

James Cook University  
Governance Support

**Guide to Understanding  
an Agenda Item Coversheet**

## 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>Amendment</b>	<ul style="list-style-type: none"> <li>• An alteration or proposed alteration to an existing document/policy etc.</li> <li>• An alteration or proposed alteration to the recommendation being considered by a Committee</li> </ul>
<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>Executive Action</b>	A Committee Chair, or a Senior Officer of the University, may be given authority by a Committee to undertake executive action on behalf of the Committee.
<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>Recommendation</b>	A recommendation is a clear and formal indication of the intended outcome of an agenda item for consideration by the Committee.
<b>Resolution</b>	A resolution is a formal determination by a properly constituted meeting.
<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 are 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. Purpose of the Agenda Item Coversheet

The Agenda Item Coversheet is used for each matter to be considered by a Committee. Its purpose is to:

- ensure consistency of material presented to all committees
- clearly present the recommendation/s
- place the matter to be considered in context
- summarise key issues, and
- draw the members' attention to significant matters

## 3. Structure of the Agenda Item Coversheet

The Agenda Item Coversheet contains sub-sections, Diagram shows general layout of the coversheet. Explanation on each sub-section is provided in Section 4 of this document.

	<b>AGENDA ITEM TITLE</b>	<b>AGENDA ITEM NUMBER</b>
<b>PAPER FOR COMMITTEE MEETING (xx/xx) OF DAY MONTH YEAR</b>	<b>FROM: NAME OF OFFICER SUBMITTING PAPER DIVISION//COLLEGE/SECTION OF SUBMITTING OFFICER</b>	

**Recommendation:**

**Issue**

**Background and Considerations**

**Risk Identification and Mitigation**

**Resource Implications**

**Financial:**

**Staffing:**

**Sustainability**

**Consultation**

**Attachments**

**Requests for Further Information**

#### 4. Completing the Agenda Item Coversheet

##### 4.1 Agenda Item Title

The agenda item title should accurately describe the item and the recommended action, eg proposed amendment, approval for the introduction. The agenda item is filed on the University's Corporate Information database and the title assists in the identification of keywords. The heading reveals what the item is about in summary form.

e.g.

	<b>ACADEMIC OFFERINGS – JCU SINGAPORE – NEW COURSE - DIPLOMA OF HIGHER EDUCATION – PROPOSED DIPLOMAS DISCONTINUED - PROPOSED</b>	<b>AGENDA ITEM 16</b>

##### 4.2 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. Governance Support staff will add the agenda item number.

##### 4.3 Paper for Committee/Board

This states at which meeting the paper is going to be presented, the meeting reference number and on what date. For example, meeting 3/14 means the 3rd meeting for that committee/board that is held in 2014.

e.g.

	<b>ACADEMIC OFFERINGS – JCU SINGAPORE – NEW COURSE - DIPLOMA OF HIGHER EDUCATION – PROPOSED DIPLOMAS DISCONTINUED - PROPOSED</b>	<b>AGENDA ITEM 16</b>
<b>PAPER FOR COUNCIL MEETING (3/14) OF 10 APRIL 2014</b>		

##### 4.4 From

This shows the title of the officer/s, divisions/colleges/ previous committee/s that the item has been forwarded from. (eg, for coursework items, list the Colleges in which the courses are offered).

e.g.

	<b>ACADEMIC OFFERINGS – JCU SINGAPORE – NEW COURSE - DIPLOMA OF HIGHER EDUCATION – PROPOSED DIPLOMAS DISCONTINUED - PROPOSED</b>	<b>AGENDA ITEM 16</b>
<b>PAPER FOR COUNCIL MEETING (3/14) OF 10 APRIL 2014</b>	<b>FROM: ACADEMIC BOARD MEETING (1/14) OF 17 MARCH 2014</b>	

#### 4.5 Recommendation

This is the recommended specific action/s the Committee/Board is requested to take. Actions include “approve”, “endorse”, “adopt” and “note”.

Recommendations should stand alone and be unambiguous. They should be quite specific, conveying a clear meaning when read out of the context of the minutes.

Note: Where a Committee is receiving and noting a report, this does not mean that it has adopted the recommendations contained in the report.

e.g. Recommendation:

that the availability of the Diploma of Higher Education and accompanying Majors in Singapore be approved.

e.g. Recommendation:

that the following draft plans:

1. Australian Aboriginal and Torres Strait Islander and Strategic Action Plan 2014-2017; and
  2. Reconciliation Action Plan (RAP) 2014-2016;
- be endorsed.

#### 4.6 Issue

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

e.g. Under the Academic Board Charter approved by Council, the Academic Board is provided with the authority to approve all newly established, amended, suspended or disestablished courses, except for any course where a new discipline is being established or the course is being offered off-shore for the first time which shall require the approval of the Council.

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.

#### 4.7 Background and Consideration

Sufficient background information is required to ensure that members are aware of how the matter arose. This includes:

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

This section should provide sufficient information for a committee member with no background knowledge to understand the basis for the material being presented. For examples, if a policy is involved – should explain the need for the introduction of the new policy, or for proposed revisions to an existing policy. This section should also describe the process undertaken to develop or amend the policy.

Considerations should include the reasoning behind the proposal and how it will work. Any other options that have been considered, and reasons for the preferred option, should be included. If there is a relevant University policy or procedure, explain whether the proposal is in accord with it. If the proposal results in a new policy document, it should be included as an attachment.

#### 4.8 Risk Identification and Mitigation

Briefly outlines identified risks associated with the proposed recommendation/s and the proposed mitigation strategies 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.

e.g.

**Risk Identification and Mitigation:**

There will be a phase in of the new *JCU Graduate Attributes Statement and Guidance Points* over the next 6 months where staff will need to be made aware that the previous Policies will cease to guide the subject outlines. Many of the previous Graduate Attributes have been captured by the new Course Learning Outcomes (CLOs) and the AQF Level requirements; these have been introduced to Course and Subject Coordinators by ADTLs.

The CSDB will also need to remove (or phase out) the old Graduate Attributes and replace them with CLOs.

#### 4.9 Resource Implications

Briefly outlines the resource requirements of the proposal and how they will be met.

The sustainability resource implications include environmental, social, economic and cultural sustainability implications. These are more fully explained at Principle 4 of Explanatory Statement for the Code of Conduct

e.g.

**Resource Implications**

**Financial:** Costs associated with the provision of the academic dress, travel, accommodation etc. Approximately \$3,000

**Staffing:** To be handled within existing workloads.

**Sustainability:** N/A

This section is not always required for each Committee/Board.

#### 4.10 Consultation

This is a dot point list of title or name of officer/department consulted in regard to the agenda item. It is anticipated that the officer presenting the item will have consulted all the relevant stakeholders.

e.g.

**Consultation:**

- Director, Marketing
- Academic Information and Student Handbooks
- College of X

#### 4.11 Attachments

This is a 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

#### 4.12 Requests for further information

This is the title, and name, of the officer who is able to supply extra information about the item.