

## Right to Information Act 2009 Application for Assessed Disclosure

<b>Applicant's Details</b>						
<b>Name:</b>				<b>Title:</b>		
<b>Postal Address:</b>						
<b>Daytime Contact Information</b>						
<b>Telephone:</b>	<b>Business</b>		<b>Home</b>		<b>Mobile</b>	
<b>Email:</b>						
<b>Have you submitted a similar request to any other Minister or Public Authority? If yes, please specify: (Public Authority or Minister applied to)</b>						
<b>General subject matter of application: (one sentence summary of information only)</b>						
<b>Description of efforts made prior to this application to obtain this information:</b>						
<b>Application fee included:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>		
Cheque or money order payable to the Motor Accidents Insurance Board for \$46.75						
<b>Office use: Fee received and receipted</b> <span style="float: right;"><b>Yes/No</b></span>						
<b><u>OR</u></b>  <b>Application for waiver:</b>	<b>Member of Parliament</b>				<input type="checkbox"/>	
	<b>Impecunious applicant</b>				<input type="checkbox"/>	
	<b>General public interest or benefit</b>				<input type="checkbox"/>	
	<b>Journalist acting in connection with their professional duties</b>				<input type="checkbox"/>	

<b>Reasons for application for waiver of fee:</b>			
<b>Specific details on the information sought:</b>			
Please tick the specific information file sought, and in the space provided, include further details (including relevant dates and time periods that may relate to the information being sought, if known by the applicant):			
<input type="checkbox"/> Claim Application and Assessment <input type="checkbox"/> Equipment <input type="checkbox"/> Home Modifications <input type="checkbox"/> Medical <input type="checkbox"/> Medical Certificates <input type="checkbox"/> Schedule of Payments <input type="checkbox"/> Rehabilitation (Case Management) <input type="checkbox"/> Rehabilitation (Vocational) <input type="checkbox"/> Rehabilitation (Occupational Therapy) <input type="checkbox"/> Rehabilitation (Supports Needs)			
<b>Third Party Information:</b>			
A third party is a person other than you the applicant.			
If the information you seek includes information provided to the MAIB by a third party (e.g. a statement or report), the MAIB may be required to consult with the third party to obtain their view on whether the information should be disclosed. If applicable, please indicate below by ticking the appropriate boxes.			
<input type="checkbox"/> If available, I am seeking information provided to the MAIB by a third party. <input type="checkbox"/> I consent to the MAIB providing my name to the third party (if consultation is required).*			
*Please note that if you act for a client, and you have ticked the above box, you consent to the MAIB providing your client's name to the third party (if consultation is required). Please note that if the MAIB is required to consult with a third party, an additional 20 working days is allowed for your application to be completed.			
<b>Proof of Identity required:</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If application is for release of your personal information, you must provide proof of identity before we can release the information to you - if lodging by email or mail you will need to provide certified copies of one of the following (please indicate above if this applies to you):			
<ul style="list-style-type: none"> <li>• a birth certificate; or</li> <li>• 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 the <i>Australian Citizenship Act 2007</i> (Cth) or the <i>Australian Citizenship Act 1948</i> (Cth); or</li> <li>• a current passport; or</li> <li>• a current driver's licence issued to the applicant in Australia.</li> </ul>			

<b>Office use: Proof of identity sighted/received and acceptable</b>		<b>Yes/No</b>	
<b>Applicant's Signature:</b>		<b>Date:</b>	

## Information about assessed disclosure under the *Right to Information Act 2009*

### Object of the Act

Section 3 of the *Right to Information Act 2009* (Tas) (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 and posted to:

**Right to Information Officer**  
**Motor Accidents Insurance Board**  
**PO Box 590**  
**LAUNCESTON TAS 7250**

Or sent by email to: [info@maib.tas.gov.au](mailto:info@maib.tas.gov.au)

- Applications are to be made in writing, include the minimum information required by section 13(3) of the Act and regulation 4 of the *Right to Information Regulations 2021*, and be signed by the applicant. The minimum information is as follows:
  - (a) *the name of the applicant;*
  - (b) *a postal address, or email address, for the applicant, to be used for communication on matters relating to the application;*
  - (c) *the contact details of the applicant where the applicant may be contacted during ordinary business hours;*

- (d) the general subject matter of the application;*
- (e) details of the information sought by the applicant under the application, including all relevant dates and time periods that may relate to the information being sought, if known by the applicant;*
- (f) details of efforts undertaken by the applicant, if any, before the application was made, to obtain from publicly available sources the information sought;*
- (g) the date on which the application was signed by the applicant;*
- (h) if the application includes a request for personal information of the applicant, proof of identity of the applicant.*

- Applications are to be accompanied by the application fee. This fee is 25 fee units (which equates to \$46.75 as at 1 July 2024) 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;
  - the applicant is a journalist acting in connection with their professional duties;
  - the applicant is impecunious; or
  - 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.
- The time within which a decision is to be made on an application for assessed disclosure may be extended by agreement with the applicant; or if agreement cannot be reached and the application is complex or voluminous (or both) and the absence of agreement is in the opinion of the public authority unreasonable, by the Ombudsman on application made by the public authority.
- If a need to consult a third party arises, a further 20 working days will be allowed in addition to the original 20 days.
- If an applicant has not received notice of the decision on their application within the timeframes set out above, the applicant may apply, under section 45(1)(f) of the Act, to the Tasmanian Ombudsman for a review.
- The public authority:

- in accordance with section 13(6) of the Act, must take reasonable steps to assist the person to make an application that complies with section 13 of the Act;
- in accordance with section 13(7) of the Act, may negotiate with an applicant to refine or redirect an application; and
- in accordance with section 13(8) of the Act, if requested, must make available general details of information in possession of the public authority.