

APPLICATION FOR ASSESSED DISCLOSURE

RIGHT TO INFORMATION ACT 2009

PLEASE READ THE INFORMATION ON PAGE 4 BEFORE COMPLETING YOUR APPLICATION

APPLICANT'S DETAILS

Title _____

Surname _____

Given Names _____

Postal Address _____

Contact Number _____

Email Address _____

General Topic of Information applied for
(Please provide a one-sentence summary of the information requested)

Please describe what efforts you have taken prior to this application to obtain the information you are requesting

☐ Application fee payable \$44.50

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,

Enquires to:
Manager of Planning & Compliance
P: (03) 6471 4700
E: complianceadmin@westcoast.tas.gov.au



- ☐ Impecunious Applicant financial hardship (e.g. financial hardship, evidence of current income support such as Centrelink payments)
- ☐ 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
- ☐ If an application for personal information, proof of identity provided

DETAILS OF INFORMATION SOUGHT

(IF THERE IS INSUFFICIENT ROOM IN THE SPACE PROVIDED, PLEASE ATTACH FURTHER DETAILS)

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 ☐ Yes ☐ No

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

If you are entitled only to a part of the information requested, do you wish to be provided with that part? ☐ Yes ☐ No

SIGNATURE

_____/_____/_____
DATE

PERSONAL INFORMATION PROTECTION STATEMENT

As required under the Personal Information Protection Act 2004

1. Personal information will be collected from you for the purpose of dealing with your application, and may be used for other purposes permitted by the Local Government Act 1993 and the regulations made by or under that Act.
2. Failure to provide this information may result in your application not being able to be accepted and processed.
3. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of West Coast Council.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. 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, West Coast Council, PO Box 63, Queenstown Tas 7467. You may be charged for this service.

Date Received	____/____/____	Date Completed	____/____/____
RTI Reference No.	_____	Receipt Number	_____
Applicable Charge	\$_____	Waived Charge	Yes / No

Disclaimer

By completing and lodging this form, electronically or by hard copy, you agree to the terms set out in West Coast Council's Privacy Policy which is available on our website.

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:
The General Manager, West Coast Council, PO Box 63, Queenstown TAS 7467
- 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 \$44.50 as at 1 July 2023 and 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; and where the information sought is intended to be used for a purpose that is of general public interest or benefit.

RESPONSIBILITIES OF WEST 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 West Coast Council.
- Before the application is accepted, West Coast Council has a maximum of 10 working days to negotiate with the applicant to further define the application.
- If a need to consult a third party arises, a further 20 working days will be allowed in addition to the original 20 days.
- If these 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.