

MINUTES

RTI Improvement Steering Committee

Time and Date	10.30 – 11.30 am, Wednesday 29 April 2025
Location	Large Meeting Room, Level 7, Executive Building, 15 Murray Street

Members	Name	Agency
	Lisa Howes (Chair)	DPAC
	Deidre Wilson	NRE Tas
	Elaina Deayton	DPFEM
	Bruce Patterson	DOJ
	Abigail Shelley	DTF
	Paula Becker	DECYP
	Danielle Harris	DSG
Other attendees	Name	Agency
	Gemma Smith (Minutes)	DPAC
Apologies	Name	Agency
	Thomas Driver	DoH
	Courtney Ingham	DPAC

Item	Description
	Welcome, agenda and apologies
1.	The Chair opened the meeting, welcomed members to the first RTI Improvement Steering Committee meeting and gave an acknowledgement of Country. The Chair oriented members to the fact that the Committee has been established to oversee implementation of the Government's response to the Independent Review into Tasmania's RTI Framework.
	Terms of Reference
2.	The Chair presented the draft Terms of Reference to the Steering Committee for approval, noting the need to keep the scope refined to delivering RTI improvements as committed to in the Government Response. It was noted that flexibility should be included in the membership section to

	<p>ensure the Committee can be responsive to Machinery of Government changes.</p> <p>Members agreed to working with officers responsible for implementing recommendations within their agency and reporting back to the Steering Committee as required.</p> <p>It was suggested that the ToR provides that the Chair will liaison with the Ombudsman's office to ensure alignment with delivery of recommendations and consolidated reporting on progress to the public. This change was supported by members.</p> <p>The ToR were supported by the Committee conditional on the above changes being made.</p> <p>The Chair noted that the ToR will be provided to the Secretaries Board and published online.</p> <p>Action: DPAC to amend ToR, seek approval from the Secretaries Board and publish online.</p>
3.	<p>Recommendation analysis</p> <p>The Chair discussed the recommendations of the review, noting which ones are to be delivered in stage 1 (1 year), stage 2 (2 years), and stage 3 (3 years); which ones are being delivered by the Ombudsman; and which ones are not being delivered through this project.</p> <p>The Committee considered relevant recommendations and identified which agencies would take the lead on delivering and amended delivery timeframes to bring forward outcomes where possible.</p> <p>The Chair proposed agencies use a one-page project update form that lead agencies will complete. The Committee agreed with this approach. DPAC will provide a template for agencies to fill out. Completed reports will be considered at the next meeting.</p> <p>Action: DPAC to develop and circulate template.</p> <p>Action: Agencies to complete form and provide back to DPAC.</p> <p>DPAC will develop an action plan based off the Committee's agreed approach to recommendations which will be shared with the Secretaries Board once endorsed by the Committee.</p> <p>Action: DPAC to develop action plan for endorsement by Committee.</p> <p>Action: DPAC to share endorsed action plan with Secretaries Board.</p>
4.	<p>Other Business</p> <p>There was no other business raised, and the meeting closed at 11:30am.</p>