



Right to Information Act 2009

Application for Assessed Disclosure

Applicant's Details:

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|--------------|--|---------------|--|
| Name: | | Title: | |
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Postal Address:

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Daytime Contact Information:

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|----------------|--|------------------|--|--------------|--|
| Mobile: | | Business: | | Home: | |
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| Email: | |
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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:

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|---|------------|--|-----------|--|
| Is an Application Fee of \$40.50 included? (Please mark "X") | Yes | | No | |
|---|------------|--|-----------|--|

OR

Application for waiver (Please mark "X")

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|----------------------|--|-----------------------|--|--|--|------------|--|
| Member of Parliament | | Impecunious applicant | | General public interest or public interest | | Journalist | |
|----------------------|--|-----------------------|--|--|--|------------|--|

*Please note if you are seeking a waiver of the fee on the grounds of general public interest you will need to explain how the information you are seeking will be used for a public purpose:

Personal information:

| | | | | |
|---|------------|--|-----------|--|
| Is Application for release of personal information (Please mark "X") | Yes | | No | |
|---|------------|--|-----------|--|

If yes, 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.

Details of the information sought: (If there is insufficient room in the space provided please attach further details.)

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| Applicant Signature: | | Date: | |
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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:
General Counsel
University of Tasmania
Private Bag 42
Hobart TAS 7001
- Applications can be emailed to: Legal.Office@utas.edu.au
- 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 impecunious; and where the information sought is intended to be used for a purpose that is of general public interest or benefit

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.

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.