



Right to Information Act 2009

Application for Review

Please be aware, strict timeframes apply for lodging external review requests.

1. Details of person seeking external review

Title: _____ First Name: _____ Surname: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone (business hours): _____ Mobile: _____

Email address: _____

Our staff will do their best to assist with your application, so please contact us if you require help with this form.

Please let us know below if you have any accessibility requirements or communication preferences, or if an interpreter is needed.

2. Details of person lodging application – if applicable

For example, legal representative or support person

Title: _____ First Name: _____ Surname: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone (business hours): _____ Mobile: _____

Email address: _____

3. Details of assessed disclosure application and review request

Name of the public authority or Minister to which you applied for information:

Date of assessed disclosure application:

Has an initial decision been made by the public authority or Minister in relation to the application for assessed disclosure?

☐ Yes ☐ No

Have you applied for internal review of the initial decision?

(Note – In some cases it is necessary to apply for internal review under section 43 of the Act before you have the right to seek review by the Ombudsman, please see attached explanatory note)

☐ Yes ☐ No

If yes, when did you apply?

Please set out why you are seeking external review from the Ombudsman

- ☐ I received a decision to refuse my application and/or to exempt information
- ☐ I received a decision to defer the release of information
- ☐ I have not received a decision in the required timeframes (usually 20 working days)
- ☐ I was notified that there was no information related to my request
- ☐ I believe the public authority or Minister did not conduct a sufficient search for relevant information
- ☐ The public authority or Minister has notified me that my personal or business information will be released to another person
- ☐ I have been adversely affected by a decision or should have been consulted in relation to a decision made about my personal or business information
- ☐ Other:

Please set out your concerns regarding the actions of the public authority or Minister in relation to your application:

Attachments

Please attach a copy of the following documents:

(Note – tick the box to indicate if the document is attached)

Your original application for assessed disclosure to the public authority or Minister

☐ Yes ☐ No

Any initial decision made by the public authority or Minister in relation to the application

☐ Yes ☐ No

Any internal review decision made by a delegate or Principal Officer

☐ Yes ☐ No

Relevant correspondence you have had with the public authority or Minister in relation to the matter

☐ Yes ☐ No

4. Privacy Statement

If you make an application for review to the Ombudsman under the *Right to Information Act 2009*, the Ombudsman will collect your personal information. Personal information will be used in the handling of the review, and may be disclosed to the relevant public authority

or Minister, to enable the review to be undertaken. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and, on request to the Ombudsman, may be accessed by the individual to whom it relates.

5. Signature

Signature of person lodging the application: _____ Date: _____

Email this form to **RTI@ombudsman.tas.gov.au**

Or post to **Right to Information Ombudsman Tasmania, GPO Box 960
Hobart, Tasmania 7001**

Please call **1800 001 170** with any questions, or visit our offices located on Level 6, 86 Collins Street Hobart.

Explanatory Note

Internal review

If a decision on your application to a Minister or a public authority for assessed disclosure has been made that:

- the information is exempt information;
- the provision of the information responsive to your request be deferred; or
- the provision of information be refused;

and that decision was made by a delegated officer of public authority, you can apply to the principal officer of the authority for internal review of the decision.

Applications for internal review must be made within 20 working days of the date you receive notice of the decision. Where a decision is made by a delegate, you must seek internal review before coming to the Ombudsman.

External Review

Where the original decision was made by the principal officer, Minister or Minister's delegate

If the original decision on your application was made by the principal officer of the public authority, a Minister or their delegate, then you can ask the Ombudsman to review it. The application to the Ombudsman must be made within 20 working days of the date you receive notice of the decision.

Where the decision has been internally reviewed

If the decision on your application has been internally reviewed and you are not happy with the decision on review, you can apply to the Ombudsman for external review of that decision. The application to the Ombudsman must be made within 20 working days of the date you receive notice of the decision.

Where no response is received to your original application or your application for internal review

You can apply to the Ombudsman if no decision has been made by the Minister or public authority on your original application for assessed disclosure within 20 working days of the date it was accepted by the Minister or public authority.

You can also apply to the Ombudsman for review if you have made an application for internal review and the public authority or Minister has not responded to it within 15 working days.

Note: Section 45 of the *Right to Information Act 2009* contains other decisions that can be externally reviewed.