

**Information Access**

Level 6 NT House  
22 Mitchell Street  
DARWIN NT 0800

**Postal Address**

GPO Box 4396  
DARWIN NT 0800

**T** 08 8999 6366

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**File Ref:** DCMIR2017/08

Mr James Smith

[foi+request-3950-6507dace@righttoknow.org.au](mailto:foi+request-3950-6507dace@righttoknow.org.au)

Dear Sir

**RE: REQUEST TO ACCESS INFORMATION UNDER THE *INFORMATION ACT***

I refer to your application to access information pursuant to section 18 of the *Information Act* (the Act), which was received by the department on 8 August 2017. You are requesting documents related to the ten most recent instances where an employee has sought information, advice, guidance, or opinion on their social media use in a private capacity.

Your application resulted in a search for information held by the department. No pages were within the scope of your application.

Pursuant to section 156 of the Act an application fee is payable for any request for information held by a public sector organisation. As there are no records identified within your scope, I will waive the fee this one time.

**RIGHT OF REVIEW AND COMPLAINT**

If you are dissatisfied or aggrieved by this decision, you have the right to request an internal review or make a complaint to the Information Commissioner. Information about what your rights and how to request a review or make a complaint is contained on the following page.

If you have any questions please don't hesitate to contact Information Access on telephone on (08) 8999 6366 or email [dcm.foi@nt.gov.au](mailto:dcm.foi@nt.gov.au)

Yours sincerely



ROBERT CSAR  
Decision Maker

11 August 2017

## **YOUR RIGHTS OF REVIEW AND COMPLAINT UNDER THE *INFORMATION ACT (NT)***

If you are dissatisfied or aggrieved by a decision made by the Department of the Chief Minister (DCM) about access to government information or personal information, you can apply to DCM for an internal review of the decision. Your ability to appeal is time limited. You must apply for an internal review within 30 days of receiving the decision about your application for information.

To apply for an internal review, you must lodge a written request for an internal review of a decision via email or post. Standard application forms are available online at: <https://nt.gov.au/law/rights/freedom-of-information/review-of-decisions>.

Your application for an internal review must be in writing and contain:

- information identifying the decision you are wishing to have reviewed (a unique identification number will have been allocated to your initial application and can be found at the top of the letter you received containing the initial determination);
- the reason you are seeking a review of the initial decision; and
- your name and an address where we can send you information about the review.

Applications for internal review can be lodged via email to [dcm.foi@nt.gov.au](mailto:dcm.foi@nt.gov.au) or posted to: Information Access, Corporate Services, GPO Box 4396, DARWIN NT 0801

Unless special circumstances apply, the internal review will be conducted within 30 days of receipt of your application for review. If more time is required, we will advise you of the reasons why and let you know how long the review will take.

The internal reviewing officer will be appointed by the Deputy Chief Executive Officer. A different employee of equal or more senior status to the one who made the original decision will conduct the review. Your application will never be reviewed by the same person who made the original decision. You will be notified in writing of the outcome of the internal review of the decision you were dissatisfied with or aggrieved by. The internal review notice will contain the reasons for the outcome determined by the review officer. It will outline what action (if any) is to be taken by the DCM. The notice will also detail your right to make a complaint to the Information Commissioner if you are dissatisfied or aggrieved by the outcome of the internal review.

If you are dissatisfied by the internal review outcome you can make a complaint to the Information Commissioner. Your complaint to the Information Commissioner must be made in writing within 90 days of the internal review decision being given to you. Your complaint must be in writing and include:

- the reason/s for your complaint;
- details of the decision and application for information that you are making a complaint about;
- the name of the organisation you are complaining about (the Department of the Chief Minister); and
- your name and an address that the Office of the Information Commissioner can use to contact you regarding your complaint.

If you would like more information, or need help to make a complaint, you can contact the Office of the Information Commissioner on the details below:

Telephone (Free call): 1800 005 610

Email: [infocomm@nt.gov.au](mailto:infocomm@nt.gov.au)

Address: Level 7, 9-11 Cavenagh Street DARWIN NT 0800

Web: <https://infocomm.nt.gov.au/complaints-and-appeals/overview>