

TERMS OF REFERENCE

RTI Improvement Steering Committee

1 PROJECT BACKGROUND

'*Getting Back on Track - Independent Review of Tasmania's Right to Information Framework*' was publicly released on 23 September 2025.

The Government released its response to the review, titled, '*Strengthening Transparency: Continuously Improving Tasmania's Right to Information Framework*' on 16 March 2026. The response supports 15 recommendations as stated, supports 17 in principle, and notes 11.

The Government response sets out a program that strengthens leadership accountability, improves capability across the State Service, and commits to legislative changes that will modernise the RTI framework.

The response also committed to establishing a cross-agency RTI Improvement Steering Committee to oversee implementation of the response.

2 PURPOSE

The purpose of the Steering Committee is to facilitate delivery of the Government's response to the Independent Review of RTI.

3 ROLES

The Steering Committee will:

- Lead the whole of government approach to implementing the Government response within time, scope and budget.
- Actively consider alignment of recommendations to other reviews (eg Commission of Inquiry) and ensure a consistent and strategic approach to delivery.
- Monitor implementation and escalate any issues to the Secretaries Board as and when required.
- Actively support implementation of the response, promote its outputs and be an advocate for its outcomes within individual agencies.
- Ensure risks are identified, monitored and adequately addressed.

4 RESPONSIBILITIES

Individual Steering Committee members must:



- Work collaboratively at a whole of government level to implement the Government response.
- Be an advocate for the project by being committed to and actively involved in pursuing the project's outcomes.
- Make every effort to attend scheduled meetings and, if not able to attend, inform the Chair before the meeting is conducted.
- Ensure that all papers have been read prior to attending a meeting.

5 EXPECTATIONS

Members of the Steering Committee can expect:

- To be provided with complete, accurate and meaningful information in a timely manner as much as possible.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact implementation.
- To be involved in open discussions.

6 MEMBERSHIP

The Steering Committee will consist of:

Member	Agency/Organisation	Knowledge, influence, and skill contributed to the committee
Chief Governance and Risk Officer	Department of Premier and Cabinet	Chair
Director, Executive Government Services	Department of Premier and Cabinet	Member/Interagency subject matter expert
Director, Strategic Legislation & Policy	Department of Justice	Member/Interagency subject matter expert
Specialist Legal Advisor	Department of Health	Member/Interagency subject matter expert
Director, Legal Services	Department for Education, Children and Young People	Member/Interagency subject matter expert
Chief Operations Officer	Department of Natural Resources and Environment Tasmania	Member/Interagency subject matter expert
Deputy Secretary, Business Services	Department of State Growth	Member/Interagency subject matter expert



Director Strategy & Support	Department of Police, Fire and Emergency Management	Member/Interagency subject matter expert
Deputy Secretary, Corporate and Governance	Department of Treasury and Finance	Member/Interagency subject matter expert

The membership term is for two years, with the option to extend if the implementation project has not yet concluded. Membership may be updated from time to time, in response to changing areas of priority focus and activity and/or Machinery of Government changes. Membership will be approved by the Chair.

7 ENGAGEMENT WITH OMBUDSMAN

The Chair will liaise with the office of the Ombudsman to ensure alignment of implementation activities, noting that the office of the Ombudsman is responsible for delivering many recommendations.

The Tasmanian State Service and the office of the Ombudsman should work collaboratively together to ensure each other's feedback can be sought on proposed implementation activities and that consolidated reporting on progress can occur.

8 CHAIRPERSON

The Chair shall convene the Steering Committee meetings.

If the designated Chair is not available, then the Chair will delegate an alternative Steering Committee member (referred to as the Deputy Chair) to be responsible for convening and conducting that meeting.

The Deputy Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

9 REPORTING ARRANGEMENTS

The Right to Information Steering Committee reports to the Secretaries Board.

The Chair will provide a quarterly update to the Secretaries Board and escalate matters as and when required.

10 FREQUENCY OF MEETINGS

The Steering Committee shall meet every four weeks for the first three meetings and then transition to quarterly if considered appropriate. Extraordinary meetings may be held when necessary to deal with emerging issues or priorities. Should it be required, the Steering Committee Chair may agree to consider out-of-session action.



11 AGENDA ITEMS

All Steering Committee meeting agenda items and any associated papers will be provided by DPAC at least three working days prior to the next scheduled meeting.

12 MINUTES AND MEETING PAPERS

The minutes of each Steering Committee meeting will be prepared by a DPAC staff member.

Full copies of the minutes, including attachments, shall be provided to all Steering Committee members no later than two weeks following each meeting. Minutes will also be routinely disclosed on DPAC's website after they have been ratified.

By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Steering Committee meeting.

13 PROXIES TO MEETINGS

Members of the Steering Committee shall nominate a suitable proxy to attend a meeting if the member is not available to attend.

14 QUORUM REQUIREMENTS

A minimum of five Steering Committee members is required for a meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid.

