## Attachment 3

*Meeting Agenda and Minutes Template*

*[Committee Name]*

|  |  |  |  |
| --- | --- | --- | --- |
| Committee Members |  | Date: |  |
| Present |  | Time Commenced |  |
| Apologies |  | Time Concluded |  |
| Surf Coast Shire Officers attending |  | Venue: |  |
| Nature of Meeting: |  | Quorum Failure time |  |
|  |
| Conflict of Interest Declarations: | CAC Members: |
| Council Officers: |
| Arrivals and departures during meeting: | CAC Members: |
| Council Officers: |
| That the minutes of previous meeting of the XX CAC held on XX date be adopted | Moved:Seconded:Outcome: |
| Business Arising from Previous Minutes | Any actions stemming directly from the minutes of the previous CAC meeting |
| Secretary ReportCorrespondence | In: |
| Out: |
| Treasurers Report | This should include a record of all financial transactions. |
| That the Treasurer’s report be accepted. | Moved:Seconded:Outcome: |
| That the XX CAC approve the proposed purchase of XX for $YY from provider ZZ. | Moved:Seconded:Outcome: |
| That the XX CAC seek the formal approval of the SCS CEO for the proposed purchase of XX for $YY from provider ZZ. | Moved:Seconded:Outcome: |
| Booking Officer Report | This is to include a report on the usage activities and trends regarding use of the Community facility for the period since the last CAC meeting as well as a total usage for the financial year. This includes regular user groups and activities as well as one off events. |
| That the Booking Officer’s report be accepted. | Moved:Seconded:Outcome: |
| Asset Management Report | This is to include a report on the any ‘asset maintenance’ and or ‘asset improvements’ of the Community Asset for the period since the last CAC meeting as well as a total usage for the financial year. |
| That the Asset Management report be accepted. | Moved:Seconded:Outcome: |
| Workplace Health & Safety | Discussion of any workplace health and safety issues and related actions |
| That the XX CAC note the WHS issues and request XX to communicate these matters to Council by XXXX.  | Moved:Seconded:Outcome: |
| Council Officer’s Report | An opportunity for Council Officers in attendance to relay any information regarding Council policies and operations or any opportunities as well as to listen to any information or concerns from CAC members. |
| General Business |  |
| Next Meeting Details | Date:Time:Place: |