

Corporate logo should be centered. This box should be 4 cm wide

The top and bottom margins of the page should be 1.5cm

All Small Caps text – title, committee name and date, from box etc. All major words should be capitalised. Other words e.g., the, for, of, and) should be lower case

Text in the Agenda Item box should be indented on right by 0.4cm and right justified. Box should be 3.75 cm wide

Meeting date should be on 2nd line

Blank lines should be 6pt between boxes and paragraphs

Single spacing should be used throughout

Font should be Arial 11pt throughout cover

Recommended Action: (underlined) insert here what the Council or Committee is being asked to do.

Text in this box should line up with spaces and hanging indents.

Bullets and numbers should be left justified

Any box that has 'Nil' or 'N/A' in it should be bulleted

Further Info box should always include 'for further information' on 2nd line

'From Box' should have a hanging indent if more than one line and be justified


Draft Resolutions should always be bold with a comma before 'be noted' or 'be approved' etc. multiple resolutions should be numbered with a semicolon after each one

Side margins should be 1 cm

There should be no blank lines after the final line of text in any box

Attachments box – text in italics. If one attachment, use a bullet and change heading to 'Attachment'. If multiple, they should be numbered with semicolons after each one e.g.:

1. Attachment 1;
2. Attachment 2;
- and
3. Attachment 3.

	<p>"INSERT TITLE OF AGENDA ITEM" (The agenda item title should accurately describe the item and the recommended action, e.g., Proposed Amendment, New Policy – Proposed. It should also match the title on the agenda index if that title has already been provided to the Secretariat)</p>	<p>ORDINARY* / CONFIDENTIAL* AGENDA ITEM (*delete as appropriate)</p>
<p>PAPER FOR COUNCIL/BOARD/COMMITTEE MEETING (XX/24) OF DAY MONTH YEAR</p>	<p>FROM: INSERT TITLE OF OFFICER'S OR ORGANISATIONAL UNIT NAME OR PREVIOUS COMMITTEE/S THAT THE ITEM HAS BEEN FORWARDED FROM</p>	
<p>Draft Resolution(s): Insert exact wording of the proposed resolution that the Council/Board/Committee is being asked to pass. The draft resolution must be clear, specific and unambiguous. Actions include "approve", "endorse", "adopt" and "note". Draft Resolutions should stand alone and be unambiguous. They should be quite specific, conveying a clear meaning when read out of the context of the minutes. Insert Draft Resolution(s) – numbered 1, 2, 3 etc – for example: 1. that the xxx xxxx, be approved; 2. that the Financial Reports and Statements for Period XX, to XX XXXX 202X, be endorsed and recommended to Council for approval; 3. that the 202X Schedule of Business for the Committee, be adopted; and 4. that the dates for xxxxxx, be noted.</p>		
<p>Issue "Insert why Council/Board/Committee is being asked to consider this item (2 or 3 brief sentences)" State the issue, its source and reason(s) why the item is being considered and what it is endeavouring to achieve.</p>		
<p>Values "Insert how the decision to be made aligns with the University's Values and/or What matters to us" as per the JCU Corporate Strategy. Our values and what matters to us are the qualities that define what we stand for. State the specific value(s) [Authenticity, Excellence, Integrity and Respect] and/or what matters to us [Our People, Our Place, Our Education and Our Research] and the reason(s) why the proposal is being considered in this context.</p>		
<p>Key Points "Insert 3 or 4 key points of analysis to draw the attention of Council, Board or Committee members to the most significant features or points arising from the underlying paper and any need for actions arising out of the paper". The final key point is mandatory and must be completed. For Example: • "Contrary to initial expectations, net teaching income is now forecasted to fall short relative to the budgeted figures" or • "The University is on track to achieve its institutional retention target of 86% by 2030" or • "WHS mandatory training completion rates are in decline and an action plan needs to be developed to address this decline in compliance". • This item is relevant to JCU corporate/JCU Australia only (*delete as appropriate) (mandatory key point) </p>		
<p>Background and Considerations "Insert relevant background information (main body of text) that supports the proposed course of action", e.g., how the issue arose. This may include: • by whom and when it has previously been considered; what previous resolutions and policy have been formulated; what factors are relevant to the current consideration; what the Council/Board/Committee is required to do; and any relevant minute extract from a previous Committee or meeting. This section should provide sufficient information for a Council/Board/Committee member with no background knowledge to understand the basis for the material being presented. For example, if a policy is involved – you should explain the need for the introduction of the new policy, or for proposed revisions to an existing policy. This section should also describe the process undertaken to develop or amend the policy. Changes to an existing document should show the amendments as tracked changes. Considerations should include the reasoning behind the proposal and how it will work. Any other options that have been considered, and reasons for the preferred option, should be included. If there is a relevant University policy or procedure, explain whether the proposal is in accord with it. If the proposal results in a new policy document, it should be included as an attachment. Identify any external advice/information that has been involved in the preparation of the proposal. Recommended Action: "Insert what the Council/Board/Committee is being asked to do", e.g., "Finance Committee is requested to consider the proposal to XXXXX, and if appropriate, endorse and recommend it to Council for approval".</p>		
<p>Risk Appetite and Risk Identification "Insert an assessment of how the proposal/decision aligns with the University's Risk Appetite Statement" Outline specific identified risks by risk category (e.g., Financial, Workplace Health and Safety or Legal and Regulatory) associated with the proposed recommendation(s) and the proposed mitigation strategies related to the proposal. Indicate if the decision is likely to attract reputational risk such as adverse comment from the media or key stakeholders. If so, what is likely to be the nature of that criticism and what you propose by way of a response or other mitigation? This section should also cover downside risk (the financial risk associated with losses) and not just upside risk (an uncertainty that could have a positive effect) and present options, if applicable.</p>		
<p>Resource Implications Financial: Briefly outline the resource requirements of the proposal and how they will be met, e.g., 'costs of \$xxxx associated with the xxxxx will be xxxx and met from xxxxx'. Infrastructure: Briefly outline any infrastructure implications or requirements of the proposal, e.g., impact on the estate or IT requirements, and how they will be met. Staffing: Briefly outline the resource requirements of the proposal and how they will be met, e.g., "to be managed within existing staffing resources of xxxxx". Sustainability (environmental, social, economic and cultural): Sustainability considerations include environmental, social, economic and cultural sustainability implications.</p>		
<p>Consultation • Insert names/titles of individual/organisation consulted. This is a dot point list of title or name of officer/department consulted with regard to the agenda item. It is anticipated that the officer presenting the item will have consulted all the relevant stakeholders. This list should be left justified i.e. not indented.</p>		
<p>Attachments • Insert list and name of attachment(s) – if more than one – number 1, 2, 3 etc and in italics. When there are no attachments, enter the word Nil. (If only 1 attachment use a bullet point and remove the 's') at the end of Attachments. This list should be left justified i.e. not indented</p>		
<p>Requests for Further Information Requests for further information may be directed to the xxxxxxxx Office or xxxxxxxx Office.</p>		

The following applies to all sections:

- Names of policies in italics (e.g., *Academic Progression Policy*)
- Names of reports or specific documents in italics (e.g., *Annual Report...*)
- Divisions must be capitalised and spelt out in the first instance (e.g., Division of Services and Resources). They can be typed as abbreviations from then on (e.g., DSR)
- All abbreviations and acronyms must be spelt out in the first instance and then can be typed as abbreviations and acronyms from then on (e.g., Deputy Vice Chancellor, then DVC)
- JCU can be referred to as "the University"