APPLICATION FORM

INTEGRITY COMMISSION TASMANIA

Application to Integrity Commission for assessed disclosure under the *Right to information Act 2009*

Please note: RTI Act provisions only apply to information that relates to the Commission's administration.

Applicant's Details			
Title		**Name**	
Postal Address			
State		**Postcode**	

Daytime contact information				
Phone	Business		Home	
	Mobile			
Email				

Description of efforts made to obtain this information
For example, have you looked at our website?

Details of information sought (If there is insufficient space, please attach further details)

Application fee or application to waive the fee

a. Application fee included if waiver does not apply (please tick) An application fee is required under the RTI Act. Please include a cheque or money order payable to 'Integrity Commission' for $44.50 (fee current as at 1 July 2023)		☐
Office Use only: fee received and receipted Date	____/____/____	Yes / No
OR		
b. Application for Waiver Please tick the relevant category		
▼ Financial hardship (e.g., holder of Federal Health Care Card)		☐
▼ Public interest or benefit – show how you intend to use the information for this purpose		☐
▼ Member of Parliament, in relation to official business		☐
Information in support of the Application for Waiver (If there is insufficient space, please attach further details):		

Proof of Identity

If application is for release of your personal information, you must provide proof of identity before we can release the information. A certified copy of photo identification such as a driver's licence, which has been certified as a true copy by a Justice of the Peace or a Commissioner for Declarations is acceptable to forward with your application. Please tick the box if this applies to you.	☐
Office Use only: Proof of Identity sighted/ received and acceptable	Yes / No

Applicant's Signature		Date	____/____/____

INFORMATION ABOUT ASSESSED DISCLOSURE

Object of the *Right to Information Act 2009*

Section 3 of the RTI Act outlines the objectives of the RTI 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.*

Section 6 of the RTI Act addresses exclusions of certain roles or public bodies, including the Integrity Commission. It specifies that:

"This Act does not apply to information in the possession of the following persons or public authorities [including the Integrity Commission, a magistrate, the Ombudsman, the Anti-Discrimination Commissioner etc.], or in the possession of a person whose services are provided or procured for the purposes of assisting the person or public authority, unless the information relates to the administration of the relevant public authority".

Applications for assessed disclosure

Applications should be forwarded to:

RTI Officer, Integrity Commission, GPO Box 822, Hobart TAS 7001
or
contact@integrity.tas.gov.au

Applications must be:

- made in writing and include information required by Regulation 4 of the *Right to Information Regulations 2010*; and
- accompanied by the application fee. This fee is 25 fee units, which is $44.50 as at 1 July 2023 and is indexed annually. The Act provides for an applicant to apply for the fee to be waived where the applicant is a Member of Parliament in the pursuit of their official duty, is impecunious; and where it is intended to use the information being sought 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.