

RTI Uplift Project Steering Committee Minutes

Time and Date	10.00 – 11.00am, Tuesday 26 November 2024
Location	Large Meeting Room, Level 7, Executive Building, 15 Murray Street

Members	Lydia Horne, Manager, Executive Government Services – DPAC (Chair)
	Michelle Lowe, Director, Office of the Secretary – DoJ
	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	Ellen Thompson, Senior Project Officer - DPAC
	Ella Bray, Senior Policy Officer – DPAC (Minutes)
	Bec Ladd, Manager Legal Services - DECYP
Apologies	Paula Becker, Director, Legal Services – DECYP
	Gemma Smith, Program Manager – DPAC

1. Welcome, agenda and apologies.

The Deputy Chair opened the meeting at 10:02, welcomed the members and provided an acknowledgement of country. Advised the Chair was an apology for today's meeting.

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. Advised UTAS has been working hard on developing the modules and thanked the delegates that have provided answers to UTAS' survey. Members asked who received the survey from UTAS and the Project Manager said she would circulate the list and survey to all members.

The Project Manager also advised a whole-of-government RTI policy has been drafted and will hopefully be circulated in December or early in the new year.

4. Update on UTAS Modules

The Project Manager asked for any comments or suggestions on the draft module outlines circulated to the committee.

The Project Manager provided an outline of the modules, stating they will include a 30–60 minute training package; a section on record management and record keeping; basics around privacy law; looking at the different RTI requests and transfers.

It was asked if the modules would cover educating business units on providing information responsive to a request. The Project Manager advised she would confirm with UTAS if this would be included.

It was noted that RTI delegates work in a complex area of decision making and that assistance and support in making deliberative decisions will be of great value to RTI decisions makers.

Other suggestions for module inclusions from members were;

- record keeping of RTI outcomes; and
- third party consultation.

The question arose as whether any future legislative changes to the RTI Act could make the modules redundant? The Project Manager confirmed the modules will be adaptable and an ongoing relationship will be maintained with UTAS to update the content as needed.

5. Letter from the Ombudsman

The Project Manager advised members that correspondence was received from the Ombudsman on 8 November asking if they could host the training modules developed by UTAS. The Project Manager advised that DPAC are working with the Ombudsman's office to resolve the legal and technical issues of the Ombudsman hosting the training modules.

A member advised the Ombudsman can currently access the DoJ learning system.

It was asked if any training is being developed for RTI applicants. Could there be a quick video explaining RTI applications etc when people go to download the form? Advice to applicants is included as an output for the RTI Uplift Project, so this is definitely an area that the project will seek to address. The Project Manager will discuss with UTAS to see if this is something they could include in their material.

6. Other business

Agreed that the next meeting would be moved slightly earlier to Tuesday 17 December 2024 so everyone can attend.

The meeting closed at 10:44.

Actions:

1. Project Manager to share list of which delegates provided feedback to UTAS and to share the questions with any agencies that didn't receive them.
2. Project Manager to go back to UTAS with feedback on suggestion module inclusions and modifications.