[**INFORMATION SECURITY STATUS**](http://policies.curtin.edu.au/findapolicy/docs/Information_Security_Classification_Policy_and_Procedures.pdf)**:**

🞏 PUBLIC

🞏 INTERNAL ONLY

🗹 COMMITTEE-IN-CONFIDENCE

🞏 PROTECTED

**X**

COMM ACRONYM MEETING NO./YR

**NAME OF COMMITTEe – DATE OF MEETING**

**title of item**

**1. RECOMMENDATION**

*What is the* [*committee*](https://secretariat.curtin.edu.au/committees/index.html) *requested to do given its constitutional powers or terms of reference?*

That the name of Committee:

*Insert recommendation (either* ***approve,******note*** *or* ***recommend****) as at Attachment A to Item #.*

***OR***

1. *Insert recommendation (either* ***approve,******note*** *or* ***recommend****) as at Attachment A to Item #.; and*
2. *Insert recommendation (either* ***approve,******note*** *or* ***recommend****)*
3. *Insert recommendation, as at Attachment B to Item #.*

**2. EXECUTIVE SUMMARY**

Please address the following as appropriate:

* *Describe the proposal/submission and outline the alternatives considered;*
* *Specify cost and timeline;*
* *Summarise resources required (e.g. staff/human resources, external consultants, contractors etc.) and financial implications (e.g. is it within budget or will a budget variance be required?);*
* *Summarise benefits to the University (financial/non-financial) and, where appropriate, identify synergies with other proposals/submissions.*

Insert Text Here

**3. STRATEGY/POLICY/VALUES ALIGNMENT**

*Please address the following as appropriate:*

* *Strategic and/or policy fit - How does the proposal/submission link with the* [*University Strategic Plan*](http://strategicplan.curtin.edu.au/)*/*[*Enabling Plans*](https://planning.curtin.edu.au/strategic/plans.cfm)*/Area Plans or* [*University Policy/Procedure*](http://policies.curtin.edu.au/index.cfm)*?*
* *Values alignment - How does this proposal/submission align with the* [*University’s Values and Signature Behaviours*](http://www.curtin.edu.au/livingourvalues/curtins-values/index.cfm)*?*

Insert Text Here

**4. STAKEHOLDER ENGAGEMENT (INTERNAL AND EXTERNAL)**

*Please address the following as appropriate:*

* *What internal and external stakeholders have been involved in the development of this proposal/submission?*
* *What is the impact on stakeholders?*

Insert Text Here

**5. RISK MANAGEMENT**

*Please address the following as appropriate:*

* *Where does the proposal fit within the* [*University’s risk profile*](https://riskmanagement.curtin.edu.au/risk_management/StrategicRiskManagement%28SRM%29.cfm)*?*
* *Where is the proposal placed within the University’s* [*risk appetite*](https://riskmanagement.curtin.edu.au/risk_management/StrategicRiskManagement%28SRM%29.cfm)*?*
* *What* [*risk treatments*](http://policies.curtin.edu.au/findapolicy/docs/Risk%20Management%20Procedures%20-%20Feb%202013.pdf) *will be put in place to mitigate and/or manage the risk?*
* *Which specific Key Risk Indicator is addressed by this proposal/submission?*

Insert Text Here

**6. IMPLEMENTATION AND COMMUNICATION STRATEGY**

*Please address the following as appropriate:*

* *How will the proposal/submission be implemented if approved?*
* *How will the decision be communicated to all relevant stakeholders?*

Insert Text Here

**Document Author:** Document Author’s Name

Document Author’s Title

**Date Prepared:** Insert date prepared

**Submitted by:** Committee Member or relevant Executive Manager Name

Committee Member or relevant Executive Manager Title

*Note: The* ***submitter*** *is responsible and accountable for ensuring* ***relevant and quality information*** *is contained within the briefing paper.*

If you require any further information to help you make an informed decision on this item,  
please contact xx on Ext: xxxx.

**Attachment/s**

Attachment A

Attachment B

**OR**

Nil.