

## Right to Information

Anyone can talk to a lawyer for free at Tasmania Legal Aid.

To get free legal information call 1300 366 611, drop into our Hobart or Launceston office (no appointment necessary) or use the Legal Talk chat function on our website. We are open Monday to Friday, 8.45am to 5pm.

A lawyer can listen to your story and help identify the next steps you can take.

Right to Information is a way for people to access information from government that is not otherwise available to them.

Watch the video for an overview or read below for more information.

### What is Right to Information?

Tasmanians have a right to access information held by public authorities and government ministers, which includes Tasmania Legal Aid as we are a government agency. This used to be called 'freedom of information' but is now called a 'right to information'.

Tasmanians have this right because it increases government accountability to the Tasmanian community, it empowers people to participate in government, and it recognises that information held by public authorities is collected for and on behalf of Tasmanians and belongs to the State.

### How do I make a Right for Information request from Tasmania Legal Aid?

If you are wanting to make a right to information request to us at Tasmania Legal Aid, you must do so in writing either:

1. By email to [info@legalaid.tas.gov.au](mailto:info@legalaid.tas.gov.au) and include "Right to Information Request" in the subject line.
2. By post to GPO Box 1422 Hobart 7001.

Follow the steps below and if you need assistance you can call our Legal Help line on 1300 366 611 or visit our Hobart or Launceston office and speak with a lawyer confidentially and for free and the process to complete a right to information request.

### What information can I ask to have access to?

The type of information that can be requested under a right to information request includes information in any recorded form, including:

- documents
- emails
- databases
- maps
- photos
- CCTV footage

This applies to both personal data and non-personal information, but it does not include information already publicly accessible.

### What are the steps to make a right for information request?

Look to see if the information you are wanting is already available. Look at the government or agency website, their annual report or disclosure logs. Remember, if it's already available you can access it and don't need to make a right to information request.

Write to the agency, public authority or Minister who you believe has the information. You will need to include specific details about your request, including proof of your identity if you are seeking personal information about yourself.

There is a fee which in 2026 is about \$50. This can be waived in some circumstances, for example for journalists, if you are in hardship, or if the information has a public interest.

When you submit your request, you are entitled to receive a decision within 20 working days on whether the information can be released to you or not. If your request is complex or is for a large amount of information, it may take longer.

## What specific details should I include in my right to information request?

- State that you are requesting access to information under *the Right to Information Act 2009*
- State the documents you want, giving enough detail to help the agency or Minister to identify them
- Address or email address so you can be contacted about your application
- Time period that you wish to receive a response (if it is not urgent then this may help those preparing your response)
- Proof of identify (such as a scan of your driver licence or passport) if you are seeking personal information related to yourself.

If you are seeking information from the Tasmanian Government, the Premier or a specific Minister of Parliament you can [use this online form](#).

## What if I am not happy with the outcome of my request?

If you are not happy with the outcome of your request (for example, the outcome was that you were denied the information requested) you should ask for an internal review of the decision. This should be sent to where you originally made your request for information.

The initial review will give you advice as to your review rights, and relevant details and timeframes related to the exercise of those rights.

You can also seek an external review from the [Tasmania Ombudsman](#).

[Did that answer your question?](#)

**This is written for people who live in or who are affected by the laws of Tasmania, Australia. The law changes all the time – this information is not legal advice. If you have a legal problem, you should talk to a lawyer before making a decision about what to do.**