CONFIDENTIAL / NON-CONFIDENTIAL

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| --- | --- |
| **Submission title** | [Name of Submission] |
| **Author** | Name, Title |
| **Reviewer/Approver** | Position/Committee |
| **Presenter** | Name, Title |

**RECOMMENDATION**

*The recommendation communicates clearly what the committee is intended to do with the submission and should follow this format:*

That the [COMMITTEE NAME] approve / endorse / discuss and note / note [delete as appropriate] the proposal to [SUBJECT], with effect from [DATE] [delete if no date].

*‘Approve’ should be used when the committee holds a Delegation or is otherwise authorised as the end-point approver for the submission. Approval can be sought after discussion of the proposal.*

*‘Endorse’ should be used when the Committee is invited to provide feedback but does not have authority to sign off on the proposal. ‘Endorse’ is generally accompanied by a recommendation to refer the matter to the body or individual who holds approval authority.*

*‘Discuss and note’ invites the Committee to discuss a submission which does not require approval or endorsement.*

*‘Note’ is for items that need to be reported to the Committee and do not need explicit discussion.*

*If you are uncertain as to the correct wording to use, please contact the Governance Officer who supports the receiving committee.*

**AUTHORITY (delete if not relevant)**

*Include a reference to the specific clause of the ACU* [*Constitution*](https://www.acu.edu.au/-/media/feature/pagecontent/richtext/about-acu/leadership-and-governance/_docs/constitution-of-australian-catholic-university-limited.pdf?la=en&hash=9FFCB7AC015456368118262F38AA3D30)*,* [*Statute*](https://www.acu.edu.au/about-acu/leadership-and-governance/statutes-regulations-and-policies/statutes)*,* [*Policy*](https://policies.acu.edu.au/) *or* [*Committee Terms of Reference*](https://staff.acu.edu.au/our_university/committees) *or relevant Higher Education Standard under which the current matter is referred to the Committee.*

This proposal is provided to the [COMMITTEE NAME] as required by Clause [X] of [STATUTE / POLICY NAME].

**EXECUTIVE SUMMARY**

The executive summary is an overview designed to be read alone without the accompanying report. It must be a succinct statement (no more than this page) that provides a brief outline of the paper and the expected outcomes and recommendations (that is, what you want the Committee to consider or decide as a result of your submission).

**BENCHMARKING / BACKGROUND (delete if not relevant)**

Include broader context of the proposal, including any benchmarking (internal or external) and a summary of any previous consideration of this or related items.

**ISSUES FOR CONSIDERATION (delete if not relevant)**

Identify issues for consideration, as well as reasons why the proposal should be adopted / noted.

**RISKS / BENEFITS (delete if not relevant)**

Describe the risks and / or benefits accompanying the adoption or non-adoption of the proposal.

**STUDENT IMPACT (delete if not relevant)**

Include how the proposal impacts on the Student Experience.

**CONSULTATION (delete if not relevant)**

Include who was consulted in developing the submission and the outcomes of this consultation, including with students where relevant.

**IMPLEMENTATION / COMMUNICATION (delete if not relevant)**

Describe how the decision will be implemented and communicated (next steps).

**ATTACHMENTS**

**Attachment A:** [Attachment Name]

Further detail beyond this report template should be included in an Attachment, referred to throughout the report as **Attachment [A]**.