

TASMANIAN PUBLIC FINANCE CORPORATION **Right to Information Policy**

Approval date	Approved by	Review date	Policy Owner
May 2026	Board	May 2028	CSG



Contents

1. Purpose	2
2. Scope and application	2
3. Authority.....	3
4. Principles	4
5. Disclosure	4
5.1 Routine Disclosure.....	4
5.2 Active Disclosure	4
5.3 Required Disclosure	5
5.4 Assessed Disclosure	5
6. Contact Information and Complaints Process	5
7. Legislative and Governance Framework	6
Appendix 1 – TASCORP Application Form for Assessed Disclosure	7
Appendix 2 - Information for Applicants.....	10

1. Purpose

The purpose of this policy is to establish a framework for the disclosure of information by the Tasmanian Public Finance Corporation (TASCORP) in accordance with the *Right to Information Act 2009* (Tas) (RTI Act).

While Government Businesses are treated independently by the RTI Act, it has been accepted that information disclosure policies and procedures should be as consistent in practice with government agencies as possible to improve the public's experience accessing information under the right to information.

This policy is designed to adopt the whole-of-government Right to Information – Information Disclosure Policy August 2025 as published on the Department of Premier and Cabinet website into TASCORP's operations.

This policy should be read in conjunction with the whole-of-government Right to Information – Information Disclosure Procedures August 2025 published on the Department of Premier and Cabinet website which will be applied to TASCORP wherever appropriate.

2. Scope and application

This Policy applies to all TASCORP employees. It applies to all information and documents held by TASCORP, whether created by us or received from another entity as part of our functions. The RTI Act gives members of the public the right to obtain information that is:

- Held by public authorities (including TASCORP) and Ministers;
- About the operations of Government; and
- Not exempt information under Part 3 of the RTI Act.

It covers the four types of information disclosure identified in the RTI Act (defined further in Sections 5 - 8):

- Routine Disclosure;
- Active Disclosure;
- Required Disclosure; and

- Assessed Disclosure.

3. Authority

This Policy is approved by TASCORP's Board and will be reviewed on a biennial basis. Updates to the policy will be published on TASCORP's website. If you have any questions about the application of this policy, please contact TASCORP using the details in Section 6.

TASCORP has a responsibility to make information available where appropriate. TASCORP employees are responsible and accountable for:

- Making records to support what they do;
- Keeping records of all official information produced, received or acquired; and
- Ensuring information is accessible when it is lawful to do so.

TASCORP has trained employees who are able to assess RTI requests as they arise.

Principal Officer

TASCORP's Principal Officer is the Chief Executive Officer. The Principal Officer is responsible for:

- Reporting requirements;
- Ensuring policies and procedures relating to information disclosure are developed and published; and
- Ensuring TASCORP has appropriate processes, training, people and resources in place to ensure compliance with the RTI Act.

Delegated Officers

Delegated Officers have decision making functions and powers conferred by the Principal Officer as needed. Their primary responsibility is to ensure that requests for information are processed in accordance with the RTI Act. Other responsibilities include information retrieval, assessing information, consultation with related parties and ensuring timeliness. A request made under this policy will be assessed by TASCORP's Delegated Officers.

4. Principles

TASCORP will make the official information in its possession publicly available when it is in the public interest and lawful to do so.

The following principles should guide decision-making about what information is released and how it is made available.

- *Transparency* – Ensuring information is made accessible wherever possible.
- *Fairness* – Ensuring decisions regarding information requests are impartial and consistent.
- *Efficiency* – Ensuring requested information is provided in the least amount of time possible.
- *Confidentiality* – Safeguarding personal and sensitive information with careful application of exemptions and with regard to relevant legislation. See TASCORP's Privacy Policy published on our website for more on how we protect your personal information.

5. Disclosure

The following methods of Disclosure are defined in the RTI Act.

5.1 Routine Disclosure

Routine Disclosure is the disclosure of any information which TASCORP decides may be of interest to the public (but does not fall into any of the other below categories of Disclosure).

This includes information that is routinely available on TASCORP's website, www.tascorp.com.au.

This should be the first step for people seeking information.

5.2 Active Disclosure

Active Disclosure refers to disclosure of information in response to a request made that does not amount to an Assessed Disclosure. It is a voluntary release of information.



If you cannot find the information you seek on TASCORP's website or publications including policies and Annual Report, you may contact TASCORP directly to request such information, using the contact details found in Section 6.

Where we can provide the requested information, we will do so. However, if the information is sensitive, contains personal information, or otherwise needs further assessment, we may only provide partial information or request a formal RTI application be submitted.

5.3 Required Disclosure

Required Disclosure refers to the disclosure of information that is required by law, government instruction or enforceable under an agreement. This includes our Annual Report, Half-Yearly Reports and Statement of Corporate Intent.

5.4 Assessed Disclosure

Assessed Disclosure refers to the disclosure of information in response to an application under Section 13 of the RTI Act.

Assessed Disclosure can be used when attempts to seek information by the other disclosure methods have been unsuccessful.

To apply for an Assessed Disclosure, please use the form in Appendix 1 of this policy.

Appendix 2 contains further information to assist applicants.

6. Contact Information and Complaints Process

TASCORP can be contacted as follows:

Attention: Right to Information Officer

Address: Level 7, 1 Franklin Wharf, Hobart TAS 7000

Telephone: (03) 8396 1200

Email: Tascorp@tascorp.com.au

Please allow us reasonable time to respond to your request.

Complaints

If you are not happy with TASCORP's response to a request for information, or we have not replied to you within a reasonable time, then you can raise your concerns with Ombudsman Tasmania in the following ways:

Ombudsman Tasmania

Level 6, 86 Collins Street, Hobart TAS 7000

Telephone: 1800 001 170

Online: <https://www.ombudsman.tas.gov.au/right-to-information>

7. Legislative and Governance Framework

- *Right to Information Act 2009* (Tas)
- Right to Information – Information Disclosure Policy 29 August 2025 (Whole-of-government policy)
- Right to Information – Information Disclosure Procedures 29 August 2025 (Whole-of -government procedures)

Appendix 1 – TASCORP Application Form for Assessed Disclosure

Right to Information Act 2009

Application for Assessed Disclosure:

Applicant(s) Details:				
Name:				Title:
Postal Address:				
Contact information:				
Telephone:	Business:		Mobile:	
Email:				
Public Authority or Minister applied to:			TASCORP	
<i>Have you submitted a similar request to any other Public Authority or Minister? If yes, please provide details:</i>				
Topic of the information sought: (One sentence summary of information only)				
Please describe the efforts made prior to this application to obtain this information: (Include all relevant steps taken)				
Application fee included:		Yes	☐	No
			☐	
<i>Payment reference here, eg cheque or bank details</i>				
Application for fee waiver:		Financial Hardship	☐	
		Member of Parliament	☐	
		Journalist	☐	
		General public interest or benefit (provide reason below)	☐	

Reasons for application for waiver of fee:

--

Details of the information sought:

(If there is insufficient room in the space provided, please attach further details)
(Please be as specific as possible)

--

Relevant dates and time periods that may relate to the information being sought (if known):

(What time period/date range would you like us to search within?)

--

Proof of identity provided:
Yes
☐
No
☐
N/A
☐

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 or you identification documents. Please indicate above if this applies to you.

Applicant(s) signature:

--

Date:

--



The following is to be completed by TASCORP upon receipt of Application:

Date Received:				Date Accepted:			
Date Time Period Elapses:				Initials of person accepting application:			
Has the fee been received:	Yes	☐	No	☐	Waived	☐	
Has proof of identity been provided:	Yes	☐	No	☐	N/A	☐	

----- Form End -----

See following pages for further information for Applicants

Appendix 2 - Information for Applicants

The *Right to Information Act 2009* (Tas) (RTI Act) provides a right for the public to obtain information in the possession of the government and public authorities.

There are four types of disclosure under the RTI Act – Required Disclosure, Active Disclosure, Routine Disclosure and Assessed Disclosure. This form is to be used for Assessed Disclosure only.

Object of the Act

Section 3 of the 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.

General Information for Applicants

All applications for Assessed Disclosure should:

- Be made in writing, using TASCORP's application form, and include the minimum information required, including:
 - Name, address and contact details of the Applicant
 - General topic of the application
 - Details of the information sought
 - Details of efforts made to obtain the information before the application was made
 - Date of the application

- Be signed by the applicant
- Include the applicable fee or an application to waive the fee.

Time Limits

- Before accepting an application, TASCORP has a maximum of 10 working days to negotiate with the applicant to refine or redirect the application.
- Applicants are to be notified of TASCORP's decision regarding the application within 20 working days of the application being accepted by TASCORP.
- Where TASCORP needs to consult a third party about the release of information, a further 20 working days may be added to the total time allowed to respond.
- An application is taken to be accepted either –
 - On the day the application is received by TASCORP; or
 - If negotiations are entered into, on completion of the period for negotiations.
- The time for TASCORP to make a decision on an application may be extended –
 - By agreement with the applicant; or
 - By the Ombudsman where agreement cannot be reached and the matter is time consuming or complex.

Where the time periods have elapsed without TASCORP's response, or the applicant is not happy with TASCORP's response, the applicant may apply to the Ombudsman for review.