

NOTICE OF MOTION CHECKLIST

The checklist is a tool intended to support the sponsor of a Notice of Motion. The items listed below are important considerations when crafting a Notice of Motion. It is also intended to support other Members of Council, as the same considerations are important when reaching a decision on a Notice of Motion.

The checklist is therefore an opportunity for the sponsor to:

- consider what advice might be helpful to them in formulating their proposal; and
- share key points about the advice received with their Council colleagues, to inform their deliberations.

This document is recommended to be provided to City Clerks alongside every Notice of Motion and will become part of the Corporate record. It is at the discretion of the sponsor to decide with whom to consult and what information to include.

Title of the Motion: _____

Financial and Other Resource Capacity	Yes <input type="checkbox"/> No <input type="checkbox"/>
Legal / Legislative	Yes <input type="checkbox"/> No <input type="checkbox"/>

Technical Content	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedural	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Considerations	Yes <input type="checkbox"/> No <input type="checkbox"/>