

James Cook University  
Governance Support

# **Guide to Understanding a Agenda Item Template**

1. Glossary of Common Agenda Terms


<b>Adopt</b>	The Board / Committee is asked to accept the report or recommendations as representing its view, decision or position on the matter concerned.
<b>Approve</b>	The Board / Committee is asked to support a recommendation.
<b>Confirm</b>	The Board / Committee is requested to confirm the minutes as an accurate record of the meeting.
<b>Consider</b>	The Board / Committee is requested to deliberate on a particular issue.
<b>Endorse</b>	The Board / Committee is asked to support a recommendation made to another body/action taken, where the recommendation/action did not require the Committee's formal approval.
<b>Note</b>	The Board / Committee is informed of background information, sometimes with emphasis on a particular point.
<b>Receive</b>	The Board / Committee receives documents that form part of the record of the meeting.
<b>Recommend</b>	The Board / Committee supports, but does not have the power, to resolve the issue/proposal; it has to refer it to another Board/Committee or officer.
<b>Resolve</b>	More than one half of the total votes cast on the resolution are in favour of the resolution.
<b>Resolve to Recommend</b>	There was more than one half of the total votes in support of the resolution including a recommendation to forward the resolution to another Board / Committee for consideration or noting.

## 2. Guide to understanding an Agenda Item

To ensure consistency, each Committee/Board uses the same formatted templates for Agenda Items.

The Agenda Item Template is broken into a number of sub-sections as outlined below using the agenda item headings, descriptions and examples.

Sample of Agenda Item Template:

	<b>AGEND ITEM TITLE</b>	<b>AGENDA ITEM NUMBER</b>
<b>PAPER FOR COMMITTEE/BOARD MEETING (#/0#) OF DAY MONTH YEAR.</b>	<b>FROM: DIVISION/FACULTY/ OFFICER</b>	
<b>Recommendation:</b>		
<b>Issue</b>		
<b>Background &amp; Consideration</b>		
<b>Linkage to <i>In the Third Millennium</i></b>		
<b>Risk Identification and Mitigation</b>		
<b>Consultation</b> <ul style="list-style-type: none"><li>•</li></ul>		
<b>Resource Implications</b> <b>Financial:</b> <b>Staffing:</b>		
<b>Attachments</b> <ul style="list-style-type: none"><li>•</li></ul>		
<b>Requests for Further Information</b>		

## 2.1 Agenda Item Heading

The University's Corporate Information Services staff will file items according to heading so it is important to get the heading right. The heading reveals what the item is about in summary form.

e.g.

	<b>ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED</b>	<b>AGENDA ITEM 11.5*</b>

## 2.2 Numbering Items

For the most part the numbers for the items are determined using a traditional numbering system for each Committee/Board. Committees and Boards share the same numbering format.

## 2.3 Starring

Each item that is going to be discussed at a meeting is given a star as indicated next to the item number on the Agenda. If an item is not starred, it is assumed that this item can be adopted without debate or discussion. However, the unstarred item cover sheet and attachments need to be included in the full agenda as members of the Committee/Board will read the information prior to the meeting. An item is unstarred until the Chair or Secretary stars it.

e.g.

	<b>ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED</b>	<b>AGENDA ITEM 11.5*</b>

## 2.4 Paper for Committee/Board

This states at which meeting the paper is going to be presented, the meeting reference number and on what date.

e.g.

	<b>ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED</b>	<b>AGENDA ITEM 11.5*</b>
<b>PAPER FOR COUNCIL (4/06) OF 22 JULY 2006</b>		

## 2.5 From

Lists the title of the officer/s, department/s, faculty/s, previous committee/s that the item has been forwarded from. (eg, for coursework items, list the faculties that the courses are offered in).

e.g.

	<b>ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED</b>	<b>AGENDA ITEM 11.5*</b>
<b>PAPER FOR COUNCIL (4/06) OF 22 JULY 2006</b>	<b>FROM: DIRECTOR, GOVERNANCE AND CORPORATE SERVICES</b>	

## 2.6 Recommendation

The recommended action the Committee/Board is requested to take.

e.g. ***Recommendation:***  
***that the proposal to introduce the new courses listed below be adopted and recommended to Academic Board for approval.***

e.g. ***Recommendation:***

***that the documents listed below be noted:***

- ***the Constitution for the Ceremonial and Honorary Degrees Committee;***
- ***Schedule A of the Constitution for the Ceremonial and Honorary Degrees Committee;***
- ***Appendix 1 to Schedule A of the Constitution for the Ceremonial and Honorary Degrees Committee - Criteria for the Award of Honorary Degrees and Criteria for the Award of Degrees Honoris Causa;***
- ***Honorary Award Requirements;***
- lists of Honorary Degrees conferred and Degrees Honoris Causa conferred.

## 2.7 Issue

State the issue, its source and reason(s) that the Committee/Board is required to consider the matter.

e.g. *Attached for the consideration of the Committee is a memorandum dated 1 January 2000 from the Head of Department of C requesting a review of the Faculty's prerequisites for admission to Bachelor of B.*

e.g. *To inform Council of the scope of activities of the X and Y Committee and to ensure that Council is aware of all confidential decisions made by the Committee especially in relation to any delegation of authority.*

## 2.8 Background and Consideration

Sufficient background information is required to ensure that members are aware of how the matter arose;

- by whom and when it has previously been considered;
- what previous resolutions and policy have been formulated;
- what factors are relevant to current consideration;
- what the Committee/Board is required to do.

e.g. *Currently the prerequisites, found on page x of the Faculty of A Student Handbook, are a Sound in Maths B and Physics and Maths C. The Committee is advised that the University of Z has recently reviewed the prerequisites for entry to the Bachelor of B. The prerequisites there are...*

## 2.9 Risk Identification and Mitigation

Briefly outlines identified risks and mitigation implications of the proposal. This section is not always required for each Committee/Board.

e.g.

**Risk Identification and Mitigation:**

The preparation of a regular Financial Report and Financial Statements for the X for the consideration of Council and its committees is essential if Council and its committees are to monitor the University's financial position in a prudent and responsible manner.

## 2.10 Resource Implications

Briefly outlines the financial resource and Human Resources implications of the proposal. This section is not always required for each Committee/Board.

e.g.

**Resource Implications:**

**Financial:** N/A.

**Staffing:** To be handled within the normal workload of the Y Division and Faculty of X.

## 2.11 Consultation

Dot point list of title or name of officer/department consulted in regards to the agenda item. The officer presenting the item will have consulted all the necessary people.

e.g.

**Consultation:**

- Director, Marketing
- Academic Information and Student Handbooks
- Faculty of X, Y and Z

2.12 Attachments

Dot point list of attachment titles and authors (where applicable). When there are no attachments, enter the word *None*.

e.g.

**Attachments:**

- Student Policy – *Admissions Policy*
- *Why Students Leave Report*, dated 12 March 2004

2.13 Requests for further information

Title of officer who is able to supply extra information relating to the item.