

POLICY NO.	M.10
POLICY SUBJECT	Meetings of Council and Committees – Distribution and Release of Minutes
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. A copy of the Minutes of all Council meetings and Committee meetings, stamped with the wording – “Unconfirmed Minutes”, are to be made available for perusal by members of the public at the Council Office and Council Library as soon as possible following each meeting but within the time limits prescribed by Local Government (Administration) Regulation No. 13.
2. Any person may be provided with a photocopy or electronic format of any page or pages of any Council meeting or Committee meeting Minutes, on payment of the current photocopying charges that apply. Such copies issued that have not been confirmed are to be stamped with the wording – “Unconfirmed Minutes”.
3. A copy of the Minutes of all Council meetings or Committee meetings, stamped with the wording “Unconfirmed Minutes”. These Minutes are to be posted to the subscribers as soon as possible following each meeting.
5. Upon request, a copy of the Minutes of all or any Council meeting may be posted or e-mailed to local Members of State or Federal Parliament, free of charge. If unconfirmed, the Minutes are to include the words “Unconfirmed Minutes”.
6. A copy of all Ordinary Council and Special Council Agendas (including attachments) and Minutes are to be loaded on the Shire website. Note when an attachment is too large to uplift to the website (where not able to be broken down into a series of logical small sections) a note is to be placed in the relevant area of the website advising that a hard copy can be viewed in the Shire Library.