

## RTI Uplift Project Steering Committee Minutes

<b>Time and Date</b>	10.00 – 11.00am, Tuesday 8 July 2025
<b>Location</b>	Medium Meeting Room, Level 4, Executive Building, 15 Murray Street

<b>Members</b>	Melanie Brown, Director, Executive and Government Services – DPAC (Chair)
	Michelle Lowe, Director, Office of the Secretary – DoJ
	Jenny Kaldor, General Manager, Legal Services – DoH
	Paula Becker, Director, Legal Services – DECYP
	Alison Lander, Director, Secretariat & Legal Services - DSG
	Heather Neate, Program Manager, RTI - NRE TAS
	Rhiannon Garth, Manager, Executive Support & Secretariat - DPFEM
<b>Observers</b>	Gemma Smith, Program Manager – DPAC
	Ellen Thompson, Senior Project Officer – DPAC
	Bec Ladd, Manager Legal Services – DECYP
<b>Apologies</b>	

### 1. Welcome, agenda and apologies.

The Chair opened the meeting at 10:03am, introduced herself and explained that the previous Chair, Lydia Horne, had moved to a new role. The Chair also welcomed the members and provided an acknowledgement of country.

### 2. Minutes

The Committee ratified the minutes from the previous meeting and approved to make the minutes available online.

### 3. Update on UTAS Modules

The Project Manager thanked members for the feedback and clarified a couple of questions members had about how the training modules and procedures will align.

The Project Manager considered a question posed by a member about whether we ought to seek legal review of the training by the Solicitor-General's Office. Members noted that the

training is not intended to be definitive advice on how to apply the law in a situation, but it is meant to be general guidance. Members acknowledged that advice from the Solicitor-General's Office could be sought if there was a specific question. Members agreed that a note should be added to the training modules emphasising the general nature of the content and that it is not intended as legal advice and clarifying that delegated officers through their respective agency may wish to seek advice from the Office of the Solicitor-General where appropriate regarding the application of specific legislative provisions.

The Project Manager advised that the training package currently has a run time of approximately 4 hours and sought members' views on whether this would be too long. Members noted the importance of ensuring that Principal Officers, when delegating their functions and powers under the RTI Act, can be confident that delegated officers have the requisite skills and knowledge to undertake their duties proficiently. The objective of training staff appropriately should guide the total time required to undertake the modules, provided the content is accessible and well laid out. Members noted that the training is divisible by exemptions, so there will be opportunity for agencies and participants to focus on the exemptions relevant to their circumstance as compulsory learning before a delegation can be made.

The Steering Committee discussed options for hosting training modules moving forward, noting the pros and cons of utilizing a central Learning Management System (LMS) e.g. Totara, which could be hosted centrally and facilitate 'single point' updates and maintenance, versus individual agency-specific LMS options. The Project Manager confirmed that additional information will be supplied to agencies to assist them in considering options in conjunction with their respective IT teams.

Members agreed that the draft training modules will be hosted in the DPAC learning management system and users from other agencies would be provided a login to test the training.

#### **4. Review of RTI Policy and Procedures**

The Project Manager thanked members for their feedback on the procedures and advised that more time is needed to work through the feedback received. The Project manager asked whether members would support endorsing the penultimate version through email. Members agreed to this approach.

#### **5. Other business**

No other relevant business was raised.

The meeting closed at 11:04 am.