

## RTI Uplift Project Steering Committee Minutes

<b>Time and Date</b>	10.00 – 11.00am, Tuesday 20 May 2025
<b>Location</b>	Medium Meeting Room, Level 7, Executive Building, 15 Murray Street

<b>Members</b>	Lydia Horne, Manager, Executive and Government Services – DPAC (Chair)
	Michelle Lowe, Director, Office of the Secretary – DoJ
	Jenny Kaldor, General Manager, Legal Services – DoH
	Alison Lander, Director, Secretariat & Legal Services - DSG
	Paula Becker, Director, Legal Services – DECYP
	Claudine Enriquez, Right to Information Legal Officer – NRE Tas (Proxy)
<b>Observers</b>	Gemma Smith, Program Manager – DPAC
	Ellen Thompson, Senior Project Officer – DPAC
	Nicholas Felton, Graduate Policy Officer - DPAC
	Bec Ladd, Manager Legal Services – DECYP
<b>Apologies</b>	Heather Neate, Program Manager, RTI - NRE TAS
	Rhiannon Garth, Manager, Executive Support & Secretariat - DPFEM

### 1. Welcome, agenda and apologies.

The Chair opened the meeting at 10:03 am, 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 UTAS are committed to ensuring the tone used in the training is not critical or condescending.

The Project Manager advised that UTAS have been asked by the Reviewers to make a submission on legal interpretation of the RTI Act. Steering Committee Members sought clarification that UTAS will be providing a submission that is entirely independent of the work they are doing for the modules. The Project Manager confirmed this.

The Project Manager sought feedback from the Steering Committee on who would be a suitable person to provide an opening introduction video for the RTI training delegate modules. Members recommended the Solicitor-General, the Attorney-General or the Premier as suitable options.

The Project Manager advised that part 4 of the modules will be released next month, and following this, Members will be able to look at the entire training for holistic feedback.

The Project Manager thanked Members for their feedback so far.

The Project Manager sought suggestions via email out of session from the Committee on what could be included in the training to address maintaining delegate wellbeing.

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

The Project Manager gave an overview of the RTI Policy which is provided for feedback now, as well as the Procedures which will be provided for feedback soon.

It was raised that it is not clear who the Policy is talking to and recommended that a clearer focus for the audience would be helpful.

The Project Manager asked that Members provide feedback on the Policy by 31 May 2025, and feedback on the Procedures by 6 June 2025.

The Chair raised that the Independent Reviewers are interested in obtaining a copy of the Policy. The Committee resolved to provide the Reviewers with a copy of both the Policy and Procedures on 3 June 2025.

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

No other relevant business was raised.

The meeting closed at 11:01 am.