

## RIGHT TO INFORMATION ACT 2009 (TAS) APPLICATION FOR ASSESSED DISCLOSURE

Full Name:				Title:	
Postal Address:					
Daytime contact information (telephone):	Business:	Home:	Mobile:		
Email:					
Public Authority or Minister applied to:					
General subject matter of information applied for (one sentence summary of information requested):					
Description of efforts made prior to this application (if any) to obtain from publicly available sources the information sought:					
Application fee included (please tick):					<input type="checkbox"/>
OR, application for waiver:					
Member of Parliament:	<input type="checkbox"/>	Impecunious applicant:	<input type="checkbox"/>	General public interest of benefit:	<input type="checkbox"/>
Journalist:	<input type="checkbox"/>				
If applying for waiver, please provide any information to support the request for a fee waiver:					
If application for Applicant's personal information, proof of identify provided (please tick):					<input type="checkbox"/>
Details of the information sought (including all relevant dates and time periods that may relate to the information being sought (if known):					
(If there is insufficient room in this space please attach further details.)					
Applicants Signature:				Date:	

## INFORMATION ABOUT ASSESSED DISCLOSURE UNDER THE RIGHT TO INFORMATION ACT 2009 (TAS)

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The Right to Information Act 2009 (Tasmania) ("**the Act**") provides a right for the public to obtain information in the possession of the government and public authorities. TasPorts is a public authority under the Act.

### 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  
Tasmanian Ports Corporation Pty. Ltd  
90 Willis Street  
Launceston, Tasmania 7250

Or email: [rti@tasports.com.au](mailto:rti@tasports.com.au)

- Applications are to be made in writing and include the information required by Regulation 5 of the *Right to Information Regulations 2021*.
- If the application includes a request for personal information of the applicant, proof of identity of the applicant is required. Proof of identity means:
  - (a) a certified copy, or an extract, of a birth certificate for the applicant that shows the name of the applicant; or
  - (b) a certified copy of a certificate, declaration, notice or other instrument in respect of the applicant's status as an Australian citizen or British subject, or otherwise in respect of the applicant's nationality, issued under –
    - (i) the *Australian Citizenship Act 2007* (Cth); or
    - (ii) the *Australian Citizenship Act 1948* (Cth); or
  - (c) a passport, issued to the applicant in any country or territory, that shows the name of the applicant; or
  - (d) a drivers licence, issued to the applicant in Australia, that shows the name of the applicant.

## APPLICATION FEE

Applications are to be accompanied by the application fee. This fee is 25 fee units, which is \$47.75 as at 1 July 2025 and is indexed annually.

The fee can be paid by bank cheque or personal cheque made payable to “Tasmanian Ports Corporation”, or by electronic funds transfer using the following details:

<b>Account name:</b>	Tasmanian Ports Corporation
<b>BSB:</b>	067-000
<b>Account number:</b>	0000 0360
<b>Reference:</b>	RTI [ <i>your surname</i> ]

## REQUEST FOR WAIVER OF APPLICATION FEE

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

Applicants are encouraged to specify in their application whether they are seeking a waiver of the fee, and the basis upon which that request is made. Any decision on whether to waive the fee is at the discretion of TasPorts. An application for assessed disclosure cannot be accepted unless the application fee has been paid, or waived.

## RESPONSIBILITIES OF THE PUBLIC AUTHORITY

- Applicants are to be notified of the decision relating to 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. Information on how to apply for a review by the Ombudsman can be found on the Ombudsman Website.

## FURTHER INFORMATION

Further information relating to the RTI process and how TasPorts may assist can be found on under the Governance section on our website: <https://www.tasports.com.au/corporate>

Other general information on the Act can be found through the following links:

- [Right to Information Act](#)
- [Right to Information Act 2009 Manual and Guidelines](#)
- [Ombudsman Tasmania](#)