|  |  |  |  |
| --- | --- | --- | --- |
|  | **(**The agenda item title should accurately describe the item and the recommended action, e.g. Proposed Amendment, New Policy – Proposed. It should also match the title on the agenda index if that title has already been provided to the Secretariat**)** | | **Agenda Item**  **xx.**  **(to be completed by Secretariat)** |
| **Paper for Council / Committee Name Meeting (xx/20) of Day Month Year** | | **From: Insert Title of Officer/s or Organisational Unit Name or Previous Committee/s that the Item has been Forwarded From.** | |

|  |
| --- |
| **Draft Resolution(s):**  **Insert exact wording of proposed resolution that the Council is asked to pass. The draft resolution must be clear, concise and unambiguous.**  **Actions include “approve”, “endorse”, “adopt” and “note”. Draft Resolutions should stand alone and be unambiguous. They should be quite specific, conveying a clear meaning when read out of the context of the minutes.**  **Insert Draft Resolution(s) – numbered 1, 2, 3 etc – for example:**   1. **that the xxx xxxx, be approved** 2. **that the report on xxxxxx, be endorsed; and** 3. **that the dates for xxxxxx, be noted.** |

|  |
| --- |
| **Issue**  "Insert why Council/Committee is required to consider this matter (2 or 3 brief sentences)"  State the issue, its source and reason(s) why the matter is being considered and what it is endeavouring to achieve. |

|  |
| --- |
| **Background and Considerations**  “Insert relevant background information (main body of text) that supports the proposed course of action”, e.g. how the matter arose. This may include:   * by whom and when it has previously been considered; what previous resolutions and policy have been formulated; what factors are relevant to the current consideration; what the Committee/Board is required to do; and any relevant minute extract from a previous committee or meeting.   This section should provide sufficient information for a committee member with no background knowledge to understand the basis for the material being presented. For example, if a policy is involved – you 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. Changes to an existing document should show the amendments as tracked changes.  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 showing tracked changes.  Identify any external advice/information that has been involved in the preparation of the proposal.  Recommended Action: |

|  |
| --- |
| **Risk identification and Mitigation**  Briefly outline identified risks associated with the proposed recommendation/s and the proposed mitigation strategies of the proposal (if applicable) |

|  |
| --- |
| **Resource Implications**  **Financial:** Briefly outline the resource requirements of the proposal and how they will be met e.g.‘costs associated with the xxxxx will be xxxx and met from xxxxx’.  **Staffing:** Briefly outline the resource requirements of the proposal and how they will be met, e.g. **‘**to be managed within the existing staffing resources of xxxxx’.  **Sustainability** (environmental, social, economic and cultural):Sustainability considerations include environmental, social, economic and cultural sustainability implications. |

|  |
| --- |
| **Consultation**   * Insert names/titles of individual/organisation consulted. This is a dot point list of title or name of officer/department consulted with regard to the agenda item. It is anticipated that the officer presenting the item will have consulted all the relevant stakeholders. This list should be left justified i.e. not indented |

|  |
| --- |
| **Attachments**   * *Insert list and name of attachment(s) – if more than one – number 1, 2, 3 etc and in italics. When there are no attachments, enter the word Nil. If only 1 attachment use a bullet point and remove the ‘(s)’ at the end of ‘Attachments’. This list should be left justified i.e. not indented* |

|  |
| --- |
| **Requests for further information**  Requests for further information may be directed to the xxPosition Titlexx or xxPosition Titlexx. |