# \*CX < INSERT TITLE >

|  |  |
| --- | --- |
| **PURPOSE** | <Insert text for a short description of purpose here> |
| **PREPARED BY** | <Insert position title> |
| **REVIEWED BY** | < Insert position title > |
| **APPROVED BY** | < Insert position title (Must be Vice-Chancellor, a Council member, Committee Chair or University Executive member) > |
| **SPONSOR** | < Insert position title (Must be Vice-Chancellor, a Council member, Committee Chair or University Executive member) > |
| **RECOMMENDATION** | That < Council / the Committee > < insert recommendation here >. |

**ACTION REQUIRED**

|  |  |  |
| --- | --- | --- |
| 🗹 For discussion | 🗹 For decision | 🞏 For information |

**CONSULTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🗹 Staff | 🗹 Students | 🞏 Alumni | 🞏 Government | 🞏 Other | 🞏 Not applicable |

< Insert a summary of the consultation process and outcomes here, or explain why consultation was not required >

**COUNCIL COMMITTEE / ACADEMIC BOARD CONSIDERATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗹 Finance | 🞏 Audit & Risk Management | 🞏 Campus Planning | 🞏 Remuneration |
| 🞏 Student Safety & Wellbeing | 🞏 Honorary Degrees | 🞏 Nominations | 🞏 Academic Board |

< This section is for Council papers only, delete for Committee papers. Insert a summary of the deliberations and recommendations that have occurred at the level of Council Committee / Academic Board (delete section if not applicable) >

**BACKGROUND**

< Insert a summary of the background to this item. This may include relevant historical events / issues / decisions, governing, legal or policy frameworks or other contextual information >

**SUMMARY OF ISSUES**

< Insert a summary of the key information (including all significant risks) that the Council / Committee needs to be made aware of in order to make a fully informed and considered decision or assessment of the above recommendation >

**ATTACHMENTS**

X.1 < Title of attachment (delete section if not applicable) >

**COMMUNICATION**

|  |  |  |
| --- | --- | --- |
| 🞏 For public release | 🞏 For internal release | 🗹 Not for release |

The decision of the < Council / Committee >, and any relevant contextual information, will be communicated to the relevant University officers and staff for actioning as appropriate. < delete this statement if not applicable >

The following draft text is proposed to be included in the < public / internal > communication:

< Insert draft text here (delete section if not applicable). For longer releases, please provide as an attachment >