



## 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-agency-resources/foi-agency-resource-13-extension-of-time-for-processing-requests](http://www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-agency-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](mailto: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



## 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 asterisk (\*) 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](mailto: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

**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) \*

12/09/2018 30

Current date decision is due \* New decision date if extension granted \*

12/10/2018 11/11/2018

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?

The applicant did not agree to a 15AA earlier this month. We advised we could not provide a timetable and mentioned we had not yet received the documents. We also explained that we could not agree that charges would not apply or that documents could be released in full in lieu of an 15AA agreement.

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:

- 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

The FOI request was received on 12/9 and a search request to the relevant business area was sent on 17/9. Initial indications were provided that the request was too resource intensive as the request fell at a time that was crucial to the RaCER project (which is likely to also be a supporting reason for delay in obtaining documents). The Department engaged with the applicant about revising the scope and has attempted to have a list created of the available documents as requested by the applicant (to enable the applicant to identify what seems to be a maximum of 50 documents). To date, the list has not been provided by the business area so we requested the documents be sent to us so we can create that list & we need to follow up on this issue. Our intention is to create the list and consult with the applicant on the scope as requested. We will then need time to adequately assess what could be up to 50 main documents for release. The documents are technically complex and we will need to engage with the subject matter experts on its contents and with release. Those documents are very likely to require redactions to exempt material based on the nature of the information being sought, but this cannot be confirmed until the documents have been agreed to via the list. We did seek to provide clarification to the applicant about the project. Page numbers are unknown until the scope is finalised. As soon as these tasks are completed a decision will issued with the aim of doing so before the 30 days if possible.

## 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.