

Right to Information Act 2009 – (RTI) - Application for Assessed Disclosure

APPLICANT DETAILS

Title		Date of Birth	
First Name		Surname	
Postal Address			
Telephone		Mobile	
Email			

TOPIC OF INFORMATION

(please provide a one sentence summary of the information requested)

Please describe what efforts you have taken prior to this application to obtain the information you are requesting

APPLICATION FEE

Fee Included \$46.75 (2024/2025) OR

If an application for personal information, proof of identity (POI) required: *(please list details of POI below)*

Type:

Doc ID:

OR Application for waiver requested The application fee may be waived if you are able to provide evidence that you qualify for exemption under one of the following categories:

Member of Parliament requesting information in connection with their official duty	<input type="checkbox"/>
Financial hardship (e.g. evidence of current income support such as Centrelink payments)	<input type="checkbox"/>
Information is for a purpose that is of public interest or benefit	<input type="checkbox"/>
Information requested by Journalist	<input type="checkbox"/>

Privacy Statement

1. Council is committed to upholding your right to privacy. **2.** Personal information collected by Burnie City Council is used in the provision of services. **3.** Information collected will be retained confidentially and disposed of in accordance with requirements of the Personal Information Protection Act 2004. **4.** You have the right to access your own personal information on request.

INFORMATION SOUGHT			
Does the request relate to your own personal affairs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes", what is your date of birth?			
If you are entitled only to a part of the information requested, Do you wish to be provided with that part		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish only to inspect the document(s)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to be supplied with a copy of the document(s)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
DETAILS <i>(If there is insufficient room in the space provided, please attach further details)</i>			
Applicants Signature		Date	/ /

Office Use Only			
Date Received		Received by	File to 18/3/5
RTI Reference Number		Applicable Charge	Receipt Number

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:

Burnie City Council, PO Box 973, BURNIE TAS 7320
- 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. Please refer to www.burnie.tas.gov.au for the current fee.
- An applicant can apply for the application 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 Burnie City Council

- 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.

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.