

Right to Information Act 2009 - Application for Assessed Disclosure

Please read the information on page 4 before completing your application. Thank you.

Applicant's Name (Please print)

Title		Given Name/s	
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Surname	
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Unit/Street No		Street	
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Suburb		State		Postcode	
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Postal Address (if different from street address)

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Suburb		State		Postcode	
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Phone	H		B		M	
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Email	
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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

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OR Application for waiver

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Details of the information sought

[illegible]

Applicant's Signature

Date _____

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Personal Information Protection Statement
As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to City of Launceston.
2.	Information can be used for other purposes permitted by the <i>Local Government Act 1993</i> and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of City of Launceston, in accordance with the Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

File No. SF5542					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		

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:

**Right to Information Officer
City of Launceston
PO Box 396
LAUNCESTON TAS 7250**

Or emailed to: contactus@launceston.tas.gov.au

- Applications are to be made in writing and must 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 \$49.00 as at 1 July 2026 and is indexed annually.
- An applicant may apply for the application fee to be waived where the applicant is impecunious; where the applicant is a Member of Parliament in the pursuit of their official duty; 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.

Council's responsibilities under the Act

- 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, Council 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.

PURPOSE

A form to make application for assessed disclosure under the *Right to Information Act 2009*.

SCOPE

Applies to all persons making an application for assessed disclosure under the *Right to Information Act 2009*.

RELATED POLICIES & PROCEDURES

[17-HLPr-007 Right To Information Procedure](#)

DOCUMENT INFORMATION

Reference number	17-Fmx-016
Version	01/07/2026
Review	30/06/2027 (Updated each financial year)
Key function	Information Management
Document type	Form
Responsible Network	Organisational Services
Approved by	Senior Leader People Governance and Safety
Action Officer	Team Leader Governance and Information Services
Text search key words	Right to information application assessed disclosure

To be communicated to (To be identified by Approver) (Insert ✓ in relevant row)		Department/Area only
		Network via Executive or Senior Leaders
		Specific Areas:
	•	
	✓	Organisation-wide
	✓	Website
		Intranet (via a link)
		External notification e.g. Department Premier and Cabinet, Director Public Health, Tasmania Police
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Hard copy distribution	Customer Service
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