

## Right to Information Act 2009

### Application for Assessed Disclosure

| <b>Applicant's Details</b>  |            |   |           |  |         |
|---|------------|---|-----------|--|---------|
| <b>Name:</b>  |            | <b>Title</b>                              |           |  |         |
| <b>Postal Address:</b>  |            |   |           |  |         |
| <b>Daytime contact information</b>  |            |   |           |  |         |
| <b>Telephone:</b>   | Business:  |   | Home:     |  | Mobile: |
| <b>Email:</b>   |            |   |           |  |         |
| <b>Public Authority or Minister applied to:</b>   |            |   |           |  |         |
| Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify:   |            |   |           |  |         |
| <b>General topic of information applied for:</b><br>(one sentence summary of information only)  |            |   |           |  |         |
|   |            |   |           |  |         |
| <b>Description of efforts made prior to this application to obtain this information:</b>  |            |   |           |  |         |
|   |            |   |           |  |         |
| <b>Application fee included (non-refundable):</b>   | <b>Yes</b> |   | <b>No</b> |  |         |
| Cheque or money order payable to Department of Treasury and Finance for \$39.50; or pay to Department of Treasury and Finance Operating Account, Westpac, BSB 037001, Account Number 268761 (fee current until 30 June 2019). Please include a payment reference - "RTI" and "your name" e.g. <i>RTI J. Smith</i> |            |   |           |  |         |
| <b>Office use: Fee received and receipted</b> <span style="float: right;"><b>Yes/No</b></span>  |            |   |           |  |         |
| <b>Application for waiver:</b>  |            | <b>Member of Parliament</b>               |           |  |         |
|   |            | <b>Impecunious applicant</b>              |           |  |         |
|   |            | <b>General public interest or benefit</b> |           |  |         |
| <b>Reasons for application for waiver of fee:</b>   |            |   |           |  |         |
|   |            |   |           |  |         |

**Details of the information sought:**

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

|  |  |  |  |
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|                                    |            |  |           |  |
|------------------------------------|------------|--|-----------|--|
| <b>Proof of identity required:</b> | <b>Yes</b> |  | <b>No</b> |  |
|------------------------------------|------------|--|-----------|--|

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**

|                               |  |              |  |
|-------------------------------|--|--------------|--|
| <b>Applicant's signature:</b> |  | <b>Date:</b> |  |
|-------------------------------|--|--------------|--|

# 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](mailto:rti@treasury.tas.gov.au)

- Applications are to be made in writing and include the information required by Regulation 4 of the [Right to Information Regulations 2010](#).
- Applications are to be accompanied by the application fee. This fee is 25 fee units (which equates to \$39.50 as at 1 July 2018) and is indexed annually.
- 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 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.