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| THE UNIVERSITY OF NEWCASTLE | |
|  | |
| [EXECUTIVE or FINANCE AND RESOURCES] COMMITTEE | [DD MONTH YYYY] |
|  |  |
| TITLE OF REPORT/PAPER | |

# Draft Resolution

The [Executive Committee/Finance and Resources Committee] RESOLVE to:

1. ***This should be a concise and explicit capture of what the Committee is being requested to do – e.g. endorse, review, note – and should mention the specific matter – e.g. the proposed changes to the budget planning process***

[IF PAPER IS ALSO PROGRESSING TO A COMMITTEE OF COUNCIL]

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***

# Executive Summary

[Brief synopsis – This should include a description (1-2 lines) of the intent of the paper – e.g. “To seek Finance and Resources Committee endorsement of proposed changes to the budget planning process.”]

# Background

[Any contextual material relevant to the Committee’s determination – this could include:

* Sector benchmarking or comparative analysis
* Previous consideration of this matter by Executive Committee or other bodies
* Current status of issue, including policy and/or delegations information]

# Current Position

[Briefly outline what is being proposed, including a recommendation. Do not repeat the statements made in the sections above. Mention the options considered and explain why the preferred option was chosen. Briefly state the outcomes that proposal is seeking to achieve. If the implications of the proposal are complex include an attachment and provide further details.]

# 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 that contemporary university governance standards are achieved. Therefore, the adoption of appropriate internal risk management and compliance processes will be a condition to the Executive Committee considering and approving a proposal. Outline what KPIs and/or reporting 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.]

**[Prefix] [First-name] [Last-name]**

**Title and/or Role**

# Appendices

Appendix 1: Title

# Other Reference Material

Title

# Document History

|  |  |  |
| --- | --- | --- |
| **Prepared by** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Sources of Data/Information** |  | |
| **Edited by** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Reviewed by** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Executive Sponsor** | [Name, Title] | [Date – XX/XX/XXXX] |
| **Distributed to** | [Name] Committee | [Date – XX/XX/XXXX] |
| **Approved for Council Track**  **(delete if not progressing to a committee of council)** | Professor Alex Zelinsky AO, Vice-Chancellor and President | [Date – XX/XX/XXXX] |

[Submit as one Word doc with coversheet (max 6 pages) and appendices. A separate pdf for the appendices can be submitted in the case of spreadsheets and PowerPoint (one pdf where possible). Please adopt the naming convention for reports used by the Committees of Council where appropriate]

Please note this template is for large scale/business case reports. Please complete relevant sections and refer to the Executive Officer within the Division/Faculty for advice.

# Appendix 1: (Title)