



29 March 2023

Department of
Justice and Attorney-General

Mr Anthony Steenbergen

E: foi+request-10117-6dad0460@righttoknow.org.au

Dear Mr Steenbergen

I refer to your email request which was received by Right to Information and Privacy, Department of Justice and Attorney-General (DJAG) on 27 March 2023. I have interpreted your request as an application made under the *Right to Information Act 2009* (RTI Act). The terms of your request are outlined below:

Information on Tyler James Moore and Robert Leonard Moore.

Please advise this office by **21 April 2023** if managing the application in this way is inconsistent with the intention of your request.

I am writing to advise you that as it currently stands your application is noncompliant with the relevant application requirements of section 24 of the RTI Act. This means we cannot process your application as it currently stands. In order for us to process your application you will need to make it compliant by providing the following:

1. Complete, check and return the enclosed Right to Information and Information Privacy Access Application form. Please ensure question three and if relevant question four of the application form are answered. Please also ensure a contact number is provided and the declaration on the last page of the form is signed and dated.
2. An **original certified** copy of **one** of the following documents as proof of your identity and Tyler Moore's (if you are acting on Tyler's behalf) identity:
 - Birth certificate;
 - current driver's licence (both front and back);
 - identifying page of current passport;
 - current 18+ card;
 - photographic student identification card from a recognised educational institution;
 - birth extract;
 - marriage certificate;
 - naturalisation certificate or citizenship certificate;
 - immigration papers or other documents issued by the Commonwealth Department of Immigration and Border Protection; or
 - statutory declaration of an individual who has known you or your client for at least one year.

An **original certified** copy is considered **valid** if it is witnessed by:

- a lawyer or notary public,
- a commissioner for declarations; or
- a justice of the peace.

Privacy Notice

The Department of Justice and Attorney-General (DJAG) is authorised to collect personal information under the *Information Privacy Act 2009* (IP Act) and the *Right to Information Act 2009*. This information will be used to process your application and may be disclosed to various officers within the department or to consulted entities to obtain their views. The information may also be disclosed to other agencies where it is necessary to transfer the application. You will be advised if a transfer or consultation occurs. DJAG may use your contact details to obtain feedback to improve service delivery. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law and will be handled in accordance with the IP Act.

Right to Information and Privacy
State Law Building
50 Ann Street Brisbane QLD 4000
GPO Box 149 Brisbane QLD 4001
Telephone (07) 3738 9893
Email RTIAdministration@justice.qld.gov.au
Website www.justice.qld.gov.au

3. Provide evidence of your authority to act on Tyler Moore's behalf, if you are acting on Tyler's behalf, by forwarding a copy of **one** of the following:
 - The enduring power of attorney appointing you to act as the applicant's attorney; or
 - The will or court order appointing you to act as the applicant's guardian; or
 - The will authorising you to act; or
 - The authority to act signed and dated by your client; or
 - The client agreement authorising a legal practitioner to act for an applicant.

Please advise this office if you are not acting on Tyler's behalf.

4. Provide payment of the \$53.90 application fee as set out in the RTI Act. Applications that do not concern the applicant's personal information attracts this application fee and should be paid at the time the application is made. As your request does not only seek information about yourself, the application fee is payable. This can be paid by credit card, cheque or money order.

If you wish to pay by credit/debit card, please see the URL below:

<https://www.smartservice.qld.gov.au/services/bill/rtidjag?form.reference1=230397&form.reference2=Anthony%20Steenbergen&form.amount=53.90>

If you wish to pay by cheque or money order, please make it payable to the Department of Justice and Attorney-General and return to:

Please return your payment to: Right to Information and Privacy
Department of Justice and Attorney-General
GPO Box 149
BRISBANE QLD 4001

5. As the scope of your application is broad, the documents you are seeking to access are not able to be determined by DJAG. To clarify the scope of your application would you please provide DJAG with more specific information about the scope of your application. This information will assist DJAG to identify the relevant documents. For example:
 - details of the subject matter of the documents you are seeking to access;
 - the name and date of birth (if known) of the relevant parties to the matter;
 - the court or tribunal where the matter is being heard/was heard and the relevant date/s;
 - the nature of the charges before the court or tribunal;
 - the date of the injury/incident; and
 - any other information that will assist us to locate the documents you are seeking to access.

Additional information

1. Certified documentation, evidencing the relationship between yourself and Tyler Moore, will provide additional information that may be considered by Right to Information and Privacy when making the decision on your application. This does not indicate that another individual's personal information will automatically be released.
2. Documents containing information relating to the judicial function of courts are excluded from the scope of the RTI Act. If you would like access to these documents you must contact the registrar of the relevant courthouse/s. For Queensland Court contact details, visit: <https://www.courts.qld.gov.au/contacts>.
3. Search and copy functions of the courts - You can apply to search and/or copy court documents that were used in civil or criminal cases in the Queensland Supreme and District courts or a Magistrates court. To complete the [online form](#) you will need the file or indictment number, and/or defendant or party names, and/or details of the documents you want to view.

If you don't have this information, you can contact the relevant courthouse for help. For civil matters in the Supreme and District courts, you can do a Queensland Courts Party Search to find this information.

4. To request a court transcript or audio of court proceedings please submit your application to QTranscripts. I refer you to the process below:
 - (a) Go to qtranscripts.justice.qld.gov.au;
 - (b) Select Public Login;
 - (c) Login with your myGovID or QGov account;
If you do not have a myGovID or QGov account, you will be prompted to create one. Follow the prompts to establish your myGovID or QGov account; and
 - (d) Follow the prompts in QTranscripts to request your product. You can track the progress of your order, query your request, and view communication.

When your audio or transcript request is finalised, a secure link to download the product will be sent to you. You have 30 days to download your audio or transcript before the link expires.

If you cannot create a myGovID or QGov account to access QTranscripts, you will need to complete a form (Request for Transcript [form](#), Request for Transcript– Victim of a Personal Offence [form](#) or a Request for Transcript and Financial Hardship Fee Wavier Application [form](#)). Alternatively, contact Recording and Transcription Services on 1800 842 122 (available Monday to Friday 8:30am – 4:00pm, excluding Queensland public holidays) or by visiting a Courthouse.

5. Information on applying for documentation under the *Right to Information Act 2009* and *Information Privacy Act 2009* can be found on the *Right to Information and Information Privacy* webpage – www.rti.qld.gov.au. If you wish to apply for access to documents held by other State Government agencies a list of Right to Information and Information Privacy State Government agency contacts can be found at - [RTI/IP agency contacts | Right to Information and Information Privacy](#).
6. The Office of the Director of Public Prosecutions (ODPP) represents the State of Queensland in criminal cases. The ODPP can be contacted on:

Phone [13 QGOV \(13 74 68\)](tel:137468) (within Australia)
Email mailbox@justice.qld.gov.au
State Law Building, 50 Ann Street, BRISBANE QLD 4000
GPO Box 149, BRISBANE QLD 4001

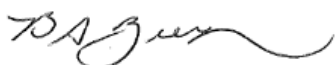
If you are wanting to submit an application to the ODPP, please complete, check and return the enclosed Right to Information and Information Privacy Access Application. At question 5 you will need to state that you are applying to the Office of the Director of Public Prosecutions.

Right to Information and Privacy accept electronic copies of documents (excluding those containing credit card details) by email at RTIAdministration@justice.qld.gov.au.

You will need to reply by **21 April 2023** otherwise, under the legislation, your application will be deemed to be noncompliant.

For further enquiries please contact this office on telephone number (07) 3738 9893, or via email at RTIAdministration@justice.qld.gov.au, quoting reference number **230397**.

Yours sincerely



Belinda Zieth
Principal Executive Officer
Right to Information and Privacy

