

Additional Information – TransLink Transit Authority - Final Report (1 July 2012- 31 December 2012)

Consultancies

Consultation category	1 July 2012 – 31 December 2012 Expenditure
Human Resources	\$ 0
Business Management	\$ 0
Total Expenditure	\$ 0

Overseas Travel

Name of officer and position	Destination	Reason for travel	Agency cost	Contribution from other agencies or sources
Matthew Longland Acting Deputy Director-General	Brussels, Belgium	To represent the Department of Transport and Main Roads at a briefing session with the International Association of Public Transport (UITP) selection committee for the UITP 2017 World Congress and Exhibition event.	\$10,773	\$NIL

Information Systems and Recordkeeping

For the reporting period (1 July 2012 – 31 December 2012) TransLink adhered to the *Public Records Act 2002 Information Standard 31*.

Right to Information and Information Privacy

The Right to Information Act 2009 is the Queensland Government's approach to giving the community greater access to information. TransLink's Right to Information (RTI) activities for the reporting period and details of how to lodge an RTI request were available on the TransLink website. TransLink is committed to protecting our customers' and employees' personal information and all such information is managed in accordance with the *Information Privacy Act 2009*.

During the reporting period (1 July 2012 – 31 December 2012), TransLink received 5 Right to Information (RTI) applications, 211 Information Privacy and 16 Administrative Access applications.

TransLink corporate documents are held in files, either paper or electronic. These files are created for specific subjects or projects based on our functions and activities. TransLink creates or receives the following documents and record types: briefing notes, memoranda, internal and external organisational

correspondence, correspondence to and from TransLink or the Minister, tenders, agreements and contract documents, plans and drawings reports, submissions and discussion papers, project documentation, policy and strategy documents, agendas and minutes of committees, file notes, diaries and notebooks, audio and visual records, email, mail and facsimiles.

Right to Information and Information Privacy access requests require a formal application form to be completed. All applications to access documents not concerning an applicant's personal affairs are subject to a \$40.50 application fee. Processing and photocopying charges may also apply. There is no charge for processing applications relating to an applicant's personal affairs.

Members of the public can submit an Information Access application using one of the following methods:

ONLINE:

- e-RTI online form

<https://www.smartservice.qld.gov.au/services/information-requests/home.action>

- Or download the application form (PDF 84.16KB)

https://www.smartservice.qld.gov.au/services/information-requests/form/Form-1_RTI_IP-Access-Application-Form.pdf

MAIL: Your completed application should be sent to:

Manager (Right to Information and Privacy)
Department of Transport and Main Roads
GPO Box 1549
Brisbane QLD 4001
Fax: +61 7 3066 7101
Email: contactrti@tmr.qld.gov.au