



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 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: *

LEX 47490

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
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Email address *

Information.Access@dva.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

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

21 Genge Street
CANBERRA ACT 2601

FOI applicant details

Is the FOI applicant

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

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

Yes	No
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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? *

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
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Has the applicant raised any concerns about delays? *

Yes	No
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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. *

This FOI request was received on 11 February 2022.

The request was acknowledged to the applicant on 16 February 2022.

The Information Access Officer with carriage of the request then commenced searching and collecting documents for the request on 16 February 2022. Owing to the wide scope of the applicant's request, 6 different business areas at the Department were identified and approached as holding documents within the scope of this request. A number of documents within scope of the request have been collected. However, due to the complexity and wide scope of the request it is believed that there are a significant number of documents within the scope of this request that have not been collected at this point.

On 9 March 2022 the Information Access Officer processing this request changed, due to the former Officer leaving this position. It became clear upon reviewing the matter that, due to administrative error, not all documents from business areas had been returned, not all reasonable searches had been undertaken, and that further time would be necessary to conduct all reasonable searches. Due to the complex and wide scope of this request, it is expected that conducting these searches and reviewing all applicable documents will take several weeks.

Due to the sensitive nature of the documents within scope of the request, relating to self harm and suicide, it is anticipated that it will be necessary to consult with all relevant business areas to ensure that all applicable exemption provisions are considered, and that undertaking these consultations may take some time to complete.

It is expected that an additional 30 days of processing will allow the Department to properly process this FOI request, to ensure that all reasonable searches have been undertaken and all documents that are within scope are considered for release.

An extension of time is sought on this basis.

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 OAI 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 OAI. During consultation, the OAI 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 access application attached to this email includes internal correspondence between members of the department. This correspondence should not be released to the applicant. The contact information of the individual completing this form should not be released to the applicant.

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.

[LEX 47490 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.