



SECRETARIAT

Guidelines for Completing the Briefing Paper Template

Informed Decision-Making

Committee Briefing Papers provide committee members with:

- a **recommendation** for consideration (e.g. to 'approve' / 'to recommend' / 'to note' - in line with the powers provided by the committee's constitution); and
- an **information-rich summary** and associated supporting information on which to base that decision.

It is **important to provide relevant, clear and concise information in each section** of the Briefing Paper to inform decision-making. **Not Applicable or N/A will not be accepted.**

Process

Briefing Papers may be submitted for consideration to one University committee; or may move through the committee system being considered by standing committees then Academic Board, Planning and Management Committee and/or Council.

Template

To ensure you are using the current template, please click on the template link below, and File/Save As to the relevant folder in your J:/Drive. All formatting has been pre-determined and all sections **except those highlighted in yellow**, should **not** be changed.

Remember to include and/or update:

- Complete all sections **highlighted in yellow** and **do not delete or change** section titles.
- Provide **relevant, clear and concise information** in **all** sections.
Not Applicable or N/A will not be accepted.
- Briefing Paper should be a **maximum of two (2) pages**.
- Additional and/or supporting information e.g. reports, tables and spreadsheets etc. are to be included with the Briefing Paper as an **Attachment/s**.
- All Briefing Papers are to be submitted to the committee secretary in word format.
Note: The Chairperson and committee secretary have the right to edit any briefing paper.
- Refer to the Briefing Paper example as a guide.

Recommendations

All recommendations must align with the powers provided by the committee's constitution. Refer to the examples below:

1. **RECOMMENDATION**

That the Academic Services Committee:

note the Semester 2, 2013 Student Experience Report, as at Attachment A to Item 3.

OR

That the Academic Services Committee:

recommend that Academic Board approve the revised amendments to the Curtin Extra Certificate Policy and Procedures, as at Attachments A and B to Item 4.

Attachments

List Attachments, where relevant, at the end of the Briefing Paper. Please refer to the example below:

Attachment/s

Attachment A:	2014 Progress Report: Teaching, Learning and Student Experience Plan 2014
Attachment B:	Updated Teaching, Learning and Student Experience Plan 2014 - 2016

Attachment Header – Ensure each attachment is identified using the standard header format of (Font: Arial 10; Paragraph Alignment: Left)

Attachment A
Item #
COMMITTEE ACRONYM/MEETING NO./YR

Approvals

As a general principle agenda items are submitted by a member of Curtin's Executive Managers and/or the Vice-Chancellor. Occasionally an agenda item is submitted by a committee member following consultation and approval by the committee Chair.

All Briefing Papers are required to have been **read and approved** by the appropriate Executive Manager and/or the Vice-Chancellor **PRIOR to submission** to the Council or Committee Secretary.

Assistance

Please contact the [Secretariat](#) for assistance in completing the briefing paper.