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RIGHT TO INFORMATION ACT 2009

**APPLICATION FOR ASSESSED DISCLOSURE
 FORM**

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 \$40.50, or pay to Circular Head Council, Commonwealth Bank BSB 067-408 Account Number 10033182 (fee current until 30 June 2020). 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: _____

**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 \$40.50 as at 1 July 2019 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.