

**Melissa Burow**

**From:** DLO  
**Sent:** Monday, 15 August 2016 1:31 PM  
**To:** Executive Correspondence DILGP  
**Cc:** Max Barrie; erin.fentiman@ministerial.qld.gov.au; Tim Fell  
**Subject:** DFAA: MC16/3416 - complaint against actions of local government officials  
Sch. 4(4)(6) - Disclosing personal information

**Attachments:** CCC complaint.pdf

**Department**  
  
**Deputy Premier Officers**

Please note you are receiving this notification to give you the opportunity to commence investigations or start drafting a response and/or briefing note ahead of formal allocation through Source. If necessary, please also commence seeking input from other areas, or advise the DLO if the corro should be referred elsewhere. If a phone call is made to close this correspondence out please ensure a phone record sheet is completed and saved to the container for audit purposes.

Please note the action requested by the DLO below. Should you require a different course of action or any additional actions please advise the DLO via return email.

**Corro type:** Deputy Premier  Director-General

**Triage category:**

- 1. DLO to respond immediately (call, email or template)  OR formal ESU referral
- 2. Operational corro – relevant ED / LGRS Director to action (call, email or response letter). Escalate if necessary.
- 3. DG office signatory (DG delegation; statutory requirement; from DG/CEO; strategic or contentious)
- 4. DP office signatory (DP delegation; statutory requirement; from minister, mayor or MP; strategic or contentious)

**Action required:**

- No response req. – file & note
  - Ack. - courtesy & final (ESU)
  - Councillor(s) complaint
  - Ref to other Minister/s (list)
- xxxxx

**Response letter / email:**

- Interim (ESU to coordinate)
- Priority – 5 days
- Standard – 10 days
- Complex – 15 days
- Other / MALPI ..... days

**Signatory:**

- Deputy Premier
- Assistant Minister - LG
- CoS
- Director-General / CEO
- ED / LGRS Director (or DDG)

**Briefing note required?**

- Decision  Noting
- Meeting  If necessary

**Other:**

- Dept. to call & resolve (2 days max)
- Dept. for appropriate action
- Dot points (see instructions below)

**Contact person for response:**

- CoS
- Director-General / CEO
- Appropriate dept. officer

**Allocation** (allocate to one only - that area to liaise with other divisions as necessary)

	Allocate	Copy	Drafting instructions
Office of the DG			
SGR			
LGRS	X		
Planning			
EDQ			
IPP			
Southbank			
DSD			
QRA			

Details: PI&R

Kind regards

**David Attrill**  
**Departmental Liaison Officer**  
Office of the Director-General  
Department of Infrastructure, Local Government and Planning  
p. [redacted] | m. [redacted] | e. david.attrill@dilgp.qld.gov.au

**From:** Deputy Premier [mailto:deputy.premier@ministerial.qld.gov.au]

**Sent:** Monday, 15 August 2016 12:16 PM

**To:** DLO

**Subject:** INCOMING CORRO - complaint against actions of local government official

Sch. 3(10)(4) - Law enforcement or public safety information

RTI RELEASE - DLGRMA

**Melissa Burow**

**From:** DLO <dlo@dilgp.qld.gov.au>  
**Sent:** Monday, 24 October 2016 9:34 AM  
**To:** Executive Correspondence DILGP  
**Cc:** Max Barrie; Stephen Johnston; Tim Fell; Emily Brogan; Anna Carey  
**Subject:** DFAA: INCOMING CORRO - fraud allegations against Ipswich City Council [Sch. 4(4)(b)]

**Attachments:** [Sch. 4(4)(b) - Disclosing p...]  
[Sch. 3(10)(4) - Law enforcement or public safety information]

Dept – please note you are receiving this notification to give you the opportunity to commence investigations or start drafting a response and/or briefing note ahead of formal allocation through Source. If necessary, please also commence seeking input from other areas, or advise the DLO if the corro should be referred elsewhere.			
Deputy Premier Officers	Please note the action requested by the DLO below. Should you require a different course of action or any additional actions please advise the DLO via return email.		
Corro type:	Deputy Premier	<input checked="" type="checkbox"/>	Director-General
Triage category	<input type="checkbox"/>	1. DLO to action immediately (NRN, call, email or template)	OR formal ESU referral
	<input checked="" type="checkbox"/>	2. Operational corro – Department to action (noting only, call, email or response letter). Escalate if necessary.	
	<input type="checkbox"/>	3. DG office signatory (DG delegation; statutory requirement; from DG/CEO; strategic or contentious)	
	<input type="checkbox"/>	4. DP office signatory (DP delegation; statutory requirement; from minister, mayor or MP; strategic or contentious)	
Action required:	PI&R for initial assessment and any appropriate action. Noted that the CCC have been included in this email.		
Allocate to:	PI&R		

Kind regards

**David Attrill**  
Departmental Liaison Officer  
Office of the Director-General  
Department of Infrastructure, Local Government and Planning  
p. [redacted] | m. [Sch. 4(4)(b) - Disclosi] | e. david.attrill@dilgp.qld.gov.au

**From:** Deputy Premier [mailto:deputy.premier@ministerial.qld.gov.au]  
**Sent:** Monday, 24 October 2016 8:45 AM  
**To:** DLO



# 531

Date rec. in MO  
30/8/2017  
Date received by DLO:  
31/8/2017

**Minister for Local Government**  
Ministerial correspondence action sheet

Date due to ESU: 1/3/17  
Tracking ref: MC17/4002  
File No: F17/2374

**1. Triage category:**

- NRN
- Referral
- DLO or Dept response / action
- DG response
- Min/CoS response

**2. Copies of incoming to:**

- CoS (L Foley)
- LG Advisor /CLO (J Verwey)
- Other.....

**3. Action required**

**ESU to action**

- No response req. – file & note
- Ack. - courtesy & final
- Ref to other Minister/s (list)  
CCC

**Response letter / email:**

- Interim (ESU to coordinate)
- Priority – 5 days
- Standard – 10 days
- Complex – 15 days

**Response signatory:**

- Min Furner
- CoS
- Director-General
- DDG LG / ED
- CONSTITUENT?**

**Briefing note required?**

- Decision
- Meeting
- Noting
- If necessary

**Other**

- Dept. to call & resolve
- Dept. for appropriate action
- Dot points

**Contact person: (for letter)**

- CoS
- Appropriate dept. officer
- Other.....

**4. Prepared by**

**Drafting instructions (from MO)**

LG Advisor (J Verwey)

Sch. 4(4)(6) - Disclosing personal information

Signed [Signature]  
Date 31/8/17

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**5. DLO use**

	Allocate	Copy
SGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LGRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DSD (SLA)	<input type="checkbox"/>	<input type="checkbox"/>
DG	<input type="checkbox"/>	<input type="checkbox"/>
Director, ODG	<input type="checkbox"/>	<input type="checkbox"/>
DDG LG	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

see MC17/3976

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Details... Sch. 4(4)(6) - Disclosing personal information

Signed... [Signature]

Date... 31 AUG 2017

## Nathan Legge

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**From:** Deputy Premier  
**Sent:** Wednesday, 30 August 2017 10:10 AM  
**To:** Sch. 4(4)(6) - Disclosing personal information  
**Cc:** Local Government; DLO  
**Subject:** FW: complaint  
**Attachments:** APPLICATION TO THE DILGP 2017.doc; complain August 2017.docx

Sch. 4(4)(6) - Disclosing personal in  
[Redacted]

Thank you for your email to the Honourable Jackie Trad MP, Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning.

As this matter falls under the portfolio of the Honourable Mark Furner MP, Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships, your correspondence has been referred to the Minister's office for consideration.

Minister Furner's office can be contacted on [local.government@ministerial.qld.gov.au](mailto:local.government@ministerial.qld.gov.au) or 3719 7420.

Kind regards



**Office of the Hon. Jackie Trad MP**

Deputy Premier, Minister for Transport  
and Minister for Infrastructure and Planning

P 07 3719 7100 E [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au)

1 William Street Brisbane QLD 4000

PO Box 15009 City East QLD 4002

Sch. 3(10)(4) - Law enforcement or public safety information  
[Redacted]

## Melissa Burow

**From:** DLO  
**Sent:** Wednesday, 30 August 2017 12:04 PM  
**To:** Executive Correspondence DILGP  
**Cc:** Jonte Verwey; Deputy Premier; Tim Fell; Alison George; Sarah Charlwood; Patricia McKay  
**Subject:** DFAA: complaint [Sch. 4(4)(6) - Disclosing personal information]  
**Attachments:** APPLICATION TO THE DILGP 2017.doc; complain August 2017.docx

Hi ESU- please allocate to Legal -Alison George for appropriate action.

Kind regards, Wendy

**From:** Deputy Premier [mailto:deputy.premier@ministerial.qld.gov.au]  
**Sent:** Wednesday, 30 August 2017 10:10 AM  
**To:** [Sch. 4(4)(6) - Disclosing personal information]  
**Cc:** Local Government ; DLO  
**Subject:** FW: complaint

[Sch. 4(4)(6) - Disclosing personal information]

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As this matter falls under the portfolio of the Honourable Mark Furner MP, Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships, your correspondence has been referred to the Minister's office for consideration.

Minister Furner's office can be contacted on [local.government@ministerial.qld.gov.au](mailto:local.government@ministerial.qld.gov.au) or 3719 7420.

Kind regards



**Queensland**  
Government

**Office of the Hon. Jackie Trad MP**

Deputy Premier, Minister for Transport  
and Minister for Infrastructure and Planning

P 07 3719 7100 E [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au)

1 William Street Brisbane QLD 4000

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[Sch. 3(10)(4) - Law enforcement or public safety information]