***Right to Information Act 2009*Application for Assessed Disclosure**

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| **Applicant details** | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | **Title** | | |  | |
| **Postal address:** |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Daytime contact information** | | | | | | | | | | | | | | |
| **Telephone** | **Business:** |  | | **Home:** |  | | | **Mobile:** | | |  | | | |
| **Email:** |  | | | | | | | | | | | | | |
| **Public Authority or Minister applied to:** | | |  | | | | | | | | | | | |
| **Have you submitted a similar request to any other Minister or public authority?** | | | **Yes** | | | |  | | **No** | | | | |  |
| **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?** | | | **Yes** | | |  | | | | **No** | |  | | |
| *For payment details, please see attached invoice*  **Office use only:**  Fee received? Yes/ No | | | | | | | | | | | | | | |
| **Application for waiver:** | | Member of Parliament | | | | | | | | | |  | | |
| Impecunious applicant | | | | | | | | | |  | | |
| General public interest or benefit | | | | | | | | | |  | | |
| Journalist acting in connection with professional duties | | | | | | | | | |  | | |
| **Reasons for application for waiver of fee:** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Details of the information sought:**  *If there is insufficient room in the space provided, please attach further details.* | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Applicants please note: The Board may publish any response to a request for information made under the *Right to Information Act 2009.*** | | | | | | | | | | | | | | |
| **Applicant signature:** | | |  | | | | | | | | | | | |
| **Date (dd/mm/yyyy):** | | |  | | | | | | | | | | | |

**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.*

1. *This object is to be pursued by giving members of the public the right to obtain information held by public authorities and Ministers.*
2. *This object is also to be pursued by giving members of the public the right to obtain information about the operations of Government.*
3. *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.*

**Submitting your application**

If submitting your application by mail, applications are to be addressed to:

Right to Information Officer

Teachers Registration Board

GPO Box 539

Hobart, TAS 7001

If submitting your application by email, address your application to the Right to Information Officer, at: [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)

* Applications are to be made in writing and must include the information required by Regulation 5 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 **$42.50** as at 1 July 2022) and is indexed annually.
* An applicant can apply for the application fee to be waived if any of these circumstances apply:
  + where the applicant is a member of parliament in the pursuit of their official duty
  + where the applicant is a journalist acting in connection with their professional duties
  + where the applicant is impecunious (experiencing financial hardship)
  + 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.