

16 January 2024

Mr Bob Neil

By e-mail: foi+request-10462-a791aa4f@righttoknow.org.au

Dear Mr Neil,

Freedom of information request no. 912/2023 – In responding to this request please quote your reference number 912/2023

Your freedom of information (FOI) request for access to documents under the *Freedom of Information Act 1982 (FOI Act)* was received by Council on 19 December 2023. Your reference number is 912/2023. Please use this number when corresponding with Council in relation to your request.

You can view more information on the FOI process on Council's website at link:

<https://www.nirc.gov.au/freedom-information>

Your FOI request has been assigned to me, [Andrew Roach](#). I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

Request for extension of time to process FOI request

I am writing to request an extension of time for dealing with your FOI request under section 15AA of the FOI Act for a period of 30 days.

Reasons for request

Norfolk Island Regional Council's office closed on 22 December 2023 and reopened on 2 January 2024. From 23 December 2023 to 2 January 2024, being a significant portion of the processing period, Council was unable to advance your request during this period.

Council's searches of its records indicate that it does not hold any documents responsive to your request.

However, Council has a duty under section 15(4) of the FOI Act to take reasonable steps to assist you to direct your request to the appropriate agency.

To assist, Council has been making enquiries of the Norfolk Island Supreme Court to determine if it is appropriate to transfer your request to another agency on the basis that the subject-matter of the documents requested are more closely connected to the functions of another agency.

As at 16 January 2024, Council's enquiries remain ongoing.

In light of the ongoing enquiries, I am seeking your agreement in writing to a 30 day extension of the processing period for your request to allow Council to finalise these enquiries and advise as to the next step for your request.

Would you please confirm in writing by no later than **17 January 2024** whether you are agreeable to the extension of time.

As a decision on your request is currently due by 18 January 2024, if you do not agree to this extension request, Council will apply to the Office of the Australian Information Commissioner seeking an equivalent extension of time.

Contact officer

If you have any questions, the contact officer for your request is:

Andrew Roach
General Manager
Phone: (+6723) 22001 (ext. 128)
E-mail: andrew.roach@nirc.gov.nf

Yours sincerely



Andrew Roach

General Manager

Norfolk Island Regional Council