

Request for Review of a Decision

Under the Information Act 2002 (NT)

In order to progress your application the Department of Territory Families, Housing and Communities will need to sight your personal identification (see Note 1 overleaf).

An application for review must be lodged with the department within 30 days of the initial notice of decision relating to your application to access government and/or personal information or correct personal information.

Fields marked with an asterisk (*) are required. Fields marked with a caret (^) are for office use only.			
Applicant details			
Title* (Mr/Mrs/Miss/Ms/Other)			
Surname*		Given names*	
Telephone A/H*		Telephone B/H*	
Fax*		Email address*	
Address*			
Preferred contact method* (Phone/Mail/Email/Fax)			
Are you making this request on behalf of an organisation?* (Yes/No)			
Name of organisation/business*			
Details of application			
In accordance with the Act, I have previously submitted an application requesting:			
<input type="checkbox"/>	Access to government information*		
<input type="checkbox"/>	Access to personal information*		
<input type="checkbox"/>	Correction to personal information*		
I am aggrieved by the decision of the Department and 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		
Other reasons why I think the decision should be reviewed: (please specify):			
If required, please attach additional information on a separate page.			
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 understand that before I obtain access to the information I may be required to pay costs in relation to the inspection and retrieval of information if required under the Information Act 2002 Regulations, and that I will be supplied with an estimate of fees if applicable.			
I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge.			
Signature*		Date*	
<p><i>The Information Act 2002 requires you to supply your name and address for correspondence. This 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 detailed information in full. You have a right to access and correct the information held about you. If you have any queries or concerns please contact the Department of Corporate and Digital Development (DCDD) Freedom of Information unit on (08) 8935 7642, email FOI@nt.gov.au or write to GPO Box 2391, Darwin, NT 0801.</i></p>			

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 emailed to the:

Information Access - Legal and FOI
Department of Corporate and Digital Development
GPO Box 2391, Darwin, NT 0801
Email: FOI@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 or faxed to the above address. If you require assistance with completing this application you can contact the Freedom of Information on (08) 8935 7642.

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 (s106 (3)(a) of the Act).