



# IC Request Form

## – Agency

### extension of time

### for processing an

### FOI request

## 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](mailto: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. \*

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 Broadcasting Corporation
- Australian Federal Police
- Australian Prudential Regulation Authority
- Australian Securities and Investments Commission
- Australian Taxation Office
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Comcare
- Commonwealth Ombudsman
- Department of Agriculture, Water and the Environment
- Department of Defence
- Department of Foreign Affairs and Trade
- Department of Health
- Department of Home Affairs
- Department of Industry, Science, Energy and Resources
- Department of the Prime Minister and Cabinet
- Department of Social Services
- Department of the Treasury
- Department of Veterans' Affairs
- Immigration Assessment Authority
- National Disability Insurance Agency
- Norfolk Island Regional Council
- Services Australia
- The Australian National University
- 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

Given name \*

Family name \*

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

Email	Phone	Post	Other
-------	-------	------	-------

Email address \*

Phone (daytime)

Mobile

Postal address

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

# FOI applicant details

Is the FOI applicant

<input checked="" type="radio"/> an Individual	<input type="radio"/> an Organisation
--	---------------------------------------

Title

Given name \*

Family name \*

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

<input checked="" type="radio"/> Email	<input type="radio"/> Phone	<input type="radio"/> Post	<input type="radio"/> Other
--	-----------------------------	----------------------------	-----------------------------

Email address \*

Phone (daytime)

Mobile

Postal address

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

Is the FOI applicant represented \*

<input type="radio"/> Yes	<input checked="" type="radio"/> 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)

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

Yes	No
-----	----

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 \*

Did you approach the applicant for an extension of time under s 15AA

Yes	No
-----	----

Please provide your internal reference, and/or the OAIC reference for this notification or request? \*

What was the outcome? Did the applicant raise any concerns? \*

Email to applicant sent 10 March 2022 seeking consent to extension of time. A response was received to our request indicating that the applicant required further information on the reason for seeking a time extension before agreeing. This email was not brought to our attention until the due date 14 March 2022 and as a result, it is more appropriate to seek a 15AB extension.

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? \*  
(For example, through consultation provisions or provisions about charges that impact on the statutory due date)

Yes	No
-----	----

Has the applicant raised any concerns about delays? \*

Yes	No
-----	----

Please provide a timeline setting out the work already completed in order to process this request, the work undertaken on this request following any earlier extension granted and the expected timeline for completing the FOI request. \*

The FOI request was received by the Department on 11 February 2022 and acknowledged on 14 February 2022.

A search minute was sent to the relevant business area within the Department on 15 February 2022. A response was received to this search minute on 17 February 2022 indicating the documents would be provided to us, and that the documents within the scope of the request were sensitive and that the Secretary should be notified of the request. The Secretary has indicated that they will need to be consulted prior to the finalisation of the decision.

Documents were received from the relevant business area on 3 March 2022 and a preliminary review of these documents was undertaken after this date. A further email was sent to the business area on 11 March 2022 requesting they provide further information on the pages which they consider to be sensitive. A response to this email has not yet been received.

Please also 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
- 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.

Generally the OAIIC will consult the applicant where the extension sought is for a period longer than 30 days or where the agency is seeking to vary (further extend) an earlier extension granted by the OAIIC. During consultation, the OAIIC will often send the applicant a copy of the EOT application, so please advise if it contains anything sensitive that should not be passed on.

Reasons \*

The Department is seeking a 30 day extension of time as the documents within the scope of the request require several business areas to review the documents. A 30 day extension of time will allow the following to occur:

- A response to be received from the business area indicating which pages are considered to be sensitive
- Further review of the documents to be undertaken to complete redactions and removals
- Informal consultation with the Secretary to occur, with sufficient time to be given to consider any sensitivities the Secretary's office may identify
- Finalise the document bundle and make any redactions
- A final decision to be completed

Please provide a copy of the FOI applicant's original FOI request and any revisions to the scope of the FOI request. \*

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.

[47881 request.pdf](#)

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.