



(SAMPLE ONLY)

NZIS BOARD REPORT

Meeting date: []

Subject: [] Agenda item [] As per agenda sheet

Report by: [] NAME(s) & POSITION

[SUBJECT IN FULL IF THE SHORT VERSION ABOVE DOES NOT CLEARLY EXPLAIN]

1. **EXECUTIVE SUMMARY**

Main points or highlights from the report. This should allow the reader to understand the key points in the full report. For short reports this heading could be changed to Summary.

2. **RECOMMENDATION(S)**

What action(s) is/are recommended to the Council/Board. Usually starting with "It is recommended that the Council/Board resolve that:

Signature _____
[NAME/POSITION]

3. **REPORT**

3.1. **Background**

Insert a statement of the proposed decision, the objective of the proposed decision and the issue or problem being addressed. Include background/ history. Include a statement determining the level of the decision's significance. The significance of proposals and decisions determines how much time, money and effort is put into exploring and evaluating options and obtaining the views of affected and interested parties.

3.2. **Options considered**

Identify and assess all reasonably practicable options (including not to take any action) for achieving the objective showing consideration to:

- *The benefits and costs in terms of the present and future aspects of the action in relation to NZIS objectives*
- *The extent to which our vision would be promoted or achieved*
- *The impact, if any, on NZIS's capacity to meet present and future needs in relation to this action*
- *Any other matters considered relevant.*

3.3. Policy, Rules and Plan consideration

Even though some of our policy is still evolving, consider how the objective/recommendation measures up against our mission, plans, budget and policies. Any inconsistencies (and the reasons for the inconsistencies) must be identified. Any intentions to amend the policy or plan to accommodate the decision must also be clearly identified.

3.4. Consideration of stake holders' interests

State how the views and preferences of persons likely to be affected by, or have an interest in the matter have been given adequate consideration and how that consideration was given. Outline any consultation that has been undertaken.

This section may not be applicable for all decisions. If not applicable, please state "Not relevant to this report" to show that consideration has been made.

3.5. Other issues

With some projects and reports there will be a need for a specific heading(s), such as Risk or similar. Add such headings as required in the area of the report that is best placed for the priority of focus.

3.6. Final considerations

*State whether or not the matter is provided for in the **Business Plan** – or what is currently planned, and if it is within budget. If not in the approved Business Plan/Budget, include recommendations for funding. Also consider any ongoing costs eg consultant fees, cost or equipment, flights, etc.*

This section may not be applicable for all decisions. If not applicable, please state "Not relevant to this report" to show that consideration has been made.

3.7. Time frames and implementation

Consider timeframe and implementation requirements for the initiative and detail accordingly with key milestones to be measured to assist with monitoring.

This section may not be applicable for all decisions. If not applicable, please state "Not relevant to this report" to show that consideration has been made.

4. Conclusion

After considering all issues, options, as well as giving consideration to the strategic direction, policy and plans of NZIS and the financial implications, the conclusion/recommendation of this report is to [Provide detail here of what you want].