

MINUTES

Time and Date	10.00am – 11.00am, Tuesday, 3 September 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, Secretariat and Legal Services – DSG
	Program Manager, RTI - NRE
Observers	Senior Project Officer, RTI, DPAC
	Program Manager - DPAC
	Executive Officer - DPAC
Apologies	Manager - DPFEM
	Principal Legal Officer - DECYP
	Manager Legal Services - DECYP
	Executive Manager, Legal Services - DoH

1. Welcome, agenda and apologies

The Chair opened the meeting at 10:02 am, welcomed the members to the third steering committee and provided an acknowledgement of country.

Apologies provided from the Manager DPFEM.

2. Minutes

The Committee ratified the minutes from the previous meeting and approved to make the minutes available online, with exception of removing the names of the committee members.

3. Project Manager Introduction

The Committee welcomed the new Senior Project Manager who commenced recently in the team and will be in the role for the next 12 months.

4. Project update

DPAC provided an update on the project noting that the Senior Project Officer has begun drafting a new project plan and the Committee agree that the project's outputs are to be completed in 12 months' time.

No contact has been had with UTAS, but it is understood they needed to undertake some recruitment to commence development of the training modules.

The Committee noted that the finalised Discussion Paper has been progressed to the Premier and Attorney General for noting prior to making the document available online.

The Head of the State Service has written to all Heads of Agencies to request that they review their routine disclosures to ensure they are fit for purpose and identify new data sets that may be in the public interest.

DPAC Executive has commenced this work.

DPAC will share the routine disclosures with the Committee and discuss ideas to ensure consistency across all government agencies.

Action – *DPAC Executive to share its disclosure commitments with the Committee.*

The Chair advised that the Premier remains committed to delivering the reform work identified in the Confidence and Stability Agreement between the Premier and the Parliamentary Members of the Jacqui Lambie Network . The Premier has committed to deliver this by April 2025.

5. Other business

The Committee agreed to change the frequency of the meetings to once every four weeks.

Action - *Terms of Reference to be updated to reflect the Committee will meet once every four weeks.*

The Committee discussed raising issues at the RTI working group later this week.

The Committee discussed that an update will be provided from all government agencies on the routine disclosures after the letters are sent to the Heads of Agencies.

DSG will share its RTI training modules to the Committee. Noting that one training module is targeted for all staff members and another module is targeted at staff members that require more specific training, for example, with the process of searching records.

NRE advised that its RTI training package will be shared with the Committee.

DSG raised that there is no current process around when duplicate RTI applications are received by all government agencies under the RTI Act. Suggested that this

RTI Uplift Project

Committee should discuss a consistent approach across all government departments when processing duplicate RTI applications.

DoJ suggested adding this as an agenda item at the RTI working group meeting to be held this later this week for further discussion.

Meeting closed at 10.27am.