Briefing for the Secretary, Department of Parliamentary Services

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | [Title] | | |
| Decision date | [Decision Required By] | | |
| S/point Doc ID. | [TransactionID] | Classification | OFFICIAL |

**Recommendations**

|  |  |
| --- | --- |
| 1. **NOTE** | [ ] Noted  [ ] Please Discuss |
| 1. **ENDORSE** | [ ] Endorsed  [ ] Not Endorsed  [ ] Please Discuss |
| 1. **APPROVE**   Example recos starters – the number and requested decision will vary from briefing to briefing | [ ] Approved  [ ] Not Approved  [ ] Please Discuss |
| 1. **APPROVE AND SIGN** | [ ] Approved  [ ] Not Approved  [ ] Please Discuss |
| 1. **NOTE** | [ ] Noted  [ ] Please Discuss |

|  |  |
| --- | --- |
| .......[DecisionMaker1]......  [DecisionMaker1Name][DecisionMaker1Position]  Date:[DecisionMakerDate] | **Comments:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **status** | **Date** |
| Endorsed | [Endorser3Name] | [Endorser3Position] | [Endorser3Signature] | [Endorser3ApprovedDate] |
| Endorsed | [Endorser2Name] | [Endorser2Position] | [Endorser2Signature] | [Endorser2ApprovedDate] |
| Endorsed | [Endorser1Name] | [Endorser1Position] | [Endorser1Signature] | [Endorser1ApprovedDate] |
| Prepared | [LeadDrafterName] | [LeadDrafterPosition] | | |

**Attachments**

|  |  |
| --- | --- |
| **No.** | **Attachment name** |
| A | [Attachments1] |
| B | [Attachments2] |
| C | [Attachments3] |
| D | [Attachment4] |

**Key Information**

**Subheading**

**Subheading**