

MINUTES

Time and Date	10.00 – 11.00am, Tuesday 29 October 2024
Location	Large Meeting Room, Level 7, Executive Building, 15 Murray Street

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

1. Welcome, agenda and apologies

The Chair opened the meeting at 10:03 am welcomed the members to the fifth steering committee meeting of 2024 and provided an acknowledgement of country.

The Chair welcomed new members, Lydia Horne and Jenny Kaldor to the Steering Committee.

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.

The Project Manager met with UTAS to work on scope and timelines and provide an opportunity to ask and answer any questions that have emerged at the

commencement of work. UTAS requested the use of RTI delegates to consult on the modules with.

The Project Manager continues developing a whole-of-government RTI policy for adoption in agencies to increase consistency in processes.

The Project Manager continues to meet with delegates to continue identifying business process needs for including in the model policy.

4. UTAS Consultation Group

UTAS have requested the use of a consultation group of RTI delegates for the development of the training modules.

DPAC proposed that the group be kept small with at least two RTI delegates from agencies with high volumes of personal information applications, and two RTI delegates from agencies that receive high volumes of public interest applications.

The approach was agreed to by the Steering Committee.

ACTION: Agencies will provide nominations for the stakeholder group by COB Friday, 1 November 2024.

5. Update on Routine Disclosures

DPAC provided an update that responses are still being sought from agencies on the review of routine disclosures.

Once responses have been received from all agencies, the Project Manager will bring the suggested changes to the Steering Committee with a view to adopting a consistent approach in the routine release of information as much as possible.

6. Other business

No other business discussed, and the meeting closed at 10:26am.