**Template: Procedures and questions to ask before making decisions**

We want to make strong decisions for our community.

We won’t agree to a decision or action if it hasn’t been properly explained.

We have to talk to our community, to gather all relevant information before making a decision.

This is our decision-making star.

Before we make a decision, we will make sure to ask these six questions.

 Who?

*(Who is proposing it?*

*Who is involved? Who will benefit?)*

 What?

*(What is it about?*

*What will be done in our nation or community? What are the risks and benefits?*)

Why?

*(Why is this needed?*

*Why is it needed now?*)

When?

*(When will it start and finish?*

*When will we get reports about progress?*)

How?

*(How will it be done?*

*How will we know it’s been done properly?*)

 Where?

*(Where will it be carried out? Where are the places that will be affected?)*

***Governing body meeting, date [insert meeting date]***

**Agenda item: ……. Meeting date: ……**

**Action officer: …… File ref: ……**

**SUBJECT OF DECISION:**

***What decision is the governing body being asked to make? For example:***

*THAT the governing body receive and adopt the financial and progress reports for its [function, program or initiative] on [date].*

**ATTACHMENTS:**

**SOME ISSUES FOR DISCUSSION:**

**What is the main issue?**

**Are there any cultural issues, values and implications that we need to take into account?**

**How will we address these in the decision?**

**Does the issue comply with policy or should it be drafted as new policy?**

**Will the decision affect our budget?**

**What options does the governing body have?**