

# ***Right to Information Act 2009***

## **Application for Assessed Disclosure**

### **Applicant's Details:**

Name:

Postal Address:

### **Daytime contact information:**

Telephone:

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:**

e.g. have you looked at our website?

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

Application fee included (please tick)

**EFT:**

Account name: DPAC Collections Account

BSB: 037-001

Account Number: 268569

Reference: RTI [*your name*]

**OR**

Member of Parliament

Financial Hardship (e.g. holder of a Centrelink or Veterans Affairs Card, scan of card must be sent in with application)

Journalist

General public interest or benefit (provide details below)

**Details of information sought:**

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

If you are applying for your own personal information, provide proof of identity with your application

**Include any relevant dates and time periods that may relate to the information being sought:**

**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 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  
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 are to be made in writing and include the information required by Regulation 5 of the *Right to Information Regulations 2021*.
- Applications are to be accompanied by the application fee. For the current application fee, please refer to the DPAC website.
- 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 a journalist acting in connection with their professional duties; 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.