

Board or Board Committee papers - Example recommendations

For noting:

1. For noting.

The paper is for the Board or Committee's information or for discussion and guidance. There is no need for a 'for discussion' recommendation – the Board or Committee does not require an invitation to discuss matters. Staff should consult with OGS if the intention of an agenda item is for the relevant Senior Executive to speak to the paper and engage the Board/Committee and seek feedback.

For endorsement:

1. **The Audit and Risk Committee endorses for approval by the Board of Trustees, the Business Continuity Management Policy.**
2. **The Finance and Investment Committee endorses that the Board of Trustees:**
 - (a) **approves the University entering into a services agreement with the successful supplier as selected by the University's Construction and Infrastructure Tender Committee for the supply of cleaning services to all University facilities and campuses; and**
 - (b) **authorises the Vice-Chancellor and/or Vice-President (Finance and Resources) to settle the terms of, and execute, the contract and any ancillary documents reasonably required to give effect to the contract and the transaction.**

Endorsement provides support to a recommendation that is beyond that body's delegation to approve.

Important to confirm whether the Board/Committee has the authority to 'endorse' or 'approve', as provided in the relevant policy (see [Policy DDS](#)) or in the [delegations of authority schedules](#).

For approval:

1. **The Audit and Risk Committee approves the mid-year review of the 2022 Audit and Risk Assessment Work Plan.**
2. **The Board of Trustees approves the Business Continuity Management Policy.**
3. **The Board of Trustees approves the naming of:**

- (a) the seminar room U.4.03 at the Westmead campus as ‘The Marceau Seminar Room’; and**
- (b) the Physics Lab Y1.39 at the at the Kingswood campus as ‘The Cheetham Room’.**

4. The Board of Trustees:

- (a) notes the relevant sections of the Annual Report that pertain to the Board of Trustees, namely the sections on Governance and Management and appendices 1-3; and**
- (b) approves the Western Sydney University Annual Report 2021 and authorises the Chancellor and Vice-Chancellor to sign the letter of submission to the Minister in accordance with section 9A(e) *Annual Reports (Statutory Bodies) Act 1984*.**

[Note this is a hybrid resolution both ‘for noting’ and ‘for approval’]

5. The Board of Trustees:

- (a) approves the acquisition of 1 Fictional Street, Parramatta for a total upper limit price of \$1 million;**
- (b) authorises the Vice-Chancellor and/or the Vice-President (Finance & Resources) to approve the final terms and conditions of the purchase and to executive on behalf of the University any documents (including ancillary documents) necessary to effect the purchase; and**
- (c) if required, authorises the affixing of the University Seal to any documents (including any power of attorney) necessary to effect the acquisition of 1 Fictional Street, Parramatta.**

All recommendations must be self-contained – the recommendation must be able to be read, in isolation, in the future with clarity as to what was agreed.

Drafting a recommendation may require consultation with:

- *Delegations Schedules to understand who holds the relevant authority to approve;*
- *Office of General Counsel to ensure any resolution accurately seeks the necessary approval for what is sought to be done; and*
- *Office of Governance Services for general guidance on other queries.*

Not sure? Ask OGS.