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| (OGCA use only)  CMTT# Meeting Date |
| Choose an item. |

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| --- |
| Item #: <Item Name> |

***When to use the Summary Report Template***

*The Committee annual plan will indicate if a report is a full, summary or delegate report.*

*The Summary Report Template should be used when providing performance monitoring updates or when summarising an issue considered by a subordinate committee. This report provides oversight of matters, and assures the superior committee that responsibilities delegated to a subcommittee have been effectively exercised.*

*Performance reports are a specific type of delegated authority. Performance reports should be highly summarised with a focus on key measures, movements and forward projections. Risks associated with movements in indicators should be clearly articulated.*

*This report should be maximum two pages in length. No attachments are to be added.*

***Information about completing this template***

*Formatting: Anything in <pointy brackets> needs to be edited and brackets removed. Any area written in blue italics needs to be deleted. The final template body text should be all in the same font (Arial) size (10) and colour (Black) and non-italicised. Key headings should be in* ***BOLD UPPERCASE****. Subheadings should be in* ***Bold Title Case****. Links should be used sparingly, and in Charles Sturt University Orange.*

*Some notes on governance vs management writing:*

* *"Governance" is the strategic task of setting the organisation's goals, direction, limitations and accountability frameworks. "Management" is the allocation of resources and overseeing the day-to-day operations of the organisation.*
* *Committees (particularly Council) have ultimate accountability for the University’s activities and performance. When writing for a governance Committee your focus should be on the big picture – particularly with reference to performance against strategy and assurance of compliance.*
* *Governance Committees need to be assured that everything is going as planned and that they are made aware of any risks to achieving their objectives.*
* *Governance Committees ensure oversight but don’t actually do the work - Governance is the “what”, Management is the “how”.*

*For general guidance on writing reports refer to the Writing Business Reports and Executive Briefs presentation from the training delivered by DPC, available of the Governance Services website*

**PURPOSE**

*A succinct summary of why this paper is being submitted to this particular Committee.*

*Eg. To provide X Committee with a progress report on…*

*Summary reports should also say words to the effect “The detailed report has been considered by X Committee and a high-level summary of the findings is provided below.*

**RECOMMENDATION**

*The recommendation section is where you list the action(s)/decision(s) you are asking the Committee to take. For summary reports this will usually be “to note x”, as decision or discussion is not necessarily required but the information should form part of the formal record of the meeting. For a detailed explanation of other types of recommendations, please see the Full Report template.*

The <Committee> resolves to **note** XXX..

PREVIOUS CONSIDERATION

|  |  |
| --- | --- |
| Previous consideration | Key issues and outcomes |
| The name of the committee that considered the matter and the date and resolution number.  *Note whether Senate is receiving the full report or a summarised version.* | Provide information on any key issues raised by the sub-committee, how the matter was dealt with and whether there were any substantive issues and/or outcomes highlighted.  *Only information relevant to Academic Senate needs to be included here, and it should be brief and in dot point form. More detailed information regarding any prior consideration of key issues and outcomes by the sub-committee/s will be included below.* |

**SUMMARY OF KEY ISSUES**

**<Heading 1**>

*Summarise the key matters from the full report for the attention of the Committee. You may use tables/traffic light dashboard/etc. to present information if appropriate.*

*List major risks in below box - add or delete rows as required.*

|  |  |  |
| --- | --- | --- |
| **Major Risk** | **Risk Monitoring and Management** | **Does this sit within risk appetite?** |
| *List the risk category from pages 6 and 7 of the* [*Risk Appetite Statement*](https://policy.csu.edu.au/download.php?associated=1&id=941&version=2) *in bold and a summary of the risk in regular text.* | *Provide detail about how the risk will be dealt with.* | *<Yes/No>* |

**<Heading 2**>

*Complete per instructions above. Add or delete further headings as required.*

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| --- | --- | --- |
| **Prepared by:** | <date> | <Name, Position> *of author* |
| **Approved by:** | <date> | <Name, Position> *of Exec/ELT member or person who supervises the author* |
| **Cleared by:** | <date> | <Name, Position> *of the member of the Committee who is submitting on author’s behalf. For management papers submitted to Council Committees this is the VC* |