

**University of Newcastle –
Domestic Third Party Arrangement Proposal**

*This proposal must be completed in accordance with the Third Party Arrangements - Education Policy and its associated Procedure.*

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| Proposer Details |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| College / School | Click or tap here to enter text. |

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| Proposed Third Party Arrangement Details |
| Working Title | Click or tap here to enter text. |
| Third Party Provider(s) Names | Click or tap here to enter text. |
| Proposed Programs to be Delivered | Click or tap here to enter text. |
| **Rationale** |
| Identifiable benefit to the University | Click or tap here to enter text. |
| Alignment with current University strategic plan | Indigenous Commitment | Click or tap here to enter text. | [ ]  N/A |
| Engagement Priorities | Click or tap here to enter text. | [ ]  N/A |
| Life Ready Graduates | Click or tap here to enter text. | [ ]  N/A |
| Asia Pacific Focus | Click or tap here to enter text. | [ ]  N/A |
| Reimagining Our Campuses | Click or tap here to enter text. | [ ]  N/A |
| Inspiring People | Click or tap here to enter text. | [ ]  N/A |
| Problem to be solved / Opportunity pursued | Click or tap here to enter text. |
| Critical Success Factors | Click or tap here to enter text. |
| Proposed Start Date | Click or tap to enter a date. | Proposed End Date / Duration |  |

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| Financial Evaluation |
| **External Funding Source Details** |
| **Contributor’s Name** | **Amount to be Contributed** | **Details** |
| Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| **Internal Funding Source Details** |
| **Type** | **Amount (if applicable)** | **Details** |
| Funding | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Debt | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Equity | $ Click or tap here to enter text. | Click or tap here to enter text. |
| In-Kind support | N/A | Click or tap here to enter text. |
| Assets | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Personnel | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Facilities | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Other | $ Click or tap here to enter text. | Click or tap here to enter text. |
| **Financial Outcomes (for anticipated duration of activity)** |
| Income[[1]](#footnote-1) | $Click or tap here to enter text. | Click or tap here to enter text. |
| Expenses | $Click or tap here to enter text. | Click or tap here to enter text. |
| Net Profit | $Click or tap here to enter text. | Click or tap here to enter text. |
| Expected rate of return / return on investment | Click or tap here to enter text. |
| Please provide details of advice provided from Financial Services: |
| Click or tap here to enter text. |
| **Required Attachments to be Supplied** |
|[ ]  Cash flow projections for first 3 years. |
|[ ]  Profit and loss projections for first 12 months and the duration of activity. |
|[ ]  Asset management plan (where applicable). |
|[ ]  Procurement plan (where applicable). |

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| Legal & Compliance |
| Will the Third Party Arrangement require ongoing external accreditation or registration? | Choose an item. |
| If yes, please provide details: | Click or tap here to enter text. |
| **Details of Third Party** |
| Trading Name | Click or tap here to enter text. | ABN / ACN | Click or tap here to enter text. |
| Country of Incorporation | Click or tap here to enter text. |
| Is the 3rd party currently operating, under TEQSA requirements, as a higher education provider in Australia? | Choose an item. |
| Please provide a summary of the Third Party’s operations, including other third-party arrangements: |
| Click or tap here to enter text. |
| *Please provide commentary on the following due diligence areas:* |
|  Financial performance of the Third Party (please review at least the last 3 annual reports): |
| Click or tap here to enter text. |
|  Third Party’s Probity Track Record: |
| Click or tap here to enter text. |
|  Third Party’s Market Reputation (including current rankings): |
| Click or tap here to enter text. |
|  Third Party staff capability and capacity: |
| Click or tap here to enter text. |
| Please provide details of advice provided from Legal & Compliance Unit regarding the proposed Third Party Arrangement: |
| Click or tap here to enter text. |
| **Required Attachments to be Supplied** |
|[ ]  Compliance Management Plan |
|[ ]  Third Party Confirmation / assurance of appropriate governance and legal arrangements. |
|[ ]  Evidence of third party staffing skills to support delivery of programs. |
|[ ]  Evidence of third party’s accreditation, as required. |
|[ ]  Contract / Agreement (draft or otherwise) |

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| Risk and Impact Assessment |
| What is the overall risk rating from Risk Assessment ? | Choose an item. |
| Does the overall risk rating of the activity fall within the University’s risk appetite? | Choose an item. |
| Is the activity insurable? | Choose an item. |
| Please provide details of advice provided from the Risk Team in relation to insurance, risk assessment, and risk management. |
| Click or tap here to enter text. |
| **Required Attachments to be Supplied** |
|[ ]  Insurance certificate of currency / confirmation of insurance |
|[ ]  Risk Assessment and Risk Management Plan |

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| Market Analysis |
| Please provide a summary of the current and emerging market, including details of competitors: |
| Click or tap here to enter text. |

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| Governance |
| **Key Internal Stakeholders**  |  |
| **Name / University Role** | **Details of Relationship to this Activity** | **Conflict of Interest Declaration Received** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| **Key Third Party Stakeholders** |  |
| **Name**  | **Details of Relationship to this Activity** | **Fit and Proper Person Review Completed** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
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| Are any stakeholders non-Australian citizens or entities? | Choose an item. |
| If yes, has the Transparency & Disclosures Policy AND the International Sanctions Compliance Procedure been complied with? | Choose an item. |
| **Required Attachments to be Supplied** |
|[ ]  Conflict of Interest declarations for internal stakeholders |
|[ ]  Due Diligence on external stakeholders (fit and proper person review) |

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| **Appendix List**  |
| **Number** | **Title (Trim Reference)** |
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| Report Details |
| **Completed By:** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Endorsed By:** | Click or tap here to enter text. (College PVC) | **Date** | Click or tap to enter a date. |

1. Please provide forecast admission numbers used to inform projected income. [↑](#footnote-ref-1)