

## RTI Uplift Project Steering Committee Minutes

Time and Date	10.00 – 11.00am, Tuesday 18 March 2025
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
	Rhiannon Garth, Manager, Executive Support & Secretariat – DPFEM
Observers	Gemma Smith, Program Manager – DPAC (Minutes)
	Ellen Thompson, Senior Project Officer - DPAC
Apologies	Sergeant Lee Taylor

### 1. Welcome, agenda and apologies.

The Chair opened the meeting at 10:03am, 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 Steering Committee noted the project status as indicated in the status report.

The project manager queried whether members have made any further progress on identifying additional data sets for routine disclosure. Members noted that they have identified new data sets to disclose and are seeking feedback and endorsement from their Agency's Executive.

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

The project manager noted that members had been provided with the latest draft module content and that members will continue to be provided one module per month to provide feedback on.

The project manager also advised members that they will have the opportunity to provide feedback holistically once the modules are finished.

The project manager asked whether members supported the inclusion of several mini lessons within the modules that drill down into applying exemptions. Members supported the intent of this but noted issues associated with training maintenance as the RTI context changes.

The project manager opened the discussion up for any other early feedback.

A member raised concern over tying the training to the Commission of Inquiry in perpetuity by referencing it repeatedly throughout each module. Members noted that while acknowledging the findings of the Commission of Inquiry for the purpose of this project is important, this is already done through other project resources.

It was noted that the intent of the training is to have a long-lasting tool that provides guidance to all state servants and delegates on how to perform their functions correctly and this resource should be used beyond the implementation of the Commission of Inquiry recommendations.

Members agreed that the Commission of Inquiry could be addressed specifically within the record keeping modules if relevant to demonstrate the real-world impact that good or poor record keeping can have, but there is no need to reference the Commission of Inquiry consistently throughout the training, thereby ensuring the resource remains relevant beyond the conclusion of the project.

Members agreed to remove information in the delegate specific training that repeats information included in the introductory modules.

The project manager requested members provide any further feedback by Friday, 28 March 2025.

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

A member queried how agencies are engaging with the RTI Reviewers following their invitation to meet with Secretaries and delegates.

Agencies have taken different approaches with different compositions of agency representatives meeting with the reviewers.

The meeting closed at 10:57am.

The next meeting is Tuesday, 15 April 2025.