

21 August 2017

Mr James Smith
Right to Know

Dear Mr Smith

Freedom of Information Request

On 8 August 2017 TT-Line Company Pty Ltd (**TT-Line**) received an email from you titled "Right to Information request - Private use of social media advice provided to employees".

The email was generated using righttoknow.org.au and states that it is a request made "under the Freedom of Information Act".

TT-Line is based in Tasmania. In Tasmania, the freedom of information legislation is called the *Right to Information Act 2009 (RTI Act)*.

Under the RTI Act, a person is entitled to lodge an application for assessed disclosure with TT-Line. I take the view that your email of 8 August 2017 was an attempt to make an application of this nature.

Under the RTI Act, TT-Line is only obliged to accept and respond to valid applications for assessed disclosure. The requirements of a valid application are outlined in Division 2 of Part 1 of the RTI Act.

Amongst other things, in order to be valid an application for assessed disclosure must be accompanied by an application fee of 25 fee units (currently \$38.75) or a request that this fee be waived on the basis that the applicant is:

- (a) impecunious; or
- (b) a Member of Parliament acting in connection with his or her official duty; or
- (c) able to show that he or she intends to use the information for a purpose that is of general public interest or benefit.

Any request to waive the fee must be supported by evidence.

Putting to one side all of the other requirements of a valid application, your application does not include the fee or a request that the fee be waived. On that basis, your application will not be processed at this time.

For your information I **attach** TT-Line's standard form for making applications for assessed disclosure and note that TT-Lines Right to Information Policy is available on our website.

Regards



Kevin Maynard
General Manager Corporate Services



Head Office
 Esplanade (PO Box 168E)
 East Devonport Tasmania 7310
 Tel: 03 6419 9000 Fax: 03 6419 9345

Melbourne Office
 Station Pier (PO Box 323)
 Port Melbourne Victoria 3207

Reservations
 spiritoftasmania.com.au
 Tel: 13 20 10 Fax: 1800 636 110

TT-Line Company Pty Ltd
 ABN 39 061 996 174

RIGHT TO INFORMATION ACT 2009

Application for Assessed Disclosure

Applicants Details:

Name: _____

Postal Address: _____

Daytime contact Information:

	Business	Home	Mobile
Telephone	_____	_____	_____

Email: _____

General topic of Information Applied for:

Description of efforts made prior to this application to obtain this information:

Application fee included (Please tick):

Or

Application for waiver:

Member of Parliament

Impecunious applicant

General Public

Interest or benefit

If application for personal information, proof of identity provided (please tick)

Details of the Information Sought:

If there is insufficient room in the space provided please attached further details.

Applicants Signature: _____

Date: _____