

	<p align="center">"INSERT TITLE OF AGENDA ITEM"</p> <p align="center">(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)</p>	<p align="center">ORDINARY* / CONFIDENTIAL* AGENDA ITEM</p> <p align="center"><i>(*delete as appropriate)</i></p>
<p>PAPER FOR COUNCIL/BOARD/COMMITTEE MEETING (XX/23) OF DAY MONTH YEAR</p>	<p align="center">FROM: INSERT TITLE OF OFFICER/S OR ORGANISATIONAL UNIT NAME OR PREVIOUS COMMITTEE/S THAT THE ITEM HAS BEEN FORWARDED FROM.</p>	

Draft Resolution(s):
Insert exact wording of the proposed resolution that the Council/Board/Committee is being 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 Financial Reports and Statements for Period XX, to XX XXXX 202X, be endorsed and recommended to Council for approval;**
- 3. that the 202X Schedule of Business for the Committee, be adopted; and**
- 4. that the dates for xxxxxx, be noted.**

Issue

"Insert why Council/Board/Committee is being asked to consider this item (2 or 3 brief sentences)"
State the issue, its source and reason(s) why the item

SAMPLE

Resource Implications

- Financial:** Briefly outline the resource requirements of the proposal and how they will be met, e.g., 'costs of \$xxxx associated with the xxxxx will be xxxx and met from xxxxx'.
- Infrastructure:** Briefly outline any infrastructure implications or requirements of the proposal, e.g., impact on the estate or IT requirements, and how they will be met.
- 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.

A blank version of this cover sheet is available [HERE](#)[#]

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