

Department of Premier and Cabinet

RTI Uplift Project



RTI Uplift Project Steering Committee Minutes

Time and Date	10.00am – 11.00am, Tuesday 19 August 2025
Location	Medium Meeting Room, Level 7, Executive Building, 15 Murray Street, Hobart

Members	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 and Legal Services - DSG
	Heather Neate, Program Manager, RTI - NRE TAS
	Rhiannon Garth, Manager, Executive Support & Secretariat - DPFEM
Observers	Gemma Smith, Program Manager – DPAC
	Ellen Thompson, Senior Project Officer – DPAC
	Bec Ladd, Manager Legal Services – DECYP
Apologies	

1. Welcome and Apologies

The Chair opened the meeting at 10:02 am, welcomed 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. Project Status

The Project Manager provided an update on the status of the project.

4. Finalisation of UTAS Modules

The Project Manager noted that the training modules are near completion, thanked members for their input, and provided suggestions on the best ways to implement the training package.

The Committee discussed the implementation of the training, and that clear instruction is needed upon its rollout on what agencies need to do to embed and allow for any necessary evaluation.

The Committee endorsed the training package subject to the outstanding feedback being implemented.

5. RTI Policy and Procedures

The Project Manager thanked members for their feedback and noted that all agencies have endorsed the policy.

Members discussed one outstanding bit of feedback on the Procedures. The Project Manager will review the relevant section, make any necessary changes, and circulate back out for out of session endorsement from the relevant member.

The Committee noted that the Policy and Procedures will be provided to the Secretaries Board at their meeting on 29 August 2025 for final endorsement. The Chair agreed to provide members with an advanced copy of the paper and recommendations that will be provided to the Secretaries Board.

6. Legal Advice

The member's noted the Department of Premier and Cabinet's summary of advice received.

7. Project Closure Update

The Project Manager informed members of the actions that will be taken to close the project and embed all outputs. The Chair thanked the Project Manager for all her work in moving the project to its closure.

8. Other business

No other relevant business was raised.

The meeting closed at 11:08 am.