

# Application for Assessed Disclosure

Applicant's details:

Name:

Title:

Postal address:

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:

Details of the information sought:

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

The Department may publish any response to a request for information made under the *Right to Information Act 2009*.

- Application Fee included (\$40.50) OR Application for waiver  Member of Parliament  
 Financial hardship  
 General public interest or benefit

If application for personal information, proof of identity provided  
For the release of your personal information you must provide 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.

Applicant's signature:  Date:

This form constitutes a tax invoice on receipt of payment. Please retain a copy for your records. Forward the completed form with cheque/money order or completed credit card authority to:

Right to Information  
Department of Premier and Cabinet  
GPO Box 123  
HOBART TAS 7001  
Email: [righttoinformation@dpac.tas.gov.au](mailto:righttoinformation@dpac.tas.gov.au)

Credit Card Details:  Mastercard  Visa Amount \$40.50

Card Number:  /  /  /  Expiry:  /

Name on Card:  Contact Phone:

Cardholder Signature:

# 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  
Department of Premier and Cabinet  
GPO Box 123  
HOBART TAS 7001
- 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 \$40.50 as at 1 July 2019 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 experiencing financial hardship (we take that to mean that you are on income support payments and would usually ask to see evidence that you are in receipt of Centrelink or Veterans Affairs payments); the applicant is a journalist acting in connection with their professional duties 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 the officer assessing your request does not get back to you in the timeframe allowed or negotiated, as outlined in section 46 of the *Right to Information Act 2009*, you may make an application for review to the Ombudsman.

## 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.

## Publication policy

- The Department may publish any response to a request for information made under the *Right to Information Act 2009*.