

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	
Name: Mr/Mrs/Miss/Ms/Other	
Surname: JAMES	Telephone A/H: _____
Given Names: SMITH	B/H: _____
Address _____	Mobile: _____
_____	Fax: _____
_____	E-mail address: _____
Please circle preferred method of contact	
_____	Phone Mail Email Fax
INFORMATION REQUEST	
I would like to access the following information: (Please provide sufficient details about the information you are requesting to enable 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>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:</i>	
- <i>The original request from the employee</i>	
- <i>The agency/departments response</i>	
- <i>Any follow up question and response</i>	
- <i>Only those sent to a relevant HR/conduct/social media (or similar) team rather than managers across all areas of the organisation</i>	
- <i>Where the original request was created in the last 2 years.</i>	
Please indicate your preference: I want to inspect the document (s) I want a copy of the document (s)	

ARE YOU MAKING THIS REQUEST ON BEHALF OF AN ORGANISATION?	YES	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 (<i>fees may be waived or reduced under certain circumstances</i>).
Direct Deposit: National Australia Bank BSB 085461 Account 512610006 – Department of Housing - Reference FOI application Fee

DECLARATION

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



Signature:

Date: / /

Privacy: The department of Housing and Community Development, is collecting the personal information supplied in this application for the purposes of responding to your request and would only share this information with other agencies if charges are relevant to that agency or where disclosure is required by law. The collection of this information is required under the Information Act. The application may be delayed if you do not provide the information in full. You are able to access information in this form at any time by contacting the Information Access Unit on 8999 8490 or infoact.dhcd@nt.gov.au.

NOTES FOR GOVERNMENT INFORMATION 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 license, 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 to the:

Information Access Unit
Department of Housing and Community Development
GPO Box 4621, DARWIN NT 0801
Or by
Fax to: (08) 8942 6806
Email: infoact.dhcd@nt.gov.au

In remote communities it should be posted to the above address. (Please make cheques or money orders out to 'Receiver of Territory Monies')

Note 3 – Response to your Application

- The department shall respond to your request within 30 days after receiving your application. This response shall include written notification of the Departments' decision. (Refer to note 4 below regarding decisions the department can make in relation to your application).
- In relation to your application, should it be necessary to view records within the department, you will be contacted regarding a suitable time and venue.

Note 4 – Decisions in Relation to your Application

The response to this application could inform you that the department may:

- provide access in whole or part,
- provide edited copies,
- defer access,
- refuse access because the information is exempt under the Act (see note below),
- refuse access because providing access would unreasonably interfere with the operations of the Department,
- require more time to make a decision,
- the information cannot be found or identified,
- the information is not held by the department,

- 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:	