

Guide to Completing an Agenda Item Coversheet

The Agenda Item Coversheet is used for each matter to be considered by Council or a Committee.

Purpose:

- To ensure consistency of material presented to all Committees;
- To clearly present the Draft Resolution/s;
- To place the matter to be considered in context (why is it needed and does it need to be approved by any parent Committee);
- To summarise key issues;
- To draw the members' attention to significant matters; and
- To confirm what the Committee is being asked to do.

Format/Length:

- Use plain English to concisely communicate relevant information;
- Avoid unnecessary repetition;
- Include sufficient information so that an informed decision can be made by members. However, avoid over lengthy cover sheets. Ideally, a cover sheet should not exceed two pages;
- Links should be inserted into cover sheets for web-based documentation, presentations, or in place of bulky attachments; and
- Acronyms should be spelt out the first time they are used – for example: Tertiary Education Quality and Standards Agency (TEQSA). The acronym can then be used thereafter, within the coversheet.
- Clarify what the Committee is being asked to do under the "Recommended Action" heading in the Background and Considerations section. For example: *The Committee is requested to consider approving the proposed amendments to the Vehicle Fleet Policy.*

Explanation and Example of Common Committee Terms used in Agenda Coversheets

Endorse	<p>The Committee is being asked to support a recommendation made to another body/action taken, where the recommendation/action did not require the Committee's formal approval.</p> <p>Example of a Draft Resolution: that the development of a Full Course Proposal, be endorsed.</p>
Approve	<p>The Committee is being asked to approve a recommendation – this should only be used if the Committee has the appropriate delegation (refer to Committee Charter or Terms of Reference)</p> <p>Example of a Draft Resolution: that the proposed Child Safety Policy, be approved.</p> <p>NB: Advisory Committees cannot endorse any resolution apart from matters which relate to its own Committee or Sub-Committee.</p>
Consider/Review	<p>The Committee is being asked to consider or review a particular issue, and provide feedback</p> <p>Example of a Draft Resolution: that the report dated 30 March 2019, be considered/reviewed and feedback provided.</p>
Note	<p>The Committee is being provided with information that does not require a decision, but should form part of the record of meeting. This could be a routine matter, which can be included in a Circular.</p> <p>Example of a Draft Resolution: That the expenses report as at 30 June 2019, be noted.</p>
Recommend	<p>The Committee supports, but does not have the power, to resolve the issue/proposal, and has to refer it to another Committee or Senior Officer.</p> <p>Example of a Draft Resolution: that the proposed Minor Works Program, be endorsed and recommended to the Vice Chancellor, for approval.</p>
Adopt	<p>The Committee is being asked to adopt a document (generally an operational document of the Committee, such as Minutes or Terms of Reference)</p> <p>Example of a Draft Resolution: That the proposed Terms of Reference and Schedule of Business, be adopted.</p>