



Department of Parliamentary Services

Briefing for the Secretary, Department Parliamentary Services

Subject	test		
Decision date	19-06-2025		
S/point Doc ID.	BSEC2025-0587	Classification	OFFICIAL

Recommendations

- (a) **NOTE** the [summary of activity / project] used in [insert location] is [describe issue] **AND NOTE** implementing [insert activity/project] would support the [insert reason for implementation]. ☐ Noted
☐ Please Discuss
- (b) **APPROVE** funding from the [insert relevant financial year] [insert funding source] for the implementation of [insert activity/project] as outlined in the attached Project Brief and summarised below. ☐ Approved
☐ Not Approved
☐ Please Discuss

[insert funding source] [insert relevant financial year]	
Budget (excl GST)	\$
GST	\$
TOTAL	\$

- (c) **NOTE** [insert other relevant information relevant for funding approval] ☐ Noted
☐ Please Discuss

.....Complete..... BWTest1 [DecisionMaker1Position] Date:6/6/2025 12:56 PM	Comments:
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	NAME	POSITION	STATUS	DATE
Endorsed	[Endorser3Name]	[Endorser3Position]	[Endorser3Signature]	[Endorser3ApprovedDate]
Endorsed	[Endorser2Name]	[Endorser2Position]	[Endorser2Signature]	[Endorser2ApprovedDate]
Endorsed	BWTest4	[Endorser1Position]	Endorsed	6/6/2025 12:56 AM
Prepared	BWTest2	[LeadDrafterPosition]		

Attachments

NO.	ATTACHMENT NAME
A	https://parliamentofvictoria.sharepoint.com/sites/Test-BriefingSolution/Briefing%20System/BSEC2025-0587/Briefings%20-%20Process%20Flow%20v1.2.pdf
B	[Attachments2]
C	[Attachments3]
D	[Attachment4]

Key Information

Subheading

1.

(a)

(b)

(i)

(ii)

Subheading

2.

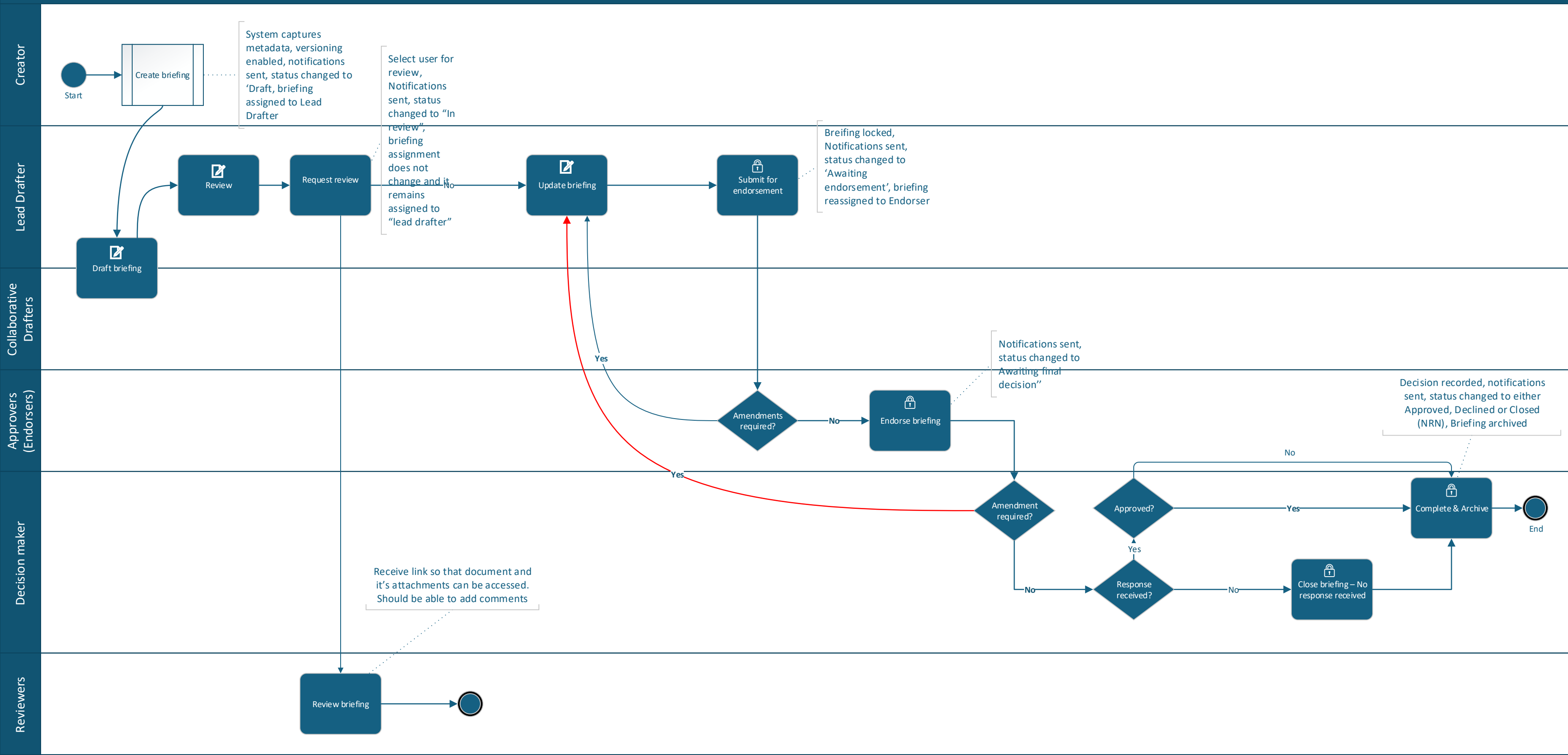
(a)

(b)

(c)

Briefing Approval Workflow (Draft)

Phase



Title	
Phase	
Creator	<div><div>Create Briefing</div><div>→</div><div>Choose briefing template</div><div>→</div><div>Assign lead and supporting drafter</div><div>→</div><div>Assign endorsers</div></div>
Lead Drafter	
Supporting Drafters	
Approvers (Endorsers)	
Decision maker	