

Right to Information Act 2009 Application for Assessed Disclosure

APPLICANT'S DETAILS

Name:		Title:	
Postal Address:			
Email Address:			
Phone: (Home)		(Work)	
Mobile Number:			

TOPIC OF INFORMATION

General topic of information applied for: *(One sentence summary of information requested)*

Please describe what efforts you have taken prior to this application to obtain the information you are requesting *(e.g. have you looked at our website?)*

APPLICATION FEE OR APPLICATION TO WAIVE THE FEE

Application fee included? *(\$47.75 - fee current as of 1 July 2025)*

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OR Application for waiver requested *The application fee may be waived if you are able to provide evidence that you qualify for exemption under one of the following categories:*

- Member of Parliament requesting information in connection with their official duty
- Financial hardship *(e.g. evidence of current income support such as Centrelink payments)*
- Information is for a purpose that is of public interest or benefit
- Information requested by Journalist

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Reason Application fee should be waived:

PROOF OF IDENTITY: *(Please tick if you are required to provide proof of identity)*

If the 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.

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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
TRIABUNNA TAS 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 \$47.75 as of 1 July 2025 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.