

*RIGHT TO INFORMATION ACT 2009:*  
Information Disclosure  
Policy and Procedures

MAY 2017 1.4



## Policy History

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## Accountabilities

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## 1. Purpose

The Department of Premier and Cabinet (DPAC) holds information, for and on behalf of Tasmania, in order to perform its functions and those of its Ministers. DPAC is a public authority as defined under the *Right to Information Act 2009* (RTI Act).

Section 23 of the Act requires principal officers of public authorities to prepare and promulgate policies and procedures for the release of information under the Act. This *Information Disclosure Policy* is issued in compliance with the Act and explains the disclosure policy and processes in DPAC for the four types of information disclosure specified in the Act.

This Policy meets the requirements for policies and procedures specified in section 23 of the Act. It has been developed to:

- a) be used within DPAC; and
- b) enable relevant details of the Act to be published and made available to the public.

## 2. Scope

This policy and these procedures apply to all officers, and where applicable, any contractors and consultants.

This policy and procedures document covers the four types of information disclosure identified in section 12 (2) of the Act:

1. required disclosure;
2. routine disclosure;
3. active disclosure; and
4. assessed disclosure.

## 3. Definitions

<b>Active disclosure</b>	A disclosure of information by a public authority or a Minister in response to a request from a person made otherwise than under section 13 of the RTI Act, i.e. the voluntary release of information on receipt of a request.
<b>Assessed disclosure</b>	A disclosure of information by a public authority or a Minister in response to a request from a person made under section 13 of the RTI Act. Application for assessed disclosure is the method of last resort.
<b>Authorised officer</b>	Officers authorised to make certain decisions regarding disclosures of information as defined in the table at paragraph 7.
<b>Delegated officer</b>	Officers delegated under section 24 of the RTI Act to make a decision on an application for assessed disclosure.
<b>Exempt information</b>	As set out in Part 3 of the RTI Act.
<b>Information</b>	Means: <ol style="list-style-type: none"><li>a) anything by which words, figures, letters or symbols are recorded and includes a map, plan, graph, drawing, painting, recording and photograph;</li><li>b) anything in which information is embodied so as to be capable of being reproduced; and.</li></ol>

	c) information which relates to the official business of DPAC and excludes information which is in the possession of DPAC for the sole purpose of collation or forwarding to a body other than another public authority.
<b>Information custodian</b>	The manager of the business unit or division within DPAC responsible for the initial collation and publishing of the information, and for ensuring the information is updated and accurate.
<b>Officer</b>	A member of staff of DPAC or any person employed by or for DPAC, whether or not that person is a State Service officer or State Service employee.
<b>Principal Officer</b>	The Head of Agency (the Secretary, DPAC).
<b>Public authority</b>	Means: <ul style="list-style-type: none"> <li>a) an Agency, within the meaning of the <i>State Service Act 2000</i>; or</li> <li>b) the Police Service; or</li> <li>c) a council; or</li> <li>d) a statutory authority; or</li> <li>e) a body, whether corporate or unincorporate, that is established by or under an Act for a public purpose; or</li> <li>f) a body whose members, or a majority of whose members, are appointed by the Governor or a Minister of the Crown; or</li> <li>g) a Government Business Enterprise within the meaning of the <i>Government Business Enterprises Act 1995</i>; or</li> <li>h) a council-owned company; or</li> <li>i) State-owned company.</li> </ul>
<b>Required disclosure</b>	A disclosure of information by a public authority where the information is required to be published by the RTI Act or any other Act, or where disclosure is otherwise required by law or enforceable under an agreement.
<b>Routine disclosure</b>	A disclosure of information by a public authority which the public authority decides may be of interest to the public, but which is not a required disclosure, an assessed disclosure or an active disclosure. This does not apply to information in the possession of Ministers.
<b>RTI Act</b>	<i>Right to Information Act 2009</i>

## 4. Policy statement

Section 7 of the Act gives a person a legally enforceable right to be provided with official information in the possession of DPAC, unless the information is exempt information.

Information management is the responsibility of all officers and it is also critical to enable disclosure of information under the RTI Act.

All officers are responsible and accountable for:

- keeping records of all official information produced, received or acquired;
- making records to support what they do; and
- registering documents in DPAC's records management system (HPRM).

DPAC delegated officers involved in the release of information to the public will make decisions which are consistent with the objects and provisions of the RTI Act and with any Manual and Guidelines issued by the Ombudsman (refer [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au)).

### Object of the *Right to Information Act 2009*

It is the object of the Act to favour active disclosure of information wherever possible.

Section 3 of the Act includes this statement of the object 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;*
  - 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.*

In addition, section 12 of the Act provides that:

*This Act does not prevent and is not intended to discourage a public authority or a Minister from publishing or providing information (including exempt information), otherwise than as required by this Act.*

## 5. Related legislation, policies and documents

The [Ombudsman Guideline 3/2010 - Guideline in relation to process of disclosing information under each type of information disclosure](#) - sets out matters to take into account when deciding what information could be routinely disclosed.

*Right to Information Act 2009*

*Right to Information Regulations 2010*

*Personal Information Protection Act 2004*

*State Service Act 2000*

*Archives Act 1983*

*Manual and Guidelines issued by the Ombudsman*

*DPAC Web Publishing Policy and Procedures*

*DPAC Records and Information Management Branch policies and guidelines*

*DPAC Tasmanian Government Communications Policy*

*Tasmanian Government Web Publishing Framework*

*Whole of Government Media Protocols*

## 6. Principles

The following principles will guide DPAC officers in making decisions about what information is released and the method of making that information available.

- DPAC will make official information in its possession publicly available when it is relevant, appropriate and in the public interest to do so and not subject to an exemption set out in the RTI Act. Some of the information that DPAC holds is not able to be released because it is:
  1. information by its nature that is exempt from release;
  2. contrary to the public interest to release; or
  3. prevented by other law or agreements to be released.
- Applications for personal information by an individual to whom the personal information relates should be dealt with under the *Personal Information Protection Act 2004*.

## 7. Roles and Responsibilities

Officers authorised to make decisions regarding the disclosure of information items are outlined in the table below.

Disclosure Type	Authorised Officer(s)
1. Required	The Principal Officer or delegated officer
2. Routine	The information custodian, following approval by the Secretary to publish types of information on a regular basis
3. Active	<p>The information custodian, except where the information is:</p> <ul style="list-style-type: none"><li>• being sought by the media, the request will be forwarded to the Communications and Marketing Unit;</li><li>• being sought by Members of Parliament, the request will be forwarded to the Government Services Branch; and</li><li>• potentially contentious, the request will be discussed or forwarded to the Government Services Branch.</li></ul> <p>If the information custodian determines that some or all of the information held by DPAC should not be actively disclosed, the officer will advise the person of any reasons why the information cannot be released and their right to make an application for assessed disclosure.</p>
4. Assessed	The Principal Officer and delegated officers.



## 8. Procedures

### 8.1. Required Disclosure

This could include information such as financial statements (required under the *Financial Management and Audit Act 1990*), the performance of the functions and the exercise of the powers of the Head of Agency (*State Service Act 2000*) and other reports which DPAC must make available under law.

#### Who will decide what information should be released as a required disclosure?

DPAC officers are allocated responsibility for compliance with the administration of specific Acts by the Secretary. These authorised officers are responsible for the release of information under those Acts.

#### Process for the required disclosure of information

Authorised officers will disclose the required information in accordance with legislative requirements and in a manner approved by the Secretary.

### 8.2. Routine Disclosure

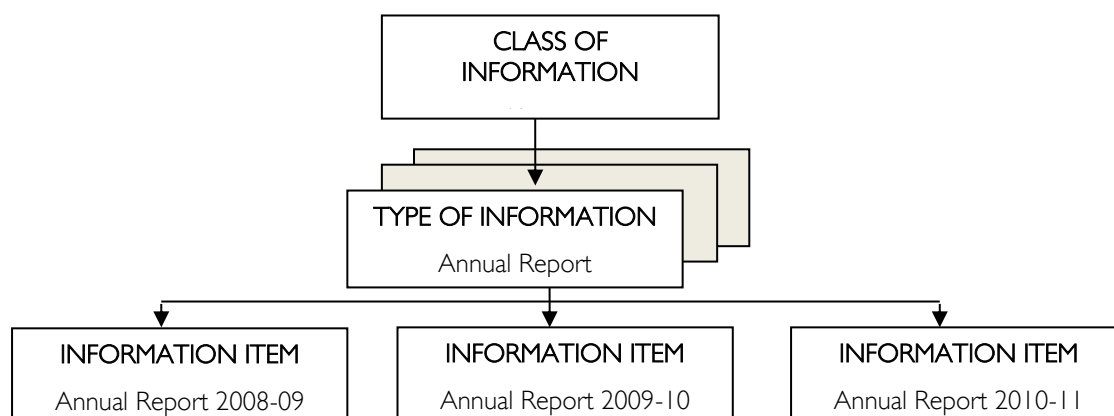
Information released routinely will generally be available online (through DPAC's website) and at no cost. Where people cannot access the information online, DPAC will provide an alternative and reasonable means of access. If a person requires a method of accessing the information that incurs cost, they may be required to pay for accessing the information by that method.

A list of routinely disclosed information is available at [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

The classes of information that will be published are as follows:

- About us – who we are
- Our services – what we do
- Our priorities – what our priorities are
- Our finances – what we spend and how we spend it
- Our decisions – how we make decisions
- Our policies – our policies and procedures
- Our lists – lists and registers

Information within each class will be made up of different types of information. The information may be updated and added to from time to time, with each new item reflecting current information. This is illustrated in the diagram below, using the Annual Report as an example:



## Who will decide what types of information can be routinely disclosed?

The Principal Officer must approve types of information under each class as suitable and appropriate for routine disclosure prior to the information being published.

As outlined below, the information custodian must determine what type of information can be routinely disclosed within each class and then seek approval from the Principal Officer.

Once approved, the information custodian is responsible for the preparation and publication of the items of routine information in the first instance, and for maintaining the currency of the information, where applicable.

## Identification of potential information types for routine disclosure

Each division of DPAC is to regularly review information it possesses and identify what information may be routinely disclosed and how and when it should be disclosed.

Officers should take account of the objects of the Act and consider:

- What information may be material to the community – i.e. what is significant, relevant and meaningful?
- What information key stakeholders and the community might reasonably expect to be able to access?
- The extent of public or other demand for the information.
- How useful the information would be to the public in dealing with DPAC?
- Whether publication would improve the public's ability to contribute to the work of the public authority or to decision-making by the authority.
- Whether publication would provide increased transparency about the operations of DPAC such as information about DPAC's expenditure.
- Whether publication would promote greater accountability by DPAC, for example by showing the basis of its decisions.
- Whether the information is already published elsewhere.

Other questions relevant to a decision to routinely disclose are:

- Does DPAC possess the information?
- Does the information relate to the official business of DPAC?
- Has the information been archived or is it out of date or otherwise inaccessible?
- Is it impracticable or resource intensive to prepare the material for routine release?
- Is the information significant – is it about important aspects of DPAC such as major projects, key initiatives or policy documents?
- Is the information preliminary or deliberative or does it represent the final and approved position/decision?
- Does the information tell the public what we do, how we do it or how we spend public money?
- Is the release of the information lawful - having regard to the Act, other legislation and any other legal obligation such as an agreement or copyright?

- Is the release appropriate - having regard to issues such as privacy principles, defamation, third party and security issues?
- Is the information accurate? All efforts should be made to ensure that information is up-to-date and accurate.
- What is the cost and time involved in producing the information? The release of information should be at the lowest reasonable cost.
- Is the information otherwise exempt - having regard to Part 3 of the RTI Act?
- Is it in the public interest to release – having regard to Schedules 1 and 2 of the RTI Act?

### **Approval of a decision to routinely disclosure information**

Information custodians must seek approval from the Principal Officer prior to publishing new types of routine information within the classes identified above.

### **Publication of new items of routine information**

Once an information type is approved by the Principal Officer, the publishing and subsequent updating of the information item is the responsibility of the information custodian.

Within each division or business unit, the normal processes and procedures for the publishing/uploading of information on the DPAC internet website apply.

The information will be published on the information custodian's internet page and a link to the information will appear on the RTI webpage.

Publication should be in a format that is accessible, taking into consideration the principles of availability and accessibility as outlined in the [Tasmanian Government Communications Policy](#).

### **Who ensures that published information is kept up to date?**

It is the responsibility of the information custodian to routinely publish and maintain the accuracy of the information in accordance with the approved frequency and method.

## 8.3. Active Disclosure

### Who will decide what information can be actively released?

The normal DPAC clearance processes and protocols apply to the public release of information. General enquiries will be dealt with through normal channels; for example telephone enquiries may be appropriate for simple requests but more complex requests for information may need to be dealt with in writing with senior management clearance.

The *Tasmanian Government Communications Policy* provides general guidance about communications and should be referred to along with DPAC approval protocols.

Other applicable processes include -

#### *1. Requests received from the media*

As outlined in the *Tasmanian Government Communications Policy*, with the exception of Cabinet Ministers, no individual is to make a public statement without approval of the statement or the spokesperson by the relevant Minister or head of agency or his/her nominee. Although there are some government roles which may be an exception to this, generally where the information is being sought by the media, the officer will forward the request to the Communications and Protocol Unit.

When responding to media enquiries and using government spokespersons, staff must abide by the *Whole of Government Media Protocols* issued by the Government Communications Office in the Premier's Office.

#### *2. Requests received from Members of Parliament*

Where the information is being sought by Members of Parliament, the request should be forwarded to the Manager of the Government Services Branch.

#### *3. The information is potentially contentious or sensitive*

Where the information being sought is potentially contentious or sensitive, the request should be forwarded to the Manager of the Government Services Branch.

#### *4. The information may include exempt information or information protected from release*

Where the information being sought may include exempt information, the request should be forwarded to the Manager of the Government Services Branch.

### Process for the active disclosure of information

Information that is publicly available can be provided orally or in writing or by providing the information requested in a hard copy or electronic form.

Information will continue to be released according to normal agency practices.

For all requests not covered by the section above, officers will:

- direct the person to the information if it is already publicly available (including directing the person to a commercially available source if the information is required in hard copy and is available for sale by DPAC, e.g. sale of Index to Tasmanian Legislation)
- consider asking for a request in writing to provide greater clarity around the information being sought, and to whom the information is to be provided
- decide whether the information can be released to the person in full or in part, taking into consideration factors such as:

- third parties – who may have provided commercial in confidence information or information provided strictly in confidence by third parties
- personal information – decisions must be consistent with the Personal Information Privacy Protection Principles as set out in the *Personal Information Protection Act 2004*
- confidentiality – information provided in confidence (commercial or otherwise)
- copyright or ownership of the material
- the exemptions<sup>1</sup> outlined in the RTI Act
- contractual obligations that may relate to the information
- defamation
- if the information is part of an ongoing investigation or legal action
- release any of the requested information that can be disclosed and where applicable inform the person of any relevant information that cannot be disclosed in this way and provide the person with advice on their rights to apply for an assessed disclosure to obtain access to any information which cannot be actively disclosed

### **Making information available via active disclosure**

All decisions should be made taking into account the need for a timely response and the objective of the RTI Act to favour active disclosure of information wherever possible.

### **Is there a charge for information which is actively disclosed?**

Generally there is no charge for information which is actively disclosed. However a division/business unit may charge a fee for the provision of the information if –

- the information is to be used for financial gain; or
- additional cost is involved in disclosing the information (e.g. the information needs to be transcribed; or providing the information in the form requested is more costly than currently available form).

Charges must be based on the [Costing Fees and Charges Guidelines for Use by Agencies](#) prepared by the Department of Treasury and Finance. A copy of the guidelines is available at the Department of Treasury and Finance website.

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<sup>1</sup> Refer to definition of Exempt information in Section 3

## 8.4. Assessed Disclosure – applications to DPAC

Assessed disclosure is the form of disclosure of last resort.

A person making an application for assessed disclosure must do so in writing using DPAC's *Application for Assessed Disclosure* form.

The form and information about making an application are available on DPAC's website - [www.dpac.tas.gov.au/rti](http://www.dpac.tas.gov.au/rti)

### Where should applications for assessed disclosure be sent?

Applications to DPAC for assessed disclosure are to be addressed to:

Right to Information Officer  
Department of Premier and Cabinet  
GPO Box 123  
Hobart TAS 7001, or  
email: [righttoinformation@dpac.tas.gov.au](mailto:righttoinformation@dpac.tas.gov.au)

Applications must be accompanied by the application fee. This fee is 25 fee units<sup>2</sup>. The fee may be waived if the applicant is:

- in financial hardship;
- a member of parliament and the application is in connection with their official duty; or
- able to show that the information sought is intended to be used for a purpose that is of general public interest or benefit.

### Who can make a decision on an application for assessed disclosure?

The Secretary (Principal Officer) may delegate his or her decision making power for assessed disclosures. Delegated officers are responsible for assessed disclosure decisions.

### Processing an application for assessed disclosure

The process for assessing an application for assessed disclosure is outlined in the RTI Act and in the Manual and Guidelines published by the Ombudsman. The [Ombudsman's Manual](#) and all Guidelines are available at <http://www.ombudsman.tas.gov.au>.

Applications for assessed disclosure are dealt with in accordance with the timeframes specified in the Act. The Act provides specific timeframes for a number of considerations, such as:

- processing the application;
- consultation with third parties;
- negotiating with the applicant to re-defining the application; and
- transferring the application either in full or part to another public authority or Minister where the subject matter of the application is more closely connected with the functions of another public authority or Minister.

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<sup>2</sup> Fee units are indexed annually and information about the *Fee Unit Act 1997* and the current fees can be found on the Department of Treasury and Finance's web site – <http://www.treasury.tas.gov.au/domino/df/df.nsf/allsv/FB5D7C0503A0AC73CA257A2B0000D3D2>

## Advising the Department of new RTI applications

The delegated officer emails the DPAC Executive Group advice of any new RTI requests for their information and action if relevant. The Premier's office is also advised of any new request for noting only.

The delegated officer prepares a *'Right to Information Request Notice'* for noting by the Secretary before providing a copy of the request to the relevant division/branch identified in the preliminary assessment of the request as the information custodian.

The Notice details:

- the applicant;
- when the application was received;
- when the response is due;
- the information sought; and
- when the information is required to be provided to the delegated officer for assessment.

## Search and retrieval of information

Upon receipt of a request for assessed disclosure, the delegated officer will liaise with information custodians and the business units responsible for the management of the information. Searching for and producing the information to be assessed is the responsibility of the information custodian and/or business unit.

All information, whether potentially exempt or not, must be provided to the delegated officer within **three working days** of the request from the delegated officer.

If the applicant is of the view the search for information has been insufficient, they may seek a review of the decision made by the delegated officer. In this case the Secretary or Ombudsman may request a report on how the search for the information requested was conducted. Therefore information custodians and business units may be requested to provide a report of the search undertaken to locate the information requested.

Section 50 (2) of the RTI Act provides that it is an offence to deliberately fail to disclose information which is the subject of an application for assessed disclosure of information, in the circumstances where the information is known to the person to exist, other than where non-disclosure is permitted in accordance with the RTI Act or another Act.

The Ombudsman provides [guidelines](#) for searching and locating information.

## Providing a written decision

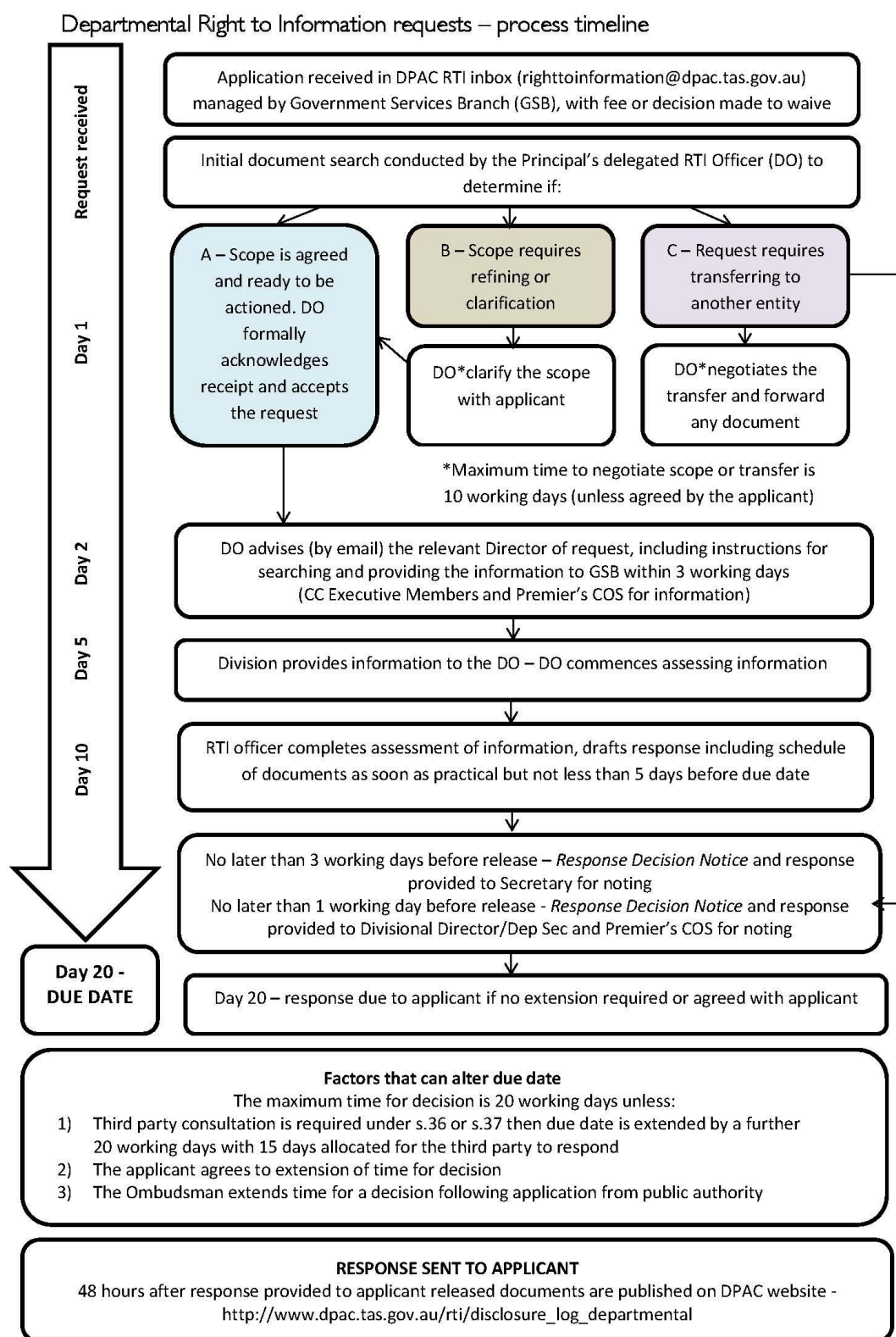
When responding to an application for assessed disclosure, the delegated officer must provide the applicant with a written decision that explains:

- the information in DPAC's possession;
- whether or not the information is released;
- the reasons for any exemptions; and
- the applicant's rights to seek a review of an assessed disclosure decision.

Review provisions are contained in Part 4 of the Act. To request a review of a decision by a delegated RTI officer, the applicant should apply to the Principal Officer within 20 working days. Applicants may also seek an external review by the Ombudsman.

## Process and timeframe overview

This diagram maps the procedure and timeframes for processing applications for assessed disclosure made to DPAC.





## 8.5. Assessed Disclosure – applications to ministerial offices

### How are applications for assessed disclosure received by ministerial offices?

Although an application for assessed disclosure to the Premier or a Minister must be made in writing, there is not a specific form for applicants to use when making a request to the Premier or Minister.

Applications are usually presented as a formal letter and emailed directly to the Premier or relevant Portfolio Minister. However the letter must include the information that is requested in the form - this is a requirement of regulation 4 of the *Right to Information Regulations 2010*.

The majority of applications to the Premier and Ministers are made by members of other political parties or the media. The application fee of 25 fee units can be requested to be waived on the grounds that the applicant is a member of parliament and the application is in connection with their official duty or, as a journalist that the information is of general public interest or benefit.

### Who can make a decision on an application for assessed disclosure?

A Minister may delegate his or her decision making power for assessed disclosures. A number of DPAC staff currently hold delegation for the Premier.

### Processing an application for assessed disclosure

The process for assessing an application for assessed disclosure is outlined in the RTI Act and in the Manual and Guidelines published by the Ombudsman. The [Ombudsman's Manual](#) and all Guidelines are available at <http://www.ombudsman.tas.gov.au>.

Applications for assessed disclosure are dealt with in accordance with the timeframes specified in the Act. The Act provides specific timeframes for a number of considerations, such as:

- processing the application;
- consultation with third parties;
- negotiating with the applicant to re-defining the application; and
- transferring the application either in full or part to another public authority or Minister where the subject matter of the application is more closely connected with the functions of another public authority or Minister.

### Advising the Premier's office and the Department of new RTI applications

The delegated officer emails the Chief of Staff and any other relevant Premier's Office staff, such as the portfolio adviser, details of the request for their information and action.

The delegated officer emails the DPAC Executive Group details of the request for noting.

The delegated officer prepares the formal '*Right to Information Request Notice*' for noting by the Secretary before submitting to the Premier's office for noting.

The Notice details:

- the applicant;
- when the application was received;
- when the response is due;
- the information sought; and
- when the information is required to be provided to the delegated officer for assessment.

## Search and retrieval of information

The delegated officer liaises with the ministerial office's nominated contact person to arrange for the retrieval of information responsive to the request.

The ministerial office is responsible for searching and producing the information for assessment.

All information, whether potentially exempt or not, must be provided to the delegated officer within **three working days** of the request from the delegated officer.

If the applicant is of the view the search for information has been insufficient, they may seek a review of the decision made by the delegated officer. In this case the Secretary or Ombudsman may request a report on how the search for the information requested was conducted.

Therefore information custodians and business units may be requested to provide a report of the search undertaken to locate the information requested.

Section 50 (2) of the RTI Act provides that it is an offence to deliberately fail to disclose information which is the subject of an application for assessed disclosure of information, in the circumstances where the information is known to the person to exist, other than where non-disclosure is permitted in accordance with the RTI Act or another Act.

The Ombudsman provides [guidelines](#) for searching and locating information.

## Providing a written decision

When responding to an application for assessed disclosure, the delegated officer must provide the applicant with a written decision that explains:

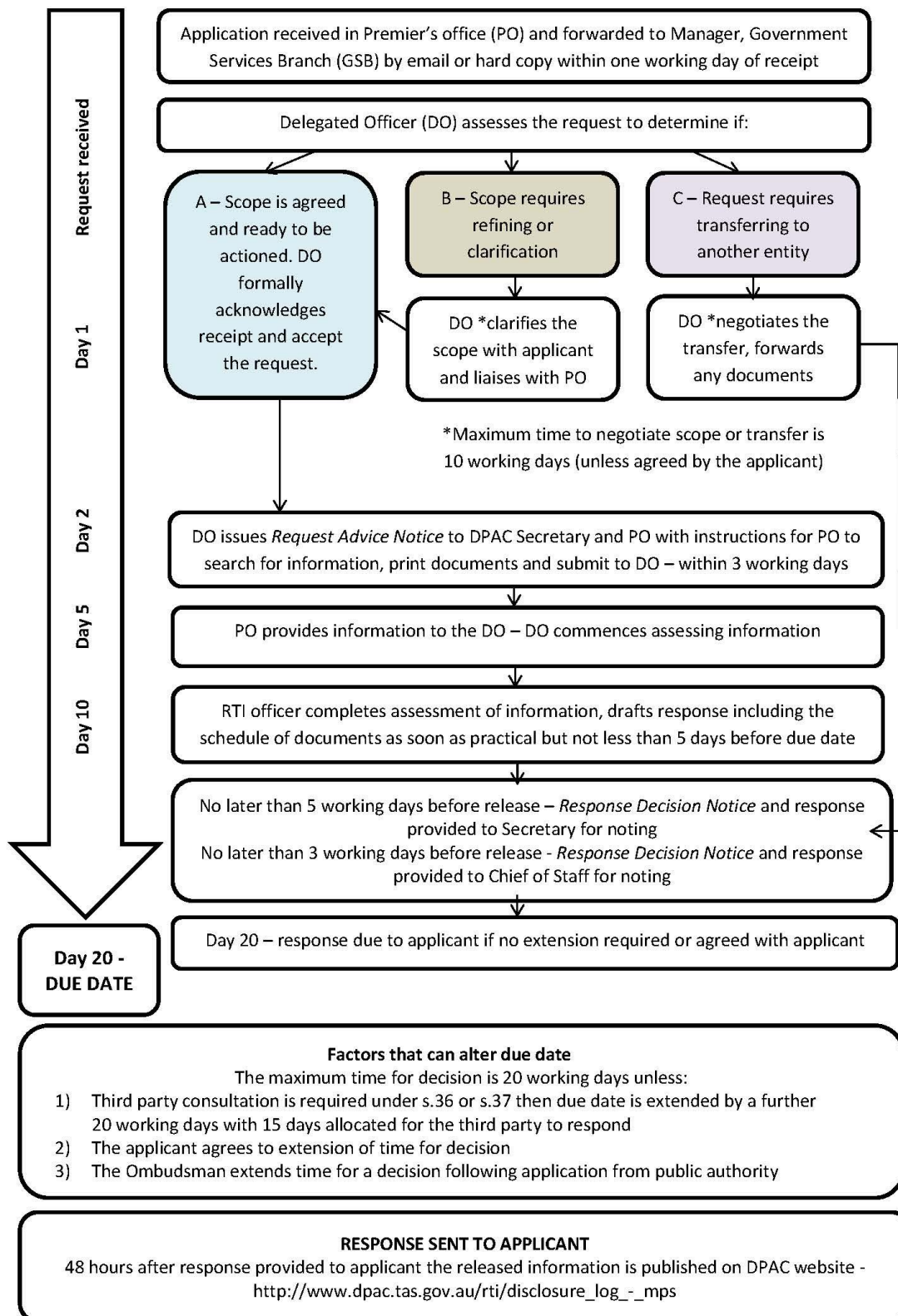
- the information in the Premier's/Minister's or ministerial office possession (depending on how the application is worded);
- whether or not the information is released;
- the reasons for any exemptions; and
- the applicant's rights to seek a review of an assessed disclosure decision.

Review provisions are contained in Part 4 of the Act. To request a review of a decision by a delegated RTI officer, the applicant should apply to the Principal Officer within 20 working days. Applicants may also seek an external review by the Ombudsman.

## Process and timeframe overview

This diagram maps the procedure and timeframes for processing applications for assessed disclosure made to the Premier or Ministerial office.

### Premier's Right to Information requests – process timeline



## 8.6. Publication policy (Disclosure Log)

DPAC may publish information released in response to a request for assessed disclosure of information made under the *Right to Information Act 2009*. Such information will be accessible via the disclosure log at [www.dpac.tas.gov.au/rti](http://www.dpac.tas.gov.au/rti).

The log makes information released to an applicant available to a wider audience and increases Government transparency and accountability.

The disclosure log includes:

- a summary of the request for information (this gives context to the nature of the released information);
- the category of the applicant (i.e. Member of Parliament (MP); media representative; organisation; private individual);
  - Where the category of applicant is an MP, the log will indicate whether the application is on behalf of a constituent or other person.
- the information released to the applicant;
- where appropriate, supplementary contextual information providing greater balance or depth to the response to the request if necessary.

### Determining what information to publish

Deciding what information to release to an applicant and what information to publish on the disclosure log are separate decisions. The first decision has a legislative basis, and the second is administrative only.

The disclosure log will not necessarily include all information that has been released in response to requests for assessed disclosure of information, only information considered to be in the public interest.

In determining whether to disclose information on the DPAC website, the guiding principle is that information is considered to be in the broader public interest if:

- The application is received from a Member of Parliament about a matter which is in the public interest, or
- the applicant seeks waiver of the application fee on the basis of general public interest or benefit.

In such cases, applicants should assume that the information may be disclosed on the website.

The selection of what is disclosed will be made by considering -

- what is in the broader public interest. For example, if an applicant seeks and is granted a waiver of the application fee on the basis of general public interest, and it is determined that the release of the information is not contrary to the public interest, publication of the released information is likely.
- whether the information reveals personal information; the business affairs of a third party, or any other information which would not be appropriate to release to a wider audience, or which is restricted by any legal obligations.

## Advice to applicants and third parties

Applicants will be advised in the letter acknowledging their application that information released to them may later be published on the disclosure log. Any third parties who are consulted during the assessment process will also be advised of this possibility. The applicant or the third party may wish to provide their views regarding the potential publication of the information on the disclosure log.

## Discretion not to publish

DPAC retains discretion not to publish some or any of the information which has been released to an applicant. Factors to be considered may include:

- Whether the personal information of an individual would be apparent from the information
- Whether the business affairs of a third party would be revealed
- Whether the information has been redacted so significantly that it would be very difficult to discern its meaning
- Whether the information is so voluminous that it would not be practicable to publish.

There are two categories to consider in relation to 'personal information', i.e. the personal information of the applicant, and the personal information of others.

While information released to an applicant may contain that applicant's personal information, it would not be reasonable to publish that personal information.

The following information will generally not be published:

- The direct telephone number or signature of an officer
- Pages from which the content has been fully redacted
- personal information
- information about the business, commercial, financial or professional affairs of any person
- confidential information relating specifically to the applicant.

## What if the released information is subject to an internal or external review?

If only partial information is provided to the applicant, but this is later changed following an internal or an external review, that additional information will then be published on the disclosure log.

Where practicable, the information released will be scanned and made available online as a pdf.

## Timing of disclosure

Where it is decided to disclose released information, it will be disclosed, where practicable, within two working days of advising of the decision to release.

If the information released is extensive or voluminous, it may be released progressively, with a note indicating that this is the case.

## Tenure of disclosure logs

Information will generally be removed from the disclosure log after 12 months.

## 9. Contact Details

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