

-----Original Message-----

From: Rob Zubrinich  
Sent: Monday, 7 June 2010 12:14 PM  
To: Colleen Conway  
Subject: FW:

-----Original Message-----

From: Leanne Robertson [mailto:Leanne.Robertson@justice.qld.gov.au]  
Sent: Thursday, 15 April 2010 5:01 PM  
To: Rob Zubrinich  
Cc: Kaye McKemmish; Christine Johnson  
Subject:

Dear Rob

I am currently acting in the role of Information Champion for the Department of Justice and Attorney-General and write in relation to Christine Costley's email requesting Departments to provide DPC with fortnightly reports on some aspects of each Department's RTI operations. Unfortunately, I was unable to stay to the end of the IC meeting last week but I understand that a number of ICs raised concerns about this request.

I have reviewed the terms of the email and believe that, in its current form, complying with the request would raise a number of issues, the single most important concern being the Department's obligations under the Information Privacy Act 2009. If you would like more detail about these matters please let me know and I will arrange for a short paper to be prepared on point.

However, I have had the attached draft reporting format developed for your consideration. This is a modified version of the JAG fortnightly report to the DG. You will note that names have been excluded. The terms of the applications are usually confined to a descriptor only - WHS (Workplace Health and Safety files), DEPT (General departmental information), COR (Coroners files) and DPP (DPP files) etc.

If the proposal is to proceed unaltered, then a letter should be sent to the Acting Director-General for his consideration.

I await your further advice.

Leanne Robertson  
Department of Justice and Attorney-General  
Tel: 3898 0161 (xtn 81361)  
E-mail: leanne.robertson@justice.qld.gov.au

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RTI RELEASED

**DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL  
FREEDOM OF INFORMATION/RIGHT TO INFORMATION/INFORMATION PRIVACY  
FORTNIGHTLY STATUS REPORT**

**Disclosure Log Key**

Prevented by law	1
Defamatory	2
Breach of IP Act	3
Confidence of third party	4
Protected by contract	5
Cause substantial harm	6
Considered	C

	IP	RTI	FOI	TOTAL
Initial Applications open	6	132	0	138
No of pages to be considered	0	23869	0	23869
Internal Reviews open	0	1	0	1
External Reviews open	0	3	6	9
Overdue	0	0	0	0

File No.	RTI/P	Summary of nature of information requested	No. of Docs	Due Date	Compliant / Non-Compliant	Comments	Status	Consider for Disclosure Log
100019	R	WPO		Clock Stopped +9	C	Ongoing	S.40 Notice sent 27/01/10 refusing to deal Extension granted 05/03/10 to applicant to Response, negotiating terms Extension granted 05/03/10	3
100094	R	DEPT	224	6-Apr-10	C	CEN issued	Decision pending	3
100182	R	DEPT	327	Clock Stopped +5	C	CEN issued	CEN issued 16/3/10 Response due 14/4/10	3
100202	R	DEPT		15-Apr-10	C		Decision Pending	C
100205	R	DEPT		15-Apr-10	C		Decision Pending	C
100219	R	WHS		Clock Stopped +7	C	CEN issued	CEN issued 18/3/10 Response due 19/4/10	3

100304	R	DEPT	110	Clock Stopped +4	C	CEN issued	CEN Issued 30/3/10	C
100318	R	DEPT		23-Apr-10	C		Waiting for docs	C
100338	R	DEPT		27-Apr-10	C		Waiting for docs	C
100341	R	DEPT		30-Apr-10	C		Waiting for docs	C
900758	R	WHS	449	8-Apr-10	C	CEN issued	Consult issued 22/3/10	3
900761	R	COR	187	6-Apr-10	C	CEN issued	Decision pending	3
900764	R	DPP	931	9-Apr-10	C	CEN issued	Decision pending (ext:granted)	
100024	R	DPP	483	N/A	NC		N/C Notice issued 13/1/10	3
100055	R	WHS	781	7-Apr-10	C	CEN issued	3rd party consult sent 10/3/10	3
100101	R	DPP	14	13-Apr-10	C	CEN issued	Consult issued 23/3/10	
100104	R	DPP	485	Clock Stopped +9	C	CEN issued	CEN issued 19/3/10	3
100108	R	WHS	591	27-Apr-10	C	CEN issued	Decision pending	3
100120	R	WHS	78	15-Apr-10	C	CEN issued	Decision pending	3
100122	R	WHS/COR	138	14-Apr-10	C	CEN issued	Decision pending	3
100130	R	WHS	269	N/A	NC		N/C Notice issued 09/02/10	3
100132	R	WHS	296	6-Apr-10	C	CEN issued	Decision pending	3
100134	R	WHS	2113	Clock Stopped +2	C	CEN issued	CEN issued 30/03/10	3
100138	R	WHS	7	29-Apr-10	C		Decision pending	3
100139	R	WHS	327	27-Apr-10	C	CEN issued	Consult issued 25/3/10	3
							Response due 1/4/10	

100142	R	WHS	94	N/A	NC		NC Notice issued 09/02/10	3
							Response due 02/03/10	
100148	R	WHS		8-Apr-10	C		Waiting for docs	3
100149	R	WHS	19	Clock Stopped +5	C	CEN issued	CEN issued 10/03/2010	3
							Response due 09/04/2010	
100150	R	WHS	14	7-Apr-10	C	CEN issued	Decision pending	3
100153	R	WHS	102	13-Apr-10	C	CEN issued	Decision pending	3
100156	R	WHS	538	9-Apr-10	C	CEN issued	Consult issued 22/3/10	3
							Response due 29/3/10	
100158	R	DPP	325	9-Apr-10	C	CEN issued	Decision pending	3
100160	R	WHS	140	N/A	NC		NC Notice issued 12/02/10	3
							Response due 05/03/10	
100162	R	DPP		N/A	NC		NC Notice issued 15/02/10	3
							Response due 08/03/10	
100163	R	WHS	74	6-Apr-10	C	CEN issued	Decision pending	3
100168	R	WHS	71	14-Apr-10	C	CEN issued	2 x Consult issued 24/3/10	3
							Response due 6/4/10	
100169	R	WHS	152	8-Apr-10	C	CEN issued	Decision pending	3
100171	R	WHS	4	15-Apr-10	C	CEN issued	Consult issued 29/3/10	3
							Response due 8/4/10	
100172	R	WHS	506	Clock Stopped +4	C	CEN issued	CEN issued 26/3/10	3
							Response due 28/4/10	
100175	R	WHS	51	N/A	NC		NC Notice issued 16/02/10	3
							Response due 09/03/10	
100177	R	WHS	14	N/A	NC	Disc	NC Notice issued 16/02/10	3
							Response due 09/03/10	
100181	R	DPP		14-Apr-10	C		Waiting for docs	3
100183	R	WHS	456	12-Apr-10	C	CEN issued	Consult issued 24/3/10	3

100189	R	WHS	774	31-Mar-10	C	CEN issued	Response due 26/3/10	3
100190	IP	DPP		N/A	NC		Decision pending	3
100191	R	WHS	15	Clock Stopped +3	C	CEN issued	NC Notice issued 18/02/10 Response due 11/03/10	3
100192	R	WHS	87	Clock Stopped +16	C	CEN issued	CEN issued 26/3/10 Response due 28/4/10	3
100193	R	DPP	263	Clock Stopped +5	C	CEN issued	CEN issued 25/03/2010 Response due 27/04/2010	3
100200	R	WHS	23	28-Apr-10	C	CEN issued	Response due 29/4/10 CEN issued 29/3/10	3
100203	R	WHS		N/A	NC		Response due 9/4/10 NC Notice issued 23/02/2010	3
100204	R	WHS	10	N/A	NC		Response due 16/03/2010 NC Notice issued 23/02/2010	3
100206	R	DPP		N/A	NC		Response due 16/03/2010 NC Notice issued 23/02/2010	3
100208	R	WHS	494	Clock Stopped +1	C	CEN issued	Response due 16/03/2010 CEN issued 26/3/10	3
100209	R	WHS	91	16-Apr-10	C		Response due 28/4/10 Consult issued 29/3/10	3
100210	R	WHS	113	Clock Stopped +1	C	CEN issued	Response Due 14/04/2010 CEN issued 26/3/10	3
100211	R	DPP	853	7-Apr-10	C	CEN issued	Response due 28/4/10 Decision pending	3
100214	R	DPP		8-Apr-10	C		Decision Pending	3

100218	R	DPP	578	Clock Stopped +9	C	CEN issued	CEN issued 29/3/10	Response due 29/4/10	
100226	R	WHS	40	Clock Stopped +2	C	CEN issued	CEN issued 29/3/10	Response due 29/4/10	
100228	R	WHS	9	16-Apr-10 Clock Stopped +16	C	CEN issued	Decision pending	Response due 29/4/10	
100231	R	WHS	35	Clock Stopped +16	C	CEN issued	CEN issued 29/3/10	Response due 29/4/10	
100232	R	WHS	98	Clock Stopped +21	C	CEN issued	CEN issued 29/3/10	Response due 29/4/10	
100233	R	WHS	61	N/A	NC		NC Notice issued 01/03/2010	Response due 29/4/10	
100234	R	WHS	98	N/A	NC		NC Notice issued 01/03/2010	Response due 23/03/10	
100235	R	WHS	125	8-Apr-10 Clock Stopped +12	C	CEN issued	Decision pending	Response due 19/4/10	
100238	R	COR	205	Clock Stopped +12	C	CEN issued	CEN issued 18/3/10	Response due 19/4/10	
100239	R	WHS	114	13-Apr-10	C	CEN issued	Decision pending	Response due 19/4/10	
100241	R	WHS	1065	30-Apr-10	C	CEN issued	Consult Issued 22/3/10	Response due 30/3/10	3
100242	R	WHS	19	Clock Stopped +5	C	CEN issued	CEN issued 29/3/10	Response due 29/4/10	
100243	R	WHS		N/A	NC		NC Notice Issued 03/03/2010	Response due 24/03/2010	3
100245	R	WHS		N/A	NC		NC Notice Issued 03/03/2010	Response due 24/03/2010	3
100247	R	DPP		N/A	NC		NC Notice Issued 03/03/2010		3



100248	R	WHS		N/A	NC		Response due 24/03/2010	3
							NC Notice Issued 03/03/2010	
							Response due 24/03/2010	
100249	R	WHS	323	N/A	NC		NC Notice Issued 03/03/2010	3
							Response due 24/03/2010	
100250	R	WHS	486	9-Apr-10	C		Decision pending	3
100252	R	WHS		N/A	NC		NC Notice issued 04/03/2010	3
							Response due 25/03/2010	
100254	R	WHS	291	10-May-10	C		2 x Consults issued:29/3/10	3
							Response due 9/4/10	
100256	R	WHS		N/A	NC		NC Notice Issued 05/03/2010	3
							Response due 26/03/20010	
100257	IP	DPP		N/A	NC		NC:Notice Issued 05/03/2010	3
							Response due 26/03/20010	
100258	R	WHS		19-Apr-10	C		Waiting for docs	3
							Response due 28/4/10	
100260	R	WHS	849	Clock Stopped +10	C		CEN issued	3
							CEN issued 26/3/10	
							Response due 28/4/10	
100261	R	WHS	24	Clock Stopped +13	C		CEN issued	3
							CEN issued 24/3/10	
							Response due 23/4/10	
100264	R	WHS	31	Clock Stopped +12	C		CEN issued	3
							CEN issued 26/3/10	
							Response due 28/4/10	
100265	R	WHS		6-May-10	C		Waiting for docs	
100267	R	WHS	545	20-Apr-10	C		Decision pending	3
							CEN issued 29/3/10	
100270	R	WHS	135	Clock Stopped +10	C		CEN issued	
							Response due 29/4/10	
100274	R	WHS	2113	Clock Stopped +12	C		CEN issued	3
							CEN issued 26/3/10	

-----Original Message-----

From: Rob Zubrinich  
Sent: Monday, 7 June 2010 12:16 PM  
To: Colleen Conway  
Subject: FW: Reporting of RTI applications

-----Original Message-----

From: Gockel Tom  
Sent: Monday, 12 April 2010 9:48 AM  
To: Rob Zubrinich  
Cc: Christine Castley  
Subject: FW: Reporting of RTI applications

Rob

In response - I make the following observations:

The QPS RTI&P Unit does prepare a list of applicants and due dates - however not the substance of the applications - for information of the Commissioner. In addition, this Unit prepares a separate list of sensitive/complex applications received from the media and/or particular applicants also for consideration by the Commissioner. I suspect the Commissioner briefs the Minister during his regular meetings of the matters we bring to his attention.

During the recent Information Champions meeting, many agency senior reps expressed their concerns that sharing information from agencies in the manner requested may be in breach of the privacy legislation. The applicants will have to be consulted with the advice that certain details of their applications will be forwarded to you and made available to other persons external to this agency. Following this meeting, I provided Christine samples of our list - it quite apparent from our discussion that there is no interest to include details concerning routine applications.

Whilst I accept that the proposed sharing of applicant's personal information and the nature of their applications is not intended to interfere with the independence of agencies to make determinations, there could/ may be a perception that the independence has or will in fact been compromised.

For reasons outlined above, I am not supportive of the proposal. However, if it is intended to proceed (with the proposal) in its current form, may I suggest that you formally forward your written request to the Commissioner for consideration and await his advice.

Should you require further clarification, please do not hesitate to contact me direct.

Kind regards

Thg

Tom Gockel | Superintendent | Right to Information and Privacy Unit | Queensland Police Service

Tel 3364 4670 | Fax 3364 4675 | Mob 0418 760 304 | gockel.tomH@police.qld.gov.au | www.police.qld.gov.au

Police H.Q., Qld Police Service, 200 Roma Street, Brisbane QLD 4000 Australia

GPO Box 1440, Brisbane, QLD 4001 Australia

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-----Original Message-----

From: Kilpatrick.DarrylM[ADMIN]  
Sent: Tuesday, 30 March 2010 3:09 PM  
To: Gockel.TomH[ADMIN]; Robinson.PaulJ[ADMIN]  
Subject: FW: Reporting of RTI applications

Gents,

For your info. See briefing paper.

Regards

DMK

-----Original Message-----

From: Jessie Hitchens [mailto:Jessie.Hitchens@premiers.qld.gov.au] On Behalf Of Christine Castley  
Sent: Tuesday, 30 March 2010 2:14 PM  
To: Annette Bastaja; Cathi Taylor; Chris Turnbull; Kilpatrick.DarrylM[ADMIN]; Doug Watson; Dunning, Kathy; Fiona Rafter; Jennifer Lang; Lynette Lamb; Pat Morgan; Patrick Vidgen; Richard.EDEN@deta.qld.gov.au; Robyn Turbit (Public Works); Susan Horton  
Subject: Reporting of RTI applications

Dear Colleagues

We are continuing to receive a significant number of inquiries from agencies about operational issues relating to the administration of the RTI Act and the processing of applications under the Act. To a large extent, these queries have been motivated by agencies/decision-makers wanting to ensure that they are applying the Act as consistently and fairly as possible, and also because there seem to have been a number of applications in recent times that relate to information across a number of agencies, which raise important issues about coordination of government responses.

We appreciate that agencies require advice from us as quickly as possible to ensure that they are able to meet the required statutory timeframes or, in cases of proposed administrative release, to ensure that they are able to respond to requests for information from the public as quickly as possible.

To enable us to provide better and more timely advice to agencies, we are requesting that you provide a fortnightly list of current RTI applications for your agency (ie received and currently in progress).

Please note that we do not require that the list include applications for personal information (ie applications under the Information Privacy Act). The list will be used to assist us with responding to individual agency's queries and also to better coordinate cross-agency issues. Please note that this request for the information is not intended in any way to interfere with the decision-making processes of officers in agencies; rather, it is an information-gathering exercise aimed at ensuring that, as lead agency for the RTI legislation, we are better placed to assist agencies in addressing issues associated with the ongoing administration of the RTI Act.

We also appreciate that many of you already compile these types of reports for your agencies. If you do, then we are happy to accept these reports as the fortnightly report from your agency. If you don't, then the table below will hopefully assist as a template and an indication of the type of information we are seeking from agencies.

Applicant and date received	Date Decision Due	Subject Matter
Application Progress/Decision and date of publication	(If Decision) Disclosure Log - Yes/No	

We are requesting that a fortnightly list containing the above information be provided by each agency by the Friday of each fortnight, commencing the week of 5 April (ie the first fortnightly report would be due by 4pm on Friday 16 April 2010). It would be appreciated if the list could be forwarded fortnightly to [RTI\\_IP@premiers.qld.gov.au](mailto:RTI_IP@premiers.qld.gov.au).

If you have any queries on this request, please contact Rob Zubrinich, A/Senior Director, Information Policy and Legislation Reform in the first instance on 3033 0687.

Yours sincerely  
Christine Castley

Christine Castley  
Executive Director  
Law and Justice Policy

Department of the Premier and Cabinet  
Telephone: 34062120  
Mobile: 0434077957  
Email: christine.castley@premiers.qld.gov.au

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**Rob Zubrinich**

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**From:** Kaye McKemmish  
**Sent:** Friday, 9 April 2010 8:49 AM  
**To:** Rob Zubrinich  
**Cc:** Leanne Robertson  
**Subject:** RE: RTI reporting

Thanks Rob, I must have misunderstood Tom, thanks for clearing that up. I only needed confirmation either way because the reporting period commences on next Monday - and I have 140 or so RTI applications on foot so a change to our reporting criteria means a small shift in resources to accommodate. I'll let the IC know and if there are any matters she feels need to be raised in relation to the request for the report we will get them to you shortly.

Thanks for your assistance etc.

Kaye McKemmish  
Director  
RTI and Privacy  
Department of Justice and Attorney-General

323 90323

-----Original Message-----

**From:** Rob Zubrinich [mailto:Rob.Zubrinich@premiers.qld.gov.au]  
**Sent:** Thursday, 8 April 2010 5:03 PM  
**To:** Kaye McKemmish  
**Subject:** RE: RTI reporting

Kaye

The issue of the reporting request was discussed at the meeting, but the Info Champions were not told the request has been withdrawn (and I have confirmed that this was not communicated outside the meeting). Rather, in the meeting a number of the ICs expressed concerns about certain aspects of the request. We also understand that some agencies are pulling together responses detailing their concerns.

In response, we advised that we have yet to have those concerns communicated to us in any formal or detailed way. Once we have, though, we can then determine how best to proceed.

So, in essence, the request remains current, as does the invitation in the original email to address any issues that agencies may choose to raise with us.

Yours

Rob Zubrinich  
Senior Director  
Information Policy and Legislation Reform Department of the Premier and Cabinet PO Box  
15185 City East Brisbane QLD 4002 Australia  
Telephone: (07) 30330687  
Mobile: 0427 339 497  
Fax: (07) 3222 2804  
Email: rob.zubrinich@premiers.qld.gov.au

-----Original Message-----

**From:** Kaye McKemmish  
**Sent:** Thursday, 8 April 2010 1:12 PM  
**To:** Rob Zubrinich  
**Cc:** Leanne Robertson  
**Subject:** RTI reporting

Rob

Leanne Robertson is our IC at the moment but unfortunately she had to leave yesterday's IC meeting early. I have just spoken to Tom Gockle of QPS and he said that the issue of the DPC reporting was raised after Leanne left. His understanding of the outcome is that DPC is no longer needing departments to provide an RTI report. Can you confirm that please.

Thanks

Kaye McKemmish  
Director  
RTI and Privacy  
Department of Justice and Attorney-General

323 90323

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RTI RELEASE



**Christine Castley**

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**From:** Christine Castley  
**Sent:** Thursday, 8 April 2010 5:24 PM  
**To:** Rob Zubrinich  
**Subject:** RE: RTI reporting

ta

Christine Castley  
Executive Director  
Law and Justice Policy  
Department of the Premier and Cabinet  
Telephone: 34062120  
Mobile: 0434077957  
Email: christine.castley@premiers.qld.gov.au

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= 1 litre of water  
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-----Original Message-----

**From:** Rob Zubrinich  
**Sent:** Thursday, 8 April 2010 5:04 PM  
**To:** Christine Castley  
**Subject:** FW: RTI reporting

FYI

RZ

-----Original Message-----

**From:** Rob Zubrinich  
**Sent:** Thursday, 8 April 2010 5:03 PM  
**To:** Kaye McKemish  
**Subject:** RE: RTI reporting

Kaye

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Yours

Rob Zubrinich  
Senior Director  
Information Policy and Legislation Reform Department of the Premier and Cabinet PO Box 15185 City East Brisbane QLD 4002 Australia  
Telephone: (07) 30330687  
Mobile: 0427 339 497  
Fax: (07) 3222 2804  
Email: rob.zubrinich@premiers.qld.gov.au

-----Original Message-----

From: Kaye McKemmish  
Sent: Thursday, 8 April 2010 1:12 PM  
To: Rob Zubrinich  
Cc: Leanne Robertson  
Subject: RTI reporting

Rob

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Thanks

Kaye McKemmish  
Director  
RTI and Privacy  
Department of Justice and Attorney-General

323 90323

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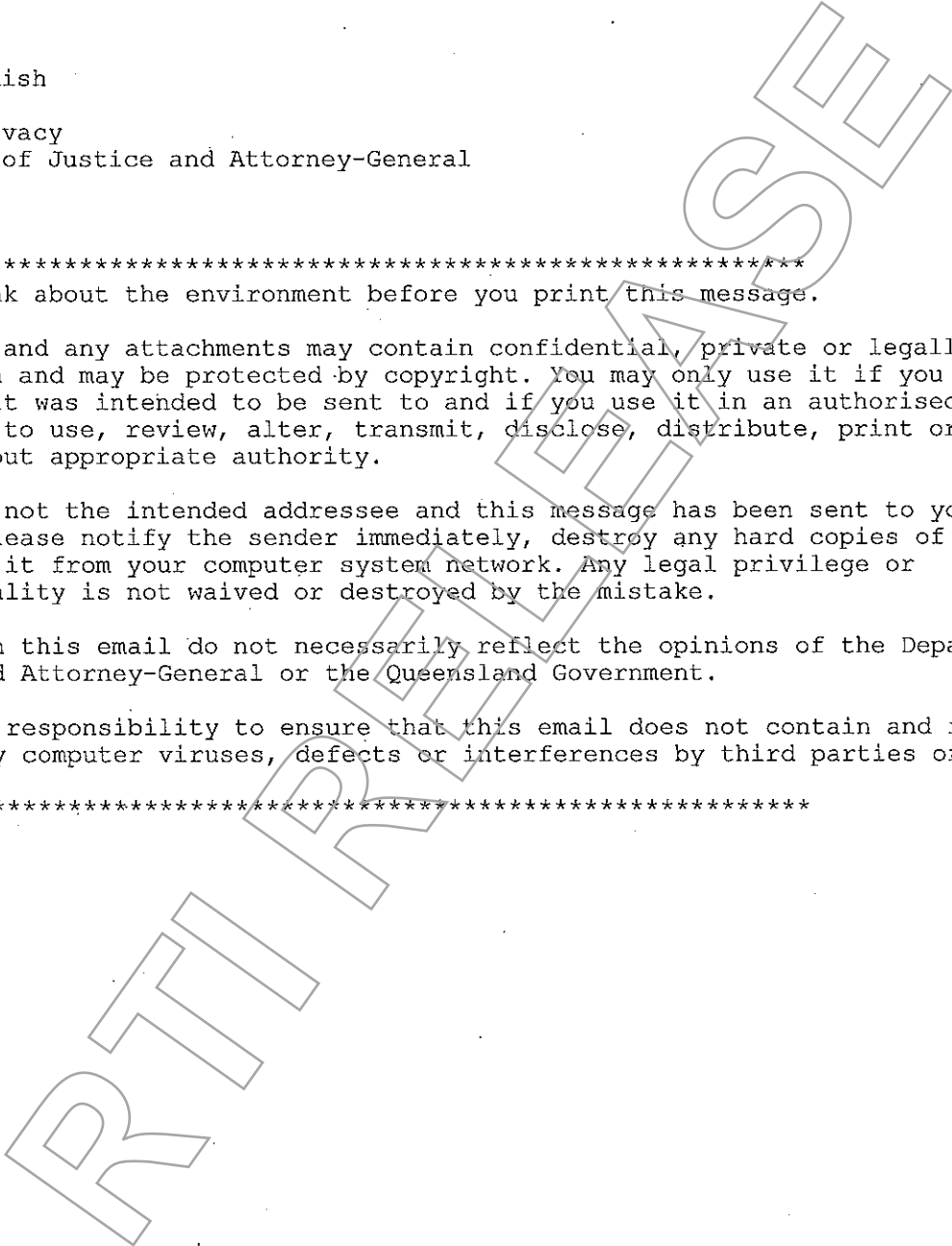
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**Rob Zubrinich**

---

**From:** Kaye McKemmish  
**Sent:** Thursday, 8 April 2010 1:12 PM  
**To:** Rob Zubrinich  
**Cc:** Leanne Robertson  
**Subject:** RTI reporting

Rob

Leanne Robertson is our IC at the moment but unfortunately she had to leave yesterday's IC meeting early. I have just spoken to Tom Gockle of QPS and he said that the issue of the DPC reporting was raised after Leanne left. His understanding of the outcome is that DPC is no longer needing departments to provide an RTI report. Can you confirm that please.

Thanks

Kaye McKemmish  
Director  
RTI and Privacy  
Department of Justice and Attorney-General

323 90323

\*\*\*\*\*  
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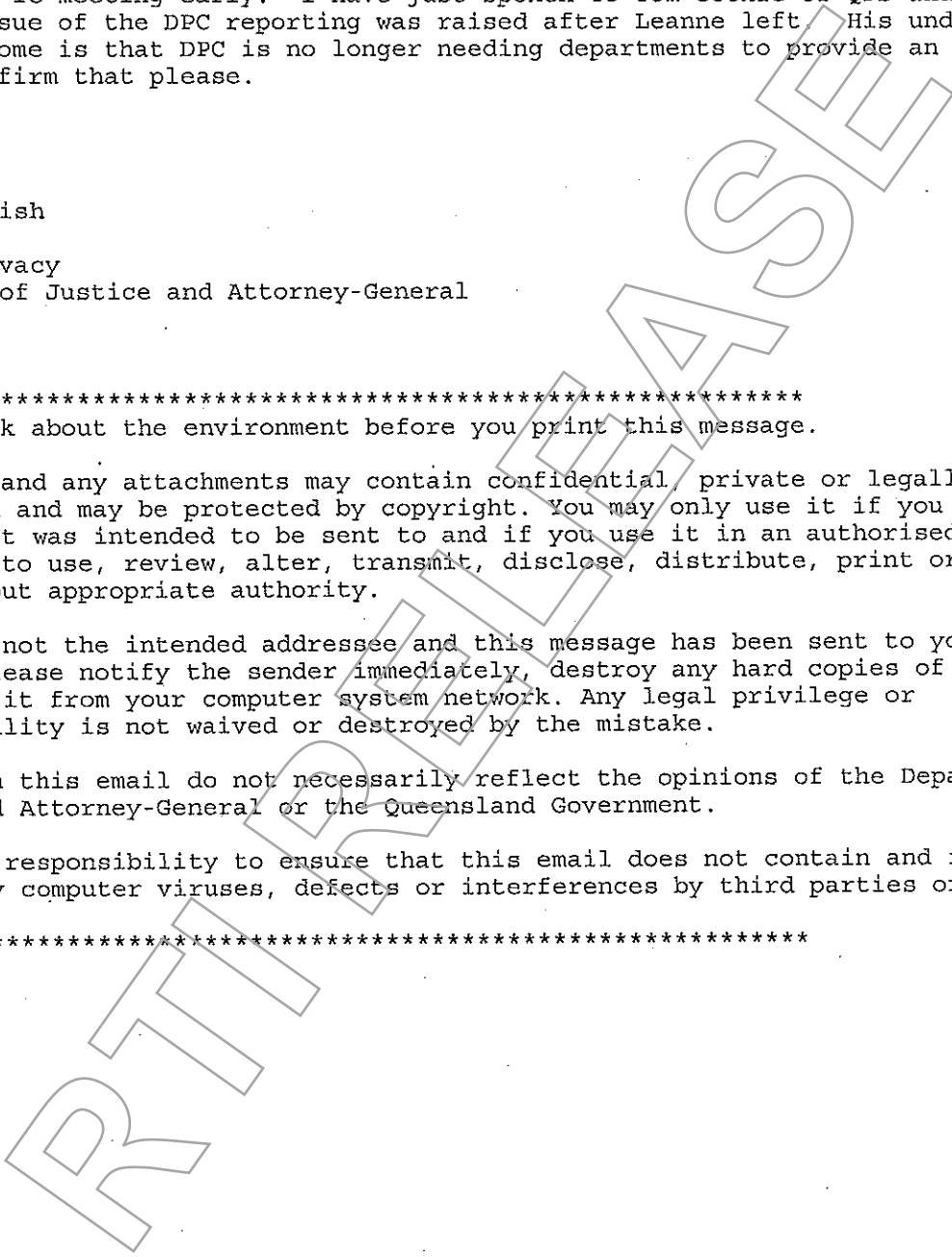
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**Barbara Griesau**

**From:** Jessie Hitchens  
**Sent:** Tuesday, 1 June 2010 11:59 AM  
**To:** Barbara Griesau  
**Subject:** FW: Reporting of RTI applications

Hi Barbara, is this the email Christine needs?

Cheers  
 Jessie

**From:** Jessie Hitchens **On Behalf Of** Christine Castley  
**Sent:** Tuesday, 30 March 2010 2:14 PM  
**To:** Annette Bastaja; Cathi Taylor; Chris Turnbull; Darryl Kilpatrick; Doug Watson; Dunning, Kathy; Fiona Rafter; Jennifer Lang; Lynette Lamb; Pat Morgan; Patrick Vidgen; Richard.EDEN@deta.qld.gov.au; Robyn Turbit (Public Works); Susan Horton  
**Subject:** Reporting of RTI applications

Dear Colleagues

We are continuing to receive a significant number of inquiries from agencies about operational issues relating to the administration of the RTI Act and the processing of applications under the Act. To a large extent, these queries have been motivated by agencies/decision-makers wanting to ensure that they are applying the Act as consistently and fairly as possible, and also because there seem to have been a number of applications in recent times that relate to information across a number of agencies, which raise important issues about coordination of government responses.

We appreciate that agencies require advice from us as quickly as possible to ensure that they are able to meet the required statutory timeframes or, in cases of proposed administrative release, to ensure that they are able to respond to requests for information from the public as quickly as possible.

To enable us to provide better and more timely advice to agencies, we are requesting that you provide a fortnightly list of current RTI applications for your agency (ie received and currently in progress). Please note that we do not require that the list include applications for personal information (ie applications under the *Information Privacy Act*). The list will be used to assist us with responding to individual agency's queries and also to better coordinate cross-agency issues. Please note that this request for the information is not intended in any way to interfere with the decision-making processes of officers in agencies; rather, it is an information-gathering exercise aimed at ensuring that, as lead agency for the RTI legislation, we are better placed to assist agencies in addressing issues associated with the ongoing administration of the RTI Act.

We also appreciate that many of you already compile these types of reports for your agencies. If you do, then we are happy to accept these reports as the fortnightly report from your agency. If you don't, then the table below will hopefully assist as a template and an indication of the type of information we are seeking from agencies.

Applicant and date received	Date Decision Due	Subject Matter	Application Progress/Decision	(If Decision - Yes/No put

We are requesting that a fortnightly list containing the above information be provided by each agency by the Friday of each fortnight, commencing the week of 5 April (ie the first fortnightly report would be due by 4pm on Friday 16 April 2010). It would be appreciated if the list could be forwarded fortnightly to RTI\_IP@premiers.qld.gov.au.

If you have any queries on this request, please contact Rob Zubrinich, A/Senior Director, Information Policy and Legislation Reform in the first instance on 3033 0687.

Yours sincerely

Christine Castley

Christine Castley  
 Executive Director

Law and Justice Policy

Department of the Premier and Cabinet

Telephone: 34062120

Mobile: 0434077957

Email: [christine.castley@premiers.qld.gov.au](mailto:christine.castley@premiers.qld.gov.au)

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RTI RELEASE

**Christine Castley**

---

**From:** Rob Zubrinich  
**Sent:** Monday, 29 March 2010 4:49 PM  
**To:** Christine Castley  
**Subject:** Text of draft email on RTI Report for DGs

Christine

Attached is draft text for the email we are proposing the DG send as a follow up to the request to Information Champions.

*Dear Colleagues*

*Attached is an email sent today to the Information Champions in each of your agencies requesting a fortnightly report on the RTI applications currently on hand. As the email indicates, the request is primarily designed to assist DPC to respond to individual agency's queries on RTI matters and to coordinate cross-agency issues.*

*I request your assistance in ensuring processes are put in place within your agency to give effect this request by the initial deadline of 16 April 2010.*

*Regards  
Ken*

Once the text is agreed, I will arrange for the email to Info Champs to be sent, and for a copy of that correspondence to be attached to the DG-to-DG email.

Yours Rob Z

RTI RELEASE

## Christine Castley

---

**From:** Rob Zubrinich  
**Sent:** Monday, 29 March 2010 3:04 PM  
**To:** Christine Castley  
**Subject:** FW: Text of email to Info Champs re weekly RTI reports

Christine

You asked earlier that once the text of the email to Info Champs is finalised, I should arrange for it to go out from you. Given your suggestion about an accompanying advice from the DG to DGs, I was holding off on sending the Info Champs' email until the DG email is ready to go. Are you OK with that approach?

Rob Z

---

**From:** Scott Kessell  
**Sent:** Monday, 29 March 2010 2:01 PM  
**To:** Christine Castley; Rob Zubrinich; Katrina Edmans  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Good to go I reckon. Be good to send a message from Ken to DGs

---

**From:** Christine Castley  
**Sent:** Monday, 29 March 2010 1:39 PM  
**To:** Rob Zubrinich; Scott Kessell; Katrina Edmans  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Thanks Rob - can you please arrange for the email to be sent out from me to the Information Champions group once we have Scott's OK?

Scott - do you think that we should also have an email go from Ken to DGs, informing them about the email to the Information Champions as a matter of courtesy and also asking that they ensure that the necessary reporting processes are happening in their departments? Happy to draft out a covering email if you think this is a good idea

CC

Christine Castley  
Executive Director  
Law and Justice Policy

Department of the Premier and Cabinet  
Telephone: 34062120  
Mobile: 0434077957

Email: [christine.castley@premiers.qld.gov.au](mailto:christine.castley@premiers.qld.gov.au)

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---

**From:** Rob Zubrinich  
**Sent:** Monday, 29 March 2010 1:18 PM  
**To:** Christine Castley; Scott Kessell; Katrina Edmans  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Looks good.

RZ

---

**From:** Christine Castley  
**Sent:** Monday, 29 March 2010 1:08 PM

**To:** Scott Kessell; Katrina Edmans; Rob Zubrinich  
**Subject:** FW: Text of email to Info Champs re weekly RTI reports

Amended email below, reflecting suggested changes from all of you. I've also added in an additional sentence (which came to me as an after thought) that makes it clear that we do not intend to interfere with decision makers (see para 3).

Can you let me know if you are OK with this to go out?

CC

Christine Castley  
 Executive Director  
 Law and Justice Policy

Department of the Premier and Cabinet  
 Telephone: 34062120  
 Mobile: 0434077957

Email: christine.castley@premiers.qld.gov.au

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Dear Colleagues

We are continuing to receive a significant number of inquiries from agencies about operational issues relating to the administration of the RTI Act and the processing of applications under the Act. To a large extent, these queries have been motivated by agencies/decision-makers wanting to ensure that they are applying the Act as consistently and fairly as possible, and also because there seem to have been a number of applications in recent times that relate to information across a number of agencies, which raise important issues about coordination of government responses.

We appreciate that agencies require advice from us as quickly as possible to ensure that they are able to meet the required statutory timeframes or, in cases of proposed administrative release, to ensure that they are able to respond to requests for information from the public as quickly as possible.

To enable us to provide better and more timely advice to agencies, we are requesting that you provide a fortnightly list of current RTI applications for your agency (ie received and currently in progress). Please note that we do not require that the list include applications for personal information (ie applications under the *Information Privacy Act*). The list will be used to assist us with responding to individual agency's queries and also to better coordinate cross-agency issues. Please note that this request for the information is not intended in any way to interfere with the decision-making processes of officers in agencies; rather, it is an information-gathering exercise aimed at ensuring that, as lead agency for the RTI legislation, we are better placed to assist agencies in addressing issues associated with the ongoing administration of the RTI Act.

We also appreciate that many of you already compile these types of reports for your agencies. If you do, then we are happy to accept these reports as the fortnightly report from your agency. If you don't, then the table below will hopefully assist as a template and an indication of the type of information we are seeking from agencies.

Applicant and date received	Date Decision Due	Subject Matter	Application Progress/Decision	(If Decis - Yes

We are requesting that a fortnightly list containing the above information be provided by each agency by the Friday of each fortnight, commencing the week of 5 April (ie the first weekly report would be due by 4pm on Friday 16 April 2010). It would be appreciated if the list could be forwarded fortnightly to RTI\_IP@premiers.qld.gov.au.

If you have any queries on this request, please contact Rob Zubrinich, A/Senior Director, Information Policy and Legislation Reform in the first instance on 3033 0687.



Yours sincerely

Christine Castley

Christine Castley  
Executive Director  
Law and Justice Policy

Department of the Premier and Cabinet

Telephone: 34062120

Mobile: 0434077957

Email: [christine.castley@premiers.qld.gov.au](mailto:christine.castley@premiers.qld.gov.au)

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RTI RELEASED

## Christine Castley

---

**From:** Katrina Edmans  
**Sent:** Monday, 29 March 2010 1:39 PM  
**To:** Christine Castley  
**Cc:** Scott Kessell; Rob Zubrinich  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Christine

Looks good.

Just changed one word below (weekly to fortnightly) see blue print towards end of your email.

Cheers

Katrina

---

**From:** Christine Castley  
**Sent:** Monday, 29 March 2010 1:08 PM  
**To:** Scott Kessell; Katrina Edmans; Rob Zubrinich  
**Subject:** FW: Text of email to Info Champs re weekly RTI reports

Amended email below, reflecting suggested changes from all of you. I've also added in an additional sentence (which came to me as an after thought) that makes it clear that we do not intend to interfere with decision makers (see para 3).

Can you let me know if you are OK with this to go out?

CC

Christine Castley  
Executive Director  
Law and Justice Policy

Department of the Premier and Cabinet  
Telephone: 34062120  
Mobile: 0434077957

Email: christine.castley@premiers.qld.gov.au

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Dear Colleagues

We are continuing to receive a significant number of inquiries from agencies about operational issues relating to the administration of the RTI Act and the processing of applications under the Act. To a large extent, these queries have been motivated by agencies/decision-makers wanting to ensure that they are applying the Act as consistently and fairly as possible, and also because there seem to have been a number of applications in recent times that relate to information across a number of agencies, which raise important issues about coordination of government responses.

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cross-agency issues. Please note that this request for the information is not intended in any way to interfere with the decision-making processes of officers in agencies; rather, it is an information-gathering exercise aimed at ensuring that, as lead agency for the RTI legislation, we are better placed to assist agencies in addressing issues associated with the ongoing administration of the RTI Act.

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If you have any queries on this request, please contact Rob Zubrinich, A/Senior Director, Information Policy and Legislation Reform in the first instance on 3033 0687.

Yours sincerely

Christine Castley

Christine Castley  
Executive Director  
Law and Justice Policy

Department of the Premier and Cabinet  
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Email: christine.castley@premiers.qld.gov.au

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## Christine Castley

---

**From:** Katrina Edmans  
**Sent:** Monday, 29 March 2010 12:08 PM  
**To:** Christine Castley  
**Cc:** Scott Kessell; Rob Zubrinich  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Christine

I am happy with the email, concur with Scott's and Rob's comments and agree that the generic email address is a good idea.

I will compile the reports each fortnight and forward them on to Scott. As I'm on holidays next week, I'll speak to Rob about who will do the first report.

Regards

Katrina  
Ext 30685

---

**From:** Rob Zubrinich  
**Sent:** Monday, 29 March 2010 12:04 PM  
**To:** Christine Castley  
**Cc:** Scott Kessell; Katrina Edmans  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Christine, I agree with Scott's comments. I would expect that most agencies already maintain reports that would serve the purpose. Also, given the numbers of applications agencies have on hand at any given time (40 or more would not be unusual, and some could have hundreds), a fortnightly report would be more manageable.

It is also preferable if respondents could come back to a generic email address, to avoid problems if Katrina is absent. I suggest: RTI\_IP@premiers.qld.gov.au.

Yours Rob Z

---

**From:** Scott Kessell  
**Sent:** Monday, 29 March 2010 11:43 AM  
**To:** Christine Castley; Rob Zubrinich; Katrina Edmans  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Christine -

Just 2 comments. Could probably do fortnightly to make it more manageable for agencies. If they already do a report for their DG/Min that covers this information then happy to receive a copy of that rather than create new information.

Thanks  
Scott

---

**From:** Christine Castley  
**Sent:** Monday, 29 March 2010 11:41 AM  
**To:** Rob Zubrinich; Scott Kessell; Katrina Edmans  
**Subject:** RE: Text of email to Info Champs re weekly RTI reports

Rob/Katrina/Scott

Please see below draft email that I propose be sent to Information Champions. Comments/suggested changes welcome

CC

---

Dear Colleagues

We are continuing to receive a significant number of inquiries from agencies about operational issues relating to

the administration of the RTI Act and the processing of applications under the Act. To a large extent, these queries have been motivated by agencies/decision-makers wanting to ensure that they are applying the Act as consistently and fairly as possible, and also because there seem to have been a number of applications in recent times that relate to information across a number of agencies, which raise important issues about coordination of government responses.

We appreciate that agencies require advice from us as quickly as possible to ensure that they are able to meet the required statutory timeframes or, in cases of proposed administrative release, to ensure that they are able to respond to requests for information from the public as quickly as possible. To enable us to provide better and more timely advice to agencies, we are requesting that you provide a weekly list of current RTI applications for your agency (ie received and currently in progress). Please note that we do not require that the list include applications for personal information (ie applications under the Information Privacy Act). The list will be used to assist us with responding to individual agency's queries and also to better coordinate cross-agency issues.

Applicant and date received	Date Dec. Due	Subject Matter	Application Progress/Decision	(If Decis - Yes

We are requesting that a weekly list containing the above information be provided by each agency by the Friday of each week, commencing the week of 5 April (ie the first weekly report would be due by 4pm on Friday 9 April 2010). It would be appreciated if the list could be forwarded weekly to [katrina.edmans@premiers.qld.gov.au](mailto:katrina.edmans@premiers.qld.gov.au).

If you have any queries on this request, please contact Rob Zubrinich, A/Senior Director, Information Policy and Legislation Reform in the first instance on 3033 0687.

Yours sincerely

Christine Castley

Christine Castley  
Executive Director  
Law and Justice Policy

Department of the Premier and Cabinet  
Telephone: 34062120  
Mobile: 0434077957

Email: [chrjstine.castley@premiers.qld.gov.au](mailto:chrjstine.castley@premiers.qld.gov.au)

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**Rob Zubrinich**

---

**From:** Scott Kessell  
**Sent:** Thursday, 18 March 2010 4:31 PM  
**To:** Rob Zubrinich  
**Subject:** WOG reporting on RTI apps

Hi Rob,  
Where did we get to with agencies about sharing their reports of RTI apps?  
Scott

Scott Kessell | Executive Director | Office of the Director-General | Department of the Premier and Cabinet | p:3224 8276 | f:3229 2049 | m:0414 489 985

RTI RELEASE