OFFICER DECISION RECORD

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| --- | --- | --- | --- | --- |
| Officer: | | | | Service: |
| Delegated Power Being Exercised: | | | | |
| Subject of Decision: | |  | | |
| Decision Taken(specify precise details): | | |  | |
| Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy) | | |  | |
| Alternative Options Considered (if appropriate) | | |  | |
| Background/Reports/Information considered and attached (Legal, Personnel, Financial Implications etc) | | |  | |
| Decision: |  | | | |
| Signature and Date: | | | | |