



DEPARTMENT OF JUSTICE

151327/0001

INFORMATION & KNOWLEDGE
MANAGEMENT / CASES / Right to Information
(RTI) Applications 2015

ABC

JAG



151327/0001

DATE CREATED...../...../.....

DATE CLOSED...../...../.....

DUE DATE:

01/15
17-02/15
2/6/15
5/6/15

ARCHIVE DESTRUCTION DATE...../...../.....

BOX NUMBER.....

Response to Third Party Consultation Process

under the

Right to Information Act 2009

JAG reference:

NP_73(2)

151327, _____

To: Right to Information and Privacy Unit
Department of Justice and Attorney-General
GPO Box 149
BRISBANE QLD 4001

Fax: 07 3006 5929

Date: _____

From: _____ (Name)

_____ (Business name, if applicable)

_____ (Address)

The Department of Justice and Attorney-General (the Department) has received a applications for access to documents under the *Right to Information Act 2009*. The applicants seek access to certain documents held in the possession of the department.

On _____ (date) pursuant to section 37 of the RTI Act I received a Third Party Consultation letter of 25 May 2015. A copy of each of the documents was provided to me.

Please tick this box if you have no objections to the release of the documents

I have no objections to the release of the documents to the applicant

Signature: _____

Print name: _____

Response to Third Party Consultation Process

under the

Right to Information Act 2009

JAG reference:

NP_73(2)

151327, _____

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Response to Third Party Consultation Process

under the

Right to Information Act 2009

JAG reference: NP_73(2) 151327, _____

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GPO Box 149
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On _____ (date) pursuant to section 37 of the RTI Act I received a Third Party Consultation letter of 25 May 2015. A copy of each of the documents was provided to me.

Please tick this box if you have no objections to the release of the documents

I have no objections to the release of the documents to the applicant

Signature: _____ Print name: _____

Response to Third Party Consultation Process

under the

Right to Information Act 2009

JAG reference:

151327, NP_73(2)

To: Right to Information and Privacy Unit
Department of Justice and Attorney-General
GPO Box 149
BRISBANE QLD 4001

Fax: 07 3006 5929

Date: _____

From: _____ (Name)

_____ (Business name, if applicable)

_____ (Address)

The Department of Justice and Attorney-General (the Department) has received an application for access to documents from on behalf of Courier Mail made under the *Right to Information Act 2009*. The applicant seeks access to certain documents held in the possession of the department.

On _____ (date) pursuant to section 37 of the RTI Act, I received a Third Party Consultation letter of 25 May 2015. A copy of each of the documents was provided to me.

Please tick this box if you have no objections to the release of the documents

I have no objections to the release of the documents to the applicant

Signature: _____ Print name: _____

Response to Third Party Consultation Process

under the

Right to Information Act 2009

JAG reference: NP_73(2) 151327

To: Right to Information and Privacy Unit
Department of Justice and Attorney-General
GPO Box 149
BRISBANE QLD 4001

Fax: 07 3006 5929

Date: _____

From: _____ (Name)

_____ (Business name, if applicable)

_____ (Address)

The Department of Justice and Attorney-General (the Department) has received applications for access to documents under the *Right to Information Act 2009*. The applicants seek access to certain documents held in the possession of the department.

On _____ (date) pursuant to section 37 of the RTI Act, I received a Third Party Consultation letter of 25 May 2015. A copy of each of the documents was provided to me.

Please tick this box if you have no objections to the release of the documents

I have no objections to the release of the documents to the applicant

Signature: _____ Print name: _____

Response to Third Party Consultation Process
under the
Right to Information Act 2009

JAG reference: NP_73(2) 151327, _____

To: Right to Information and Privacy Unit
Department of Justice and Attorney-General
GPO Box 149
BRISBANE QLD 4001

Fax: 07 3006 5929

Date: _____

From: _____ (Name)

_____ (Business name, if applicable)

_____ (Address)

The Department of Justice and Attorney-General (the Department) has received several applications for access to documents under the *Right to Information Act 2009*. The applicants seek access to certain documents held in the possession of the department.

On _____ (date), pursuant to section 37 of the RTI Act, I received a Third Party Consultation letter of 19 May 2015. A copy of each of the documents was provided to me.

Please tick this box if you have no objections to the release of the documents

I have no objections to the release of the documents to the applicant

Signature: _____ Print name: _____

Response to Charges Estimate Notice (CEN)
under the
Right to Information Act 2009

JAG reference: 151327
Our reference: 219515

To: Right to Information and Privacy Unit
Department of Justice and Attorney-General
GPO Box 149, BRISBANE QLD 4001

Fax: 07 3006 5929

Date: _____

From:

Mr Matt Wordsworth
Wordsworth.matt@abc.net.au

I have applied to the Department of Justice and Attorney-General for access to information under the *Right to Information Act 2009* (RTI Act).

On _____ (date), I received a Charges Estimate Notice of 18 May 2015

I understand that payment is not required at this time.

I understand if I/we do not respond to this notice by 12 June 2015, my/our application for access will be taken to have been withdrawn.

Please tick one of these three boxes

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I confirm the access application and agree to pay the charges |
| <input type="checkbox"/> | I wish to amend the terms of the application to reduce the charges. I/We shall contact you to discuss altering my application before the due date |
| <input type="checkbox"/> | I wish to withdraw the application |

Access options (if no option is ticked, documents will automatically be provided on CD)

- | | |
|--|--|
| <input type="checkbox"/> Please provide documents electronically on CD | <input type="checkbox"/> Please provide a photocopy of the documents (charges apply) |
|--|--|

Signature: _____ Print name: _____

DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL
URGENT - DOCUMENT SEARCH REQUEST



10

RECEIVED
29 APR 2015

To: Chief Justice
From: Right to Information and Privacy Unit
Reference No: 151327
Request date: 2 April 2015

BY:

Due date: 17 April 2015

The Department of Justice and Attorney-General has received an application seeking access to documents under the *Right to Information Act 2009*. We appreciate your assistance in helping us meet the tight processing timelines required.

This search relates to the following:

For the period 1 August 2014 to 27 March 2015, emails and / or correspondence and / or documents regarding discussions between the Chief Justice Tim Carmody and John Byrne and / or other judges regarding:

1. *The appointment process for the Court of Disputed Returns.*
2. *The workload of the Chief Justice and his appearance on the Supreme Court trial division calendar.*

Action required

1. Search for all documents relevant to the application within your business unit (this also includes documents in local business unit archives). Please don't forget to search your electronic holdings in eDocs or other electronic systems, as these need to be included).
2. Complete the Document and Time Control Form—to be signed by the Director/Manager of your business unit. This assists the Decision Maker estimate how much an applicant will be charged for the material we release.
3. Forward the documents (original documents should be provided wherever possible, and electronic documents can be provided on disk or on a USB) to:

Administration Officer
Right to Information and Privacy
Department of Justice and Attorney-General
Level 17, State Law Building, 50 Ann Street, Brisbane

GPO Box 149, BRISBANE QLD 4001

Email: RTIsearches@justice.qld.gov.au

4. If you have any concerns about releasing particular documents to the RTI and Privacy Unit that we are seeking for this application, and you would like more information about the process we use to make decisions, please contact the Director (Anne Edwards) on 3239 0323.
5. If you have any questions or require further information call 3239 0332.
6. **Please nominate an officer** (and their phone number and physical location) for return of the documents:

Name:.....Position:.....

Phone:..... Location:.....

Please ensure you keep the information contained in this document confidential. Do not discuss it outside the Department, and do not make contact with the applicant.

7. **Note:** Original documents subject to an application for access/amendment under *Right to Information Act 2009* or the *Information Privacy Act 2009* - Must retain disclosed documents for 5 years after RTI/IP review processes have been finalised AND the expiry of the minimum retention period in an approved retention and disposal schedule. These sentences are to run concurrently.

Please ensure you keep the information contained in this document confidential. Do not discuss it outside the Department, and do not make contact with the applicant.

DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL
URGENT - DOCUMENT SEARCH REQUEST



To: Supreme and District Courts
From: Right to Information and Privacy Unit
Reference No: 151327
Request date: 2 April 2015 Due date: 17 April 2015

The Department of Justice and Attorney-General has received an application seeking access to documents under the *Right to Information Act 2009*. We appreciate your assistance in helping us meet the tight processing timelines required.

This search relates to the following:

For the period 1 August 2014 to 27 March 2015, emails and / or correspondence and / or documents regarding discussions between the Chief Justice Tim Carmody and John Byrne and / or other judges regarding:

- 1. The appointment process for the Court of Disputed Returns.*
- 2. The workload of the Chief Justice and his appearance on the Supreme Court trial division calendar.*

Action required

1. Search for all documents relevant to the application within your business unit (this also includes documents in local business unit archives). Please don't forget to search your electronic holdings in eDocs or other electronic systems, as these need to be included).
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5. If you have any questions or require further information call 3239 0332.
6. **Please nominate an officer** (and their phone number and physical location) for return of the documents:
Name: **Catherine Edwards** Position:.....**Executive Officer**.....
Phone:....**324 74300**..... Location: **Level 10, QEII Courts of Law**.....
7. **Note:** Original documents subject to an application for access/amendment under *Right to Information Act 2009* or the *Information Privacy Act 2009* - Must retain disclosed documents for 5 years after RTI/IP review processes have been finalised AND the expiry of the minimum retention period in an approved retention and disposal schedule. These sentences are to run concurrently.

DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL
URGENT - DOCUMENT SEARCH REQUEST



To: Supreme and District Courts
From: Right to Information and Privacy Unit
Reference No: 151327
Request date: 2 April 2015 Due date: 17 April 2015

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- 2. The workload of the Chief Justice and his appearance on the Supreme Court trial division calendar.*

Action required

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- Please nominate an officer** (and their phone number and physical location) for return of the documents:

Name:.....Position:.....

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Please ensure you keep the information contained in this document confidential. Do not discuss it outside the Department, and do not make contact with the applicant.

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DOCUMENT AND TIME CONTROL FORM
This form is required for reporting purposes

CMS reference: 151327 (Supreme and District Courts)

Please tick the appropriate box

1. Documents exist, but cannot be located. Reason
2. Documents exist
 - Original documents attached. List file numbers
 - Copies of documents attached:

Do you agree to officers within the RTI and Privacy Unit destroying the copies at the completion of the application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Please indicate if the following searches have been conducted

- | | |
|---|--|
| <input type="checkbox"/> Checked with officer(s) responsible for project/task for documents held in office, vehicle or home office
<input type="checkbox"/> Electronic file management system/IOMS/eDOCS/recfind
<input type="checkbox"/> Bookshelves and binders | <input type="checkbox"/> Desks and drawers
<input type="checkbox"/> Filing cabinets and storage areas
<input type="checkbox"/> Electronic files, emails
<input type="checkbox"/> Archives
<input type="checkbox"/> Detention/Professional Management/Case Management/Inmate/Probation & Parole files |
|---|--|
3. No documents are in our possession.
 If you are aware of any other business unit/department/agency holding documents relating to this application, please advise

Mandatory to complete for investigation/prosecution files
<input type="checkbox"/> Investigation complete – not for prosecution <input type="checkbox"/> Investigation complete – prosecution action being taken <ul style="list-style-type: none"> <input type="checkbox"/> no concerns because no harm would be expected as a result of release of these documents <input type="checkbox"/> do not release because..... <input type="checkbox"/> Prosecution completed <input type="checkbox"/> Ongoing investigation

Time declaration

Date	Name of Officer	Classification (eg. AO3)	Duties performed (eg searching)	Time taken (eg. 8 mins)

Please note: having a record of the time it has taken your business unit to locate relevant records assists the RTI and Privacy Unit to determine what fees and charges should be sought from the applicant to offset the cost of processing an application.

This form must be signed off by the Director/Manager of the Unit

Name of Director/Manager	Signature	Date
Additional information about searches can be found at: http://intranet.justice.govnet.qld.gov.au/data/assets/word doc/0003/135750/rtip-further-info-application-processing.doc		

DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL
URGENT - DOCUMENT SEARCH REQUEST



To: Chief Justice
From: Right to Information and Privacy Unit
Reference No: 151327
Request date: 2 April 2015 Due date: 17 April 2015

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DOCUMENT AND TIME CONTROL FORM
 This form is required for reporting purposes

CMS reference: 151327 (Chief Justice)

Please tick the appropriate box

1. Documents exist, but cannot be located. Reason
2. Documents exist
 - Original documents attached. *List file numbers*
 - Copies of documents attached:

Do you agree to officers within the RTI and Privacy Unit destroying the copies at the completion of the application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please indicate if the following searches have been conducted

- | | |
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| <input type="checkbox"/> Checked with officer(s) responsible for project/task for documents held in office, vehicle or home office
<input type="checkbox"/> Electronic file management system/IOMS/eDOCS/recfind
<input type="checkbox"/> Bookshelves and binders | <input type="checkbox"/> Desks and drawers
<input type="checkbox"/> Filing cabinets and storage areas
<input type="checkbox"/> Electronic files, emails
<input type="checkbox"/> Archives
<input type="checkbox"/> Detention/Professional Management/Case Management/Inmate/Probation & Parole files |
|---|--|
3. No documents are in our possession.
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Mandatory to complete for investigation/prosecution files
<input type="checkbox"/> Investigation complete – not for prosecution <input type="checkbox"/> Investigation complete – prosecution action being taken <ul style="list-style-type: none"> <input type="checkbox"/> no concerns because no harm would be expected as a result of release of these documents <input type="checkbox"/> do not release because..... <input type="checkbox"/> Prosecution completed <input type="checkbox"/> Ongoing investigation

Time declaration

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This form must be signed off by the Director/Manager of the Unit

Name of Director/Manager

Signature

Date

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