

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

### 1 What is the Right to Information

Section 7 of the *Right to Information Act 2009* (the Act) creates a legally enforceable right to information (RTI) possessed by public authorities and Ministers, unless it is exempt information.

Via the RTI process, people can access information that is not otherwise available to them. The object of the RTI legislation is to improve democratic government in Tasmania by:

- Increasing the accountability of the executive to the people
- Increasing the ability of the people to participate in their governance
- Acknowledging that the information collected by public authorities is collected for and on behalf of the people and is the property of the state

The Wellington Park Management Trust is a public authority and is subject to the Act.

### 2 How do I get access to information?

The definition of information is very broad. The Act defines information as:

- Anything by which words, figures, letters or symbols are recorded and includes maps, plans, graphs, drawings and photographs
- Anything in which information is embodied so as to be capable of being reproduced

This covers practically anything a public authority could create, not just written documents.

The Wellington Park Management Trust is required by the Act to make information available to the public through proactive disclosure. This means that we are to routinely make information available that will assist the public in understanding what it is we do and how we do it.

This may be done via our website, publications or Annual Report.

Some information is not released in this way because it is not of general public interest or because it is information the Trust would need to assess against the exemptions in the Act prior to disclosure.

If you cannot find the information via one of the means below, contact the Trust and we may be able to supply the information or assist you to find it. If information is not freely available, we will assist you to make an application for an assessed disclosure.

You may find information from the Trust in one of the following ways:

- Direct from the Trust – search our website [www.wellingtonpark.org.au](http://www.wellingtonpark.org.au), annual reports and publications available for download
- Email the Wellington Park office [info@wellingtonpark.org.au](mailto:info@wellingtonpark.org.au) or call 03 6238 2176
- Through the State Library – the Trust is required to lodge reports and management plans with the State Library [www.statelibrary.tas.gov.au](http://www.statelibrary.tas.gov.au) / [state.library@education.tas.gov.au](mailto:state.library@education.tas.gov.au) / 03 6233 7511

### 3 Applications for assessed disclosure

Applications for information need to be made to the department, authority or council holding the relevant information or that is most closely linked to the information.

Applications for the Wellington Park Management Trust are to be addressed to:

General Manager

Wellington Park Management Trust

GPO Box 138

HOBART TAS 7001

Or by email [info@wellingtonpark.org.au](mailto:info@wellingtonpark.org.au).

A form is available to assist you to make an application. [This can be downloaded from the Trust website.](#)

If you are not using the form, please note that your application must be made in writing and must include information that is requested in the form. This is a requirement of Regulation 5 of the *Right to Information Regulations 2021*.

Applications are to be accompanied by the application fee equivalent to 25 fee units. The application fee for 2025-26 is \$47.75 and is indexed annually (for 2026-27, the fee is \$49.00).

You may apply to have the fee waived if:

- You are in financial hardship – we take that to mean if you are on income support payments (we would usually ask to see evidence that you are in receipt of Centrelink or veterans' affairs payments);
- Where you are a Member of Parliament and the application is in connection with your official duty; or
- You are able to demonstrate that the information sought is intended for a purpose that is of general public interest or benefit.

**Please make sure that you have looked for the information before you make a formal application. If the information is otherwise available, your application may be refused without the return of your application fee.**

### 4 What happens once we have received your application?

We will check your application to make sure we have the information that we need and that you have paid the application fee (or we will waive the fee).

We may transfer your application to another public authority if we do not believe we are best placed to provide you with the information.

Before your application is accepted, we may need to contact you to ask about your application. This is to aid in understanding your request.

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Once these steps have been completed, an officer will assess your application against the *Right to Information Act 2009* and notify you in writing of the outcomes of that process. Because of the limited staffing of the Wellington Park Management Trust, the officer responsible for assessing your application is the General Manager.

You will be notified of the decision on your application for assessed disclosure as soon as practicable, but in no more than 20 working days of the application being accepted.

If your request is complex or for a large amount of information, we may ask you to give us more time.

If there is a need to consult with a third party about their business affairs or about their personal information, more time is automatically given and we will let you know the outcome as soon as practicable, but no later than 40 working days. You will be advised if this extension applies.

If the application or part of the application is refused, we will provide the reasons for the decision to not provide the information and the details on your rights to seek a review of that decision. Because the Trust's decision has come from the Trust's most senior officer, there is no one who can internally review the decision. For this reason, requests to review the decision are directed to Ombudsman Tasmania. An application for an External Review can be downloaded from the [Ombudsman Tasmania RTI website](#).

If the Trust General Manager does not get back to you within the timeframe allowed, then we are taken to have refused your application and you are able to make an application for external review to the Ombudsman if you choose. More information on reviews by the Ombudsman is available on the [Ombudsman Tasmania RTI website](#).

### **5 Resources**

The Right to Information Manual and Guidelines are produced by the Ombudsman's office and provide more detail on making requests and how these are processed by the agency receiving the request. These documents are available on the [Ombudsman Tasmania website](#).

The [Right to Information Act](#) and [Regulations](#) are available through Tasmanian Legislation website.