

MINUTES

Time and Date	10.00am – 11.00am, Tuesday, 13 August July 2024
Location	Level 7 - Medium Meeting Room, Executive Building

Members	Director, Office of the Secretary – DPAC (Chair)
	Manager, Ministerial Executive Services - DPAC
	Director, Office of the Secretary – DoJ
	Director Legal Services - DECYP
	Executive Manager, Legal Services - DoH
	Director Secretariat and Legal Services – DSG
Observers	Program Manager - DPAC
	Executive Officer - DPAC
Apologies	Manager - DPFEM
	Principal Legal Officer - DECYP
	Program Manager, RTI - NRE

1. Welcome, agenda and apologies.

The chair opened the meeting at 9.31am, welcomed the members to the second steering committee and provided an Acknowledgement of Country.

Apologies from Manager DPFEM and Principal Legal Office DECYP and Program Manager NRE.

2. Minutes

Minutes from the previous meeting were accepted by the committee members.

The Chair will provide an out of session update to members on the following action from the previous meeting – *The government's commitment to RTI reviews (Personal information Act and Public Interest Disclosure Acts)*.

3. Project Update

The Chair advised the committee that recruitment for a project manager is in the final stages and the successful applicant will likely be recruited before the next meeting.

The Program Manager advised the committee that the department has finalised a contract with the University of Tasmania (UTAS) for the development of training materials for RTI delegates and potentially others.

The Chair noted that the Ombudsman's office has offered to host the training modules after their completion and DPAC will seek to fulfill this.

The Director DECYP asked whether there will be an opportunity to include information about other Acts and their impact on the release of information in the training materials.

The Program Manager confirmed that UTAS will be consulting with delegates to ensure the training is fit for purpose.

The Chair advised that this Committee also presents an opportunity to develop feedback.

4. Discussion paper

The Chair thanked the members that provided feedback on the draft discussion paper noting the intention is to release the paper in full publicly.

Program Manager advised that the discussion paper has been updated to reflect where other recent reviews/reports have made similar findings and to identify which findings will be addressed through the RTI Uplift Project and which findings will be addressed through other important initiatives such as the Commission of Inquiry response. Program Manager invited any further feedback on the Discussion Paper.

The Committee briefly discussed whether certain information in the Discussion Paper should be made more recent, but ultimately resolved to finalise the paper as it is, recognising that there may be benefit in reflecting that the Discussion Paper represents how RTI was at a point in time when it was drafted.

Action – The updated Discussion Paper should be actively disclosed.

5. Routine disclosures

The Program Manager gave a presentation on routine disclosures which included an analysis of what routine disclosure are, how they contribute to accountability, a brief overview of the government's history of routinely disclosing information, and a reflection on how the Tasmanian State Service might seek to improve its routine disclosure datasets.

The Program Manager advised the Committee of DPAC's intention to have the Head of the State Service write to all Heads of Agencies and ask that they consider reviewing their routine disclosures to ensure they are fit for purpose.

The Committee acknowledged that some departments are unable to greatly increase their routine disclosures but expressed a willingness to review them to see if any beneficial changes can be made.

Action – Letter to be sent to Government agencies regarding the review of their routine disclosures.

6. Other Business

Members queried the status of the RTI Uplift Project Steering Committee Terms of Reference for the reconstituted group. Program Manager confirmed that an updated Terms of reference will be circulated to members for final feedback and will be finalised out of session.

The meeting closed at 10.29am.