

POLICY NO AND TITLE	1.1.3	Committees policy
PROCEDURE	1.1.3(c)	Confirmation of minutes
VERSION AND DATE ADOPTED	1	Day Month Year
RESPONSIBLE OFFICER		Corporate Planner

Introduction

Minutes provide a formal record of the proceedings and resolutions of a meeting. Ensuring that accurate records are kept is a critical part of the governance process. It is normal for minutes to be taken at the time of the meeting and then drafted into a template. The draft is then distributed or tabled at the next meeting for confirmation.

This procedure sets out the confirmation requirements for minutes of Council's four Standing and Committee and all Community Committees.

Confirmation requirements

Minutes of any Council Standing Committee or Community Committee are considered to be 'draft' until such time as they are confirmed at a subsequent meeting of the particular group. Draft minutes can be amended up until they are adopted or confirmed as an accurate reflection of the meeting to which they relate.

Minutes must be clearly noted as 'draft' on each page until such time as the minutes are confirmed and can then be distributed without this notation.

Compliance responsibility

It is the responsibility of the appropriately designated minute taker to ensure that the confirmation requirements for minutes are complied with.

Confirmation of special meeting minutes

From time to time a meeting may be called as an additional or extra-ordinary meeting; Council may also conduct a Committee of the Whole (Closed Session), where there is no public or media access.

Draft minutes of extraordinary meetings can be confirmed at the next regular meeting of the committee. The committee is not required to call another extraordinary meeting to confirm the draft minutes.

Draft minutes of a Council Committee of the Whole (Closed Session) can be confirmed at the next appropriate ordinary Council meeting.

Implementation of resolutions contained in draft minutes

Implementation of resolutions contained in draft minutes can still be undertaken despite the minutes not being confirmed. It is therefore important to ensure that all resolutions are written in a clear and concise fashion and have the full understanding of all committee members at the time of the decision.