*Right to Information Act 2009*



# Application for Assessed Disclosure

**Applicant’s Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **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)

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| --- |
|  |

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

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|  |

**Application Fee or Application to Waive the Fee:**

|  |  |  |
| --- | --- | --- |
| **Application fee included (please tick)**  Cheque or money order payable to Department of Justice for $44.50  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 2023) |  |  |
| 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:**

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|  |

(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 $44.50 as at 1 July 2023 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.