**Unitec New Zealand Limited**

Executive Leadership Meeting

Date of Meeting

|  |  |
| --- | --- |
| **Title** |  |
| **Provided by:** | Name of author or member presenting |
| **Authored by:** | Delete if author and presenter are the same above |
| **For:** | APPROVAL |

[Note: Areas in italics to be updated and non-italicised as you complete each section.]

**Recommendation**

*That the Executive Leadership Team (ELT) approves:*

1. *List everything management require approval for under the Delegated Authority Policy. Approval is not required for anything else.*
2. *If you are requesting capital expenditure approval, ensure that the dollar amount is included in the recommendation and that you identify what budget or where the funds will be coming from. Include any ancillary delegations required e.g. contract negotiation, etc.*
3. *Note that approval after the event is not permitted, therefore approval may need to be obtained for ‘authority to negotiate’ before negotiation commences.*

**Purpose**

The purpose of this paper is

*To seek ELT approval of xyz*

**Justification**

*Provide your summary reasoning why the ELT should support the recommendations. This is a short summary which will be supported by full analysis and detail given in the background section. If this is a capital expenditure approval this will include the payback period and NPV, also a statement around inclusion in the annual plan/budget.*

*This section should be able to provide the core of the minutes that will be documented to support the resolution.*

**Background**

*Provide the detail and analysis to support your summary recommendation. A short history or origin of the subject may also be useful, including past decisions taken.*

**Next Steps**

*Provide key information regarding the next steps assuming the recommendation is approved. State how and when the ELT will receive updates on how the project is progressing. For any capital project approval, state the date of the first post-project appraisal to be reported back to ELT.*

**Contributors**

I*nclude names of Unitec staff who have contributed where it is essential for the reader to know.*

**Attachments**

*Delete this section if there are none. Attach any information that is required to support the recommendation. Ensure it is essential to supporting the ELT’s consideration.*

*For expenditure commitments*

*Attachments must include the supporting data for the NPV and payback calculation, and the comparison of financial outcomes for options.*