



**GLENORCHY**  
CITY COUNCIL

## Right to Information Act 2009

### Application for Assessed Disclosure

#### APPLICANT'S DETAILS:

Title:

Name:

Postal Address:

#### CONTACT INFORMATION:

Work Phone:

Home Phone:

Mobile Phone:

Email Address:

Public Authority or Minister applied:

Glenorchy City Council

**General topic of information applied for:**

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

**APPLICATION FEES**

**Application Fee Included:**

**OR**

**Application for Waiver:**

**REASON FOR REQUEST OF FEE WAIVER:**

**Member of Parliament:**

**Journalist:**

**General Public Interest or benefit:**

**Impecunious applicant: (in financial hardship)**

**Please provide further information in support of your request for a fee waiver:**

## Details of the information sought:

By signing I authorise Glenorchy City Council to update my details listed within this form.

**Applicant's Signature:**

**Date:**

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**OFFICE USE ONLY:**

**Proof of Identify Signed and verified: (please tick)**

**RTI Fee Receipt #**

**Privacy Statement:**

*Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.*

*You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request. You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.*

# Information about assessed disclosure under the Right to Information Act 2009

## Object of the Act

Section 3 of the Act include 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 member 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 intent 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 to 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:  
Right to Information Officer  
Glenorchy City Council  
PO Box 103  
Glenorchy TAS 7010
- 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 \$47.75 as at 1 July 2025 and is indexed annually.
- An Application can apply for the application fee to be waived were the applicant is a Member of Parliament in the pursuit of their official duty; where the applicant is impecunious (financial hardship); where the applicant is a journalist and is acting in the connection with their professional role; 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 confirmed with, the application will be deemed to be refused and the applicant may apply to the Ombudsman for a review of that decision.