|  |
| --- |
|  |
| Application for Assessed Disclosure under the *Right to Information Act 2009* |

### The *Right to Information Act 2009* (the RTI Act) provides a framework for the disclosure of information held by public authorities to the Tasmanian community.

### When should I use this RTI application form?

In accordance with the object of the RTI Act to improve democratic government in Tasmania, Homes Tasmania ensures information is made available to the public in a variety of ways. The information that you are seeking may be available online, in the Archives Office, or by contacting the area within Homes Tasmania you believe holds the information.

Assessed disclosure under the RTI Act is the method of disclosure of last resort. You should only use this form to apply for information that you believe is held by Homes Tasmania after you have tried to obtain the information by other means. If the information that you are seeking is available outside of applying for it under the RTI Act, it is important to note that we are able to refuse your application.

Applications for assessed disclosure must be in writing and include the information required by Regulation 4 of the *Right to Information Regulations 2010*. While it is not essential that you use this application form, completing the form will assist you with ensuring you provide us with the minimum information required so we can process your application and respond to your request.

### Do I need to pay a fee when I make an RTI application?

Section 16 of the RTI Act provides that all applications for assessed disclosure of information must be accompanied by an application fee. The application fee is 25 fee units, which is $46.75 for 2024-25 and is indexed annually. You can request to have the fee waived by Homes Tasmania if you:

* + 1. are experiencing financial hardship (such as holding a valid concession card), or
		2. are a Member of Parliament acting in connection with your official duty, or are a journalist acting in connection with your professional duties, or
		3. are able to show you intend to use the information for a purpose that is of general public interest or benefit.

### What will happen when I lodge my application?

Once we receive your application, under section 15 of the RTI Act we have 10 days to contact you if we need to clarify or refine your application before we accept it. Once accepted, you will be notified via email or mail, and we have 20 working days from the date of acceptance to notify you of a decision. We will take all reasonable steps to notify you of a decision within the required timeframe, however if we estimate it will take longer than 20 working days to prepare and make a decision, we may request for you to agree to an extension of time. If we do not notify you of a decision by the original or the revised due date, under section 45(1)(f) of the RTI Act the application may be deemed to be refused and you may apply to the Ombudsman for a review.

|  |
| --- |
| *Right to Information Act 2009* |
| Application for Assessed Disclosure (RTI Application) |
| **APPLICANT’S DETAILS:** |
|  |  |
| **Name:** |  |  |
|  |  |
| **CONTACT DETAILS:** |  |
| **Email:** |  |  |
|  |  |
| **Postal Address:** |  |  |
|  | **STATE:** |  | **POSTCODE:** |  |  |
|  |  |
| **Telephone**: | Business |  | Home |  | Mobile |  |  |
|  |  |
| Application Fee ($46.75) included (please select) | YES[ ]  | OR | NO[ ]  |  |
|  |  |
| Application for Waiver of Fee: | **[ ]**  | **Member of Parliament** |  |
| **[ ]**  | **Financial Hardship\*** |
| **[ ]**  | **Journalist** |
|  | **[ ]**  | **General Public Interest or Benefit\*\*** |  |
| \* If claiming Financial Hardship, you must attach a valid concession card, evidence of Centrelink or Veterans Affairs payments, or other relevant evidence.\*\*If claiming public interest, you must write below how the information will be used for a purpose that is of general public interest or benefit. |  |
| **Public Interest:** |  |  |
|  |  |
| Proof of identity provided: | [ ]  | For the release of your personal information, you must provide 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 |  |
|  Details of efforts you’ve already made to try to obtain this information: |   |
|  |  |  |
|  |  |
|  |  |
|  | **Information Request:** This will enable Homes Tasmania to locate the information in its possession. Please attach a separate sheet if necessary. |  |
|  | (1a) What is the general topic of this application?(one sentence summary of information requested)(1b) What are the specific details of the information you are requesting? |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | (2) What year or date range would you like us to search within?  |  |
|  |  |  |
|  |  |
|  |  |
|  | (3) Are there any other details that would assist us in locating the information you are requesting? |  |
|  | (eg, if you are requesting information about yourself, any other names you may have gone by, maiden name, aliases etc.) |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
|  | Applicant’s Signature: |  | **Date:** |  |  |
|  |  |  |  |  |  |

#### Privacy Statement

Homes Tasmania collects personal information provided in this form for the purposes of processing your application for assessed disclosure under the *Right to Information Act 2009*. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Homes Tasmania.

### Where should I send my application form?

You can address your application form to **Right to Information:**

 **By Email:** **rti.homes@homes.tas.gov.au**

 **By Post:** Homes Tasmania, GPO Box 65, HOBART TAS 7001

### If you have any questions or need assistance filling in this form, please send an email to rti.homes@homes.tas.gov.au.