

**Right to Information Act 2009**

**Application for Assessed Disclosure**

**Applicant's Details:**

<b>Name:</b>		<b>Title:</b>	
<b>Postal Address:</b>			

**Daytime Contact Information:**

<b>Mobile:</b>		<b>Business:</b>		<b>Home:</b>	
<b>Email:</b>					

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

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

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**Application Fee:**

<b>Is an Application Fee of \$46.75 included?</b> (Please mark "X")	<b>Yes</b>		<b>No</b>	
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**OR**

**Application for waiver** (Please mark "X")

Member of Parliament		Impecunious applicant		General public interest or public interest		Journalist	
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\*Please note if you are seeking a waiver of the fee on the grounds of general public interest, you will need to explain how the information you are seeking will be used for a public purpose:

**Personal information:**

<b>Is Application for release of personal information</b> (Please mark "X")	<b>Yes</b>		<b>No</b>	
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**If yes,** you must provide proof of identity before we can release the information – if lodging by email or mail you will need to provide certified copies.

**Details of the information sought:** (If there is insufficient room in the space provided please attach further details.)

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<b>Applicant Signature:</b>		<b>Date:</b>	
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## 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:  
General Counsel  
University of Tasmania  
Private Bag 42  
Hobart TAS 7001
- Applications can be emailed to: [Legal.Office@utas.edu.au](mailto:Legal.Office@utas.edu.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 is \$46.75 as at 1 July 2024 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

### 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.

## **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.