

Application for Assessed Disclosure
Right to Information Act 2009

Please read the information on page five before completing your application.

Applicant's Details

Name	
Postal Address	

Daytime contact information

Telephone	
Email	

Public authority or Minister applied to

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General topic of information applied for

(please provide a one sentence summary of the information requested)

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Please describe what efforts you have taken prior to this application to obtain the information you are requesting.

(your application may not be accepted if you have not already tried to find the information elsewhere)

Application fee included (please tick)

☐

\$46.75 (effective 1 July 2024)
This fee is 25 fee units.

or application for waiver

The application fee that is applied to the Right to Information application may be waived in certain circumstances. Fee waivers may apply if you are able to provide evidence that you qualify for exemption under one of the following categories:

☐

Impecunious e.g. holding a health care card
(if you are in financial hardship - we will need evidence such as a Centrelink Health Care Card)

☐

Member of Parliament (in relation to official duty)

☐

Journalist (acting in connection with your professional duties)

☐

General public interest or benefit (provide details below)

Details of the information sought

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

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

Applicant's Signature	
Date	

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1. Personal information will be collected from you for the purpose of dealing with your application and may be used for other purposes permitted by the *Local Government Act 1993* and the regulations made by or under that Act.
2. Failure to provide this information may result in your application not being able to be accepted and processed.
3. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Local Government Association of Tasmania.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004*, and you may make application for access or amendment to your information in writing to the Right to Information Officer, Local Government Association of Tasmania, GPO Box 1521, Hobart, Tasmania, 7001. You may be charged a fee for this service.

OFFICE USE ONLY

Date Received:	Date Completed:
RTI Reference Number:	Receipt Number:
Applicable Charge:	Waived Charge: Yes / No

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 Officer
Local Government Association of Tasmania
GPO Box 1521
Hobart, Tasmania 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 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; and where the information sought is intended to be used for a purpose that is of general public interest or benefit.

Responsibilities of the Local Government Association

- 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 Local Government Association.
- Before the application is accepted, the Local Government Association 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.