



Title:

Postal Address:

POSTCODE:

Daytime contact information:**Telephone:**

Business

Home

Mobile

Email:

Public Authority or Minister applied to:

General topic of information applied for:

(one sentence summary of information requested)

Description of efforts made prior to this application to obtain this information:

Application Fee or Application to Waive the Fee:

Application fee included (please tick)

Cheque or money order payable to Department of Justice for \$49.00

Or Pay to Department of Justice Operating Account at Westpac BSB 037001A/C No. 267793 – please include a payment reference - “RTI” and your name e.g. RTI AX Smith
(fee current as at 1 July 2026)

Office Use: Fee Received and Receipted:

YES/NO

OR

Application for waiver: (please indicate category)	Member of Parliament, in relation to official business		Financial Hardship (e.g. 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)		Applicant is a journalist acting in connection with their professional duties	
Reason Application fee should be waived:								

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

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 this applies to you)

Office Use: Proof of Identity Sighted/Received and Acceptable

YES/NO

Details of the information sought:

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

Applicant's 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 –*
- (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:
RTI Officer
Department of Justice
GPO Box 825
Hobart TAS 7001
- Applications are to be made in writing and include the information required by Regulation 4 of the *Right to Information Regulations 2021*.
- Applications are to be accompanied by the application fee. This fee is 25 fee units, which is \$49.00 as at 1 July 2026 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; where the information sought is intended to be used for a purpose that is of general public interest or benefit; or where the applicant is a journalist acting in connection with their professional duties.

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.