

Title [Use the title as listed in the agenda]

Meeting date [Select Meeting date]

Item [As per the agenda]

Core message / purpose.

Write your core message and the purpose of the paper here in up to 3-4 sentences. Please include why the matter is being brought to the Committee for consideration and what is required from the Committee.

Recommendation/s

That the Committee:

- a. **[approves / endorses, for subsequent approval by / notes]** insert recommendation text here.
- b. **[approves / endorses, for subsequent approval by / notes]** insert recommendation text here.

Technology, Cyber and Data Committee Paper Sponsor

Name

Title:

Attachments

A

B

Key information

1. This section should be one to two pages. Start with a short (1-2 paragraphs) outline of the topic and issues.
2. Outline critical information the DTP Executive Board / Committee needs to be aware of, the implications for DTP, and the recommended actions that need to be taken and why. Be clear why the proposal needs to be considered now.

Use headings in bold to structure your key information (where applicable)

3. Outline the alignment to existing commitments or positions of Government, the VPS or the department, and the opportunities and benefits of the proposal.
4. Outline engagement with Ministerial offices to date, ongoing or planned regarding the matter / proposal, including whether Cabinet processes may be needed. Do not include Cabinet-in-Confidence materials. Refer to existing briefing materials, if relevant.
5. Outline what, if any, impact this action or decision will have on the public or external stakeholders. Summarise context, consultation and engagement that has been used to form the recommendations, and any significant views, or unresolved concerns.
6. Outline what, if any, impact this action or decision will have on portfolio agencies or other departments/governments. Summarise context, consultation and governance pathways that have been used to form the recommendations, and any significant views, or unresolved concerns.
7. Outline the alignment of this proposal to the *Transport Integration Act 2010* including its decision-making principles, the *Planning and Environment Act 1987*, obligations under the *Public Administration Act 2004*, or any other relevant legislation.
8. Outline implementation and next steps, or possible courses of action, including milestones, resourcing and timelines. Consult with Communications and Engagement if a communications plan is needed, and include them as a reviewer of your paper. If your matter is ongoing or requires long-term oversight, include an action plan and consult with Corporate Strategy and Governance Branch to outline ongoing governance.

Risk

9. Outline the risks associated with this proposal or the risks that will be addressed by delivering this proposal.
10. Set out actions taken and/or planned to manage these risks
11. Where risks are outside the Department's risk appetite, explain how the benefits outlined in this paper significantly outweigh the risks.

Approval	Name	Position
Lead Author		
Reviewer(s)		
Recommender(s)		
Approver		
