

---

**From:** Danielle A Wills  
**Sent:** Monday, 4 March 2019 12:15 PM  
**To:** Anne E Moffat  
**Cc:** Mandy L Bird  
**Subject:** RTI-224 - ACTION REQUIRED - RTI Time Estimate Request - Reply Due: 7/03/2019  
**Attachments:** RTI-224 Time Estimate Request - Office of the Director-General.docx

## **Right to Information - Time Estimate Request**

Good afternoon

The RTI, Privacy and Complaints Management team (RTI team) has received an application for access to documents held by the department under the *Right to Information Act 2009* (Qld).

### ***Why are you receiving this email?***

I consider that your division/region may hold documents that would be relevant to the scope of the Right to Information application.

### ***What do you need to do?***

As the nominated Liaison Officer for your division/region, you are required to conduct initial searches (or identify the most appropriate officer to conduct the initial searches) to estimate the approximate time that would be required for your division/region to search, retrieve and provide (at a later date) any documents relevant to the application to the RTI team. **Please ensure that you send this email, including all attachments to any searching officer/s for their reference.**

Please conduct initial searches and complete all sections of the form including:

- detail the types of documents and approximate number of documents held \*;
- estimated times required to provide the documents at a later date;
- any concerns about the possible disclosure of the documents;
- an approximate number of third parties (who would likely be concerned about the possible disclosure of the documents).

**\*PLEASE NOTE you are NOT required to provide any documents at this time.**

Where the initial searches reveal that your division/region will require **less** than five hours to search, retrieve and provide the relevant documents at a later date, please contact me as soon as possible. I will provide you with a Document Retrieval Request form to complete instead.

### ***When is the form due back and where do you send it?***

Return the completed and signed form to the RTI team by email [contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au) on or before 7/03/2019.

### ***Who do you contact if you have any questions about completing the form?***

If you have any questions about completing the Time Estimate Request form or you require further time please contact me on 07 3066 0728 as soon as possible.

### ***Other information***

If you consider that another area of the department may hold relevant documents, please advise me as soon as possible. (Please do not refer the application to another division/region of the department.)

Time Estimate Requests for this application have also been sent to CLLO and Cabinet and Executive Services and the Strategic Rail Project Team.

Please DO NOT undertake any direct contact with the applicant unless you have discussed this with me or the RTI team as doing so may be a breach of the Code of Conduct and/or the *Information Privacy Act 2009*.

Further information about what a Right to Information application is, what happens next and where to find further information about RTI can be found on the attachment (*What is a Right to information application?*) or on our [intranet pages](#).

As the RTI team processes applications on behalf of each division/region, we rely on the liaison and searching officers to provide the most relevant documents to assist in the processing of applications.

If you have any questions about this email or the Right to Information application/process, please contact me on 07 3066 0728 or [contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au).

***"The RTI, Privacy and Complaints Management team manages applications as a service to all Divisions of TMR."***

Kind regards

**Danielle Wills**

Senior Advisor (RTI & Privacy) | RTI, Privacy and Complaints Management  
**Governance Branch** | Corporate Division | Department of Transport and Main Roads

---

Floor 8 | 61 Mary Street | Brisbane Qld 4000  
GPO Box 1549 | Brisbane Qld 4001  
07 3066 0728  
[contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au)  
[www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

Released under RTI Act - TMR

# Time Estimate Request

## Right to Information Act 2009

Right to information, Information Privacy and Complaints Management  
Department of Transport and Main Roads



RTI application number	Reply due:	Enquiries:
RTI-224	7/03/2019	Danielle Wills 07 3066 0728

Scope of the application	RTI applicant: Office of the Leader of the Opposition
Briefing notes to the Minister for Transport on future rail fleet demand beyond the New Generation Rollingstock.	
Type of documents requested: Briefing notes	
Date range for request: 01/01/2018 to 04/03/2019.	

Liaison officer details
Name: Anne Moffat, Position: A/Chief Operations Officer
Unit: Office of the Director-General
Branch: Office of the Director-General
Division/region: Office of the Director-General

Time estimate request <b>*Note you are not required to provide any documents at this time.</b>
<p><b>Please conduct initial searches and complete all sections of the form including:</b></p> <ul style="list-style-type: none"><li>• detail the types and an approximate number of documents held;</li><li>• an estimate of time required to provide the documents at a later date;</li><li>• any concerns about the possible release of the documents;</li><li>• an approximate number of third parties (who would be likely to be concerned about the possible release of the documents).</li></ul>

The department is obligated to comply with this legislation and the RTI, Privacy and Complaints Management team (RTI team) processes applications for access to documents held by the department on behalf of all divisions and regions of the department. For this reason, the RTI team asks that all efforts are made to identify and provide detailed time estimates within the timeframes indicated.

**Please return the completed and signed form to [contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au) by 7/03/2019.**

<b>Details of the types of documents held by your division/region</b> (for example, emails, file notes, reports, briefing notes, photographs, audio recording etc)	<b>Your best estimate of the number of each type of document held</b>	<b>Estimated times to search, retrieve, consult, copy and provide the relevant documents at a later date</b> (for example, keyword searches, reviewing database, reviewing emails/files notes/reports, consultation/discussion with relevant officers, creating pdf documents to email, copying to disc and so on)
<i>example - emails</i>	<i>approx. 200 pages</i>	<i>4 hours</i>

**Detail any concerns about the possible release of the documents**  
 (for example, the documents may contain personal information of third parties, legal advice, commercially sensitive information such as unit rates/trade secrets, information subject to copyright laws, prepared for Cabinet or to brief a Minister etc)

**The approximate number of third parties (who would be likely to be concerned about the possible release of the documents)**

**Please ensure that you have completed all sections of this form and the form is signed by both searching and certifying officers.**

**Searching officer's contact details**  
 (details of the officer who prepared/collated the estimates)

Name and signature \_\_\_\_\_

Date and contact number \_\_\_\_\_

**Certifying officer's declaration and contact details**  
 (the certifying officer is the senior officer within the relevant division/region who has responsibility for the relevant documents and an understanding of the search and retrieval processes to be undertaken)

I hereby certify that the information recorded on this form is accurate based on the activities conducted and my knowledge of the documents held by this division/region:

Name and signature \_\_\_\_\_

Date and contact number \_\_\_\_\_

## Mandy L Bird

---

**From:** Mandy L Bird  
**Sent:** Monday, 4 March 2019 3:05 PM  
**To:** Danielle A Wills  
**Subject:** FW: RTI-224 - ACTION REQUIRED - RTI Time Estimate Request - Reply Due: 7/03/2019  
**Attachments:** RTI-224 Time Estimate Request - Office of the Director-General.docx

Hi Danielle

ODG does not keep any briefing notes in the office so no documents here.

Kind regards

Mandy Bird  
Principal Executive Coordinator  
Office Of The Director-General | Department of Transport and Main Roads

Floor 35 | 1 William Street | Brisbane Qld 4000  
GPO Box 1549 | Brisbane Qld 4001  
P: (07) 30667117 | F: (07) 30667122  
M:  
E: [mandy.l.bird@tmr.qld.gov.au](mailto:mandy.l.bird@tmr.qld.gov.au)  
W: [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

This email and any attachments may contain Cabinet-related information. The unlawful disclosure or retention of Cabinet-related information may constitute an offence under the *Criminal Code*, corrupt behaviour under the *Crime and Corruption Act 2001* and may constitute official misconduct under the *Public Sector Ethics Act 1994*. Encouraging or directing another person to do these things may also be an offence.

---

**From:** Danielle A Wills  
**Sent:** Monday, 4 March 2019 12:15 PM  
**To:** Anne E Moffat <Anne.E.Moffat@tmr.qld.gov.au>  
**Cc:** Mandy L Bird <Mandy.L.Bird@tmr.qld.gov.au>  
**Subject:** RTI-224 - ACTION REQUIRED - RTI Time Estimate Request - Reply Due: 7/03/2019

### Right to Information - Time Estimate Request

Good afternoon

The RTI, Privacy and Complaints Management team (RTI team) has received an application for access to documents held by the department under the *Right to Information Act 2009* (Qld).

#### ***Why are you receiving this email?***

I consider that your division/region may hold documents that would be relevant to the scope of the Right to Information application.

#### ***What do you need to do?***

As the nominated Liaison Officer for your division/region, you are required to conduct initial searches (or identify the most appropriate officer to conduct the initial searches) to estimate the approximate time that would be required for your division/region to search, retrieve and provide (at a later date) any documents relevant to the application to the RTI team. **Please ensure that you send this email, including all attachments to any searching**

officer/s for their reference.

Please conduct initial searches and complete all sections of the form including:

- detail the types of documents and approximate number of documents held \*;
- estimated times required to provide the documents at a later date;
- any concerns about the possible disclosure of the documents;
- an approximate number of third parties (who would likely be concerned about the possible disclosure of the documents).

**\*PLEASE NOTE you are NOT required to provide any documents at this time.**

Where the initial searches reveal that your division/region will require less than five hours to search, retrieve and provide the relevant documents at a later date, please contact me as soon as possible. I will provide you with a Document Retrieval Request form to complete instead.

***When is the form due back and where do you send it?***

Return the completed and signed form to the RTI team by email [contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au) on or before 7/03/2019.

***Who do you contact if you have any questions about completing the form?***

If you have any questions about completing the Time Estimate Request form or you require further time please contact me on 07 3066 0728 as soon as possible.

#### ***Other information***

If you consider that another area of the department may hold relevant documents, please advise me as soon as possible. (Please do not refer the application to another division/region of the department.)

Time Estimate Requests for this application have also been sent to CLLO and Cabinet and Executive Services and the Strategic Rail Project Team.

Please DO NOT undertake any direct contact with the applicant unless you have discussed this with me or the RTI team as doing so may be a breach of the Code of Conduct and/or the *Information Privacy Act 2009*.

Further information about what a Right to Information application is, what happens next and where to find further information about RTI can be found on the attachment (*What is a Right to information application?*) or on our [intranet pages](#).

As the RTI team processes applications on behalf of each division/region, we rely on the liaison and searching officers to provide the most relevant documents to assist in the processing of applications.

If you have any questions about this email or the Right to Information application/process, please contact me on 07 3066 0728 or [contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au).

***"The RTI, Privacy and Complaints Management team manages applications as a service to all Divisions of TMR."***

Kind regards

**Danielle Wills**

Senior Advisor (RTI & Privacy) | RTI, Privacy and Complaints Management  
Governance Branch | Corporate Division | Department of Transport and Main Roads

---

Floor 8 | 61 Mary Street | Brisbane Qld 4000

GPO Box 1549 | Brisbane Qld 4001  
07 3066 0728  
[contactrti@tmr.qld.gov.au](mailto:contactrti@tmr.qld.gov.au)  
[www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

Released under RTI Act - TMR