



Right to Information Act 2009

Application for Assessed Disclosure

Applicant's Details						
Name:				Title		
Postal Address:						
Daytime contact information						
Telephone:	Business:		Home:		Mobile:	
Email:						
Public Authority or Minister applied to:						
Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify:						
General topic of information applied for: (one sentence summary of information only)						
Description of efforts made prior to this application to obtain this information:						
Application fee included:	Yes		No			
Cheque or money order payable to Department of Treasury and Finance for \$41.25; or pay to Department of Treasury and Finance Operating Account, Westpac, BSB 037001, Account Number 268761 (fee current until 30 June 2022). Please include a payment reference - "RTI" and "your name" e.g. RTI J. Smith						
Office use: Fee received and receipted Yes/No						
Application for waiver:	Impecunious applicant					
	Member of Parliament					
	Journalist					
	General public interest or benefit (provide reason below)					
Reasons for application for waiver of fee:						

Details of the information sought:

If there is insufficient room in the space provided, please attach further details

Relevant dates and time periods that may relate to the information being sought (if known):

What time period / date range would you like us to search within?

Proof of identity required:	Yes		No	
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If application is for release of your personal information you must provide proof of identity before we can release the information to you – if lodging by email or mail you will need to provide certified copies (please indicate above if this applies to you)

Office use: Proof of identity sighted / received and acceptable **Yes / No**

Applicant's signature:		Date:	
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Information about assessed disclosure under the Right to Information Act 2009

Object of the Act

Section 3 of the Act includes this statement of the objects of the Act:

(1) The object of this Act is to improve democratic government in Tasmania –

- (a) by increasing the accountability of the executive to the people of Tasmania; and*
- (b) by increasing the ability of the people of Tasmania to participate in their governance; and*
- (c) by acknowledging that information collected by public authorities is collected for and on behalf of the people of Tasmania and is the property of the State.*

(2) This object is to be pursued by giving members of the public the right to obtain information held by public authorities and Ministers.

(3) This object is also to be pursued by giving members of the public the right to obtain information about the operations of Government.

(4) It is the intention of Parliament –

- (a) that this Act be interpreted so as to further the object set out in subsection (1); and*
- (b) that discretions conferred by this Act be exercised so as to facilitate and promote, promptly and at the lowest reasonable cost, the provision of the maximum amount of official information.*

Applications for assessed disclosure

- Applications are to be addressed to:

Right to Information Officer
Department of Treasury and Finance
GPO Box 147
HOBART TAS 7001

Or email: rti@treasury.tas.gov.au

- Applications are to be made in writing and include the information required by Regulation 5 of the [Right to Information Regulations 2021](#).
- Applications are to be accompanied by the application fee. This fee is 25 fee units (which equates to \$41.25).
- An applicant can apply for the application fee to be waived where the applicant is a Member of Parliament in the pursuit of their official duty; where the applicant is a journalist acting in connection with their professional duties; where the applicant is impecunious; and where the information sought is intended to be used for a purpose that is of general public interest or benefit.

Responsibilities of the public authority

- Applicants are to be notified of the decision on an application for assessed disclosure within 20 working days of the application being accepted by the public authority.
- Before the application is accepted, the public authority has a maximum of 10 working days to negotiate with the applicant to further define the application.
- If a need to consult with a third party arises, a further 20 working days will be allowed in addition to the original 20 days.
- If these time limits are not conformed with, the application will be deemed to be refused and the applicant may apply to the Ombudsman for a review of that decision.