

Information Access Unit  
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**File Ref:** IA17/0051

Mr James Smith  
c/- Right to Know Organisation

Email: [foi+request-3949-6a43c9ba@righttoknow.org.au](mailto:foi+request-3949-6a43c9ba@righttoknow.org.au)

Dear Mr Smith

## Two Requests for Government Information under the *Information Act* (NT) – Decision

*Please note: the Department of Housing and the Department of Local Government and Community Services were merged into the one agency, namely the Department of Housing and Community Development. Therefore, I will be responding to both your submitted applications under the new structure.*

I wrote to you on 10 August 2017 in response to your application for government information dated 8 August 2017. In my letter I advised you that your application was incomplete under section 18 of the *Information Act* and had not been accepted. As I have not received a response from you, I am writing to advise you that it is my intention to close your application.

In saying that, I did undertake preliminary searches of our databases; records management systems; and also consulted our Human Resources; and Communications Unit to ascertain if the department was in possession of documents potentially in scope of your request.

My searches revealed we do not hold any files, records, notes or documents in relation to your application. It is therefore my decision to advise you that under section 27(1)(c) of the *Information Act* I find the information you requested does not exist. I have taken the liberty of waiving the application fee in this instance due to no documents being available, however any future requests for government information must meet all the requirements of section 18 and will attract the \$30.00 application fee.

### Your Right of Review

If you are aggrieved by my decision you can apply to the Department under section 38 of the Act for an internal review of the decision to be conducted by impartial, independent officer not involved in the original decision making process.

Any application for an internal review must be made within 30 days after you receive this decision and must:

- be made in writing, including by email sent to [infoact.dhcd@nt.gov.au](mailto:infoact.dhcd@nt.gov.au)
- specify your name and address for correspondence;

- identify the decision and your original application for access to information; and
- clearly set out the reasons you are seeking the review.

Should you disagree with the outcome of the department's internal review, you can make a formal complaint to the Information Commissioner within 90 days of receipt of the review decision. Further information regarding your rights of complaint can be obtained directly from the Office of the Information Commissioner at [www.infocomm.nt.gov.au](http://www.infocomm.nt.gov.au) or phone 1800 005 610.

Should you require further assistance or information, please do not hesitate to contact me.

Yours sincerely



Karan L Aitken  
Information Access Manager

15 September 2017