



## APPLICATION FOR A REVIEW OF A DECISION

**DETAILS OF APPLICANT** \*Please complete BOTH PAGES of this form. Please use BLOCK letters and write clearly.

<b>Surname:</b> _____		<b>First Name(s):</b> _____	
<b>Preferred Title:</b>	Dr / Mr / Mrs / Ms / Miss (please circle)	<b>Other:</b>	_____
<b>Name of Organisation:</b> (if applicable) _____			
<b>Postal Address:</b> _____ _____			
<b>Email Address:</b> _____			
<b>Contact Numbers:</b>	A/H: _____	Mobile:	_____
	B/H: _____	Fax:	_____
<b>Preferred Method of Contact:</b>			
<input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Email			
<p><b>Privacy:</b> The <i>Information Act</i> requires you to supply your name and an address for correspondence. Additional contact details will assist Treasury in processing your application. Personal information supplied in the course of an application may be used or disclosed in order to process the application and any review or complaint arising from the application.</p>			

**DETAILS OF INITIAL APPLICATION** \*Sufficient detail must be provided to identify the initial application and the decision you are now requesting to be reviewed.

<b>Agency that made the decision:</b>	
<b>Date of decision:</b>	
<b>Person who made the decision:</b>	
<b>Reference Number:</b>	

I am aggrieved by the decision and therefore seek a review of the following aspects of the decision:

<p><b>Review Decision on Access</b></p> <p>(Please tick the appropriate box)</p> <p><input type="checkbox"/> Refused access to all of the information.</p> <p><input type="checkbox"/> Refused access to part of the information.</p> <p><input type="checkbox"/> Information cannot be found, identified or does not exist.</p> <p><input type="checkbox"/> Extending the time for the agency to make a decision.</p> <p><input type="checkbox"/> Information is not held by the organisation.</p> <p><input type="checkbox"/> Information is about third parties.</p>
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<p><b>Review Decision on Correction</b></p> <p>(Please tick the appropriate box)</p> <p><input type="checkbox"/> Request to correct personal information has been refused.</p> <p><input type="checkbox"/> Correction to my personal information is different from the one specified in my initial application.</p> <p><input type="checkbox"/> Not all reasonable steps were taken to associate with my personal information a statement from me that in my opinion the personal information held by Treasury is inaccurate, incomplete or out of date.</p>
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## Review Decision on Fees

(Please tick the appropriate box)

- Charged excessively on an application to access government information.
- Should not have been charged a processing fee for an application to access government information.
- Should not have been charged a processing fee for an application to access personal information.

## Other Reason for requesting a Review of the Decision

(Please specify)

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## ASSISTANCE AND LODGEMENT

This application form can be lodged in person, via Email: [foi.ntt@nt.gov.au](mailto:foi.ntt@nt.gov.au), Facsimile: (08) 8999 7150, or by mail: Information Officer, Northern Territory Treasury, GPO Box 1974, DARWIN NT 0801. If you need help, or are unable to complete this application form, please contact the Information Officer on telephone (08) 8999 6401.

## DECLARATION

I certify that all the information supplied by me concerning this application is complete and accurate. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law, or where Treasury considers these other persons/bodies to have a legitimate interest in receiving it, and I consent to such disclosure.

**APPLICANT'S SIGNATURE** 

Date: \_\_\_\_\_

## NOTES TO APPLICANT

### What can you ask to be reviewed?

If you are aggrieved by a decision Treasury made in relation to an application to access government and/or personal information or correct personal information, the *Information Act* gives you the right to ask Treasury to review the previous decision. The review is conducted by a person(s) who was not involved in the initial decision.

### What must Treasury do when it receives your request?

Treasury should notify you of the outcome of the review within 30 calendar days. It may decide to confirm or vary the initial decision in whole or in part; or revoke the initial decision in whole or in part and substitute another decision. Treasury can refuse to review the decision if it is satisfied that the application for review was not made within 30 days after the applicant was notified of the initial decision.

## Office Use Only

Original Application Reference No: \_\_\_\_\_

Reference No: (this application): \_\_\_\_\_

Review Application Receipt Date: \_\_\_\_\_

Receiving Officer's Name: \_\_\_\_\_

Receiving Officer's Signature: \_\_\_\_\_