



# 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.

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

This request for an extension of time application will be provided to the person who lodged the FOI request.

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) (mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request) or call our enquiries line on 1300 363 992.

# Your personal information

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- ☒ I am notifying of or requesting an extension of time
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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
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- ☐ Department of the Prime Minister and Cabinet
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  - ☐ Immigration Assessment Authority
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  - ☐ 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 \* (please note the agency FOI email address)

Phone (daytime)

Mobile

Postal address

Other contact details (eg. fax or international address)

# FOI applicant details

Is the FOI applicant \*

an Individual	an Organisation
---------------	-----------------

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 \*

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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)

Has the statutory time period for processing already run out? If so, an application will need to be made under s 15AC. \*

Yes	No
-----	----

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

47E(d)

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

s22 was asked to reply by COB 47E(d) to date no response has been received

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

The Department received 47E(d) s22 47E(d) and a 47E(d) 47E(d) requests were acknowledged 47E(d) by the Department and search minutes were sent to the areas identified as likely to hold the documents pertaining to s22 request. It was noted by one area that the requested information had been previously provided to the applicant several times. One area has conducted a preliminary review and essentially all documents in 47E(d) pages may be potentially relevant. As an example, 47E(d) [REDACTED] Each of these pages have in some cases dozens of sub-pages (and even more sub-sub pages), which will bring the search required into potentially the tens of thousands of pages. This is without considering other documentation that may be in 47E(d) [REDACTED]. I am still awaiting the return of search minutes as business areas have been identified as possibly holding documents. We will endeavour to have s22 rescope his request awaiting further information from Business Areas

What work is required to finalise the request? \*

Determine what has previously been supplied to s22  
View the documents, determine what is in scope and what can be released

Why is the request considered complex or voluminous? \*

47E(d) [REDACTED]  
The requests cover an extremely broad subject

Do other agencies or parties have an interest in the request? \*

Not that i am aware of at this point

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

Review the documents that we have on hand follow up with the areas that i am still awaiting a reply from and advise s22 via email of the progress as it comes to hand

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.*

FOI Request **47E(d)**

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

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## Submission

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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. Incomplete EOT applications may result in an extension being denied.

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Email	Phone	Post	Other
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Phone (daytime)

Mobile

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an Individual	an Organisation
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Title

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Is the FOI applicant represented \*

Yes	No
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Yes	No
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Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

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New decision due date if extension granted \*

47E(d)

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? \*

47E(d)

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

s22 was asked to reply by 47E(d) to date no response has been received

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

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What work is required to finalise the request? \*

Further search minutes have been sent and we await there reply once received the request will be finalised

Why is the request considered complex or voluminous? \*

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## 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 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 \* (please note the agency FOI email address)

Phone (daytime)

Mobile

Postal address

Other contact details (eg. fax or international address)

# FOI applicant details

Is the FOI applicant \*

an Individual	an Organisation
---------------	-----------------

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)*

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)

Has the statutory time period for processing already run out? If so, an application will need to be made under s 15AC. \*

Yes	No
-----	----

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

47E(d)

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

s22 was asked to reply by 47E(d) to date no response has been received

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

The Department received 47E(d) s22 47E(d) by the Department and search minutes were sent to the areas identified as likely to hold the documents pertaining to s22 request. It was noted by one area that the requested information had been previously provided to the applicant several times. One area has identified that they have no documents so further searches have commenced this week to confirm no other areas hold this specific document

What work is required to finalise the request? \*

Further search minutes have been sent and we await there reply once received the request will be finalised

Why is the request considered complex or voluminous? \*

47E(d)  
The requests cover an extremely broad subject

Do other agencies or parties have an interest in the request? \*

Not that I am aware of at this point

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

Review the documents that we have on hand follow up with the areas that i am still awaiting a reply from and advise s22 via email of the progress as it comes to hand

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**:*

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- be no more than five files
- in total be no larger than 20MB.

FOI Request 47E(d).pdf

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# Submission

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47E(d)





# IC Request Form – Agency extension of time for processing an FOI request

## Getting started

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- ☐ 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 \* (please note the agency FOI 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? If so, an application will need to be made under s 15AC. \*

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

47E(d)

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

s22 was asked to reply by 47E(d) date no response has been received

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

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Further search minutes have been sent and we await there reply once received the request will be finalised

Why is the request considered complex or voluminous? \*

47E(d)  
The requests cover an extremely broad subject

Do other agencies or parties have an interest in the request? \*

Not that I am aware of at this point

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

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FOI Request 47E(d) .pdf

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47E(d)





# IC Request Form – Agency extension of time for processing an FOI request

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- ☐ 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 \* (please note the agency FOI 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)
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- ☐ 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? If so, an application will need to be made under s 15AC. \*

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

47E(d)

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

s22 was asked to reply by 47E(d) to date no response has been received

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

The Department received 47E(d) s22 47E(d). An acknowledgement was sent 47E(d) by the Department and search minutes were sent to the areas identified as likely to hold the documents pertaining to s22 request. One area has identified that they have no documents so further searches have commenced this week to confirm no other areas hold this specific document. It was also noted from one of the Business Areas that this request has previously been submitted by the applicant and documents produced

What work is required to finalise the request? \*

Further search minutes have been sent and we await there reply once received the request will be finalised

Why is the request considered complex or voluminous? \*

47E(d)  
This requests cover an extremely broad subject

Do other agencies or parties have an interest in the request? \*

Not that I am aware of at this point

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FOI Request 47E(d) pdf

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- ☐ 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 \* (please note the agency FOI 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? If so, an application will need to be made under s 15AC. \*

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

s47E(d)

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

Client agreed to 15AA

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

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

s47E(d) s47E(d)

Has the applicant raised any concerns about delays?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

Further to the already listed work completed in Ref: s47E(d) and s47E(d)  
Search minute to business area - 47E(d)  
EOT requested from business area - 47E(d)  
Advice provided from business area on searches not able to be as easily obtained as first thought - 47E(d)  
Update on searches being conducted - 47E(d)  
Business area sought advice on way forward with request - 47E(d)  
More complex searches required to access the information in scope - 47E(d)  
Advice from Business area that information will be forthcoming next week - 47E(d)  
Email to Business area seeking information - 47E(d)

What work is required to finalise the request? \*

Search minute documents to be returned from business area and reviewed

Why is the request considered complex or voluminous? \*

complex due to the information that has been requested and extracting this information from systems.  
Voluminous as current document estimated release is over 2600 pages potentially more.

Do other agencies or parties have an interest in the request? \*

Not aware

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

Following up with business areas regarding the last bundle of documents needing to be supplied  
Extra resources have been provided to assist in the release of this information to meet requested time frames.

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.

Request for documents under the FOI Act - s22 [REDACTED].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
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## Submission

### Submitting your request

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47E(d)





# IC Request Form – Agency extension of time for processing an FOI request

## Getting started

### About this form

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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.

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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) (<mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request>) or call our enquiries line on 1300 363 992.

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

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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: \*

s47E(d)

## 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 \*

Sara

Family name \*

Position number 62214764

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

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

Email address \* (please note the agency FOI 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)

# FOI applicant details

Is the FOI applicant \*

an Individual	an Organisation
---------------	-----------------

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)

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)

Has the statutory time period for processing already run out? If so, an application will need to be made under s 15AC. \*

Yes	No
-----	----

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

s47E(d)

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

The Department approached the applicant on 47E(d) for an extension of 30 days. The Department outlined that the extension was being sought on the basis that a large volume of documents had been identified and the extension would assist the Department to process this request. The Department has not received a response to this request.

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

The Department received the request on 47E(d) and the request was acknowledged on 47E(d). A summary of action taken to date is as follows:

- 47E(d): approached the Department's 47E(d) Division for document search and retrieval;
- 47E(d): completed search minute received by 47E(d) Division;
- 47E(d): further liaison with 47E(d) Division regarding documents;
- 47E(d): further retrieval by processing officer;
- 47E(d): review of search minute and preliminary review of in scope documents. Extension request sent to applicant seeking additional time to process on the basis of the volume and complexity of the documents in scope. Work underway to review documents in line with relevant statutory provisions and application of redactions, where indicated.

What work is required to finalise the request? \*

Further time is required to review the documents in line with statutory provisions and apply redactions to exempt material, in accordance with 47E(d). Additional time is also required to prepare a statement of reasons pursuant to section 26 and to undertake a quality assurance process prior to release.

Why is the request considered complex or voluminous? \*

There are over 340 pages of documents in scope for this request and additional time is required to review documents in line with relevant statutory provisions. 47E(d)

Do other agencies or parties have an interest in the request? \*

N/A

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

The Department is continuing to process this request as expeditiously as possible. If an extension is granted and the Department is in a position to make the release prior to the due date, the Department will endeavour to do so. The Department will also provide status updates to inform the applicant of the progress of this request.

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.

FOI Request - s47E(d) .pdf

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

Files you attach **must**:

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- be no more than five files
- in total be no larger than 20MB.

s47E(d) - s22 - s 15AA request.pdf

## Submission

### Submitting your request

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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.

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47E(d)





# IC Request Form – Agency extension of time for processing an FOI request

## Getting started

### About this form

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## Before you start

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- ☒ 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
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- ☐ 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: \*

s47E(d)

## 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 \*

Amy

Family name \*

Position No. 62232671

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

Email

Phone

Post

Other

Email address \* (please note the agency FOI 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)

# 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? If so, an application will need to be made under s 15AC. \*

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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

Yes

No

Why did you decide not to approach the applicant for an extension of time under s 15AA \*

As request is due today , it would be unlikely that I would receive a response in time to this request.

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

47E(d) - Request received  
47E(d) - Request Ack -  
47E(d) Assigned to IAO  
47E(d) search Minute sent to business area  
47E(d) Advised to send to futher business area  
47E(d) further search minutes sent to business area  
47E(d) - Search minutes returned  
47E(d) June review of documents to be released

What work is required to finalise the request? \*

Internal consult to business area on documents to be released after redaction's have been applied

Why is the request considered complex or voluminous? \*

Seeking advice on the impact of these internal processes documents being release externally ( noting there are screen shots of internal systems in these documents)

Do other agencies or parties have an interest in the request? \*

No

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

consult with the business area and request response asap

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**:*

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FOI Request.pdf

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47E(d)





# IC Request Form – Agency extension of time for processing an FOI request

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- ☒ Australian Government Agency
- ☐ Minister

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- ☐ Attorney-General's Department
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- ☐ 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: \*

s47E(d)

## 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

Mrs

Given name \*

Amy

Family name \*

Position Number - 62232671

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

Email

Phone

Post

Other

Email address \* (please note the agency FOI 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)

# 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? If so, an application will need to be made under s 15AC. \*

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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

Yes

No

Why did you decide not to approach the applicant for an extension of time under s 15AA \*

s22 s47E(d)

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

47E(d) - Ack request  
47E(d) - Assigned to action officer  
47E(d) - Search minute drafted and sent  
47E(d) - advice provided for searches to be sent to other business areas  
47E(d) - Search minutes sent to further business areas  
47E(d) - 1 search minute provided back  
47E(d) - follow up on final search minute to be returned

What work is required to finalise the request? \*

Awaiting response from one business area  
once received I will need to assess the documents in scope that have been provided

Why is the request considered complex or voluminous? \*

multiple business area's have had to provide input into this request

Do other agencies or parties have an interest in the request? \*

No

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

Case will be prioritised once information as been received from business area

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.

FW FOI request [SEC=OFFICIAL].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.

This request for an extension of time application will be provided to the person who lodged the FOI request.

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. Incomplete EOT applications may result in an extension being denied.

47E(d)





# 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*.

This request for an extension of time application will be provided to the person who lodged the FOI request.

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) (mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request) 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 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: \*

s47E(d)

## 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 \*

Sara

Family name \*

PN 62214764

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

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

Email address \* (please note the agency FOI 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)

# 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? If so, an application will need to be made under s 15AC. \*

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

30

New decision due date if extension granted \*

47E(d)

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? \*

s47E(d)

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

The Department contacted the applicant via email on 47E(d) to seek an extension but has not received a response.

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No

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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

This request was acknowledged by a Departmental registration officer on 47E(d) and allocated to me for processing on 47E(d). The work undertaken to date can be summarised as follows:

- 47E(d) : preliminary document search exercise undertaken
- 47E(d) : document retrieval, with documents likely to be in scope over 500 pages
- 47E(d) : email sent to applicant exploring the possibility of a revision of scope, noting the volume of documents likely to be in scope
- 47E(d) : further document search and scoping exercise undertaken. As no response received from the applicant, attempted to make contact with the applicant via telephone.
- 47E(d) : successfully made contact with the applicant via phone and arranged to discuss the request later that day. Two unsuccessful attempts to make contact with the applicant via phone later that day as arranged.
- 47E(d) : Further unsuccessful attempt to make contact with the applicant via phone, left a message advising I would follow up by email. Email sent to applicant seeking extension of time under s 15AA.
- 47E(d) : Review of document bundle commenced.

What work is required to finalise the request? \*

Further review of the document bundle is required for this request. The document bundle is over 500 pages and the Department is required to review material in line with relevant provisions of the FOI Act, 47E(d). A Statement of Reasons will then need to be drafted under s 26 of the FOI Act. Further time is also required for the Department's quality assurance team to review the decision prior to its release. An extension of time will enable the Department to ensure a full and proper decision can be made regarding this request.

Why is the request considered complex or voluminous? \*

s 22 Due to the breadth of the scope of this request, the documents likely to be in scope are over 500 pages.

Do other agencies or parties have an interest in the request? \*

No

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

The Department will continue to process this request in order to ensure it can be released within the statutory time frame. The Department will continue to keep the applicant informed of progress and, if the Department is in a position to release the decision ahead of the extended due date, will endeavour to do so.

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.

s47E(d) - FOI 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.

This request for an extension of time application will be provided to the person who lodged the FOI request.

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. Incomplete EOT applications may result in an extension being denied.

47E(d)





## Access to information and documents held by the Department of Veterans' Affairs (DVA)

Proof of identity may be required when requesting personal information.

Proof of relationship may be required when requesting personal information relating to another individual.

### What documents are held by DVA?

If a veteran has lodged a claim with DVA then DVA will hold a file and the service records. The file will generally also hold the service medical records; however, in some cases these records may have been returned to the Department of Defence.

### What documents are NOT held by DVA?

Service Records (or dossiers) from World War 1 and World War 2 are available from the National Archives of Australia. All other service and medical records can be obtained from the Department of Defence by the person concerned, outside of the legislative framework (administrative access to information).

This form should **not** be used to seek records from the Department of Defence. A separate application form is available from the Department of Defence at [www.defence.gov.au](http://www.defence.gov.au).

Please contact:

Post: **Defence Archives**  
**PO Box 225**  
**QUEENSLIFF VIC 3225**

Phone: **1800 333 362**

Email: **ADF.records@defence.gov.au**

### DVA Factsheets

For more information on accessing information held by DVA, and the privacy obligations of DVA, see the following factsheets:

*FIP 01 Access to Information About You*

*FIP 02 Privacy*

*FIP 04 Confidentiality of Social Security (Centrelink) pension information.*

### Privacy Notice

Your personal information is protected by law, including the *Privacy Act 1988* (The Privacy Act). Your personal information may be collected by DVA for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants. Read more: [How DVA manages personal information.](#)

Email: **[information.access@dva.gov.au](mailto:information.access@dva.gov.au)**

Post: **Information Access**  
**Department of Veterans' Affairs**  
**GPO Box 9998**  
**BRISBANE QLD 4001**

Phone: **1800 555 254**

## Part A

## Documents or Information requested

Please use BLOCK LETTERS if you are filling this form in by hand.

1. Please describe as clearly as possible the documents or information you are seeking to access

s47E(d)

## Part B

## About the Applicant

2. Surname\*
3. Given name(s)\*
4. Please provide at least one method of contacting you in writing

5. If you are requesting information about a DVA client, what is your relationship to the client (e.g. self, advocate, widow, next of kin)?

6. Applicant's signature\*

*\*If you are requesting non-personal information*

## Part C

Complete this Part if you are requesting access

7. Surname
8. Given name(s)
9. Other name(s) by which the client may be known
10. DVA File number
11. Service number
12. Branch of service
13. Date of enlistment
14. Date of discharge
15. Date of birth
16. Date of death (if applicable)
17. Authority to request personal information
18. Signature

S 22

## Part D

## Access Request

### METHOD OF ACCESS

You may select the method of access most appropriate to your circumstances. If you do not make a selection, DVA will process your request outside of the legislative framework.

Please tick **one** box

- You can ask for access outside of the legislative framework to documents and information held by DVA.  
☐ I would like to request administrative access to information.
- If you have an active\* claim under the *Military Rehabilitation and Compensation Act 2004* (MRCA), you have a right to documents related to that claim.  
\*An active claim is a claim that has not yet been ultimately determined.  
☐ I would like to request access under s 331 of the MRCA.
- If you have an active\* claim under the *Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988* (DRCA), you have a right to documents related to that claim.  
\*An active claim is a claim that has not yet been ultimately determined.  
☐ I would like to request access under s 59 of the DRCA.
- If you are seeking information or documents about yourself, you have a right to access the information or documents under Australian Privacy Principle (APP) 12, as set out in the Privacy Act.  
☐ I would like to request access under APP 12.
- You have a right to request documents from DVA under the *Freedom of Information Act 1982* (the FOI Act)  
☒ I would like to make a request under s 15 of the FOI Act.

### Charges

Under the *Freedom of Information Act 1982* (the FOI Act), individuals who make an application for their own personal information will **not** be subject to fees or charges. All other FOI Act requests may be subject to charges. Requests under other access mechanisms will **not** be subject to fees or charges.

You will be notified if charges are payable in relation to your request.

### MODE OF ACCESS

- ☒ Please forward a copy of the documents and information to me (the applicant)/my representative.
- ☐ Please arrange for me to inspect the documents.

### SUBMITTING AN APPLICATION

By email: [information.access@dva.gov.au](mailto:information.access@dva.gov.au)

By Post: **Information Access**  
**Department of Veterans' Affairs**  
**GPO Box 9998**  
**BRISBANE QLD 4001**

### OFFICE USE ONLY

Date received	<input type="text" value=" / /"/>	Ref	<input type="text"/>	File Nos.	<input type="text"/>
Comments	<input type="text"/>				



# 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*.

This request for an extension of time application will be provided to the person who lodged the FOI request.

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) (mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request) 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 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 \* (please note the agency FOI email address)

Phone (daytime)

Mobile

Postal address

Other contact details (eg. fax or international address)

# FOI applicant details

Is the FOI applicant \*

an Individual	an Organisation
---------------	-----------------

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)

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)

Has the statutory time period for processing already run out? If so, an application will need to be made under s 15AC. \*

Yes	No
-----	----

Date you received the FOI request \*

Current date the decision is due \*

47E(d)

Requested length of extension (*number of days*)

14

New decision due date if extension granted \*

47E(d)

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? \*

47E(d)

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

A s 15AA was approved by the applicant on 47E(d)

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?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). \*

Yes

No



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.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. \*

All documents have been processed. This amounted to 1918 pages in total.

What work is required to finalise the request? \*

Upon reviewing the documents, further consent calls with s 22 and a further follow up call with the s 22 is required. We could not get through to the s 22 today.

Why is the request considered complex or voluminous? \*

It consists of 1918 pages.

Do other agencies or parties have an interest in the request? \*

N/A

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request \*

Further consent calls will be carried out. s 22

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.

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.

This request for an extension of time application will be provided to the person who lodged the FOI request.

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. Incomplete EOT applications may result in an extension being denied.

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