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| **DIRECTORS REPORT** |
| **AREA**  |  |
| **DATE** |  |

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| **MONTH OVERVIEW** |
| **Macro view comments and callouts** |
| **FINANCIAL** |
| 1. **Budget update**
2. **Requests for funding**

 **for funds** |
| **MEASURES** |
| 1. **Key timelines and milestones**
 |
| **MEMBERS/REQUESTS FOR TRANSFERS**  |
| 1. **Any requests for New Members, Member Transfers or Competitive Transfers to be included**
 |
| **POLICY & PROCEDURES** |
| 1. **Any Policies, or procedures that have been implemented, reviewed and updated that need MC Approval**
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| **FOR NOTING** |
| **Project Status update with:**1. **achievable scope**
2. **relevant to the strategic  plan**
3. **status update: On track/ Stalled/Behind/At Risk**
 |
| **ASSET MANAGEMENT** |
| 1. **Approval for new assets purchases (Supplier invoices to be included)**
2. **Approval for asset maintenances (Supplier invoiced to be included)**
3. **Asset register review**
 |
| **FOR DECISION** |
| **If required, please provide information on a decision required by the management committee** |
| **SAFETY CONCERNS** |
| **Please complete**  |
| **EVENTS COMING UP** |
|  **Portfolio events coming up. please put them in here so it is included in the 12-month calendar.**  |