

Right to Information Application   
(*Application for Assessed Disclosure of Information*)

**Applicant’s Details:**

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| --- | --- |
| **Full Name:** |  |

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| --- | --- |
| **Postal Address:** |  |

**Contact information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Telephone**: | Business |  | Home |  | Mobile |  |  |

|  |  |  |
| --- | --- | --- |
| **Email:** |  |  |

**Public Authority applied to:**

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| --- | --- | --- |
|  | **HUON VALLEY COUNCIL** |  |

1. **General topic of the Information you have applied for:** (insert a one sentence summary of the Information requested)

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1. **Provide details of the Information you have applied for (including all relevant dates and time periods that may relate to the information being sought):**

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| 1. **List and describe the efforts you have made to obtain the Information, you have described at Question 2, before now and prior to the date of lodging this Application:** |

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| 1. **Have you paid the Right to Information Application Fee ?** Yes  No    If you have ticked the box **Yes**, proceed to Question #7   1. If you have ticked the box ***No*,** which type of **Application for Waiver of the Right to Information Application Fee** are you applying for ? |
|  |

**Application for Waiver Type: (**see: section 16 *Right to Information Act 2009)*

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| --- | --- | --- | --- | --- |
| Member of Parliament acting in connection with their official duty |  | Impecunious applicant (financial hardship) | Journalist  (acting in connection  with their professional duties) | Public interest or benefit |

*   

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| *(tick the applicable box)*   1. **If you have applied for a Waiver of the Right to Information Application Fee in Question #5 you must attach copies of the following evidence in support of your Waiver Application to this Form:**  * **Member of Parliament :-** * Provide a copy of your Parliamentary (State or Commonwealth) ID or Security Care bearing your full name and office. * **Impecunious Applicant (ie., financial hardship) :-** * Provide a copy of your current Commonwealth Social Security Card, Veterans Card, Disability Pension Card or Carer’s Card * **Journalist :-** * Provide a copy of your employment ID card/security ID or other document evidencing your paid employment as a Journalist; and * Provide evidence that your Media employer’s current Media Code of Ethics or relevant Commonwealth broadcasting licence. * See: section 5 *Right to Information Act 2009* * **Public Interest or Benefit :-** * Provide a statement (here) as to why your Application for the Information is of general public interest or benefit. |

(insert statement for Public Interest Here)

**Note:** Failure to provide the required documentary evidence may result in your Application for Waiver of the Right to Information Application Fee being refused and your Application for Assessed Disclosure of Information, not being accepted.

1. **Does the Information you have applied for relate to your own property, personal affairs or business dealings with Council ?** Yes  No 

If you have ticked ***Yes*,** then provide and attach to this Form, a copy of your current

drivers’ licence or Australian Passport bearing your full name and residential address.

*(Please tick appropriate box)*

Do you wish only to inspect the document(s)? Yes  No 

**OR**

Do you wish to be supplied with a copy of the document(s)? Yes  No 

If you are entitled only to part of the information requested, Yes  No 

do you wish to be provided with that part?

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s Signature:** |  | **Date:** |  |

**Personal Information Protection Statement**

The *personal information* requested on this Form is being collected by the Council for the purpose of processing your **Right to Information Application for Assessed Disclosure** pursuant to the *Right to Information Act 2009* and will be used for that primary purpose or directly related purposes.

The intended recipients of the information are Council Officers*.* Council may disclose the personal information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this personal information will result in Council being unable to process your Application.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and you may make application for access or amendment to your information in writing to the Chief Executive Officer PO Box 210, Huonville 7109. You may be charged a fee for this service.

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| OFFICE USE ONLYDate Received - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RTI Reference no: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Applicable Charge - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Waived Charge - Y/N |

**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:

Chief Executive Officer, Huon Valley Council, PO Box 210, HUONVILLE 7109

* Applications are to be made in writing and 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.
* 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; the applicant is a journalist; and where the information sought is intended to be used for a purpose that is of general public interest or benefit (s 16 *Right to Information Act 2009*)

**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.

**Huon Valley Council’s *Access to Information Policy GOV CORP 011***

* This Policy can be viewed via the Huon Valley Council website.
* The information sought by an Applicant may already be freely available or otherwise available for purchase. Where this is the case, a Right to Information Application for Assessed Disclosure may be refused.
* Please read the Policy and make enquiries via [hvc@huonvalley.tas.gov.au](mailto:hvc@huonvalley.tas.gov.au) before lodging a Right to Information Application.