

RTI Uplift Project Steering Committee Minutes

Time and Date	10.00 – 11.00am, Tuesday 17 June 2025
Location	Small Meeting Room, Level 6, Executive Building, 15 Murray Street

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

1. Welcome, agenda and apologies.

The Chair opened the meeting at 10:03am, 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 gave an update on the progress of the training modules.

The Project Manager advised that the draft of module 2 has been provided for feedback.

In the interest of not overburdening agencies, it was determined that the modules relating to exemptions would be divided up for review. The table below indicates which agency will take the lead on each section. However, agencies are encouraged to review as much content as possible and feedback is welcome from agencies on all content within module 2.

Exemption	Lead Agency
Part 2.1 Assessed Disclosure	All agencies
Part 2.2 Introduction to Exemptions and Glossary	All agencies
Part 2.5 Decision and template	All Agencies
Section 25	DPAC
Section 26	DPAC
Section 27	DSG
Section 28	DPFEM
Section 29	DPFEM
Section 30	DoJ
Section 31	DoJ
Section 32	DPAC
Section 33	DECYP
Section 34	NRE Tas
Section 35	DECYP, DoH
Section 36	DECYP, DoJ, DoH, DSG
Section 37	DoH, DSG
Section 38	DSG
Section 39	NRE Tas
Section 40	DSG
Section 41	DSG
Section 42	NRE Tas

Feedback on module 2 is due by 1 July 2025.

4. Review of RTI Policy and Procedures

The Project Manager thanked members for the feedback received to date and confirmed that this feedback is incorporated in the current version most recently circulated.

The Project Manager acknowledged the extraordinary level of competing priorities across government over the past month and offered an extension until 24 June 2025 for any members who still wish to provide feedback on the RTI Procedures but have not yet had an opportunity to do so.

The Chair recapped last meeting's discussion and agreement about providing drafts of the Policy and Procedures to the RTI Independent Reviewers, noting that it was subsequently decided to firstly incorporate the early feedback received from members, to provide the most relevant iteration for their review. It was agreed that the current version be shared with the Reviewers.

5. Other business

No other relevant business was raised.

The meeting closed at 10:40 am.