33 Goldie Street
PO Box 348
SMITHTON TAS 7330
council@circularhead.tas.gov.au
(03) 6452 4800
www.circularhead.tas.gov.au

RIGHT TO INFORMATION ACT 2009

APPLICATION FOR ASSESSED DISCLOSURE

APPLICANT DETAILS

Surname: First Name(s):

Title:

Postal Address:

Town: Postcode:

DAYTIME CONTACT INFORMATION

Telephone: Business: Home: Mobile:

Email:

APPLICATION DETAILS

Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify:

General topic of information applied for: *(one sentence summary of information only)*:

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

Application fee included (non-refundable): Yes ☐ No ☐

Cheque or money order payable to Circular Head Council for $49.00, or pay to Circular Head Council, Commonwealth Bank BSB 067-408 Account Number 10033182 (fee current until 30 June 2027). Please include a payment reference "RTI" and "your name" e.g. *RTI J Smith*

Application for waiver:

- Member of Parliament ☐
- Impecunious applicant ☐
- General public interest or benefit ☐
- Journalist acting in connection with their professional duties ☐

Reasons for application for waiver of fee:

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RIGHT TO INFORMATION ACT 2009
APPLICATION FOR ASSESSED DISCLOSURE

DETAILS OF THE INFORMATION SOUGHT *(if there is insufficient space provided, please attach further details)*:

Proof of identity required: Yes ☐ No ☐

If the 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 your will need to provide certified copies (please indicate above if this applies to you).

APPLICANT'S SIGNATURE

Signature:

Name:

Date:

Privacy Statement
The personal information on this form is required by Council for administrative purposes. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend or personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.circularhead.tas.gov.au or at the Council office.

OFFICE USE ONLY

Received: Date:

Fee received and receipted	Yes	☐	No	☐				
Proof of identity sighted/received and acceptable	Yes	☐	No	☐	Not required	☐		

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
  Circular Head Council
  PO Box 348
  SMITHTON TAS 7330

- 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 **$49.00** as at 1 July 2026 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 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.