

MINUTES

Time and Date	3.30 – 4.30pm, Tuesday, 8 October 2024
Location	Level 7 - Medium Meeting Room, Executive Building

Members	Richard Wilson Manager - Ministerial Executive Services - DPAC (Chair)
	Michelle Lowe - Director, Office of the Secretary – DoJ
	Heather Neate - Program Manager, RTI – NRE
	Rhiannon Garth - Manager - DPFEM
	Paula Becker - Principal Legal Officer - DECYP
	Bec Ladd - Manager Legal Services - DECYP
Observers	Ellen Thompson - Senior Project Officer, RTI, DPAC
	Gemma Smith - Program Manager – DPAC Ellen Thompson
	Corinne Hegarty - Executive Officer – DPAC (minutes)
Apologies	Courtney Ingham - Director, Office of the Secretary - DPAC
	Merran Ramsey - Executive Manager, Legal Services - DoH
	Alison Lander - Director, Secretariat and Legal Services – DSG

1. Welcome, agenda and apologies

The Chair opened the meeting at 3.33pm welcomed the members to the fourth steering committee meeting and provided an acknowledgement of country.

Apologies provided from the Director, Office of the Secretary and Executive Manager, Legal Services.

2. Minutes

The Committee ratified the minutes from the previous meeting and approved to make the minutes available online.

3. Project update

The Senior Project Officer has met with agency Right to Information delegates to identify current issues and discuss RTI processes.

A recent audit has been conducted on all agency RTI websites and there has been a significant improvement across all agencies since the audit was previously conducted in 2023.

The Senior Project Officer is meeting with UTAS on 9 October 2024 to progress the planning work for the training modules. UTAS have advised they have recently recruited a Senior Research Assistant to assist with the training modules.

Continuous feedback will be occurring with delegates throughout the life of the project.

The RTI Uplift project schedule has been revised to be in line with the project manager's contract with the Committee's agreement. The Senior Project officer also confirmed that they will discuss the projects launch date with UTAS tomorrow (9 October 2024).

Action – *Follow up with Director, Office of the Secretary regarding the roll-over of \$250,000 for the project's budget and advise next committee meeting.*

4. International Information Access Day – 28 September 2024.

The Solomon lecture was held on International Access to Information Day and provided some key messages and calls for action in the RTI space. With a particular focus on the need to proactively release information including the need for regular training for delegates that fits into this project.

The key theme of the presentation was the idea of 'mainstreaming' information access by considering whether information can be disclosed at the point of creation.

5. Routine disclosures

All agencies were contacted and asked to review their current routine disclosures and identify potential new data sets for release to the public on a regular basis. A reminder that our routine disclosures provide us with an opportunity to think about proactively releasing information to the community.

New data sets identified by agencies will be brought to the next meeting so that the committee can consider whether it is appropriate to adopt these changes across government to increase consistency in information released.

6. Other business

No other business discussed, and the meeting closed at 3.51pm.