

About



Additional published information

Information systems and recordkeeping

TransLink commenced development of Business Retention and Disposal Schedules as per the requirements of the *Public Records Act 2002 Information Standard 31*. There were no additional compliance activities completed.

Consultancies

Consultation category	2011-12 Expenditure
Human Resources	\$24,185.50
Business Management	\$92,850.76
Total Expenditure	\$117,036.26

Overseas travel

Name of officer/member and position	
Keith Boyer , Principal Project Officer (Bus)	Markus Keonig , Technical Manager
Destination	
Durban, South Africa	Germany
Reason for travel	
Presentation of a paper at the Thredbo series Conference	Factory acceptance test of Real Time Passenger Information Systems Pilot (representative from TransLink required)
Agency cost	
\$4084.55	\$4514.29
Contribution from other agencies or sources	
\$NIL	\$NIL

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 2011–12 and details of how to lodge an RTI request are 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*.

In the 2011–2012 financial year, TransLink received 6 Right to Information (RTI) applications, 161 Information Privacy and 29 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. This form can be obtained by contacting the TransLink Right to Information and Privacy Unit or can be downloaded from our website. 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.

All applications should be forwarded to:

Right to Information and Privacy Unit

TransLink Transit Authority GPO Box 50 Brisbane Qld 4001

Email: privacy@translink.com.au

Phone: 3338 4324

Fax: 3338 4617

