

ATTACHMENT A:

- **Copy of FOI30/123 Revised request (dated 21/12/2023).**
- **Copy of FOI30/123 request (dated 8/12/2023) and acknowledgment.**
- **Copy of FOI30/124 request (dated 29/12/2023) and acknowledgment.**

Copy of FOI30/123 Revised request (dated 21/12/2023)

From: CR <foi+request-10975-8346e9bc@righttoknow.org.au>
Sent: Thursday, 21 December 2023 10:40 PM
To: FOI
Subject: RE: Freedom of Information request - Severe Thunderstorm Warnings in QLD [SEC=OFFICIAL]

Dear Freedom of Information team,

I would like to extend my gratitude for your proactive approach in handling my FOI request.

Upon careful consideration of your statements, I would like to provide further clarification on the specific documents I am seeking:

1. Documents (in the ordinary sense of the word) that include directives, procedures, or instructions pertaining to the provision of the Severe Thunderstorm Warning Service in the Queensland region. This encompasses the Queensland Severe Thunderstorm Directive, the Queensland Severe Weather Directive, and the Weather and Oceanographic Services Handbook.
2. Emails and communications that relate to changes or updates regarding the directives, procedures, or instructions for the provision of the Severe Thunderstorm Warning Service in the Queensland region. This may include correspondence highlighting amendments to procedures or the introduction of new versions of relevant documents. The timeframe for this part of the request is limited to the period from January 1, 2023, to December 18, 2023.
3. Documents (in the ordinary sense of the word) solely dedicated to the Australian Integrated Forecasting System. This may include a handbook, procedures, or directives related to the system.
4. Documents (in the ordinary sense of the word) solely focused on the Disaster Mitigation Program. This may include a policy handbook, procedures, or directives associated with the program.
5. The Queensland Severe Thunderstorm Warnings summary that was issued monthly throughout the entirety of 2023.

While I understand your request for an extension of time, I must inform you that it is within my interest to allow the FOI request to expire, as this would impact your ability to impose charges (ss 7(2) and (3) of the Charges Regulations). Consequently, I understand if this decision results in the Bureau not being able to provide the requested information within the statutory time limit.

I believe that the scope of this revised request is now clearer and more specific. However, if there are any remaining areas of uncertainty, I kindly ask that you reach out to me for further clarification.

Thank you for your attention to this matter.

Yours sincerely,

CR

-----Original Message-----

Ref: FOI30/123

Dear CR,

1. We refer to and acknowledge receipt of your email dated 18 December 2023 (below), in which you request access to documents under the Freedom of Information Act 1982 (Cth) ('FOI Act') for the following ('your request'):

1. The Queensland Severe Thunderstorm Directive.

2. The Queensland Severe Weather Directive.

3. The Weather and Oceanographic Services Handbook.

4. The Australian Integrated Forecasting System handbook, procedures and directives.

5. Documents including directives, procedures or instructions for the provision of the Severe Thunderstorm Warning Service in the Queensland region. This includes directives or updates communicated via email from January 1 2022 to December 18 2023.

6. The Queensland Severe Thunderstorm Warnings summary issued monthly for all of 2023.

7. The Disaster Mitigation Program handbook, policy, procedures and directives.

Please provide the latest final versions of the above documents. I also request that any draft versions of the listed documents be provided separately from the final version.

I respectfully request these documents without the "Released under Freedom of Information" watermark.

Please exclude names and contact details of staff below Group Executive level, third parties, and duplicate content.

Clarification of your request:

2. As given above, your request sets out seven Items for which access to document/s is requested. We respectfully write with respect to specific Items of your request.

3. We note that parts of your request are broadly stated, and there appears to be duplication across some of the Items. That is, Item 5 seeks:

Documents including directives, procedures or instructions for the provision of the Severe Thunderstorm Warning Service in the Queensland region. This includes directives or updates communicated via email from January 1 2022 to December 18 2023.

4. Notably, Item 5 appears reasonably to include documents sought by Items 1, 2 and 3 and likely creates duplication, which practically might be inconsistent with your express wish to exclude 'duplicate content'.

5. We additionally note that Item 5 is worded to be inclusive of various communications (including emails) across a broad timeframe 'from January 1 2022 to December 18 2023'. The scope of this Item appears broad.

6. We kindly request that you consider revising your request, particularly in relation to the following.

a. As Items 1-3 appear included in Item 5, we request that you withdraw

Items 1, 2 and 3 from your request so as to remove duplication of request terms; and

b. As noted above (at para [5]) Item 5 of your request is stated broadly, particularly with a wide timeframe. We ask that you to consider revising the timeframe to a shorter comparatively more practical timeframe. For example, you may consider revising it to cover a 6-months period such as 1 July 2023 - 18 December 2023 (inclusive).

7. We would be grateful for consideration of the above and your reply in relation to them by 12 pm on Tuesday 2 January 2024.

Request for your agreement to additional time:

8. The Bureau received your request by email on 18 December 2023.

9. Section 15(5)(b) of the FOI Act provides that the Bureau has 30 calendar days to deal with an access request. This means the decision

is due by 17 January 2024.

10. We respectfully request your agreement, pursuant to s 15AA, to an additional 30 calendar days to deal with your access request. This additionally will assist the Bureau to process your access request as effectively as practicable and within time, particularly considering the Bureau's resources are limited at this period of year either because many of the Bureau's staff are/will soon be taking leave and that limited specialist staff capable of providing assistance on your access request are focused on crucial operational matters during this current weather season.

11. We kindly ask for your understanding and agreement to this extension request.

Timeframe:

12. We kindly ask for reply by 12 pm on Tuesday 2 January 2024 regarding the above matters, that is:

a. For the reasons noted above at paragraphs [2]-[4], whether you agree

to revise your request by:

- i. Withdrawing Items 1, 2 and 3; and
- ii. Revise the timeframe in Item 5 of your request to a shorter time-period, for example by limiting it to cover a period such as 1 July 2023 - 18 December 2023 (inclusive).

b. Your agreement to an additional 30 calendar days to process your access request pursuant to s 15AA of FOI Act.

13. Your response as soon as practicable will assist the Bureau to process your access request as efficiently as practicable.

14. We wish you and your loved ones a happy and safe season.

15. The Bureau aims to provide accessible documents. If you need this document in a different format or if you have any questions, please contact [1][BOM request email].

Regards,

Freedom of Information

[2][BOM request email] | [3]www.bom.gov.au

[4]The Bureau of Meteorology logo. Text reads The Bureau of Meteorology.

Image is a stylised synoptic map of Australia.

[5]Facebook icon. Link to Bureau Facebook page. [6]Twitter icon. Link to

Bureau Twitter account. [7]YouTube icon. Link to Bureau YouTube

channel. [8]Instagram icon. Link to Bureau Instagram

account. [9]LinkedIn icon. Link to Bureau LinkedIn profile. [10]Stylised

synoptic map of Australia. Link to Bureau website,

[11]Aboriginal The Bureau of Meteorology acknowledges the Traditional
flag and Torres Custodians of Australia and their continuing connection to
Strait Islander land, sea and community.

flag

Important: This message may contain confidential or legally privileged
information. If you think it was sent to you by mistake, please delete all

copies and advise the sender.

[12]Banner. Scrolling ticker style with the text The Bureau of severe weather warning, the harvest and Meteorology.

Please use this email address for all replies to this request:

foi+request-10975-8346e9bc@righttoknow.org.au

This request has been made by an individual using Right to Know. This message and any reply that you make will be published on the internet. More information on how Right to Know works can be found at:

<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fhelp%2Fofficers&data=05%7C02%7CFOI%40bom.gov.au%7C4aa1a33f66c54c994c1408dc021984da%7Cd1ad7db597dd4f2b816e50d663b7bb94%7C0%7C0%7C638387555993198847%7CUnknown%7CTWFPbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C62000%7C%7C%7C&sdata=BwHVMvju15d7IlggGiJetrF1M7ysqcOWaL3pTERjWKI%3D&reserved=0>

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

Copy of FOI30/123 request (dated 18/12/2023) and acknowledgment

From: FOI
Sent: Thursday, 21 December 2023 2:06 PM
To: foi+request-10975-8346e9bc@righttoknow.org.au
Cc: FOI
Subject: RE: Freedom of Information request - Severe Thunderstorm Warnings in QLD [SEC=OFFICIAL]

Ref: FOI30/123

Dear CR,

1. We refer to and acknowledge receipt of your email dated 18 December 2023 (below), in which you request access to documents under the *Freedom of Information Act 1982* (Cth) ('FOI Act') for the following ('your request'):
 1. The Queensland Severe Thunderstorm Directive.
 2. The Queensland Severe Weather Directive.
 3. The Weather and Oceanographic Services Handbook.
 4. The Australian Integrated Forecasting System handbook, procedures and directives.
 5. Documents including directives, procedures or instructions for the provision of the Severe Thunderstorm Warning Service in the Queensland region. This includes directives or updates communicated via email from January 1 2022 to December 18 2023.
 6. The Queensland Severe Thunderstorm Warnings summary issued monthly for all of 2023.
 7. The Disaster Mitigation Program handbook, policy, procedures and directives.

Please provide the latest final versions of the above documents. I also request that any draft versions of the listed documents be provided separately from the final version.

I respectfully request these documents without the "Released under Freedom of Information" watermark.

Please exclude names and contact details of staff below Group Executive level, third parties, and duplicate content.

Clarification of your request:

2. As given above, your request sets out seven Items for which access to document/s is requested. We respectfully write with respect to specific Items of your request.
3. We note that parts of your request are broadly stated, and there appears to be duplication across some of the Items. That is, Item 5 seeks:

*Documents including **directives, procedures or instructions** for the provision of the Severe Thunderstorm Warning Service in the Queensland region. This includes **directives or updates communicated via email** from January 1 2022 to December 18 2023.*

4. Notably, Item 5 appears reasonably to include documents sought by Items 1, 2 and 3 and likely creates duplication, which practically might be inconsistent with your express wish to exclude 'duplicate content'.

5. We additionally note that Item 5 is worded to be inclusive of various communications (including emails) across a broad timeframe '*from January 1 2022 to December 18 2023*'. The scope of this Item appears broad.
6. We kindly request that you consider revising your request, particularly in relation to the following.
 - a. As Items 1-3 appear included in Item 5, we request that you withdraw Items 1, 2 and 3 from your request so as to remove duplication of request terms; and
 - b. As noted above (at para [5]) Item 5 of your request is stated broadly, particularly with a wide timeframe. We ask that you to consider revising the timeframe to a shorter comparatively more practical timeframe. For example, you may consider revising it to cover a 6-months period such as *1 July 2023 - 18 December 2023 (inclusive)*.
7. We would be grateful for consideration of the above and your reply in relation to them **by 12 pm on Tuesday 2 January 2024**.

Request for your agreement to additional time:

8. The Bureau received your request by email on 18 December 2023.
9. Section 15(5)(b) of the FOI Act provides that the Bureau has 30 calendar days to deal with an access request. This means the decision is due by 17 January 2024.
10. We respectfully request your agreement, pursuant to s 15AA, to an additional 30 calendar days to deal with your access request. This additionally will assist the Bureau to process your access request as effectively as practicable and within time, particularly considering the Bureau's resources are limited at this period of year either because many of the Bureau's staff are/will soon be taking leave and that limited specialist staff capable of providing assistance on your access request are focused on crucial operational matters during this current weather season.
11. We kindly ask for your understanding and agreement to this extension request.

Timeframe:

12. We kindly ask for reply **by 12 pm on Tuesday 2 January 2024** regarding the above matters, that is:
 - a. For the reasons noted above at paragraphs [2]-[4], whether you agree to revise your request by:
 - i. Withdrawing Items 1, 2 and 3; and
 - ii. Revise the timeframe in Item 5 of your request to a shorter time-period, for example by limiting it to cover a period such as *1 July 2023 - 18 December 2023 (inclusive)*.
 - b. Your agreement to an additional 30 calendar days to process your access request pursuant to s 15AA of FOI Act.
13. Your response as soon as practicable will assist the Bureau to process your access request as efficiently as practicable.
14. We wish you and your loved ones a happy and safe season.
15. The Bureau aims to provide accessible documents. If you need this document in a different format or if you have any questions, please contact FOI@bom.gov.au.

Regards,

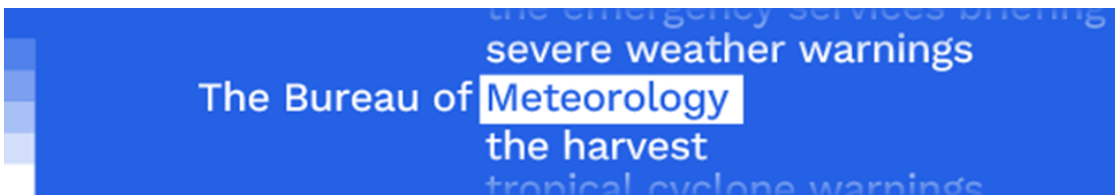
Freedom of Information

FOI@bom.gov.au | www.bom.gov.au



The Bureau of Meteorology acknowledges the Traditional Custodians of Australia and their continuing connection to land, sea and community.

Important: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender.



-----Original Message-----

From: CR <foi+request-10975-8346e9bc@righttoknow.org.au>

Sent: Monday, December 18, 2023 11:13 PM

To: FOI <FOI@bom.gov.au>

Subject: Freedom of Information request - Severe Thunderstorm Warnings in QLD

Dear Bureau of Meteorology,

The documents requested relate to the Severe Thunderstorm Warning Service provided in Queensland.

I request access to the following documents under the Freedom of Information Act 1982:

1. The Queensland Severe Thunderstorm Directive.
2. The Queensland Severe Weather Directive.
3. The Weather and Oceanographic Services Handbook.
4. The Australian Integrated Forecasting System handbook, procedures and directives.
5. Documents including directives, procedures or instructions for the provision of the Severe Thunderstorm Warning Service in the Queensland region. This includes directives or updates communicated via email from January 1 2022 to December 18 2023.
6. The Queensland Severe Thunderstorm Warnings summary issued monthly for all of 2023.
7. The Disaster Mitigation Program handbook, policy, procedures and directives.

Please provide the latest final versions of the above documents. I also request that any draft versions of the listed documents be provided separately from the final version.

I respectfully request these documents without the "Released under Freedom of Information" watermark.

Please exclude names and contact details of staff below Group Executive level, third parties, and duplicate content.

Yours faithfully,

CR

Please use this email address for all replies to this request:

foi+request-10975-8346e9bc@righttoknow.org.au

Is FOI@bom.gov.au the wrong address for Freedom of Information requests to Bureau of Meteorology? If so, please contact us using this form:

https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fchange_request%2Fnew%3Fbody%3Dbom&data=05%7C02%7CFOI%40bom.gov.au%7Ce9cafd4c1df4dd3988708dbffc2b68d%7Cd1ad7db597dd4f2b816e50d663b7bb94%7C0%7C0%7C638384984149320586%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C2000%7C%7C%7C&sdata=azVw%2FZaXXymEjIIBCq1LSIZIsEAOcS2luvRrudQ8BuU%3D&reserved=0

This request has been made by an individual using Right to Know. This message and any reply that you make will be published on the internet. More information on how Right to Know works can be found at:

<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fhelp%2Fofficers&data=05%7C02%7CFOI%40bom.gov.au%7Ce9cafd4c1df4dd3988708dbffc2b68d%7Cd1ad7db597dd4f2b816e50d663b7bb94%7C0%7C0%7C638384984149320586%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C2000%7C%7C%7C&sdata=KCPXOp5ZboKHNNNrT3mlATmNMT%2BwgdB7SnvTRUacq3U%3D&reserved=0>

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If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

Copy of FOI30/124 request (dated 29/12/2023) and acknowledgment

From: FOI
Sent: Wednesday, 3 January 2024 2:11 PM
To: foi+request-10992-746e2eba@righttoknow.org.au
Cc: FOI
Subject: RE: Freedom of Information request - Provision of warning services [SEC=OFFICIAL]

Ref: FOI30/124

Dear CR,

1. We refer to and acknowledge receipt of your email dated 29 December 2023 (below), in which you request access under the *Freedom of Information Act 1982* (Cth) ('FOI Act') to the following ('your request'):

1. Documents (in the ordinary sense of the word) that include directives, procedures, or instructions pertaining to the provision of Heatwave warnings in the Queensland region.

2. Documents (in the ordinary sense of the word) that include directives, procedures, or instructions pertaining to the provision of tropical cyclone warnings in Australia.

Please provide the latest final versions of the above documents. I also request that any draft versions of the listed documents be provided separately from the final version.

I respectfully request these documents without the "Released under Freedom of Information" watermark.

Please exclude names and contact details of staff below Group Executive level, third parties, and duplicate content.

2. The Bureau received your request by email on 29 December 2023.
3. Section 15(5)(b) of the FOI Act provides that the Bureau has 30 calendar days to deal with an access request. This means the decision is due by 29 January 2024.
4. The Bureau aims to provide accessible documents. If you need this document in a different format or if you have any questions, please contact FOI@bom.gov.au.

Regards,

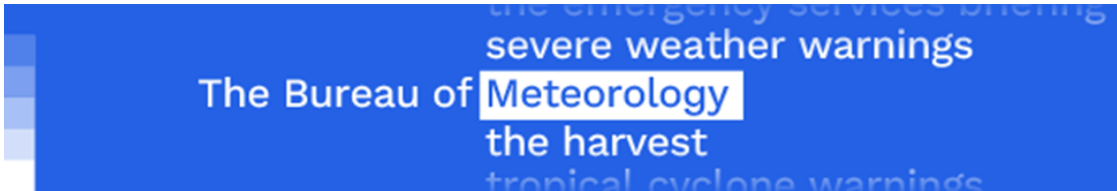
Freedom of Information

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Important: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender.



-----Original Message-----

From: CR <foi+request-10992-746e2eba@righttoknow.org.au>

Sent: Friday, December 29, 2023 11:48 PM

To: FOI <FOI@bom.gov.au>

Subject: Freedom of Information request - Provision of warning services

Dear Bureau of Meteorology,

I request access to the following documents under the Freedom of Information Act 1982:

1. Documents (in the ordinary sense of the word) that include directives, procedures, or instructions pertaining to the provision of Heatwave warnings in the Queensland region.

2. Documents (in the ordinary sense of the word) that include directives, procedures, or instructions pertaining to the provision of tropical cyclone warnings in Australia.

Please provide the latest final versions of the above documents. I also request that any draft versions of the listed documents be provided separately from the final version.

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Yours faithfully,

CR

Please use this email address for all replies to this request:

foi+request-10992-746e2eba@righttoknow.org.au

Is FOI@bom.gov.au the wrong address for Freedom of Information requests to Bureau of Meteorology? If so, please contact us using this form:

https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fchange_request%2Fnew%3Fbody%3Dbom&data=05%7C02%7CFOI%40bom.gov.au%7C72c816f6cfab427415de08dc086c5eb9%7Cd1ad7db597dd4f2b816e50d663b7bb94%7C0%7C0%7C638394508879664137%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C41000%7C%7C%7C&sdata=spYUghK522Tj6SOR5DMV%2BzXUqA3YLOgo9dplm%2FGEc%2B4%3D&reserved=0

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<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fhelp%2Fofficers&data=05%7C02%7CFOI%40bom.gov.au%7C72c816f6cfab427415de08dc086c5eb9%7Cd1ad7db597dd4f2b816e50d663b7bb94%7C0%7C0%7C638394508879820356%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C41000%7C%7C%7C&sdata=%2FqD6SdiX7NGv2KL4kH%2B0xFilGyT5ZswVbKVjxU%2BtRMA%3D&reserved=0>

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