**CONFIDENTIAL SUBMISSION TO THE SUCCESSION PLANNING COMMITTEE**

**PURPOSE**

In plain language (do not use acronyms, abbreviations or technical language) provide the purpose of the submission. This statement is generally 1 – 2 sentences in length.

**RECOMMENDATION**

The Committee resolves to:

1. **agree** the recommendation to XXXX; and
2. **approve** the XXXX.
3. **PREVIOUS COMMITTEE CONSIDERATION**

|  |  |
| --- | --- |
| Previous consideration by the Committee | Key issues raised by the Committee and how they have been dealt with |
| Complete if known or contact the University Secretary ([unisec@csu.edu.au](mailto:unisec@csu.edu.au)) to confirm. |  |

1. **STRATEGIC / POLICY ALIGNMENT**

In this section specifically identify the objectives in the University Strategy or University policy that this submission relates to.

1. **COMMENT**

Include here a breakdown of the issues, options considered, risks and benefits, opinions, recommendations etc. These should be broken down into headings as per the following examples:

**1. Key Issues**

Text is left aligned with margin and continues.

**2. Options Considered**

Text is left aligned and continues.

**3. Risks and Benefits**

Text is left aligned and continues.

1. **ADVICE / DECISION SOUGHT FROM THE COMMITTEE**

Include here opinions or recommendations in seeking the advice of the Committee.

**ATTACHMENT(S)**

List attachments as A, B, C etc or state ‘None’ where applicable.

A.

**PREPARED BY**

Name

Title

Date

**SUBMITTED BY**

Name

Title

Date