



# Application for Assessed Disclosure

Department For Education, Children and Young People (DECYP)

## Applicant's Details:

Name(Include full **previous names**, i.e. maiden name or aliases) Title Date of birth

Postal Address

Post code

## Contact Information:

Work Phone

Home Phone

Mobile

Email

## Description of efforts made prior to this application to obtain this information:

## Reason information sought and general subject matter:

**Type of information sought from DECYP (please mark box)**

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- Education
- Employment
- State Care/Wardship
- Youth Justice/Youth Detention (Ashley Youth Detention Centre)
- Other

**Specific details of information sought.**

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This should include:

Relevant year/date (range) of attendance or care

School/s/institution attended

Children's home, or program attended

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

### Third Party Information:

#### A third party is a person other than you, the applicant.

If the information you seek includes information provided to DECYP by a third party or is the personal information of a third party held by the DECYP, RTI Services may be required to consult with the third party to obtain their view on whether the information should be disclosed.

If applicable, please indicate below by ticking the appropriate boxes.

- If available, I am seeking information provided to DECYP by a third party.
- I consent to DECYP providing my name to the third party (if consultation is required).\*

Note that if you act for a client, and you have ticked the above box, you consent to DECYP providing your client's name to the third party (if consultation is required).

\*Please note that if DECYP is required to consult with a third party, an additional 20 working days is allowed for your application to be completed.

### Payment details:

Payment of the \$47.75 application fee has been made via the following method

- Cheque or money order payable to Department for Education, Children and Young People for \$47.75
- Direct Deposit BSB 037 001 Account 268307 (Please quote RTI – Full name as the reference)
- Pay at Service Tasmania product code 256 – Take the form and pay \$47.75 by cash, EFTPOS, Cheque or Credit card at any Service Tasmania. (For opening times and locations please phone 1300 135 513 or visit [www.service.tas.gov.au](http://www.service.tas.gov.au).)
- Waiver (see below)

### Application for fee waiver:

- Member of Parliament
- Journalist acting in connection with professional duties
- General public interest or benefit
- General public interest or benefit – *information relating to your own time in state care (Wardship) or youth detention, e.g., Ashley Youth Detention Centre, information about your involvement with community youth justice etc.*
- General public interest or benefit - *Institutional Child Sexual abuse matter*
- Financial Hardship (evidence, such as a copy of your Centrelink or Veterans Affairs card, must be provided)

**Reason payment should be waived:**

*If claiming Financial Hardship, please attach valid evidence such as a concession card, health care card, DVA, Centrelink Card, Prison ID, Etc.  
If you do not hold any evidence as outlined above, please contact our office, or provide further information in box.  
If claiming public interest or benefit you must write how the information will be used for the purpose that is of the general public interest or benefit*

**Proof of Identity:**

If you are seeking personal information about yourself, evidence of your identity must be provided (e.g. copy of your Australian Driver Licence, Birth Certificate, Passport or certified declaration of your Australian Citizenship).

Proof of Identity provided

**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 –*
  - (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**  
**Legal Services**  
**Department for Education, Children and Young People (DECYP)**  
**GPO Box 169**  
**HOBART TAS 7001**, or  
Email: [RTI.PIP@decyp.tas.gov.au](mailto:RTI.PIP@decyp.tas.gov.au)  
Phone: 03 6165 5683
- Applications are to be made in writing and include the information required by Section 5 of the *Right to Information Regulations 2021*.
- Applications are to be accompanied by the application fee. This fee is 25 fee units, which is \$47.75 as at 1 July 2025, 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

### **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 working days.
- If these time limits are not complied with, the application will be deemed to be refused and the applicant may apply to the Ombudsman for a review of that decision.

### **Privacy Statement**

DECYP collects personal information provided in this form for the purposes of processing your *Application for Assessed Disclosure* under the *Right to Information Act 2009*. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to DECYP.