

Application for Assessed Disclosure

**Council Chambers**

374 Main Road
Glenorchy TAS 7010

Postal Address

PO Box 103
Glenorchy TAS 7010

Customer Service

☎ (03) 6216 6800
✉ gccmail@gcc.tas.gov.au

ABN 19 753 252 493

www.gcc.tas.gov.au

Please use this form to apply for access to information held by Council under the Right to Information Act 2009.

APPLICANT DETAILS:

Surname:

Given Names:

Postal Address:

Phone:

Email:

Please note: If this application includes a request for material containing your personal information or relating to your property, you must provide proof of identity (e.g. drivers licence, passport etc.)

GENERAL SUBJECT MATTER OF THE APPLICATION:

Briefly describe the nature of the information you are seeking.

DETAILS OF THE INFORMATION SOUGHT:

Include relevant dates, time periods, locations, and other details that will assist Council to identify the information.

DETAILS OF PRIOR EFFORTS TO OBTAIN THIS INFORMATION:

Outline any steps you have taken to obtain this information from publicly available sources.

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APPLICATION FEE:

An application fee of 25 fee units applies unless a waiver is granted. As of 1 July 2026, the application fee is \$49.

☐ **I have paid the fee** (see payment methods under Further Information for Applicants); or

☐ **I request a waiver of the fee on the grounds that:**

☐ I am a Member of Parliament acting in connection with my official duty

☐ I am a journalist acting in connection with my professional duty

☐ I am in financial hardship
(Evidence (for example, a current concession card) must be provided with this application)

☐ The information sought is of general public interest or benefit
Please show how you intend to use the information for this purpose below

DECLARATION:

I declare that the information provided is accurate and I consent to Glenorchy City Council using my personal information for the purpose of processing this application.

Signature:**Date:**

By signing I authorise Glenorchy City Council to update my details listed within this form.

Returning this form:

This form and supporting documentation may be returned:

- by email to gccmail@gcc.tas.gov.au
- by post to PO Box 103, Glenorchy TAS 7010
- in-person at 374 Main Road, Glenorchy TAS 7010

OFFICE USE ONLY:

Fee Receipt No.:

Proof of identity sighted (if required):

Personal Information Protection Statement

Glenorchy City Council (Council) collects personal information to process requests and carry out its everyday functions, but may choose to use it for other lawful purposes under the Personal Information Protection Act 2004.

Your personal information may be shared with Council staff, contractors, law enforcement agencies, courts and other organisations where authorised or required by law.

You do not have to provide your personal information, but if you choose not to, Council may be unable to action your application or request.

You can find out more about how Council manages personal information and how to request access or corrections to it in Council's Privacy Policy available on Council's website or by contacting gccmail@gcc.tas.gov.au.

Enquiries concerning personal information can be addressed to:

Glenorchy City Council PO Box 103 Glenorchy, 7010

Phone: 03 6216 6800

Email: gccmail@gcc.tas.gov.au

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Further Information for Applicants - *Right to Information Act 2009*

Object of the Act

Section 3 of the *Right to Information Act 2009* (the Act) provides that the object of the Act is to improve democratic government in Tasmania by increasing the accountability of the executive to the people of Tasmania, increasing the ability of the people to participate in their governance, and acknowledging that information collected by public authorities is collected for and on behalf of the people and is the property of the State.

This object is pursued by giving members of the public the right to obtain information held by public authorities and Ministers, including information about the operations of Government.

It is the intention of Parliament that the Act be interpreted so as to further these objects, and that discretions be exercised to facilitate and promote, promptly and at the lowest reasonable cost, the provision of the maximum amount of official information.

Making an Application:

- You do not have to use this form to apply for assessed disclosure. However, any request must be in writing, signed by the applicant, and include the information required by regulation 5 of the *Right to Information Regulations 2021*.
- Council will take reasonable steps to assist you to make a valid application. This may include negotiating with you to refine or redirect your request, or providing general information about the types of records it holds to help you identify the information sought.
- An application must be accompanied by a fee of 25 fee units, unless a waiver is approved. Payment can be made:
 - by telephone on (03) 6216 6800
 - in-person at 374 Main Road, Glenorchy TAS 7010
 - by post to PO Box 103, Glenorchy TAS 7010
- Once your application is received, Council may contact you within 10 working days to discuss refining or redirecting your request where this may assist in processing the application.

Assessment and Decisions

- An application is taken to be accepted on the day it is received, provided the application fee has been paid or waived. If Council enters into discussions with you to refine or redirect the request, it is taken to be accepted when those discussions are complete.
- Council must notify you of its decision within 20 working days after the application is accepted. This period may be extended by a further 20 working days if consultation with third parties is required.
- If Council does not notify you of a decision within the required timeframe, the application is taken to be refused, and you may apply to Ombudsman Tasmania for a review of that decision.