



# Right to Information Act 2009

## Application for Assessed Disclosure

Applicant's details			
Name:	(Include previous names known by, e.g., maiden name)	Title: (If applicable)	(e.g., Mrs, Miss, Mr)
Postal Address:			
Daytime contact information			
Telephone:	Business:	Home:	Mobile:
Email:			
Public Authority or Minister applied to:			
Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify:			
Description of efforts made prior to this application to obtain this information:			
Application fee included:	Yes	No	
<ul style="list-style-type: none"> <li>Cheque or money order payable to Department of Education for <b>\$42.50</b>; or</li> <li>Direct Deposit BSB-037-001 Account – 268307 (You will need to quote <i>RTI – Name</i> as the reference); or</li> <li>Pay at Service Tasmania - Service Tasmania Product Code <b>256</b> – Take this document and pay \$42.50 by cash, EFTPOS, cheque, or credit card at any Service Tasmania Shop. For opening times and locations telephone 1300 135 513 or visit <a href="http://www.service.tas.gov.au">www.service.tas.gov.au</a> (Include a copy of Service Tasmania's receipt with this application)</li> </ul>			
Office use: Fee received Yes/No			
			(Please tick if appropriate)
Application for waiver:	Member of Parliament		
	Impecunious applicant/low-income applicant		
	General public interest or benefit		
	General public interest or benefit <i>Institutional Child Sexual abuse matter</i>		
	Applicant is a journalist acting in connection with their professional duties		
Reasons for application for waiver of fee:			

(If seeking fee waiver, a copy of your health care card, DVA or Centrelink card.)

**Details of the information sought:**

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

If seeking personal information, please include proof of ID, e.g., driver's license, birth certificate etc. Please note if you have had a change of name, evidence of name change will also be required.

Applicants, please note that the Department may publish any response to a request for information made under the *Right to Information Act 2009*

Applicants Signature:

Date:

If you are only seeking access to your own personal information please follow the steps below instead of completing the above form.

- Complete the [PIPS Request for Information Form](#)
- Send applications to Legal Services by email at [legal.services@education.tas.gov.au](mailto:legal.services@education.tas.gov.au)

or by post to Legal Services, Department of Education, GPO Box 169, Hobart TAS 7001

## **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 Department of Education GPO BOX 169, Hobart TAS 7001 or by email at: [rti@education.tas.gov.au](mailto:rti@education.tas.gov.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 equates to \$42.50 as of 1 July 2022) 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**

- 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