Committee Briefing

1. Purpose
   1. The purpose of this Briefing is to seek Cabinet’s endorsement of the Record of Decisions made by the ……………………Committee in order that formal advice of the Decisions can be forwarded to each Minister.
2. **Information**
   1. The Record of Decisions (Decision(s) No(s) ………..) made at the ………………….Committee meeting held on………………….are presented for Cabinet’s endorsement; and
   2. …………………… Committee Papers and proceedings are available in the Cabinet Office for the information of Ministers

[Signature]

[Name of Premier/Minister]  
**[Portfolio]**

Date signed by Minister

# Attachments

1. Record of Decisions of the ……………………..Committee meeting held on ……………..

MINUTES OF ……………….. COMMITTEE MEETING

[date]

# In Attendance:

Decision No.

*Decision No.*