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| Authority | EXECUTIVE LEADERSHIP TEAM | Date | DD MMMM YYYY |
| Proposer | [Name], [Role] | | |
| Sponsor | [Name], [Role] | | |
| ELT Reviewers | [Role Acronyms of the ELT Reviewers] | | |

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| [TITLE OF REPORT] |

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| Why Report Is Required | |
| Origin | [State the reason why the report is being presented eg. new item requested / proposed by XX, response to Action #, etc.]  [Include references to dates of previous consideration if necessary] |
| Governance focus | * [Relevant Charter or Terms of Reference # (detail from Charter/TOR)] * [Higher Education Standards Framework (Threshold Standards)](https://www.teqsa.gov.au/how-we-regulate/higher-education-standards-framework-2021): # (detail from HESF)] |

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| Draft Resolution |
| The Executive Leadership Team RESOLVE to:  [endorse / note XXXXX [as appropriate] (Doc DYY/XXXXXX)].  [or, if multiple clauses are needed:   1. endorse / note XXXXX [as appropriate]; and 2. XXXXX (Doc DYY/XXXXXX).]   [And if the paper is also progressing to a committee of Council add]:  The [Council Committee Name] RESOLVE to:   1. [this should be a concise and explicit capture of what the relevant committee of Council is being requested to do in exercising its governance responsibilities]; and 2. XXXXX (Doc DYY/XXXXX).] |

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| Executive Summary |
| [These are the key points for consideration. This could be a synopsis of lengthy attached document if that is relevant or could be the whole content if this is a brief report).  If relevant, this is the place to identify options considered and why the preferred option was chosen.  This section should not exceed a page, so please provide further details in an appendix if required] |

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| alignment with strategic plan | |
| Does this item align with the Strategic Plan? [Yes, No, N/A] *[If No or N/A please delete sub-items below]* | |
| *Indigenous Commitment* | [Does this contribute to approved initiatives or KPIs?] [If yes, identify] |
| *Engagement Priorities* | [Does this contribute to approved initiatives or KPIs?] [If yes, identify] |
| *Life Ready Graduates* | [Does this contribute to approved initiatives or KPIs?] [If yes, identify] |
| *Asia Pacific Focus* | [Does this contribute to approved initiatives or KPIs?] [If yes, identify] |
| *Reimagining our Campuses* | [Does this contribute to approved initiatives or KPIs?] [If yes, identify] |
| *Inspiring People* | [Does this contribute to approved initiatives or KPIs?] [If yes, identify] |

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| Financial Impact | |
| **Has the financial impact been assessed?** [Yes, No, N/A] *[If N/A please delete sub-items below]*  [Provide a high-level outline of financial implications here. If necessary, consult with Financial Services and provide further details in an appendix including proposed timing of expenditure and cash flow implications.]  [If a detailed business case has been prepared for a proposal, summarise the major financial points of the case here.] | |
| Cost to develop and implement | $[estimate] |
| Annual cost to maintain | $[estimate] |
| Estimated annual cost savings | $[estimate] |
| Estimated additional annual revenue | $[estimate] |
| Budgeted / Unbudgeted? | [Yes, No] |

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| Risk |
| **Have the risks associated with this item been identified and assessed?**  [Yes, No, N/A] [*If N/A please delete items below*]  **Does this item directly impact the Strategic Risk Register?**  [Yes – provide detail here, No] [*If yes please delete item below*]  **Have the risks associated with this item been documented in the Operational Risk Profile/s?**  [Yes – provide detail here, No – provide explanation here] |

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| Legal and Compliance |
| **Have the legal and compliance obligations associated with this item been assessed?** [Yes, No, N/A]  [If relevant, consult with the Legal Unit and confirm how the key points of any contractual or compliance obligations will be met]. |

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| Other Consultation |
| **Has there been any other relevant consultation undertaken?** [Yes, No, N/A]  [If relevant, list other stakeholders consulted here]. |

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| Ongoing Reporting |
| **What report-back to this committee / Council will occur during and after implementation?**  [provide detail here if applicable] |

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| Supporting documents |
| Appendix 1: [Title] - [Doc DYY/XXXXXX]  Appendix 2: [Title] - [Doc DYY/XXXXXX] |

# Document History

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| **Prepared by** | [Name, Title] | [XX/XX/XXXX] |
| **Edited by** | [Name, Title] | [XX/XX/XXXX] |

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[NOTE: THIS COVERSHEET CANNOT BE LONGER THAN FOUR (4) PAGES]