

**CONFIRMATION OF MINUTES**

**Procedure 5.2.2**

Policy No. and title	5.2	Committees of Council Policy
Procedure	5.2.2	Confirmation of Minutes
Version	1	
Date Adopted	4 September 2012	

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**1 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 Standing Committee and all Community Committees.

**2 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.

**3 COMPLIANCE RESPONSIBILITY**

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

**4 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 Closed Session as part of a meeting where there is not 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 Closed Session can be confirmed at the next appropriate Ordinary Council meeting.

**5 SIGNING OF MINUTES BY CHAIRPERSON**

The minutes of council and committee meetings must be signed by the person chairing the meeting at which they are confirmed. There is no requirement that each page be signed. However it is important that there are safeguards against the pages of the minutes being substituted or tampered with. All pages of the minutes are to be signed by the chairperson. This could be done manually, by means of a rubber stamp signature or by electronic signature.

## **6 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.

### **VARIATION**

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.