



Reference Code: LR3RBYH7

Getting started

About this form

The Office of the Australian Information Commissioner (OAIC) 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.

Please note that if an agency does not provide the Information Commissioner with adequate reasons, the extension of time request may be refused.

Further guidance and advice for agencies about extension of time for processing requests (<https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/extension-of-time-for-processing-requests/>), including the details to be included in a request, is available on our website (<https://www.oaic.gov.au/>).

An agency may apply to vary the extension if an earlier extension granted by the OAIC is insufficient, however the agency must explain what has changed since the initial extension of time request and provide reasons for why a variation to the extension is justified.

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

PLEASE NOTE:

- To save your form, click on the **Save and Close** button at the top of this form.
- Refreshing your browser will clear any information that you have not saved. If you need to refresh your browser while completing this form and wish to keep your changes please save the form first.

This request may be subject to the *Freedom of Information Act 1982*.

If you have any questions about making an extension of time request or have trouble completing this form please send an email to foidr@oaic.gov.au or call our enquiries line on 1300 363 992.

Your personal information

We will handle your personal information in accordance with the Australian Privacy Principles.

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 (<http://www.oaic.gov.au/privacy-policy-summary>) available on our website.

Before you start

To ensure you are using the correct form, please select one of the following options. *

- I am notifying of or requesting an extension of time
- I am requesting a review of an FOI decision
- I want to complain about the handling of my FOI request

I am submitting this notification or request on behalf of: *

- Australian Government Agency
- Minister

Agency details

- Administrative Appeals Tribunal
- Attorney-General's Department
- Australian Federal Police
- Australian Securities and Investments Commission
- Australian Taxation Office
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Comcare
- Department of Defence
- Department of the Environment and Energy
- Department of Health
- Department of Home Affairs
- Department of Human Services
- Department of Veterans' Affairs
- Immigration Assessment Authority
- National Disability Insurance Agency
- Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

Your details

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

notices.

Title

Ms

Given name *

Angela

Family name *

Sterjova

Preferred contact method *(you must provide at least one contact method)* *

Email

Phone

Post

Other

Email address *

foi+request-6376-03f30526@righttoknow.org.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details *(eg. fax or international address)*

FOI applicant details

Is the FOI applicant

an Individual

an Organisation

Title

Mr

Given name *

Elias

Family name *

Ross

Preferred contact method *(you must provide at least one contact method)* *

Email

Phone

Post

Other

Email address *

foi+request-6376-03f30526@righttoknow.org.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details *(eg. fax or international address)*

Is the FOI applicant represented *

Yes

No

Extension details

Please select the type of extension you are seeking *

- Extension of time notification with the agreement of the applicant (s 15AA)
- Extension of time to process complex or voluminous requests (s 15AB)
- Extension where decision not made within time (s 15AC)
- Extension where internal review decision not made within time (s 54D)
- Extension where amendment/annotation request not made in time (s 51DA)

Did you get the applicant's agreement for the extension of time before the statutory time period ran out? That is, did you get the applicant's agreement before a deemed decision was made? *

Yes	No
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Date you received the FOI request *

Current date the decision is due *

Requested length of extension (*number of days*) *


New decision due date if extension granted *

Please include a copy of the applicant's agreement to the extension of time under s 15AA. *

Files you attach **must**:

- be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format
- be no more than five files
- in total be no larger than 20MB.

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If you have documents to attach to this form, please do so here:

Files you attach **must**:

- be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format
- be no more than five files
- in total be no larger than 20MB.

Submission

Submitting your request

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

Please review the information that you have provided in your request. If you would like to change anything, you can return to the relevant section using the Go Back button.

When you are ready to submit your form, click the Submit button below.

Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

A decision on your request will usually be provided within five working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

The OAIC's processing of an EOT application may also take longer than five days if further information is required. It is important that agencies provide a complete application in the first instance. Incomplete EOT applications may result in an extension being denied.