



Right to Information Act 2009

Application for Assessed Disclosure

Applicant's Details	
Title (optional)	<i>Eg. Mrs, Miss, Mr, etc.</i>
Full Name	<i>Please provide current Full name including middle name</i>
Previous names	<i>Include any previous names you may have been known by eg, Maiden name or Birth Name or aliases</i>
Date of Birth	
Postal Address	
Telephone/Mobile	
Email	
<p>If you are applying for your Personal Information for an Assessed Disclosure application, one of the below proof of identification must be provided. Please note if you have had a change of name, evidence of name change will also be required.</p> <p>Acceptable forms of Identification under the <i>Right to Information Act 2009</i> regulations are as follows:</p> <ul style="list-style-type: none"> • Australian Drivers Licence • Certified Copy or Extract of Birth Certificate • Passport • Certified Declaration of Your Australian Citizenship 	
Have you submitted a similar request to any other Public Authority or Minister, if yes please specify:	

<p>Application fee to be paid</p> <p><i>Please tick yes if application fee is to be paid. If applying for a fee waiver, please tick no.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Please tick the relevant payment method and follow steps below to complete payment:</p> <p><input type="checkbox"/> Cheque or money order payable to Department for Education, Children and Young People for \$47.75</p> <p><input type="checkbox"/> Direct Deposit BSB 037 001 Account 268307 (Please quote RTI – Full name as the reference)</p> <p><input type="checkbox"/> 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.)</p>		
<p>Application fee for waiver</p> <p><i>Please tick appropriate box if seeking fee waiver</i></p>	<p>Member of Parliament</p>	
	<p>Financial Hardship – <i>Impecunious or low-income applicant</i></p>	
	<p>General public interest or benefit</p>	
	<p>General public interest or benefit – <i>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.</i></p>	
	<p>General public interest or benefit - <i>Institutional Child Sexual abuse matter</i></p>	
	<p>Journalist acting in connection with their professional duties</p>	
<p>Please state Reason for waiver of fee:</p> <p><i>If claiming Financial Hardship, please attach valid evidence such as a concession card, health care card, DVA, Centrelink Card, Prison ID, Etc.</i></p> <p><i>If you do not hold any evidence as outlined above, please contact our office, or provide further information in box.</i></p> <p><i>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</i></p>		

Details of efforts made prior to this application to obtain this information:

Please give a description of prior efforts made (if applicable).

Details of Information you are seeking

1. What is the general topic of this application (for example: Education, Employment, State Care files, Wardship, Youth Justice, Youth Detention).
2. Please state the year/date range & the location (schools, facility, Children's Home, program etc.) you are seeking records from.
3. Any other details that may assist the search? (For example: names of teachers or carers)

The Department for Education, Children and Young People 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 and Protection Act 2004 and may be accessed by the individual to whom it relates on request to the Department.

Applicant's Signature

Date _____

Applications are to be addressed to Right to Information Officer, Legal Services, Department for Education, Children and Young people and sent to one of the below:

Email: RTI.PIP@decyp.tas.gov.au

Post: GPO Box 169 Hobart, Tas, 7001

Information about assessed disclosure under the
Right to Information Act 2009

Objectives 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 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 equates to \$47.75 as of 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; the applicant is a journalist acting in connection with their 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

- Under Section 15, the public authority has a maximum of 10 working days to negotiate with the applicant to further define the application before acceptance.
- 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.
- 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 it is estimated that a decision may take longer than 20 working days, the public authority may request for you to agree to an extension of the time.
- Under Section 45 (1)(f) of the RTI Act 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.