[**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./YY

**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:

|  |  |
| --- | --- |
| ***RESOLVED***  ***XX ##/17*** | ***approve,******note*** *or* ***recommend*** *insert recommendation as at Attachment A to Item 3.*  ***OR***   1. *Insert recommendation (either* ***approve,******note*** *or* ***recommend****) as at Attachment A to Item #.; and* 2. *Insert recommendation (either* ***approve,******note*** *or* ***recommend****)*   *i) Insert recommendation, as at Attachment B to Item #.* |

*Insert recommendation (either) as at Attachment A to Item #.*

**2. EXECUTIVE SUMMARY**

Please address the following:

* ***LIST*** *The key issues and/or highlights addressed in the paper/report;*
* *Areas of concern or that require action;*
* *The actions that have been identified to address the areas of concern;*
* *Consultation that has been undertaken;*
* *Implementation – timeline, how will this be undertaken and what, if any, potential issues;*
* *Resources required (e.g. staff/human resources, technology etc.);*
* *Summarise benefits to the University*
* *Give consideration to any direct or indirect* [*conflict of interest*](http://policies.curtin.edu.au/local/docs/policy/Conflict_of_Interest_Procedures.pdf) *which may exist. This may be an actual, perceived or potential conflict of interest.*

Insert Text Here

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

*Please address the following:*

* *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;*
* *How does the proposal/submission link with [University Policy/Procedure](http://policies.curtin.edu.au/index.cfm)?*
* *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:*

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

Insert Text Here

**5. RISK MANAGEMENT**

*Please address the following:*

* *Which specific Key Risk Indicator(s) is/are addressed by this proposal/submission?*
* *What will be put in place to mitigate and/or manage the risk?*

Insert Text Here

**6. IMPLEMENTATION AND COMMUNICATION STRATEGY**

*Please address the following:*

* *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.