

Board or Committee paper checklist:

- ☐ Is the Board or Committee the correct forum for your paper?
- ☐ What do you need from the Board or Committee?
- ☐ What is the required pathway to the Board or Committee?
- ☐ Write your paper so it is:
 - Clear – in language and in its purpose
 - Concise – no more than 2 pages
 - Contextualised – write for your audience, provide them with information to facilitate decision making
 - Complete -
- ☐ Attachments:
 - Is detailed information or supporting documents included in an attachment instead of the body of the paper?
 - All attachments must be referred to at the appropriate point in the paper.
 - Ensure attachments are referenced in the paper and attached to the paper in the same numbered order.
- ☐ Recommendations:
 - For noting; For endorsement; For approval
 - Self-contained – the recommendation must be able to be read, in isolation, in the future with clarity as to what was agreed.
 - Consult with: Delegations Schedules as to who has authority to make what decisions; Office of General Counsel to ensure any resolution provides the required approval for what is sought to be done; and Office of Governance Services for guidance on other queries.
- ☐ Not sure? Ask OGS