

# COUNCIL MINUTES



Minutes are a true and accurate record of the proceedings and decisions made at the meeting. They do not need to be a verbatim record of discussions.

The following provides a guide to capturing the proceedings of a council meeting through information, examples and suggested wording. Also in following pages is an example of Local Government minutes for a statutory meeting.

Readers are encouraged to refer to the Department of Local Government’s “Indigenous Council Meeting Guide”.

Refer to the “*Agenda and Minutes Tips and Hints*” reference document for more information or clarification.

Following the example council minutes, there are some guidelines to assist in a consistent and transparent approach to recording minutes.

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MINUTE TEMPLATE

<COUNCIL LOGO/TEMPLATE/IMAGERY>

MINUTES

ORDINARY MEETING

<DAY, DATE>

PRESENT/ATTENDANCE

- Members:
- Mayor <Name> (Chairperson)
  - Deputy Mayor, Cr <Name>
  - Cr <Name> (Division 1)
  - Cr <Name> (Division 2) (Via Video Conference)
  - Etc

- Officers:
- <Name> Chief Executive Officer
- list out officers in attendance, by <Name, Position>. (Should include all Directors and minute clerk at minimum)

*Tip: list officers in attendance who are not attending the entirety of the meeting at the item and time they enter and leave. Examples in the following template*

The resolutions contained within these Minutes are scheduled to be confirmed at the Ordinary Council meeting of the <NEXT MEETING DATE>

**ORDER OF BUSINESS**

1. OPENING OF MEETING
2. ATTENDANCE AND LEAVE OF ABSENCE/APOLOGIES
3. CONDOLENCES
4. MAYORAL MOTION
5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
6. DECLARATION OF INTEREST IN MATTERS ON THE AGENDA
7. BUSINESS ARISING OR OUSTANDING FROM PREVIOUS MEETING/S
8. **STANDING COMMITTEE MINUTES (OR REPORTS)**
9. OFFICER REPORTS
  - 9.1 <Report Title>
  - 9.2 <Report Title>, etc
10. CONFIDENTIAL REPORTS (Closed Session)
  - 10.1 <Report Title>
11. GENERAL BUSINESS
12. CLOSURE OF MEETING

SAMPLE ONLY

## MINUTES OF THE ORDINARY MEETING OF <DAY, DATE>

### 1. OPENING OF MEETING

The Mayor declared the meeting open at <TIME> and welcomed all in attendance and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

#### <ACKNOWLEDGEMENT TO COUNTRY AS PER COUNCILS STANDARDS>

Tip: at outset of meeting, those on TC or VC need to be acknowledged and confirmed to attend accordingly:

Example resolution: That Council, under Section 254K of the *Local Government Regulations 2012*, accepts Cr <CR NAME> participation in the meeting by video conference.

### 2. LEAVE OF ABSENCE/APOLOGIES

No apologies received this meeting OR

Resolution: Council grants a leave of absence to <Cr NAME> (*council has the opportunity to detail the reason for the granting of leave*)

### 3. CONDOLENCES

<List out>

### 4. MAYORAL MOTION

### 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 6. DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

#### Declarable Conflict of Interest

Cr xxxx declared a declarable conflict of interest for Report 9.3 "title" as they are the president of xxxx and a member of the <organisation>.

Or

There were no declarations of interest at this time, however if a member becomes aware of a conflict of interest, this will be declared or raised at that time.

NOTE: Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.

7. BUSINESS ARISING OR OUSTANDING FROM PREVIOUS MEETING/S

8. STANDING COMMITTEE MINUTES (OR REPORTS)

9. OFFICER REPORTS

9.1 <Report Title>

**Executive Summary**

<Wording of Executive Summary>

council resolution format

9.2 <Report Title>

**Executive Summary**

<Wording of Executive Summary>

council resolution format

## CLOSURE OF MEETING

PROCEDURAL MOTION: That Council closes the meeting to the public at <TIME> under *Local Government Regulations 2012 Section 254J (3) (g)* to deliberate on Confidential Reports 10.1; 10.2.....

Resolution No.: XXX

Moved:

Seconded: X

Carried

PROCEDURAL MOTION: That Council open the meeting at <TIME>.

Resolution No.: XXX

Moved:

Seconded: X

Carried



10. CONFIDENTIAL REPORTS (Closed Session)

**CONFIDENTIAL REPORT**

Closed under 254J(3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

10.1 <Report Title>

**Executive Summary**

<Wording of Executive Summary>

council resolution format

11. GENERAL BUSINESS

12. CLOSURE OF MEETING

There being no further business, the Mayor declared the meeting closed at <TIME>. These minutes were confirmed by Council at the Ordinary Meeting held on <DAY, DATE> in <TOWN/LOCATION>.

\_\_\_\_\_  
Mayor, <NAME> (Chairperson)

\_\_\_\_\_  
Date

\_\_\_\_\_  
<NAME>, Chief Executive Officer

\_\_\_\_\_  
Date

*NB: CEO signing off is optional, but once implemented, it must be continued. It cannot be a once off*



## GUIDELINES

### Moving a motion and Recording Resolutions:

Resolutions should have a sequential number (from previous minutes) and list out the following as a standard format (as per councils preference):

- mover and seconder;
- if the matter was carried or lost; and
- if there were any voters against the motion, these Members be listed

Examples	
Resolution No.: 2023/170	
Moved: CR XXX	Seconded: Cr XXXX
That Council:	
1. <decision – being the recommendation/motion>	Carried/Lost
Against: Cr xxx voted against the motion	
Council Resolution:	
<b>Executive Summary</b>	
<executive summary of report>	
Moved by: CR XXX	
Seconded by: Cr XXXX	
Carried/Lost	
Against: Cr xxx voted against the motion	

### Attendance

Unless the agenda or minutes specify that the meeting was held virtually, it will be assumed that all attendees are physically in attendance. Teleconferencing (TC) and videoconferencing (VC) are now accepted attendance, but they must be recorded in the minutes on how they attended. Under section 245K, attendees are to resolve for the member to attend via TC/VC.

#### Councillors leaving/entering meeting (attendance/absences during the meeting)

The movements of councillors during the meeting need to be captured. This can be done in two ways:

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- a full list at the beginning of the minutes identifying the time they left and returned and during which item (a clear heading); or
- throughout the minutes at the item itself.

Cr xxxx left the meeting at <time> and returned at <time> (during Item xxx)  
Cr xxxx left the meeting at <time>  
Cr xxx returned at <time>

SAMPLE ONLY