

Application for a Review of a Decision

Under the *Information Act* (NT)

An application for review must be lodged within 30 days of the decision notice on an application to access government information or correct personal information.

In order to process your application the Department of Housing and Community Development will need to sight your personal identification (See Note 1 overleaf). For information on where to lodge this application form see Note 2.

APPLICANT DETAILS			
Name: Mr/Mrs/Miss/Ms/Other			
Surname:	_____	Telephone A/H:	_____
Given Names:	_____	B/H:	_____
Address	_____	Mobile:	_____
	_____	Fax:	_____
	_____	E-mail address:	_____
Please circle preferred method of contact			
	Phone	Mail	Email Fax

ARE YOU MAKING THIS REQUEST ON BEHALF OF AN ORGANISATION? (please circle)	Yes	No
Name of Organisation / Business	_____	_____
Your Position in the Organisation	_____	_____

Details of Application

In accordance with the Act, I have previously submitted an application requesting:

(Please tick).

- Access to government information
- Access to personal information
- Correction to personal information

I am aggrieved by the decision of your Department and therefore seek a review of the decision because (please tick box and give further details of review):

<input type="checkbox"/>	I have been refused access to information
<input type="checkbox"/>	I have been refused access to part of the information
<input type="checkbox"/>	My request to correct personal information has been refused
<input type="checkbox"/>	The correction to my personal information is different from the one specified in my initial application
<input type="checkbox"/>	Not all reasonable steps were taken to associate with my personal information, a statement by me reflecting my opinion regarding the accuracy / completeness of that personal information, following my request for correction.
<input type="checkbox"/>	I believe that I have been charged unfairly
<input type="checkbox"/>	Other reasons why I think the decision should be reviewed: (please specify below)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Further details of reasons for review (attach a separate piece of paper if necessary)

FEES AND CHARGES

There are no application fees for a request for a review of a decision in relation to both an application to correct personal information and an application for a review of a decision concerning an application to access government information.

DECLARATION

I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge.



Signature:

Date: / /

The Information Act requires you to supply your name and address for correspondence. The department also collects other personal information in this application for the purpose of responding to your request. The information may be disclosed to other agencies where a review or complaint arises from the application, where another agency is required to deal with the application, or where disclosure is required by law. The application may be delayed if you do not provide the information in full. You are able to access the information in this form at any time by contacting the Information Access Unit on 8999 8490 or infoact.dhcd@nt.gov.au

NOTES FOR REVIEW OF A DECISION FORM

Note 1 – Identification

You will be asked to show identification when lodging this application. If posting your application, please attach a photocopy of your driver's licence, passport, or other form of approved identification documentation. This is to ensure that the Department is satisfied as to your identity.

Note 2 – Where to Lodge this Application

This application can be posted or faxed to the:

Information Access Unit
Department of Housing and Community Development
GPO Box 4621, DARWIN NT 0801
Fax No. (08) 8942 6806
Email: infoact.dhcd@nt.gov.au

It can also be lodged at any office of the department in all NT major centres. In remote communities it should be posted to the above address.

Note 3 – Processing your Application

- The department shall respond to your request within 30 days after receiving your application.
- The department will notify you of the outcome of the review in writing (see Note 5 – Decision on Review). This will include the reasons for the outcome and contain a statement setting out your rights of complaint under Part 7 of the Act.
- If aggrieved by the review decision, you may lodge a complaint with the Information Commissioner within 90 days (S.106 (3)(a) of the Act).

Note 4 – Further Information in Relation to your Application

- This application cannot be assessed if it has not been lodged within 30 days after notification of the previous decision.
- The Department may refuse to conduct a review on the basis of the application being outside the 30 days, in which case, the Department is taken to have confirmed the previous decision.
- This review will not be conducted by the same officer who made the previous decision.

Note 5 – Decision on Review

After conducting the review, the department may:

- Confirm or vary the previous decision in whole or in part; or
- Revoke the previous decision in whole or in part and substitute another decision that would have been available to the Department under Division 2 or Division 3 of the Act.
- If you are not notified of the outcome of the review within 30 days of making this application, the Department is taken to have confirmed the previous decision.

Assistance:

If you require assistance with completing this application you should contact the Information Access Unit by:

Telephone: (08) 8999 8490

Fax: (08) 8942 6806

Correspondence: GPO Box 4621, DARWIN NT 0801

Email: infoact.dhcd@nt.gov.au