|  |  |
| --- | --- |
| **Meeting:** | **[Insert name of the Standing Committee or the Council as appropriate]** |
| **Subject:**  |  |
| **Submitted by:** |  |
| **Date:** |  |
| **Purpose:** | Choose an item. |

|  |  |
| --- | --- |
| **Prepared by**:  |  |
| **Cleared by:**  |  |

**RECOMMENDATION/S**

1. [Numbered recommendations]

**PURPOSE**

1. [Start new numbering]

**BACKGROUND**

**KEY ISSUES AND CONSIDERATIONS**

**Matter/Issue** [Heading for each issue/matter requiring consideration]

1.

**BENEFITS**

**RESOURCE IMPLICATIONS** [Delete if not required]

**Financial Implications** [Delete if not required]

1.

**Infrastructure implications** [Delete if not required]

**Human resource implications** [Delete if not]

**RISKS AND MITIGATION** [Delete if not required]

**ATTACHMENTS**

**Attachment 1:** [Title of attachment]

**Attachment 2:** [Title of attachment] (if a second Attachment is required)

[Other Attachments as required to be listed here]

Append attachments