



Right to Information Act 2009

Application for Assessed Disclosure to the Department of Economic Development, Tourism and the Arts

Applicant's Details					
Name:				Title	
Postal Address:					
Daytime contact information					
Telephone:	Business:		Home:		Mobile:
Email:					
Public Authority or Minister applied to:					
General topic of information applied for: (one sentence summary of information requested)					
Description of efforts made prior to this application to obtain this information: (please refer to "Before making an application for an assessed disclosure" for a guide on finding information)					
Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify:					

Application Payment Details:**Application fee included:****Yes****No**

- Enclosed is my cheque for \$36.50 (GST inc) payable to the Department of Economic Development, Tourism and the Arts
- I have paid the amount of \$36.50 (GST inc) by EFT to **BSB 037 001**, Account number **267742**, Account name **Department of Economic Development, Tourism and the Arts** using the reference "RTI <your surname> "
- Please charge \$36.50 (GST inc) to my (please circle): Visa MasterCard AMEX

Card Number: _____

Cardholder: _____

Signature: _____

Date: _____

Tasmanian Department of Economic Development, Tourism and the Arts ABN 84531577304**This document will be a tax invoice when fully completed and a payment is made.****Please retain a copy for your records.****Application for waiver:****Member of Parliament****Financial Hardship** (impecunious)**General public interest or benefit****Reasons for application for waiver of fee:**

(Note: for applicants with financial hardship please provide evidence that you are in receipt of Centrelink or Veterans Affairs payments – this evidence will be returned to you in full)

Information about assessed disclosure under the Right to Information Act 2009

Object of the Act

Section 3 of the Act includes this statement:

- (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.*

Before making an application for an assessed disclosure:

The Department of Economic Development, Tourism and the Arts is required by the *Right to Information Act 2009* to make information available to the public through proactive disclosure. This means we are to routinely make information available which will assist the public in understanding what it is we do and how we do it.

This may be done via our website, through publications (e.g. fact sheets, or discussion papers), via reports (e.g. our Annual Report) etc.

Some information is not released in this way, either because it is not of general public interest or because it is information that the Department would need to assess against the exemptions in the *Right to Information Act 2009* prior to disclosure.

If you cannot find the information via one of the means below contact the Department and we may be able to assist you in finding it or we may give it to you. If it is not freely available we will assist you to make an application for an assessed disclosure.

You may find information from the Department in one of the following ways:

Direct from the department:

- Search the departmental website - <http://www.development.tas.gov.au>
- Look in our Annual Reports - http://www.development.tas.gov.au/economic/resources/publications_and_guides/annual_reports
- Look at our publications - http://www.development.tas.gov.au/economic/resources/publications_and_guides
- Call us on 1800 440 026

- Email us on rti@development.tas.gov.au

Via Tasmania Online:

Search for the information on Tasmania Online (it may be available from another source) - www.tas.gov.au

Through the Service Tasmania network:

Look at the Service Tasmania Website - www.service.tas.gov.au

- Visit a Service Tasmania Office near you
- Call Service Tasmania on 1300 13 55 13
- Contact Service Tasmania via their online form - www.service.tas.gov.au/contact/ask/

Through the Tasmanian Archives and Heritage Office (TAHO):

If it is old information it may be deposited with the Tasmanian Archives and Heritage Office.

- Have a look at the TAHO system - www.archives.tas.gov.au/database
- Call TAHO on 03 6233 7488
- Email TAHO on taho@education.tas.gov.au

Applications for assessed disclosure

- Applications are to be addressed to:
The Right to Information Officer
Department of Economic Development, Tourism and the Arts
GPO Box 646
HOBART TAS 7001
- 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 \$36.50 as at 1 July 2012 and is indexed annually. This fee is exempt from GST.
- You can apply for the application fee to be waived if:
 - you are a Member of Parliament in the pursuit of your official duty or
 - you are able to show us that the information will be used for a purpose that is of general public interest or benefit or
 - you are in financial hardship (we would usually ask to see evidence that you are in receipt of Centrelink or Veterans Affairs payments)

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 complied with, the application will be deemed to be refused and the applicant may apply to the Ombudsman for a review of that decision.