Request for Government Information

Under the Information Act (NT)

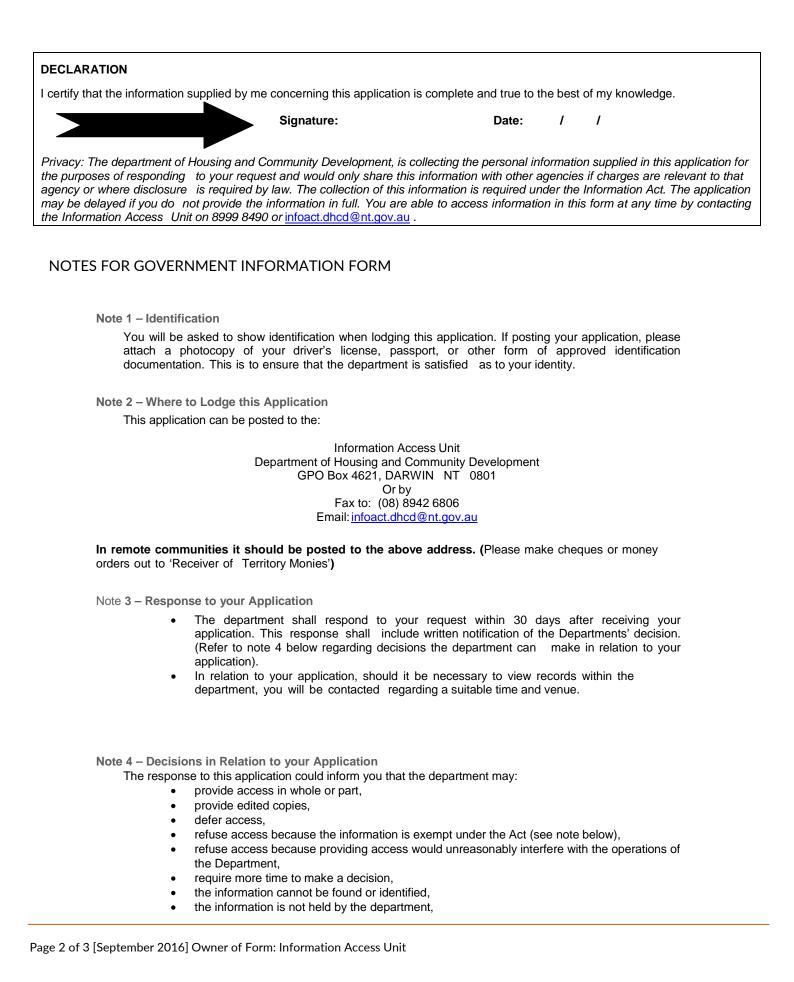
In order to process your application the Department of Housing and Community Development will need to see your personal identification (See Note 1 overleaf). For information on where to lodge this application form see Note 2.

APPLICANT DETAILS					
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Name: Mr/Mrs/Miss/Ms/Ot	ther				
Surname:	JAMES	Telephone	e A/H:		
Given Names:	SMITH	B/H:			
Address		Mobile:			
		Fax:			
		E-mail add	lress:		
	Please circle preferred method of contact		d of contact		
		Phone	Mail	Email	Fax
the department to identify the information – e.g. dates, location, subject matter etc. If insufficient space, please attach a separate sheet of paper). See Note 3 – Processing your application and Note 4 – Decisions in relation to your application. I request documents related to the ten most recent instance where an employee has sought information, advice, guidance, or opinion on their social media use in a private capacity. I limit the scope of documents to: - The original request from the employee					
- The agency/departments response					
- Any follow up question and response					
 Only those sent to a relevant HR/conduct/social media (or similar) team rather than managers across all areas of the organisation) 					
- Where the original request was created in the last 2 years.					
Please indicate your preference: I want to inspect the document (s) I want a copy of the document (s)					
ARE YOU MAKING THIS REQ	QUEST ON BEHALF OF AN ORGANISATION?	YES	1	NO	
Name of Organisation / Business					
Your Position in the Organisation					

FEES AND CHARGES

An application fee of \$30 is required to process this application please attach a cheque or money order (made out to 'Receiver of Territory Monies') or you can pay in cash at any Government RTM. If a processing fee is required, you may be asked to pay a deposit of \$25 if the processing fee is estimated to \$100 or less, or 50% of the estimate if the processing fee is estimated to be more than \$100 *(fees may be waived or reduced under certain circumstances)*. **Direct Deposit**: National Australia Bank BSB 085461 Account 512610006 – Department of Housing - Reference FOI application Fee





- the application has been referred to another Agency or
- the information is about a third party (refer to sections 21-30 of the Act).

Note 5 - Exemptions:

The department is not required to provide access to information classified as exempt under the Act. These exemptions are:

- 1. Part 4, Division 2, Sections 45-49
- Executive Council, Cabinet, Territory Economy
- Information that would prejudice security or law enforcement
- Information that is exempt under corresponding FOI laws
- Information subject to a secrecy provision
- Information that would prejudice the preservation of our system of justice
- 2. Part 4, Division 3, Sections 50-58
- Particular case matters where disclosure may not be in the public interest

Assistance:

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

Telephone: (08) 8999 8490 Fax: (08) 8942 6806 Correspondence: GPO Box 4621, DARWIN NT 0801 or Email: infoact.dhcd@nt.gov.au

OFFICE USE ONLY:	
Request No:	
Date Application Received:	
Satisfied as to Identity of Applicant:	Yes / No (Please circle)
Receiving Officer's Name:	
Signature of Receiving Officer:	