## Applicant’s details

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title</th>
</tr>
</thead>
</table>

| Postal address: |

## Daytime contact information

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Business:</th>
<th>Home:</th>
<th>Mobile:</th>
</tr>
</thead>
</table>

| Email: |

## Public Authority or Minister applied to:

| Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify: |

## General topic of information applied for:

One sentence summary of information only

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

## Application fee included:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Cheque or money order payable to Department of Education for $40.50 or pay Service Tasmania

Service Tasmania Product Code 256 – Take this document and pay by cash, EFTPOS, cheque or credit card at any Service Tasmania Shop. For opening times and locations telephone 13000 135513 or visit [www.service.tas.gov](http://www.service.tas.gov)

Include a copy of Service Tasmania’s receipt with this application  
Office use: Fee received Yes/No

## Application for waiver:

<table>
<thead>
<tr>
<th>Member of Parliament</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impecunious applicant</td>
</tr>
<tr>
<td>General public interest or benefit</td>
</tr>
</tbody>
</table>

## Reasons for application for waiver of fee:


<table>
<thead>
<tr>
<th>Details of the information sought:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If there is insufficient room in the space provided, please attach further details</td>
</tr>
</tbody>
</table>

Applicants please note that the Department may publish any response to a request for information made under the *Right to Information Act 2009*

<table>
<thead>
<tr>
<th>Applicant’s signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

If you are seeking access to your own personal information:
- Complete the [Request for Release of Personal Information Form](mailto:legal.services@education.tas.gov.au)
- Send applications to Legal Services by email at [legal.services@education.tas.gov.au](mailto:legal.services@education.tas.gov.au) or by post to Legal Services, Department of Education, GPO Box 169, Hobart TAS 7001
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
  Department of Education
  GPO Box 169
  Hobart TAS 7001
  Or by email at: rti@education.tas.gov.au
• 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 equates
  to $40.50 as at 1 July 2019) 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 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 conformed with, the application will be deemed to be refused and
  the applicant may apply to the Ombudsman for a review of that decision.