

PART 7—REVIEW OF DECISIONS

7.1 Application for review of decision

- 7.1.1 A *person who is adversely affected by a decision under *these Directions may request a review of the decision.
- 7.1.2 The person must make the request within 30 days after the date on which the person was notified of the decision by the *Secretary.

7.2 Reassessment of decision

- 7.2.1 Within 30 days after receipt of the request by the *Secretary, a *reassessment officer must review the decision. The reassessment officer must not be the *person who made the original decision.
- 7.2.2 The reassessment officer must:
- (a) make a decision in writing (*reassessment decision*) affirming or varying the original decision; and
 - (b) give reasons in writing for the reassessment decision; and
 - (c) give the applicant a copy of the reassessment decision and of the reasons for the reassessment decision.

7.3 Review of reassessment by departmental review officer

- 7.3.1 If the applicant is dissatisfied with the reassessment decision, the applicant may, within 30 days of the day on which they were notified of the reassessment decision, request a review of it.
- 7.3.2 A *departmental review officer must, within 30 days of receipt of the request by the *Secretary, review the reassessment decision.
- 7.3.3 The departmental review officer must:
- (a) make a decision in writing (*DRO decision*) affirming or varying the reassessment decision; and
 - (b) give reasons in writing for the DRO decision; and
 - (c) give the applicant a copy of the DRO decision and of the reasons for that decision.

7.4 Formal requirements of request for reassessment or review

- 7.4.1 A request under clause 7.1 or 7.3:
- (a) must be made to the *Secretary in writing; and
 - (b) must contain a statement of the reasons for the request; and
 - (c) must be supported by appropriate documentary evidence.

Note: See clause 1.8 for rule about time when *documents are taken to be received.

7.5 Extension of time to complete reassessment or review

- 7.5.1 If a *reassessment officer or *departmental review officer believes that the reassessment or review cannot be properly conducted within 30 days (for example, because legal advice must be sought), the officer may extend the time limit. The officer must give the applicant written notice of the extension, including the reasons for the extension and the estimated time of completion of the reassessment or review.