

## RTI Uplift Project Steering Committee Minutes

Time and Date	10.00 – 11.00am, Tuesday 17 December 2024
Location	Large Meeting Room, Level 7, Executive Building, 15 Murray Street

Attendance	Lydia Horne, Manager, Executive Government Services – DPAC (Chair)
	Michelle Lowe, Director, Office of the Secretary – DoJ
	Heather Neate, Program Manager, RTI - NRE TAS
	Jenny Kaldor, General Manager, Legal Services – DoH
	Alison Lander, Director, Secretariat & Legal Services - DSG
	Paula Becker, Director, Legal Services – DECYP
	Bec Ladd, Manager Legal Services - DECYP
	Lee Taylor, Sergeant - DPFEM
Observers	Gemma Smith, Program Manager – DPAC (Minutes)
	Ellen Thompson, Senior Project Officer - DPAC

### 1. Welcome, agenda and apologies.

The Chair opened the meeting at 10:02am, 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. Project status update

The Project Manager provided an update on the project, noting that it is on track and within budget.

The Project Manager informed the Steering Committee that she met with the Ombudsman's office to advise of DPAC's commitment to provide the training to the Ombudsman's office and to commence working through the legal and technical issues associated with doing so.

#### **4. Update on UTAS Modules**

The Project Manager talked through the draft module content prepared by UTAS. The Steering Committee requested that they have more time to consider the modules. This was agreed to.

The Project Manager provided advice on how feedback provided from the Steering Committee at the last meeting has been implemented in the earlier module plans.

The need to be able to update the modules internally when legislative amendments occur was noted by the Steering Committee.

The Project Manager sought the Steering Committee's agreement to have delegates from agencies attend sessions at UTAS to provide insight and feedback. The Steering Committee supported this proposal.

The issue of employee names being released through RTI documents was raised. It was noted that many frontline employees whose names and positions have been released have been subject to harassment. The Steering Committee noted that this may create a risk of a psychosocial hazard to employees.

The Project Manager advised that the issue of safety and wellbeing concerns through the release of names will be addressed in the modules. The Steering Committee noted that this is a live issue and cannot be addressed entirely through the training modules developed through the RTI Uplift Project.

The Project Manager advised the Steering Committee that they will explore this issue further with an aim of ensuring agencies are meeting their work, health, and safety obligations and acting as consistently as possible.

The complexity of RTI delegates satisfying themselves of the integrity and fullness of information supplied by business units in response to an RTI request was raised and it was asked how this might be addressed through the training modules developed by UTAS.

The Project Manager advised that UTAS are well aware of the need for guidance to be provided on searching and supplying information and are including an education piece on this in the training. The Steering Committee agreed on the importance of working collegially with colleagues and building strong relationships to bring them on the decision-making journey in relation to RTI.

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

The Project Manager sought the Steering Committee's agreement to cancel the January meeting and instead receive written feedback on the modules out of session. This was agreed to by the Committee.

The meeting closed at 10:46am.