

## COMMUNITY ASSET COMMITTEE

### REPORT FORM TO ADVISE THE CEO THAT IT IS UNABLE TO MEET A DELEGATED RESPONSIBILITY

#### Details of the delegated responsibility

Identify the specific responsibility that the Committee cannot meet	
Explain why the Committee is unable to meet its delegated responsibility	
Identify any steps the Committee has taken to meet this responsibility	
Describe the Committee's plans to meet this responsibility in the future	

#### Community Asset Committee endorsement

Name	
Position	Chairperson
Community Asset Committee Name	
Signature	
Date	

#### Attachments

Extract of Community Asset Committee meeting minutes formally requesting Colac Otway Shire's CEO to waive the delegated responsibility.

#### Instructions:

Once the form is completed; please save it as a different document and e-mail to [CAC@colacotway.vic.gov.au](mailto:CAC@colacotway.vic.gov.au)