HUON VALLEY COUNCIL

Right to Information Act 2009

Application for Assessed Disclosure

Applicant's Details:

Name:		**Title:**	
Postal Address:			

Daytime contact information:

Telephone:	Business	Home	Mobile
Email:			

Public authority applied to:

HUON VALLEY COUNCIL

General topic of information applied for:

(one sentence summary of information requested)

Description of efforts made prior to this application to obtain this information:

Application fee included (please tick)	

OR

Application for waiver*:	Member of Parliament acting in connection with his or her official duty	Impecunious applicant	General public interest or benefit (you need to show that you intend to use the information for this purpose)	Applicant is a journalist acting in connection with their professional duties

* Evidence or information will be required to establish an entitlement to a waiver

If application for personal information, proof of identity provided (please tick)	

Details of the Information sought:

(If there is insufficient room in the space provided please attach further details.)

(Please tick appropriate box)

Does the request relate to your own personal affairs? Yes ☐ No ☐

If "Yes", what is your date of birth? / /

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,

do you wish to be provided with that part? Yes ☐ No ☐

Applicants 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 Freedom of Information Request 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 information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this 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 General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.

OFFICE USE ONLY

Date 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:
  General Manager, Huon Valley Council, PO Box 210, HUONVILLE 7109
- 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 set by the Government annually. Check with the Council for the current fee before lodging this application.
- 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.

Access to Information Policy

- Huon Valley Council has an Access to Information Policy.
- Some information that an Applicant may seek may be available free of charge or otherwise available for purchase.
- Where this is the case an application for assessed disclosure will be refused and the information obtained via other Council applications.
- Enquiries should be made as to availability of information prior to making an application for assessed disclosure.