



## Right to Information Act 2009 Application for Assessed Disclosure

|   |   |  |                                    |               |         |
|---|---|--|------------------------------------|---------------|---------|
| <b>Applicant's Details</b>  |   |  |                                    |               |         |
| <b>Name:</b>  |   |  |                                    | <b>Title:</b> |         |
| <b>Postal Address:</b>  |   |  |                                    |               |         |
| <b>Daytime contact information</b>  |   |  |                                    |               |         |
| <b>Telephone:</b>   | Business:   |  | Home:                              |               | Mobile: |
| <b>Email:</b>   |   |  |                                    |               |         |
| <b>Public Authority or Minister applied to:</b>   |   |  |                                    |               |         |
| Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify:   |   |  |                                    |               |         |
| <b>General topic of information applied for:</b><br><i>(one sentence summary of information requested)</i>  |   |  |                                    |               |         |
|   |   |  |                                    |               |         |
| <b>Description of efforts made prior to this application to obtain this information:</b><br><i>(e.g. have you looked at our website or other publicly available sources?)</i>   |   |  |                                    |               |         |
|   |   |  |                                    |               |         |
| <b>Application Fee or Application to Waive the Fee:</b>   |   |  |                                    |               |         |
| <b>Current Application Fee for the period 1 July 2025 to 30 June 2026 is \$47.75</b>  |   |  |                                    |               |         |
| <i>Please note that the applicable fee is 25 fee units, and will be indexed on 1 July each year</i>   |   |  |                                    |               |         |
| <b>Upon submission of this application, an invoice will be raised for payment of the Application Fee. Only when all information required for the application AND payment of this invoice are received will the statutory timeframe commence, and the application be processed and reviewed.</b> |   |  |                                    |               |         |
| <b>Invoice required?</b>  | <b>Yes</b>  |  | <b>No (Application for waiver)</b> |               |         |
| <b>Application for Wavier</b>   | <b>Financial Hardship</b> (e.g. holder of a Centrelink Low Income or Veterans Affairs Card) |  |                                    |               |         |

|  |   |  |
|--|---|--|
|  | <b>Member of Parliament Applying in relation to Official Business</b> |  |
|  | <b>Journalist Acting in connection of their professional duties</b>   |  |
|  | <b>General Public Interest or Benefit</b> (provide reason below)      |  |

**Reasons for application for waiver of fee:**

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

**Details of the information sought:**

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

**Relevant dates and time periods that may relate to the information being sought (if known):**

|   |            |              |  |
|---|------------|--------------|--|
| <b>Proof of identity required:</b>  | <b>Yes</b> | <b>No</b>    |  |
| <p>If application is for release of your personal information you must provide proof of identity before we can release the information to you – if lodging by email or mail you will need to provide certified copies (please indicate above if this applies to you)</p> <p><b>Office use: Proof of identity sighted / received and acceptable Yes / No</b></p> |            |              |  |
| <b>Applicant's signature:</b>   |            | <b>Date:</b> |  |

## **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 by –**

**(a) increasing the accountability of the executive to the people of Tasmania; and**

**(b) increasing the ability of the people of Tasmania to participate in their governance; and**

**(c) 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 that –**

**(a) this Act be interpreted so as to further the object set out in subsection (1); and**

**(b) 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:  
*Head of Governance  
Clarence City Council  
GPO Box 96  
Rosny Park TAS 7018  
OR  
Email to: governance@ccc.tas.gov.au*
- Applications are to be made in writing and include the information required by Regulation 5 of the *Right to Information Regulations 2021*.
- Applications are to be accompanied by the application fee.
- An applicant can apply for the application fee to be waived where the applicant is impecunious; where the applicant is a Member of Parliament in the pursuit of their official duty; where the applicant is a journalist acting in connection with their professional duties; 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.
- In line with section 13 of the *Right to Information Act 2009* the public authority will: take reasonable steps to assist the applicant if the request is not compliant; may negotiate with the applicant to refine or redirect an application; and if requested, must make available general details of the information in possession of 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 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.

## **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.
- Do not send Original identification through the post.