

# *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> (one sentence summary of information only)						
<b>Description of efforts made prior to this application to obtain this information</b>						
<b>Application fee included (non-refundable)</b>	<b>Yes</b>				<b>No</b>	
Cheque or money order payable to the Public Trustee for \$49.00; or pay to The Public Trustee, Westpac, BSB 037001, Account Number 569660 (fee current at 1 July 2026). Please include a payment reference - "RTI" and "your name" e.g. <i>RTI J. Smith</i>						
<b>Office use: Fee received and receipted</b> <span style="float: right;"><b>Yes/No</b></span>						
<b>Application for waiver</b>	<b>Member of Parliament</b>					
	<b>Impecunious applicant</b>					
	<b>General public interest or benefit</b>					
<b>Reasons for application for waiver of fee</b>						

**Details of the information sought**

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

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<b>Proof of identity required</b>	<b>Yes</b>		<b>No</b>	
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If the application is for the 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)

**Office use: Proof of identity sighted / received and acceptable** **Yes / No**

<b>Applicant's 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:  
Right to Information Officer  
Public Trustee  
GPO Box 1565  
HOBART TAS 7001  
  
Or email: [tpt@publictrustee.tas.gov.au](mailto:tpt@publictrustee.tas.gov.au)
- Applications are to be made in writing and include the information required by Regulation 4 of the [Right to Information Regulations 2021](#).
- Applications are to be accompanied by the application fee. This fee is 25 fee units (which equates to \$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.