

**Title:** Council And Committee Meetings - Business Papers  
**Policy No:** 84  
**Responsibility:** Chief Executive Officer

Version	Decision Number	Decision Date	History
1	17\1228	25/02/97	Adopted
2	19\4604	12/06/07	Reviewed
3			
4			

The content of Council and Public Business Papers for Ordinary Council and Committee meetings will be as follows -

### Ordinary Council Meetings

- Council Business Papers
  - the notice of the meeting;
  - the agenda;
  - the open Committee Reports (copy of full open minutes of each Committee);
  - the reports on any matters referred by a Committee to Council for a direct decision;
  - notices of motion;
  - the officers open reports;
  - the confidential Committee Reports (copy of full confidential minutes of each Committee); and
  - the officers confidential reports.
  
- Public Business Papers
  - the notice of the meeting;
  - the agenda (excluding the confidential section);
  - the open Committee Reports (copy of full open minutes of each Committee);
  - the open reports on any matters referred by a Committee to Council for a direct decision;
  - open notices of motion; and
  - the officers open reports.

### Ordinary Committee Meetings

- Council Business Papers
  - the notice of the meeting;
  - the agenda;
  - the officers open reports; and
  - the officers confidential reports.

- Public Business Papers
  - the notice of the meeting;
  - the agenda (excluding the confidential section); and
  - the officers open reports.