[**INFORMATION SECURITY**](http://policies.curtin.edu.au/local/docs/policy/Information_Security_Classification_Policy.pdf) **CATEGORIES:**

🞏 PUBLIC

🞏 FOR OFFICIAL USE ONLY

🗹 CONFIDENTIAL

🞏 PROTECTED

**4**

COMM Meeting No./Year

**NAME OF COMMITTEe – DATE OF MEETING**

**BUSINESS and Actions ARISING**

|  |  |
| --- | --- |
| **Sponsor:** | Name and title of executive manager/committee member/executive officer/committee secretary who will champion the item at the meeting |
| **Author:** | Name and title of author |
| **Date Prepared:** | Date briefing paper finalised |
| **Additional Information:** | Name and contact phone number |
| **Decision type:** | 🞏 For approval  🗹 For noting  🞏 For recommendation |

**1. RECOMMENDATION**

That the name of Committee:

|  |  |
| --- | --- |
| ***RESOLVED***  ***XX ##/17*** | 1. ***note*** *the actions arising (or action list as at date) from previous meetings as at Attachment A to Item 4;*   *b)* ***note*** *the business**arising from previous meetings as at Attachment B to Item 4; AND/OR*  *c)* ***note*** *the Work Plan as at Attachment C to Item 4.* |

**Attachment/s**

Attachment A: Actions Arising as at (Date) or Action List as at (Date)

Attachment B: Business Arising as at (Date)

Attachment C: 20## Work Plan as at (Date)

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**NAME OF COMMITTEE**

**Actions ARISING FROM PREVIOUS MEETINGS**

**as at Date**

|  |  |  |  |  |  |
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| **No.** | **Agenda Item No. and Title** | **Actions Arising** | **Responsible Officer/Member** | **Target Date** | **Status** |
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**NAME OF COMMITTEE**

**Business ARISING FROM PREVIOUS MEETINGS**

**as at Date**

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| **No.** | **Agenda Item No. and Title** | **Business Arising** | **Responsible Officer/Member** | **Target Date** | **Status** |
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**NAME OF COMMITTEE**

**WORK PLAN for 2020**

| **Activity** | **Meeting dates across the top** |  |  |  |  |  |  |  |  | **Decision type (Approve, recommend)** | **Constit’n Reference** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section headers (i.e. Governance, Strategic Plan, Policy and Procedures, Monitoring)** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  | **Draft** | **2.1(1)** |
|  |  |  |  |  |  |  |  |  |  | **Approve** | **5.5** |
|  |  |  |  |  |  |  |  |  |  | **Recommend** | **5.4** |
|  |  |  |  |  |  |  |  |  |  | **Note** | **2.1(1)(c)** |
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