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| THE UNIVERSITY OF NEWCASTLE | |
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| COMMITTEE NAME/COUNCIL | [MEETING DATE DD MONTH YYYY] |
|  |  |
| TITLE OF REPORT | |

# Draft Resolution

The [name of committee] RESOLVE to:

1. approve [if within delegation] / endorse, for Council approval / note xxx [as appropriate] (Doc DYY: ***######*** {Secretariat Use Only}).

# Executive Summary

[Brief synopsis –what the paper is about and what it is endeavouring to achieve.]

# Background

Summarise any previous Council consideration of the specific proposal.

Identify any external advice/consultants/information who has been involved in the preparation of the proposal.

# If it is not possible to explain the background to a proposal briefly include an attachment and provide further details.

# Current Position

Briefly outline what is being proposed to the Council, including a recommendation. Do not repeat the statements made in the sections above.

Mention the options considered by management and explain why the preferred option was chosen.

Briefly state the outcomes that management is seeking to achieve from the proposal. If the implications of the proposal are complex include an attachment and provide further details.

[The entire length of the report must not exceed 6 pages]

# Matters for Noting and/or Discussion

Strategy Implications

[Address how the report aligns with the University’s agreed Strategic Plan and other specific approved strategies. Outline the impact of the proposal on the strategy deliverables]

Finance

[Explain the expenditure implications of the proposal. This should take the form of an executive summary approach. If the expenditure implications are complex include an attachment and provide further details. This section should include comments on whether the expenditure is budgeted or unbudgeted, the proposed timing of the expenditure and cash flow implications. If a detailed business case has been prepared for a proposal the major points of the case should be summarised here.]

Risk

[Analyse the major risks associated with the proposal and explain how these risks will be managed. This information may be presented using the following pro forma.]

|  |  |  |  |
| --- | --- | --- | --- |
| Identified Risk | Risk Likelihood (H,M,L) | Impact of Risk (H,M,L) | Strategy to Manage Risk |
|  |  |  |  |

Corporate Governance and Compliance

[Outline the governance implications of the proposal remembering that it is of considerable importance to the Council that contemporary university governance standards are achieved. Therefore, the adoption of appropriate internal risk management and compliance processes will be a condition to the Council considering and approving a proposal. Outline what KPIs and/or reporting back to the Council will occur during and after implementation.]

Management Responsibilities

[Identify who will have responsibility for the proposal as well as the executive who will deal with the matter on a day-to-day basis.]

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| **Professor Alex Zelinsky AO**  **Vice-Chancellor and President** |  | **[Prefix] [First-name] [Last-name]**  **Title and/or Role of Sponsor** |

# Appendices

Appendix 1: Title

Appendix 2: Title

# Other Reference Material

Title

Title

# Document History

|  |  |  |
| --- | --- | --- |
| **Prepared by** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Team members involved in preparation of the report** | [Name, Title] | |
| **Edited by** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Reviewed by** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Approved for Council Track** | Professor Alex Zelinsky AO, Vice-Chancellor | [Date – XX/XX/XXXX] |