



## APPLICATION FOR ASSESSED DISCLOSURE

### APPLICANT'S DETAILS:

Title		Name	
-------	--	------	--

Postal Address	
	POSTCODE:

### DAY TIME CONTACT INFORMATION:

Phone	HOME:	BUSINESS:	MOBILE:
-------	-------	-----------	---------

Email	
-------	--

### PUBLIC AUTHORITY OR MINISTER APPLIED TO:

Central Coast Council
-----------------------

GENERAL TOPIC OF INFORMATION APPLIED FOR:

(Please provide a one sentence summary of the information requested)

DESCRIPTION OF EFFORTS MADE PRIOR TO THIS APPLICATION TO OBTAIN THIS INFORMATION:

APPLICATION FEE OR APPLICATION TO WAIVE FEE:

Application Fee \$41.25 (25 fee units @ \$1.65 per unit) (Fee current as at 1 July 2021)	Application Fee included: (Please tick)  <input type="checkbox"/>
Office Use: Fee received and receipted	Receipt No.  .....

OR APPLICATION FOR WAIVER

The application fee may be waived if you are able to provide evidence that you qualify for exemption under one of the following categories:

- Member of Parliament acting in connection with his or her official duty
- Impecunious applicant (applicant with financial hardship, e.g. holder of a Commonwealth Health Care Card)
- 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

Reason Application Fee should be waived:

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

**PROOF OF IDENTITY:**

If the application is for the release of your personal information, you must provide proof of identity before we can release the information. If lodging by email or mail you will need to provide certified copies.

Proof of identity provided

Photo identification or a copy of photo identification which has been certified as a true copy by a Justice of the Peace or a Commissioner for Declarations is the minimum acceptable.

**DETAILS OF THE INFORMATION SOUGHT:**

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

Applicant's signature  .....	Date  .....
------------------------------------	-------------------

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

### Object of 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:  
Right to Information Officer  
Central Coast Council  
PO Box 220  
ULVERSTONE TAS 7315

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 of 25 units. This fee is indexed annually.

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 (cannot

afford the fee); where the applicant is a journalist acting in connection with their professional duties or where the information sought is intended to be used for a purpose that is of general public interest or benefit.

### **Responsibilities of the Central Coast Council**

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.