

# Right to Information Act 2009

## Application for Assessed Disclosure

### APPLICANT'S DETAILS:

Name		Title:	
Postal Address:			
Email Address:			
Phone: (Home)		(Work)	
Mobile Number:			
Public Authority or Minister applied to			
General topic of information applied for: <small>(One sentence summary of information requested)</small>			
Description of efforts made prior to this application to obtain this information:	e.g. have you looked at our website?		

### APPLICATION FEE OR APPLICATION TO WAIVE THE FEE:

**Application fee included (\$42.50 as of 1 July 2022 )**

**Application for waiver:**

Member of Parliament, in relation to official business

Financial Hardship (eg holder of a Commonwealth Health Care Card)

General public interest or benefit (you will need to show that you intend to use the information for this purpose)

Reason Application fee should be waived:

**OFFICE USE ONLY:** Fee Received and Receipted

YES / NO

**PROOF OF IDENTITY:**

If application is for release of your personal information, you must provide proof of identity before we can release the information – if lodging by email or mail you will need to provide certified copies.

(Please tick if you are required to provide proof of identity)

**DETAILS OF THE INFORMATION SOUGHT:**

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

Applicants Signature:

Date:

## 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 by –*

- (a) increasing the accountability of the executive to the people of Tasmania; and*
- (b) increasing the ability of the people of Tasmania to participate in their governance; and*
- (c) 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 that –*

- (a) this Act be interpreted so as to further the object set out in subsection (1); and*
- (b) 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 Co-ordinator**  
**Glamorgan Spring Bay Council**  
**PO Box 6**  
**TRIABUNNATAS 7190**
- 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 is \$41.25 as of 1 July 2021 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.

### **Proof of Identity**

- If you are applying for personal information related to you which is held by a public authority you will need to provide proof of identity prior to any information being released to you. This should be done at the time of making your application.
- Photo Identification or a copy of photo identification which has been certified as a true copy by a Justice of the Peace or a Commissioner for Declarations is the minimum acceptable.
- Do not send original identification through the post.