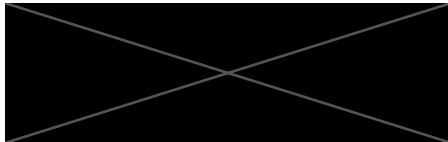


18 February 2025

Our ref: 25T-1151

Mr Jake Coppinger



By email: jake@jakecoppinger.com

Dear Mr Coppinger

**Request for an advance deposit of processing charges under the
Government Information (Public Access) Act 2009 (GIPA Act)**

On 3 February 2025 TfNSW received your application for the following information under the GIPA Act for the following information:

'I am seeking access to copies of the following documents, including;

- Briefing notes*
- Statistical reports*
- Presentations*
- Email correspondence (including through 2019 with the NRMA); and*
- Meeting minutes*

detailing monitoring of the impact of the 7 January 2018 introduction of 90 second cycle times in the Sydney CBD.

To assist your search I note:

- The NRMA stated "Monitoring was undertaken for a three month period to assess impacts across the network and the wait time was tweaked for certain streets. The change in cycle times has reduced waiting times for pedestrians at signals, meaning more frequent safe crossing opportunities"*
(www.mynrma.com.au/-/media/documents/advocacy/look-up-keeping-pedestrians-safe.pdf)
- The source of the information in this sentences is referenced in the document as "Transport for NSW (2019). Personal correspondence.'*

Processing charges for dealing with your application

Under the GIPA Act we may charge \$30 per hour for each hour of processing time for your application. The application fee you have provided counts as a payment toward the first hour of any processing charges payable.

Estimate of total processing charges for dealing with your application

So far, it has taken **7 1/3 hours** to deal with your application and I estimate that it will take a further **8.4 hours**. At this stage, I estimate that it is likely to cost a minimum of **\$441** to deal with your application - calculated at \$30 per hour.

The following Table itemises the tasks necessary in processing your application and the associated cost.

Action	Time Estimate	Cost
<ul style="list-style-type: none">Confirm validity of application and assign to officerConsider terms of the application and request searches	1/3 hour (spent)	\$10
<p>Searches conducted by TfNSW's Co-Ordinator General Division in the Objective records management system and Outlook (email software).</p> <p>The searches were conducted by two staff members using terms from the application and located 206 individual records, which will need to be reviewed for relevance and the presence of any public interest considerations against disclosure.</p> <p>These records currently include many emails, which may have attachments that will also need to be reviewed.</p>	7 hours (spent)	\$210
<ul style="list-style-type: none">Review of information retrieved, including compiling and considering information for release (based on a conservative estimate of around a minute per record).	3.4 hours (estimate)	\$102
<ul style="list-style-type: none">Consultation with third parties the number of which is presently unknown	1 hour (estimate)	\$30
<ul style="list-style-type: none">Drafting decision letter and preparing information for release	4 hours (estimate)	\$120
Total time estimated to be spent:	15.7 hours	\$471
Counting the application fee as the first hour of processing		-\$30
Total remaining processing charges:		\$441
Total advance deposit required (50% of remaining processing charges):		\$220.50

Request for 50% advance deposit

Before proceeding any further with your application, I require you to pay a deposit of **\$220.50** being 50% of the estimated cost, to be paid on or before **Tuesday 18 March 2025**.

You may pay by Electronic Fund Transfer or direct deposit to the following bank account:

Account name: Transport for NSW

BSB: 032001

Account Number: 170518

Description / Reference Number: **25T-1151**

Please email your proof of payment to information@transport.nsw.gov.au.

Failure to notify us of your payment or omission of the description (reference number) may delay further processing of your application.

We will email acknowledgement of receipt once payment is confirmed.

Please be aware that funds are not deemed received until they appear in our account. For transfers from other banks, this may take up to two business days. Failure to pay by the due date may result in me refusing to deal further with your application, the forfeiture of your application fee and/or any other charge already paid.

You may also pay with a credit card by calling us during business hours (9am-4pm) on 9549 9904. Do not email or provide your credit card details to us in writing.

What if your application takes less or more time to process?

If the processing time varies from the above estimate, the total processing cost will be recalculated upwards or downwards. I will advise you of this when the actual cost of dealing with your application is known.

Should you wish to amend the terms of your request to, for example, exclude email correspondence, this may result in reduced processing charges.

When will your application be decided?

Please note that the period within which an application is required to be decided stops running from the date that the decision to require an advance deposit is made until payment is received (section 68(2) of the GIPA Act). When I receive your advance deposit, work on your application will recommence and I will advise you of a new decision date.

Review rights

If you disagree with my decision to require an advance deposit, you may apply for this decision to be reviewed by seeking:

- an internal review by another officer of this agency, who is no less senior than me;
- an external review by the NSW Information Commissioner; or
- an external review by the NSW Civil and Administrative Tribunal (NCAT).

You have 20 working days from the date of this letter to apply for an internal review and 40 working days to apply for an external review by the NSW Information Commissioner or NCAT.

If you wish to apply for an internal review, you may do so by applying through TfNSW's online portal at:

<https://www.transport.nsw.gov.au/about-us/access-to-information/internal-review-application>

See <https://www.transport.nsw.gov.au/about-us/access-to-information> for more information.

More information

For your information and assistance, I **enclose** a fact sheet explaining your rights to have this decision reviewed.

Please do not hesitate to contact Nick Yetzotis at nick.yetzotis@transport.nsw.gov.au if you have any questions.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'N. Yetzotis', with a stylized flourish at the end.

Nick Yetzotis

Senior Advisor, Information Access