,

“as addressed”

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

**AGENDA/MINUTES**

# ACKNOWLEDGEMENT OF COUNTRY

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 and present.

# APOLOGIES

# CONFLICTS OF INTEREST

# CONFIRMTION OF MINUTES

RECOMMENDATION/MOTION

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

Moved:

Seconded:

CARRIED/LOST

# CORRESPONDENCE

## Inward

XX

## Outward

XX

RECOMMENDATION/MOTION

*That the Committee notes the attached correspondence.*

Moved:

Seconded:

CARRIED/LOST

# GENERAL BUSINESS

## Project Reports

## Councillor Report

## Officer Report

# FINANCE AND EXPENDITURE REPORT

## Finance Report (Income and Expenditure)

RECOMMENDATION/MOTION

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

Moved:

Seconded:

CARRIED/LOST

## Expenditure Approval

Quotes to be attached to Agenda ($0-$1000 – verbal, $1,001 - $10,000 – one written quote, $10,001 - $30,000 – two written quotes).

RECOMMENDATION:

*The Committee approve the following expenditure within delegation and seek approval from the Council for expenditure above delegation:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Creditor** | **Value $** | **Description of Goods or Services** | **Quote Requirements Met (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Moved:

Seconded:

CARRIED/LOST

# 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 | Noting the outward and inward correspondence. |
| 6 | General Business |  |
| 7.1 | Finance Report | That the Finance Report as provided with the Agenda be noted. |
| 7.2 | Approval of Expenditure | The committee seek approval from Council for expenditure listed greater than $2,000. |

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

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