

ATA reference no: _____

PRELIMINARY COVERSHEET: DECISION CONFIRMATION REQUEST

YOUR REFERENCE NO: _____ (please ensure this is a unique number)

DATE: _____

NAME OF SUBMITTER ORGANISATION: _____

DATE OF DECISION: _____

BRIEF DESCRIPTION OF DECISION:

Nature of decision:

Details of any costs to be incurred:

How is any proposed expenditure to be funded?

Please identify any likely effect beyond 30 June 2011:

Is this a decision which falls within s31(4) or (5)? If so, please identify the relevant subsection:

Is this a decision within s20 which has been notified by the ATA as a decision to which s31 applies?

YES/NO

If the decision which has been described on page 1 above relates to a contract, please supply the following additional information:

Date of contract (or proposed/approximate date of contract):

Parties:

Term:

Consideration:

Does this contract arise out of a decision made or a commitment entered into prior to 24 May 2009?

Yes/No

If so please provide details:

Is this contract one of a series of agreements either with this party/these parties, or with others?

Yes/No

If so please provide details:

Optional - Is there anything else the Transition Agency needs to know (e.g. urgency/confidentiality)?¹

¹ Please note that the Transition Agency is subject to the Official Information Act 1982.

Please list the supporting information (if any) provided with this request (e.g. council resolutions/agenda papers, tender documentation, copies of contracts):

SIGNED BY CHIEF EXECUTIVE _____