



Australian Government

Office of the Australian
Information Commissioner

IC Request Form

Making an application for an Information Commissioner request

Quick Checklist

The Office of the Australian Information Commissioner can grant extensions of time to agencies who are processing Freedom of Information requests.

This form can be used by agencies to request an extension of time to process an FOI request or to notify an agreed extension of time. For details of the information required or the process for extensions of time please see our publication "Notifying and requesting extensions of FOI processing time from the Information Commissioner" at www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-resources/foi-agency-resource-13-extension-of-time-for-processing-requests

If you wish to request a REVIEW of an FOI decision then there is another form. Please see our webpage <http://www.oaic.gov.au/freedom-of-information/foi-reviews> for details.

If you wish to COMPLAIN about the handling of your FOI application there is another form. Please see our webpage <http://www.oaic.gov.au/freedom-of-information/foi-complaints> for details.

If you have difficulties completing this form please send an email to enquiries@oaic.gov.au or ring our enquiries line on 1300 363 992.

Your personal information

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our [privacy policy](#) available on our website.

Use and disclosure of your information

We will use the information you have provided to assess the application you have made to us.

Collection of your information

We may need to collect further information from you in order to handle the matter. If you do not provide this information to the OAIC, it may affect how we handle the matter.

Accessing your information

If you would like to access to the information about you that the OAIC holds, please contact the enquiries line. More information is available on the [Access our information](#) page on our website.

Please select one of the following options. *

- ☒ I am submitting a notification of or request for extension of time on behalf of an agency
- ☐ I am submitting a notification of or request for extension of time on behalf of a Minister



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Getting Started

Before you start

- You can save this form to your computer so you can come back to it later
- Fields marked with an asterix (*) must be completed before you can submit the form
- You can attach documents in support of your request (ie Word documents) to the Request Details section of this form
- If you have trouble completing this form, please send an email to enquiries@oaic.gov.au
- This form is sent to the Office of the Australian Information Commissioner via a secure system to ensure your personal information is protected.

What happens to your application?

- Staff of the Office of the Australian Information Commissioner will assess the information you have provided and decide the appropriate next steps. We will then contact you.
- We will use the information you have provided to assess your request. We will usually disclose the information you give us to third parties relevant to your request. In case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a request in writing, by [email](#), fax, phone or in person by visiting one of our offices.

Details

Please note we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Which agency are you representing? *

- ☐ Attorney-General's Department
- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☒ an individual
- ☐ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Title *

s 22

First Name *

s 22

Last Name *

s 22

The applicant's contact details

(You must provide at least one contact method for the applicant. Our preference is an email address or phone number.)

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

Mobile

s 22

Postal Address

City

State

Postcode

Other contact details (eg. Fax or international address)

Is the FOI applicant represented? *

- ☐ Yes ☒ No

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

20/02/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

5/05/2017

New decision date if extension granted *

19/05/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

Third party consultation + 30days
s15AB extension granted 20 April 2017 + 14 days

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

We sent the third party consultation out to s 22 on 22 March 2017 and asked for a reply by 5 April 2017. As we hadn't received a reply we sent another email to s 22 and provided s 22 an extension until 12 April 2017. s 22 replied on 12 April 2017 with s 22 submissions. s 22 wholly objected to the release of the documents. As we received the submission from s 22 and further clarification from s 22 about not wanting personal information, we needed to consult our legal team regarding the content of the FOI notice of decision. We are now consulting again with the third party to see if we can resolve some concerns the third party has over the release of the documents without any personal information being released. An extension of 14 days would ensure sufficient time for consideration of the content of the FOI notice of decisions and clearance of decision letters.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes ☒ No

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- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

FOI@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☐ an individual
- ☒ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Name of organisation

s 22

Title *

s 22

First Name *

s 22

Last Name *

s 22

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

Mobile

Postal Address

City

State

Postcode

Other contact details (eg. Fax or international address)

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

14/03/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

13/04/2017

New decision date if extension granted *

27/04/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☐ Yes ☒ No

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

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There were a large volume of documents found in the search and retrieval process for this FOI (900 documents and 2700 pages of material). Due to this large number, we have been working closely with the Department's technical experts and legal team in regards to whether we should proceed and provide an estimate of charges, or submit a 24AB due to the request being too voluminous. A decision was made that the Department will continue this request and provide the applicant with an estimate of charges letter, rather than a 24AB letter. As there is one day currently left on the clock, an extension of 14 days will allow the Department to finalise the estimate of charges letter. The extension will also provide a few extra days on the clock in the event the applicant pays the estimate of charges and we are required to process the rest of the request.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

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- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☒ an individual
- ☐ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Title *

s 22

First Name *

s 22

Last Name *

s 22

The applicant's contact details

(You must provide at least one contact method for the applicant. Our preference is an email address or phone number.)

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

Mobile

Postal Address

City

State

Postcode

Other contact details (eg. Fax or international address)

Is the FOI applicant represented? *

- ☐ Yes ☒ No

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

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- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

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Date you received FOI request *

17/02/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

18/04/2017

New decision date if extension granted *

02/05/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

Third party consultation + 30 days

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

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- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

On 30 March 2017, the department made contact to the OAIC (please see attached email trail for further background), seeking advice on consultation with the third party s 22 where the applicant has not agreed to the release of their name.

The staff member from the OAIC suggested that an approach the Department could take is to decide that because the applicant has not agreed to revealing their name, and therefore the document would have to be so heavily redacted for third party consultation that the third party would not be able to provide a meaningful response, that it is not reasonably practicable to undertake third party consultation. The decision maker could then go ahead and make the decision on whether to provide access to the document. The FOI team are currently having discussions with the decision maker regarding whether they want to approach it as the OAIC suggested.

An extension of 14 days would ensure that the decision maker has sufficient time to consult the technical and legal experts (due to the complexity of the third party consultation) and make a better informed decision.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☒ Yes ☐ No

Please add any documents to be sent electronically with this form

(Please ensure that the total size of each attachment does not exceed 2MB

Please ensure that the total size of all attachments does not exceed 10MB)



Add Attachment/s

Attachment Name	Size (in KB)	
s 22 Request for guidance from Health [SEC=UNCLASSIFIED]	81.56	

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes

☒ No

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- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☐ an individual
- ☒ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Name of organisation

s 22

Title *

s 22

First Name *

s 22

Last Name *

s 22

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

s 22

Mobile

Postal Address

s 22

City

s 22

State

s 22

Postcode

s 22

Other contact details (eg. Fax or international address)

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

01/03/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

25/05/2017

New decision date if extension granted *

08/06/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

Third party consultation (+30)

15AB (+21)

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

Consultation with two third parties was commenced on 5 May 2017. We gave the third parties till 12 May 2017 to provide submissions. As one of the third parties is based overseas they request an extension of time to provide a submission. An extension was granted to 17 May 2017. That submission was provided on 17 May 2017. We have not received a response from the other third party who we are currently following up with.

The 14 day extension will allow time for review of third party submissions prior to making a sound decision on the release of the documents.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes ☒ No

Review Submission

Submitting your application to the Information Commissioner to request an extension of time

Please review the information contained in your application for an extension of time. If you would like to change anything, you can return to any area of the form to make changes.

Once you submit the application, you will receive a confirmation message with a receipt number stating that your request has been sent to the Office of the Australian Information Commissioner for processing. Please take note of the receipt number so that you can use it when enquiring about the status of your application.

What happens next? The Office will assess your application and then contact you about the next steps in our process.

If you have not yet completed your form and want to work on it later click:



Save

The 'Save' button allows you to save a draft copy of this form to your local computer so you can access this form without being connected to the internet.

When you are ready to submit your form click:



Save & Submit

The 'Save & Submit' button will allow you to submit your application to the Office of the Australian Information Commissioner for processing and save a local copy.



Australian Government

Office of the Australian
Information Commissioner

IC Request Form

Making an application for an Information Commissioner request

Quick Checklist

The Office of the Australian Information Commissioner can grant extensions of time to agencies who are processing Freedom of Information requests.

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If you wish to request a REVIEW of an FOI decision then there is another form. Please see our webpage <http://www.oaic.gov.au/freedom-of-information/foi-reviews> for details.

If you wish to COMPLAIN about the handling of your FOI application there is another form. Please see our webpage <http://www.oaic.gov.au/freedom-of-information/foi-complaints> for details.

If you have difficulties completing this form please send an email to enquiries@oaic.gov.au or ring our enquiries line on 1300 363 992.

Your personal information

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our [privacy policy](#) available on our website.

Use and disclosure of your information

We will use the information you have provided to assess the application you have made to us.

Collection of your information

We may need to collect further information from you in order to handle the matter. If you do not provide this information to the OAIC, it may affect how we handle the matter.

Accessing your information

If you would like to access to the information about you that the OAIC holds, please contact the enquiries line. More information is available on the [Access our information](#) page on our website.

Please select one of the following options. *

- ☒ I am submitting a notification of or request for extension of time on behalf of an agency
- ☐ I am submitting a notification of or request for extension of time on behalf of a Minister



Australian Government

Office of the Australian
Information Commissioner

IC Request Form

Making an application for an Information Commissioner request

Getting Started

Before you start

- You can save this form to your computer so you can come back to it later
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- You can attach documents in support of your request (ie Word documents) to the Request Details section of this form
- If you have trouble completing this form, please send an email to enquiries@oaic.gov.au
- This form is sent to the Office of the Australian Information Commissioner via a secure system to ensure your personal information is protected.

What happens to your application?

- Staff of the Office of the Australian Information Commissioner will assess the information you have provided and decide the appropriate next steps. We will then contact you.
- We will use the information you have provided to assess your request. We will usually disclose the information you give us to third parties relevant to your request. In case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a request in writing, by [email](#), fax, phone or in person by visiting one of our offices.

Details

Please note we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Which agency are you representing? *

- ☐ Attorney-General's Department
- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☒ an individual
- ☐ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Title *

s 22

First Name *

s 22

Last Name *

s 22

The applicant's contact details

(You must provide at least one contact method for the applicant. Our preference is an email address or phone number.)

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

Phone (daytime)

Mobile

Postal Address

City

State

Postcode

Other contact details (eg. Fax or international address)

s 22

Is the FOI applicant represented? *

- ☐ Yes ☒ No

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

03/01/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

29/05/2017

New decision date if extension granted *

12/06/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

Third Party Consultation (+30 days)
Applicant applying for waiver of charges (+27 days)
Decision on waiver of charges (+30 days)
Payment of deposit after waiver decision (+29 days)

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

Consultation with three third parties was commenced on 27 April 2017. One of the third party's is overseas and therefore it took additional time to ascertain the appropriate consultation contact. We gave the third parties till 5 May 2017 to provide submissions. As one of the third parties is based overseas they request an extension of time to provide a submission. Multiple extensions were granted to 19 May 2017. That submission was provided on 17 May 2017. A response to an informal consultation with the Department of Defence was only received on 23 May 2017.

The Department is in the process of finalising the decision on this request following the third party responses.

The 14 day extension will allow time for review of third party submissions prior to making a sound decision on the release of the documents.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes ☒ No

Review Submission

Submitting your application to the Information Commissioner to request an extension of time

Please review the information contained in your application for an extension of time. If you would like to change anything, you can return to any area of the form to make changes.

Once you submit the application, you will receive a confirmation message with a receipt number stating that your request has been sent to the Office of the Australian Information Commissioner for processing. Please take note of the receipt number so that you can use it when enquiring about the status of your application.

What happens next? The Office will assess your application and then contact you about the next steps in our process.

If you have not yet completed your form and want to work on it later click:



Save

The 'Save' button allows you to save a draft copy of this form to your local computer so you can access this form without being connected to the internet.

When you are ready to submit your form click:



Save & Submit

The 'Save & Submit' button will allow you to submit your application to the Office of the Australian Information Commissioner for processing and save a local copy.



Australian Government

Office of the Australian
Information Commissioner

IC Request Form

Making an application for an Information Commissioner request

Quick Checklist

The Office of the Australian Information Commissioner can grant extensions of time to agencies who are processing Freedom of Information requests.

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www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-resources/foi-agency-resource-13-extension-of-time-for-processing-requests

If you wish to request a REVIEW of an FOI decision then there is another form. Please see our webpage <http://www.oaic.gov.au/freedom-of-information/foi-reviews> for details.

If you wish to COMPLAIN about the handling of your FOI application there is another form. Please see our webpage <http://www.oaic.gov.au/freedom-of-information/foi-complaints> for details.

If you have difficulties completing this form please send an email to enquiries@oaic.gov.au or ring our enquiries line on 1300 363 992.

Your personal information

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our [privacy policy](#) available on our website.

Use and disclosure of your information

We will use the information you have provided to assess the application you have made to us.

Collection of your information

We may need to collect further information from you in order to handle the matter. If you do not provide this information to the OAIC, it may affect how we handle the matter.

Accessing your information

If you would like to access to the information about you that the OAIC holds, please contact the enquiries line. More information is available on the [Access our information](#) page on our website.

Please select one of the following options. *

- ☒ I am submitting a notification of or request for extension of time on behalf of an agency
- ☐ I am submitting a notification of or request for extension of time on behalf of a Minister



Australian Government

Office of the Australian
Information Commissioner

IC Request Form

Making an application for an Information Commissioner request

Getting Started

Before you start

- You can save this form to your computer so you can come back to it later
- Fields marked with an asterix (*) must be completed before you can submit the form
- You can attach documents in support of your request (ie Word documents) to the Request Details section of this form
- If you have trouble completing this form, please send an email to enquiries@oaic.gov.au
- This form is sent to the Office of the Australian Information Commissioner via a secure system to ensure your personal information is protected.

What happens to your application?

- Staff of the Office of the Australian Information Commissioner will assess the information you have provided and decide the appropriate next steps. We will then contact you.
- We will use the information you have provided to assess your request. We will usually disclose the information you give us to third parties relevant to your request. In case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a request in writing, by [email](#), fax, phone or in person by visiting one of our offices.

Details

Please note we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Which agency are you representing? *

- ☐ Attorney-General's Department
- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☐ an individual
- ☒ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Name of organisation

s 22

Title *

s 22

First Name *

s 22

Last Name *

s 22

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

Mobile

Postal Address

City

State

Postcode

Other contact details (eg. Fax or international address)

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

14/3/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

17/06/2017

New decision date if extension granted *

01/07/2017

Did you approach the applicant for an extension of time under s15AA?

☒ Yes ☐ No

What was the outcome? Did the applicant raise any concerns about delays?

An additional 21 days extension agreed to by the applicant under section 15AA of the FOI Act

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

An additional 14 days extension agreed to by the applicant under section 15AB of the FOI Act
An additional 30 days under section 15(6) of the FOI Act to allow for third party consultation

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

Due to the complex nature of the documents, the Department of Health (the Department) has been required to consult with a number of internal technical and scientific experts about the sensitive nature of the documents, who have limited time available to provide advice on FOI matters. The documents involved in this FOI request are voluminous (360 documents and 1203 pages) and relate to the business affairs of multiple third parties. The Department is currently still waiting for a response from one of the third parties and ensuring all reasonable efforts have been made to contact the third party. An extension of 14 days will allow the Department to complete consultation with the affected third party and make a more well-reasoned and better managed response, given the sensitive and complex nature of the documents.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes ☒ No

Review Submission

Submitting your application to the Information Commissioner to request an extension of time

Please review the information contained in your application for an extension of time. If you would like to change anything, you can return to any area of the form to make changes.

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Australian Government
Office of the Australian
Information Commissioner

IC Request Form

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Quick Checklist

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Please select one of the following options. *

- ☒ I am submitting a notification of or request for extension of time on behalf of an agency
- ☐ I am submitting a notification of or request for extension of time on behalf of a Minister

DEC 17



Australian Government

Office of the Australian
Information Commissioner

IC Request Form

Making an application for an Information Commissioner request

Getting Started

Before you start

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- We will use the information you have provided to assess your request. We will usually disclose the information you give us to third parties relevant to your request. In case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a request in writing, by [email](#), fax, phone or in person by visiting one of our offices.

Details

Please note we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Which agency are you representing? *

- ☐ Attorney-General's Department
- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title * First Name * Last Name *

Phone (daytime) * Email *

FOI applicant's details

Is the FOI applicant *

- ☒ an individual
- ☐ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Title * First Name * Last Name *

The applicant's contact details

(You must provide at least one contact method for the applicant. Our preference is an email address or phone number.)

Preferred contact method *

- ☐ Email ☐ Phone ☐ Post ☒ Other

Email

Phone (daytime) Mobile

Postal Address

City State Postcode

Other contact details (eg. Fax or international address)

Is the FOI applicant represented? *

- ☐ Yes ☒ No

FOI Reference number

Your FOI reference for this application

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *	Requested length of extension (ie number of days) *
03/01/2017	10
Current date decision is due *	New decision date if extension granted *
12/06/2017	22/06/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

Third party consultation (+30) 15AB (+14)
--

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

Over the last two weeks further discussion has been required to ensure that all relevant documents had been found. This is because recently information related to this request was published that led to a query as to whether all relevant documents had been found. This has led to a delay in the decision being finalised for this request. Additional time will allow the decision maker to properly consider all the documents and third party responses before finalising their decision.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes ☒ No

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s 22

Reasons for s15AB Extension

Please see below our initial s15AB extension request which will provide some background information.

After the s15AB extension request, consultation has been undertaken with the identified third parties. Due to size of documents (~300 pages) we sought consultation on, one of the third parties requested additional time to provide a response. As the documents contain sensitive business information, the Department provided additional time. The third party responded with a detailed and thorough submission and redacted version of the documents objecting to the release a large amount of the information contained in the documents. The Department is currently assessing the submission and associated redacted file.

In addition to the third party consultations, the Department has also done significant work on reviewing identified documents and removing duplications and earlier versions of email trails (where we have the final trail). This work has reduced the number and pages of documents and will benefit the applicant with a reduction in charges. The request as it stands involves 142 documents consisting of approximately 1000 pages.

Due to the number of documents and concerns raised regarding the release of information, additional time is required to ensure each objection is carefully considered and if the decision is to release that the third party is correctly afforded review rights. Additional time, if granted, will be used to ensure consistent redactions are applied, a succinct and detailed schedule and statement of reasons is provided in response to the request.

On initial assessment of the request the department issued a s24AB consultation notice and the applicant subsequently revised the scope of the request. Following this formal consultation process the department (informally) consulted further with the applicant and provided suggestions as to how the scope could be reduced to enable processing. This was accepted by the applicant. The department was of the view that the revised scope would make the request able to be processed however as processing continued the search and retrieval of documents has resulted in a vastly increased volume of documents to that which was initially anticipated. While the applicant agreed to a 21 days extension under s15AA, as processing progressed further relevant documents continued to be identified. To date over 280 documents comprising in excess of 1700 pages, requiring consultation with 2 (identified to date) third parties (80 documents for one and 10 for the other) the department does not have sufficient time to undertake adequate consultation with the third parties and enable consideration by the decision maker of all the complex and sensitive material in order to make a decision within the current statutory time period. Due to the nature of the material within the documents it is anticipated that the third parties may have objections to the material the department, at this stage, is prepared to release.

Although it is considered that there is sufficient volume of documents involving complex and sensitive issues and there may be sound basis to substantiate refusal on

the grounds of a practical refusal reason as an act of good faith the department would prefer to continue with processing this request. This would be in line with the applicant's understanding of the department's intention following the formal and informal consultation that was undertaken. Due to the complex and voluminous nature of the request the department is seeking a 30 day extension.

The work undertaken to date has the department well positioned to commence consultation with the third parties within the next few days. As scheduling of documents has been undertaken during the search and retrieval phase review of the documents for any exempt material has also commenced. Where the department is granted additional 30 days it will be used to prepare all required materials for the decision maker's consideration, finalise the decision making process and provide a more well-reasoned and better managed response given the volume and complex nature of the documents.

Where a s15AB extension was to be granted the department would be able to provide the applicant with a number of documents that fall within the scope of the request at the time of advising the applicant of the extension. Thereby reducing time the applicant would be required to wait for the finalisation of the matter to receive documents and also reduce the number of documents to be processed, albeit though not significantly.



Australian Government

Office of the Australian
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IC Request Form

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We will use the information you have provided to assess the application you have made to us.

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Accessing your information

If you would like to access to the information about you that the OAIC holds, please contact the enquiries line. More information is available on the [Access our information](#) page on our website.

Please select one of the following options. *

- ☒ I am submitting a notification of or request for extension of time on behalf of an agency
- ☐ I am submitting a notification of or request for extension of time on behalf of a Minister



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- If you have trouble completing this form, please send an email to enquiries@oaic.gov.au
- This form is sent to the Office of the Australian Information Commissioner via a secure system to ensure your personal information is protected.

What happens to your application?

- Staff of the Office of the Australian Information Commissioner will assess the information you have provided and decide the appropriate next steps. We will then contact you.
- We will use the information you have provided to assess your request. We will usually disclose the information you give us to third parties relevant to your request. In case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a request in writing, by [email](#), fax, phone or in person by visiting one of our offices.

Details

Please note we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Which agency are you representing? *

- ☐ Attorney-General's Department
- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☐ an individual
- ☒ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Name of organisation

s 22

Title *

s 22

First Name *

s 22

Last Name *

s 22

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

Mobile

Postal Address

City

State

Postcode

Other contact details (eg. Fax or international address)

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

19 December 2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

27 April 2017

New decision date if extension granted *

11 May 2017

Did you approach the applicant for an extension of time under s15AA?

☒ Yes ☐ No

What was the outcome? Did the applicant raise any concerns about delays?

15AA extension of 21 days granted.

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

15AB Extension of 30 days granted.

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *



☒ Yes ☐ No

Please add any documents to be sent electronically with this form

(Please ensure that the total size of each attachment does not exceed 2MB

Please ensure that the total size of all attachments does not exceed 10MB)

 **Add Attachment/s**

Attachment Name	Size (in KB)
s 22 s15AB extension request.docx	16.97  

Do you have any paper documents you are posting to the Office in support of your application? *

☐ Yes ☒ No

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Please select one of the following options. *

- ☒ I am submitting a notification of or request for extension of time on behalf of an agency
- ☐ I am submitting a notification of or request for extension of time on behalf of a Minister



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- We will use the information you have provided to assess your request. We will usually disclose the information you give us to third parties relevant to your request. In case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a request in writing, by [email](#), fax, phone or in person by visiting one of our offices.

Details

Please note we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Which agency are you representing? *

- ☐ Attorney-General's Department
- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☒ an individual
- ☐ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Title *

s 22

First Name *

s 22

Last Name *

s 22

The applicant's contact details

(You must provide at least one contact method for the applicant. Our preference is an email address or phone number.)

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

Mobile

s 22

Postal Address

s 22

City

s 22

State

s 22

Postcode

s 22

Other contact details (eg. Fax or international address)

Is the FOI applicant represented? *

- ☐ Yes ☒ No

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

20/02/2017

Requested length of extension (ie number of days) *

14

Current date decision is due *

21/04/2017

New decision date if extension granted *

05/05/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

Third party consultation + 30 days

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

We sent the third party consultation out to s 22 on 22 March 2017 and asked for a reply by 5 April 2017. As we hadn't received a reply we sent another email to s 22 and provided s 22 an extension until 12 April 2017. s 22 replied on 12 April 2017 with s 22 submissions s 22 wholly objected to the release of the documents. As we received the submission from s 22 and further clarification from s 22 about not wanting personal information, we needed to consult our legal team regarding the content of the reverse FOI letter. As it was an early shut down on 13 April 2017 and a four day weekend for Easter, we could only arrange the meeting with our legal team for 20 April 2017 at the earliest. An extension of 14 days would ensure sufficient time for consideration of the content of the reverse FOI letter and clearance of decision letters.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

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- ☐ Australian Customs and Border Protection Service
- ☐ Australian Federal Police
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture
- ☐ Department of Communications
- ☐ Department of Defence
- ☐ Department of Education
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Human Services
- ☐ Department of Immigration and Border Protection
- ☐ Department of Prime Minister and Cabinet
- ☐ Department of Veterans' Affairs
- ☐ Department of Employment
- ☒ Other

Name of agency *

Department of Health

Your details

Title *

s 22

First Name *

s 22

Last Name *

s 22

Phone (daytime) *

s 22

Email *

foi@health.gov.au

FOI applicant's details

Is the FOI applicant *

- ☐ an individual
- ☒ an organisation

What is the name of the FOI applicant this request for extension of time applies to?

Name of organisation

s 22

Title *

s 22

First Name *

s 22

Last Name *

s 22

Preferred contact method *

- ☒ Email ☐ Phone ☐ Post ☐ Other

Email

s 22

Phone (daytime)

s 22

Mobile

Postal Address

s 22

City

s 22

State

s 22

Postcode

s 22

Other contact details (eg. Fax or international address)

FOI Reference number

Your FOI reference for this application

s 22

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s15AA)
- ☒ Extension of time to process complex or voluminous requests (s15AB)
- ☐ Extension where decision not made within time (s15AC)
- ☐ Extension where internal review decision not made within time (s54D)
- ☐ Extension where request for amendment or annotation not made within time (s51DA)

Has the statutory time period for processing already run out? That is, has a deemed decision already been made?

☐ Yes ☒ No

You are applying for an extension of time on the grounds that the statutory period is insufficient to adequately deal with an FOI request because the request is complex or voluminous. You must provide satisfactory information to demonstrate that the request is complex or voluminous and that the extension of time is justified.

Date you received FOI request *

14/03/2017

Requested length of extension (ie number of days) *

30

Current date decision is due *

01/07/2017

New decision date if extension granted *

31/07/2017

Did you approach the applicant for an extension of time under s15AA?

☐ Yes ☒ No

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? (For instance, through applicant's agreement, consultation provisions or provisions about charges or the scope of the request that impact on the statutory due date)

☒ Yes ☐ No

Please list these and how they have impacted on the due date for the FOI application.

+ 30 days for third party consultation
+ 21 days 15AA extension
+ 14 days 15AB extension
+ 14 days 15AB extension

Please explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification. You will need to address:

- why the request is considered complex or voluminous
- work already undertaken in processing the request
- work required to finalise the request
- work undertaken on this request following any earlier extension granted
- any consultation with the applicant concerning length of time
- whether other agencies or parties have an interest in the request
- measures that will be taken to ensure a decision will be made with the period of extension granted and to keep the applicant informed about progress

Processing of this request has taken a large amount of time for several staff members in the FOI team as well as the relevant line area, primarily due to the large number of documents involved (360 documents and 1203 pages). Also there are sensitivities in the documents which have required extensive internal discussion including dealing with third party business information and also personal information. We have also had trouble contacting one of the third parties, after several unsuccessful attempts to contact them, it became necessary to make a decision around the information contained in the documents pertaining to that particular third party. Given the sensitive and complex nature of the documents, an extension of 30 days will allow the Department to finalise the decision and also, given the large number of documents, the extension will allow the decision maker and other relevant clearance officers enough time to review the documents thoroughly, ensuring a well-reasoned and better managed response.

Supporting Information

You may also attach other relevant information that supports your application. We would prefer any supporting documents be submitted electronically. Submitting attachments in hardcopy may result in delays in processing your application.

Do you have any electronic documents you would like to attach to this form? *

☐ Yes ☒ No

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Submitting your application to the Information Commissioner to request an extension of time

Please review the information contained in your application for an extension of time. If you would like to change anything, you can return to any area of the form to make changes.

Once you submit the application, you will receive a confirmation message with a receipt number stating that your request has been sent to the Office of the Australian Information Commissioner for processing. Please take note of the receipt number so that you can use it when enquiring about the status of your application.

What happens next? The Office will assess your application and then contact you about the next steps in our process.

If you have not yet completed your form and want to work on it later click:



Save

The 'Save' button allows you to save a draft copy of this form to your local computer so you can access this form without being connected to the internet.

When you are ready to submit your form click:



Save & Submit

The 'Save & Submit' button will allow you to submit your application to the Office of the Australian Information Commissioner for processing and save a local copy.