



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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

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$\tilde{\bigcirc}$	want to complain about the handling of my FOI request
l am su	bmitting this notification or request on behalf of: *
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\bigcirc	Minister
Age	ency details
\bigcirc	Administrative Appeals Tribunal
\bigcirc	Attorney-General's Department
\bigcirc	Australian Broadcasting Corporation
\bigcirc	Australian Federal Police
\bigcirc	Australian Prudential Regulation Authority
\bigcirc	Australian Securities and Investments Commission
\bigcirc	Australian Taxation Office
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)
\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

Department of the	he Prime Minister and (
		Cabinet		
Department of S	Social Services			
Department of the	he Treasury			
Department of \	/eterans' Affairs			
Immigration Ass	sessment Authority			
National Disabil	lity Insurance Agency			
Norfolk Island F	Regional Council			
Services Austra	lia			
The Australian i	National University			
Other				
FOI refere	nce numbe	er		
Please provide your in	ternal FOI reference nu	mber for this notificati	on or request: *	
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Given name * Sharmila Preferred contact metho Email Email address * (please information.access@c Phone (daytime) 847E(6)7 847E(d) Postal address	Phone note the agency FOI en dva.gov.au	least one contact met Post mail address)	Position No: 62210871 hod) * Other	

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 Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

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



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? *

Have not received a response yet from applicant

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)



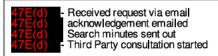
Has the applicant raised any concerns about delays?

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. *



What work is required to finalise the request? *

The requested documents to be obtained from a different area via search minute Consultation with third party regarding 47E(d)
Assess the documents for sensitive information/ make decision/ draft decision

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

The documents are complex 47E(d) information. Required search minute with time frames. Due to the sensitivity of the information within the documents, third party informal consultation was required and further time required to process. Its 3 documents totalling 9 folios with 47E(d) information and needs careful assessment and decision making.

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

s47F(d)

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 *

Currently in the process of assessing the documents taking into consideration the concerns of the third party and departmental practice.

Decision will be made as soon as the concerns are appropriately addressed. Initially the consultation was considered as formal and time added, now realising it is informal consultation the request is being processed and a decision will be made soon.

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 Requet-s47E(d) s22 .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
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- in total be no larger than 20MB.

Requesting s47E(d) - s22 .pdf

Submission

Submitting your request

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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.

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Information Access Application Form

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.

Please contact:

Post:

Defence Archives

PO Box 225

QUEENSCLIFF 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

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.

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

s22	
9	

Part B

- 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*

18. Signature

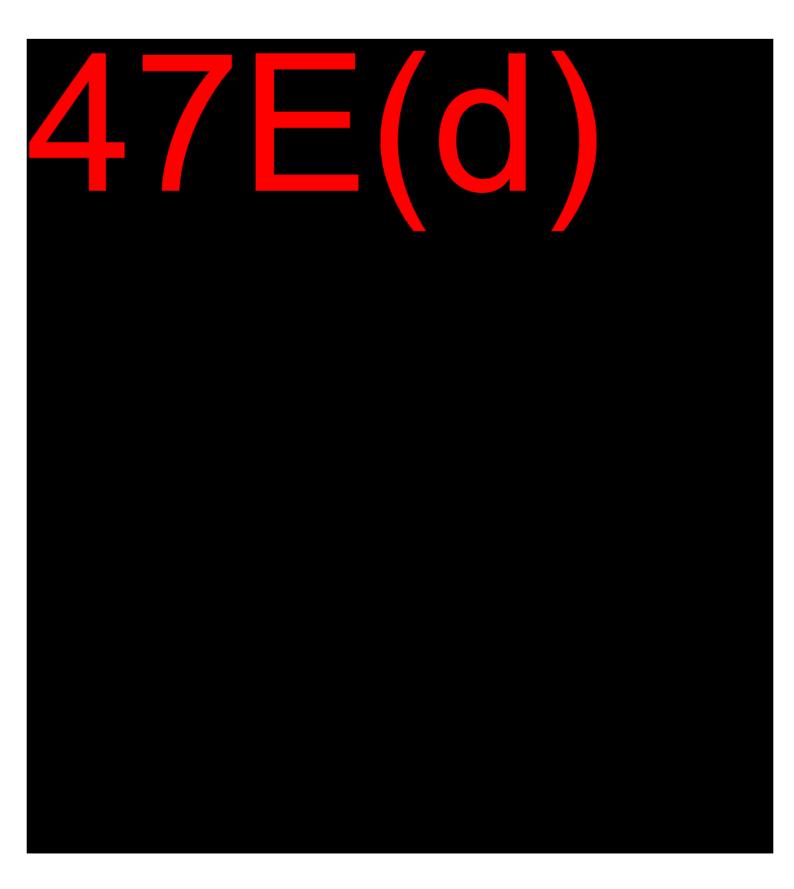
*If you are requesting non-personal information, the details at Questions 2, 3 and 6 are optional

ØS.

Part C **About the DVA Client** Complete this Part if you are requesting access to information about a DVA client (including if the information is about you) Surname Given name(s) 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) OR N/A 17. Authority to request personal I, the DVA client above (or a person with appropriate authority), authorise the applicant at Part B information to request the information at Part A that relates to me. I authorise DVA to deal with the applicant with regard to my information.

Date

Part D		Access Request
	the method of access most ap	propriate to your circumstances. If you do not make a selection, DVA will process your request outside
of the legislative		
• You can as		islative framework to documents and information held by DVA.
If you have that claim.		ilitary Rehabilitation and Compensation Act 2004 (MRCA), you have a right to documents related to
*An active clain	n is a claim that has not yet b	een ultimately determined.
I woul	ld like to request access unde	rs 331 of the MRCA.
documents	related to that claim.	afety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), you have a right to
*An active clain	n is a claim that has not yet b	een ultimately determined.
I woul	ld like to request access unde	rs 59 of the DRCA.
Principle (A	APP) 12, as set out in the Priva	
I woul	ld like to request access unde	r APP 12.
	•	om DVA under the Freedom of Information Act 1982 (the FOI Act)
✓ I woul	ld like to make a request unde	r s 15 of the FOI Act.
charges.	ges. All other FOI Act requests fied if charges are payable in r	may be subject to charges. Requests under other access mechanisms will not be subject to fees or relation to your request.
MODE OF ACCE	SS	
		and information to me (the applicant)/my representative.
	ange for me to inspect the doc	
SUBMITTING AN	APPLICATION	
By Post: Inforn Depar GPO E	nation.access@dva.gov.au nation Access tment of Veterans' Affairs Box 9998 BANE QLD 4001	
		OFFICE USE ONLY
Date received	/ /	Ref File Nos.
Comments	, ,	





Information Commissioner

Reference code: 47E(d)

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\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	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	1		
National Disability Insurance Agen	су		
Norfolk Island Regional Council			
Services Australia			
The Australian National University	,		
Other			
Please provide your internal FOI references 47E(d)	e number for this notifica	tion or request: *	
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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 Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

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



Why did you decide not to approach the applicant for an extension of time under s 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)



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). *



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 into business area
47E(d) - Ack email sent
47E(d) - Ack email sent
47E(d) - Review of request and draft of search minutes and sent to business area
47E(d) - search minute due for response
47E(d) follow up to business area for a response to search minutes

What work is required to finalise the request? *

Business area to provide information Review information provided to meet scope Decision letter

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *



Uncertain of amount of documents at this stage until response is received and consultation to the business area - this could be potentially be voluminous.

Business area has competing priorities and have not been able to provide a response at this stage

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 *

Business area has provided a time frame when documents will be provided intentions to prioritise request for release 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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FW FO Request [SEC=OFFICIAL].pdf

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

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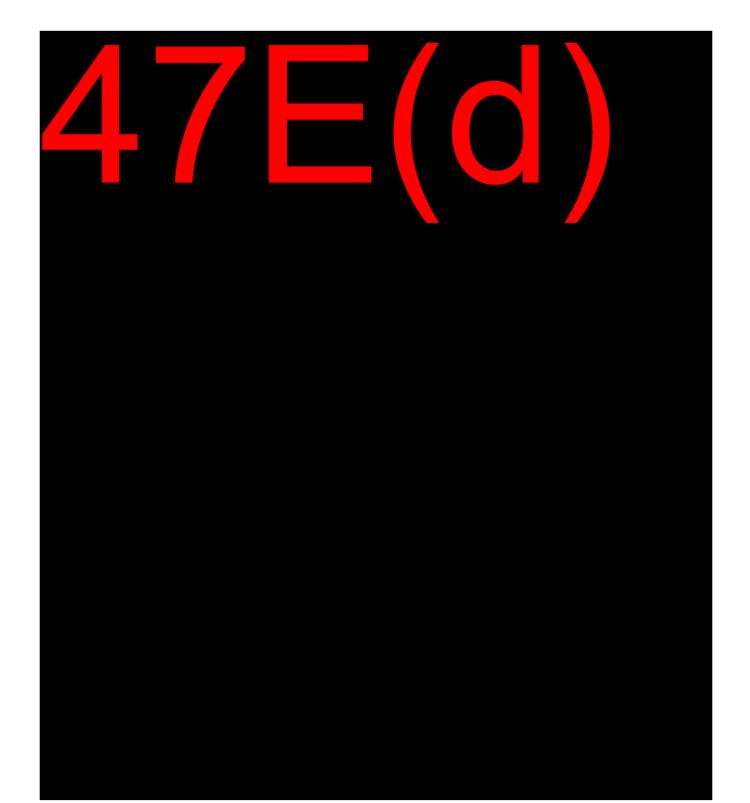
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	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

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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			
Please provide your internal FOI reference n	number for this notifica	ation or request: *	
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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 Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

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



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? *

No concerns, extension granted for 30 days

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)



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

Yes, OAIC provided a 30 day 15AB extension in addition to the 15AA extension.

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. *

- 15AA extension was granted after processing of FOI began late.
 15AB extension was granted after large scope of request meant redactions were not completed in time.
- 15AC extension request made when redactions were still not complete in time.

What work is required to finalise the request? *

Redactions have finally been completed, so all that remains is quality assurance of final release pack.

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

The initial release pack was in excess of 5000 pages. After redactions and first stage of quality assurance, this has been reduced to approximately 1000 pages.

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

Nο

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 *

As our quality assurance team usually has a 1-2 day turnaround, we hope to provide the final decision to the applicant by today. We are requesting 7 days in case of any unforeseen issues.

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.

Original request pdf

Original 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.

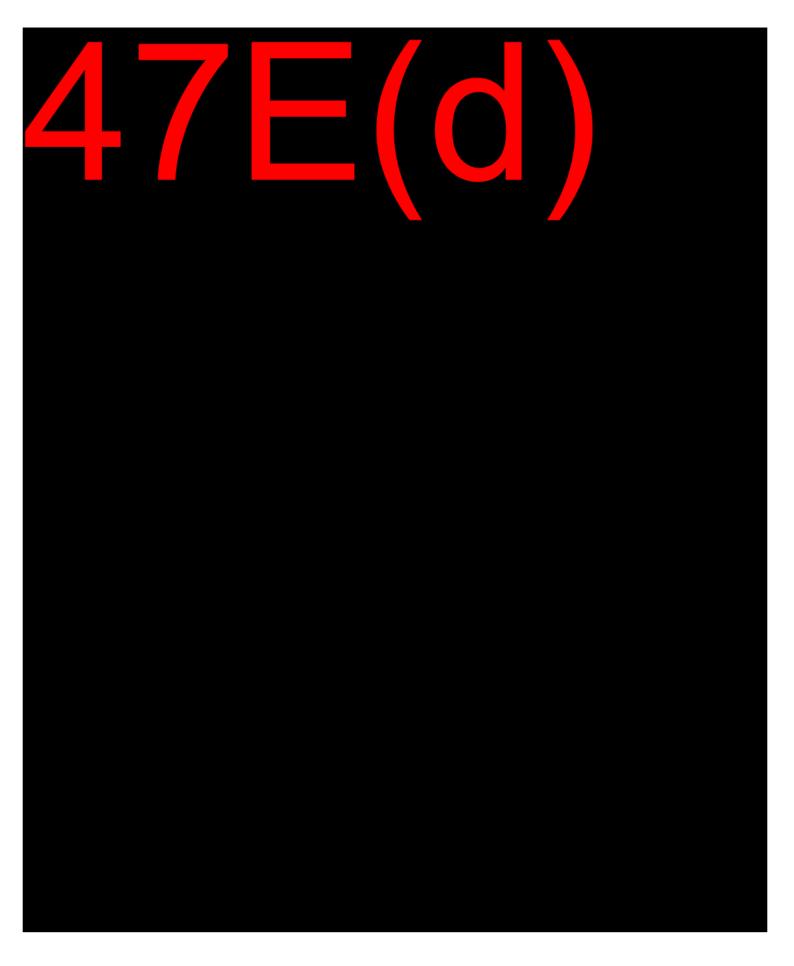
When you are ready to submit your form, click the Submit button below.

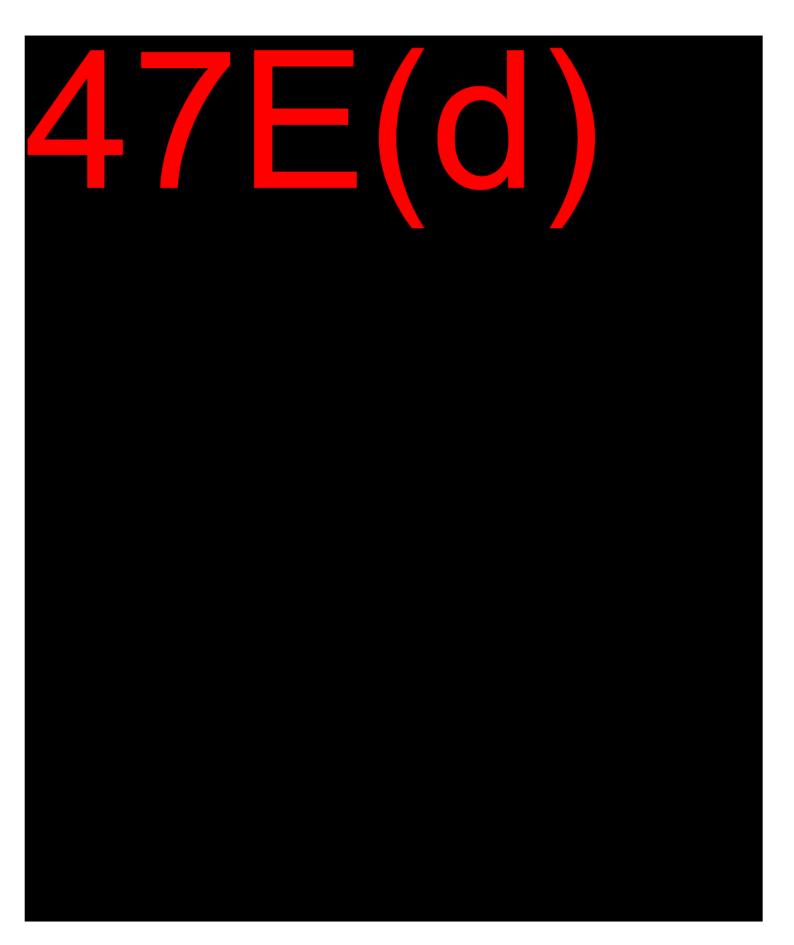
Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

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.







Information Commissioner

Reference code: 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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

Deli	ore you start
	ure you are using the correct form, please select one of the following options. I am notifying of or requesting an extension of time
	am requesting a review of an FOI decision
$\tilde{\bigcirc}$	want to complain about the handling of my FOI request
l am su	bmitting this notification or request on behalf of: *
	Australian Government Agency
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Age	ency details
\bigcirc	Administrative Appeals Tribunal
\bigcirc	Attorney-General's Department
\bigcirc	Australian Broadcasting Corporation
\bigcirc	Australian Federal Police
\bigcirc	Australian Prudential Regulation Authority
\bigcirc	Australian Securities and Investments Commission
\bigcirc	Australian Taxation Office
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)
\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

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Department of	Social Services			
Department of t	he Treasury			
Department of Y	Veterans' Affairs			
Immigration As	sessment Authority			
National Disabi	lity Insurance Agency			
Norfolk Island F	Regional Council			
Services Austra	alia			
The Australian	National University			
Other				
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must provi	de an email d	or postal ad	dress so tha	t we can send you
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Given name *			amily name *	
Joshua			s47E(c) / s47E(d)	
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Postal address				
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Other contact details (e		dragg		

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 Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

Date you received the FOI request *



Current date the decision is due *



Requested length of extension (number of days)

112

New decision due date if extension granted *



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



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? *

15AA extension previosuly requested on 47E(d) . NIL response 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)



Please list these and how they have impacted on the due date for the FOI application $\,^\star$

s 27 - the request was extended as the Department was required to consult with multiple third parties.

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). *



Please describe the applicant's concerns. *



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. *

```
Request received 47E(d)
15AA extension of time requested
                                                                - no response received
15AB extension of time requested
                                                            . Granted 14 day extension
                       several third parties identified within the documents. Time extended under s 27. Applicant notified
                      various third parties consulted. Responses from third parties received between
                   Initial review of document bundle alongside emails from third parties undertaken. Several third parties
did not provide a response.
47E(d) email sent to internal 47E(d) team to review bundle and provide feedback regarding release of 47E information contained in the documents.
15AB rejected on 47E(d) - received by delegate on Response from internal 47E(d) team received 747E(d)
                                                                            . Review of these comments and further review of
documents undertaken
Email sent to 47E(d) seeking advice on sensitivities Response received from 47E(d) ad
                                                                  advising information access unit to consult with
regarding sensitivities.
Correspondence drafted to
                                     E(d) . Sent on 47E(d)
                                                                    after internal correspondence between information access
officers regarding same.
Various correspondence betweer 47E(d) and same given the age and contents of documents.
                                                      and information access unit regarding documents and ability to assess
Response regarding sensitivities and concerns received 47(E(d))
Further review of documents undertaken by delegate and further redactions applied.
Decision letter and draft bundle sent for review to 47(E(d))
 Amendments made and bundle sent for further review by 47E(d)
Clearance by 47E(d)
Decision and bundle sent to quality assurance team for review 47
Clearance received from quality assurance team 47E(d)
Documents sent to secretary for review as requested 47E(d)
Response from Secretary received 47.E(d) Delegate received Further amendments made and approved by quality assurance team
Confirmation received from Secretary that bundle is fine to be released
```

What work is required to finalise the request? *

The bundle has been finalised and is ready to be sent.

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

5 documents were covered by the scope of the request. Numerous complexities arose regarding the contents of the documents, as well as the age of the documents.

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

Yes - there are mulitple agencies with an interest in the request that have been consulted. Some agencies did not respond. All response received were considered by the delegate.

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 decision has been finalised and is ready to be sent.

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) 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
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- in total be no larger than 20MB.

Submission

Submitting your request

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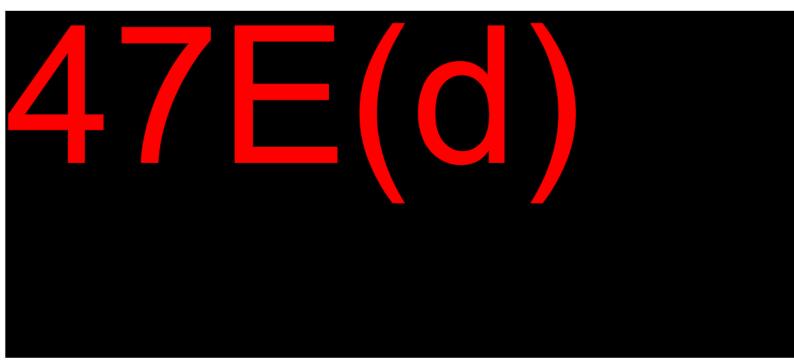
When you are ready to submit your form, click the Submit button below.

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.



s47E(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.

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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.

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- 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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

Deli	ore you start
	ure you are using the correct form, please select one of the following options. I am notifying of or requesting an extension of time
	am requesting a review of an FOI decision
$\tilde{\bigcirc}$	want to complain about the handling of my FOI request
l am su	bmitting this notification or request on behalf of: *
	Australian Government Agency
\bigcirc	Minister
Age	ency details
\bigcirc	Administrative Appeals Tribunal
\bigcirc	Attorney-General's Department
\bigcirc	Australian Broadcasting Corporation
\bigcirc	Australian Federal Police
\bigcirc	Australian Prudential Regulation Authority
\bigcirc	Australian Securities and Investments Commission
\bigcirc	Australian Taxation Office
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)
\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

Department of the F	Prime Minister and C	abinet			
Department of Soci	al Services				
Department of the 1	Γreasury				
Department of Vete	erans' Affairs				
Immigration Asses	sment Authority				
National Disability	Insurance Agency				
Norfolk Island Regi	onal Council				
Services Australia					
The Australian Nati	onal University				
Other					
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Please note must provide notices. Title Mr Biven name * Monambi Preferred contact method () Email Email address * (please note) Information.access@dva.	you must provide at le	east one contact met Post nail address)	Family name * S47E(e) / S47E(d) thod) * Other		
Please note must provide notices. Title Mr Siven name * Monambi Preferred contact method () Email Information.access@dva. Phone (daytime) Include area code	Phone te the agency FOI em	east one contact met Post nail address)	Family name * S47E(e) / S47E(d) thod) * Other		

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 Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

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



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? *

Called the applicant on 29 June 2022 to explain that due to complexity and volume of the request, more time was required to process claim. 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)



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

The OAIC granted a 15AB extension until 29 June 2022

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 describe the applicant's concerns. *

s47E(d)

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. *

Document bundles totalling approximately 3500 pages have been compiled and redacted. 50 hours of work has been allocated to this request to date. As the decision is almost finalised, an extension will ensure the decision can be delivered to the applicant.

What work is required to finalise the request? *

Final quality assurance feedback needs to be implemented on the release pack and the decision letter.

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

The request required processing over 400 individual documents and emails, compiling them, reviewing them and redacting them.

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 final quality assurance comments are being implemented by the Information Access team currently, and the decision will be delivered to the applicant as soon as possible.

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.

Regest.pdf

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

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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.

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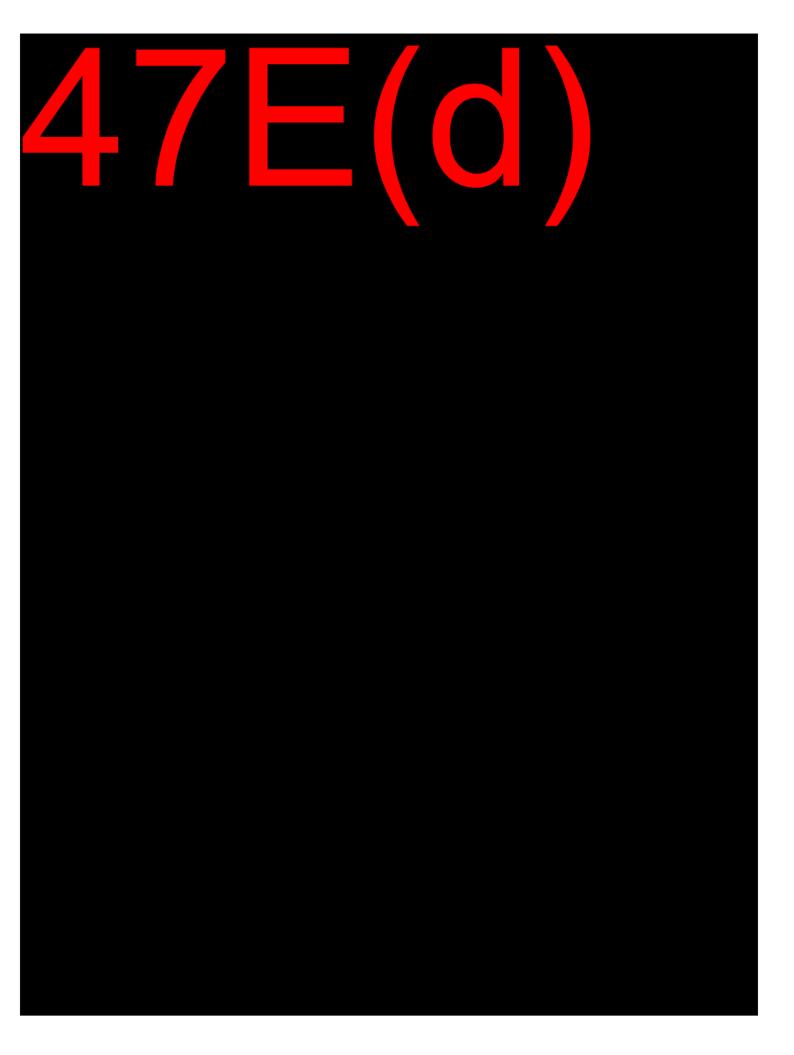
Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

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.







Information Commissioner

Reference code: 47E(d)

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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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

Deli	ore you start
	ure you are using the correct form, please select one of the following options. I am notifying of or requesting an extension of time
	am requesting a review of an FOI decision
$\tilde{\bigcirc}$	want to complain about the handling of my FOI request
l am su	bmitting this notification or request on behalf of: *
	Australian Government Agency
\bigcirc	Minister
Age	ency details
\bigcirc	Administrative Appeals Tribunal
\bigcirc	Attorney-General's Department
\bigcirc	Australian Broadcasting Corporation
\bigcirc	Australian Federal Police
\bigcirc	Australian Prudential Regulation Authority
\bigcirc	Australian Securities and Investments Commission
\bigcirc	Australian Taxation Office
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)
\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

\smile					
Department of the P	rime Minister and C	Cabinet			
Department of Social	al Services				
Department of the T	reasury				
Department of Veter	ans' Affairs				
Immigration Assess	ment Authority				
National Disability In	nsurance Agency				
Norfolk Island Region	onal Council				
Services Australia					
The Australian Nation	onal University				
Other					
Please provide your interna	al FOI reference nur	mber for this notificat	tion or request: *		
/a daka!!a					
our details Please note t	hat we are	unable to	accept anon	ymous requests. Yo)u
Please note t			-	ymous requests. Yout we can send you	ou
Please note t must provide notices.			-	•	ou
Please note t must provide notices.			ddress so tha	at we can send you	ou .
Please note to must provide notices. Fitte Mr Given name *	an email o	or postal ad	Family name *	at we can send you	
Please note to must provide notices. Fitle Mr Given name * Joshua	an email o	or postal ad	Family name *	at we can send you	ou —
Please note to must provide notices. Fitle Mr Given name * Joshua Preferred contact method (yellow)	ou must provide at l	Post	Family name * Position number 623	at we can send you	
Please note to must provide notices. Fitle Mr Given name * Joshua Preferred contact method (yellow)	ou must provide at I Phone e the agency FOI en	Post	Family name * Position number 623	at we can send you	
Please note to must provide notices. Fitle Mr Given name * Joshua Preferred contact method (young) Email Email address * (please note joshua gov.)	ou must provide at I Phone e the agency FOI en	Post	Family name * Position number 623	at we can send you	
Please note to must provide notices. Fitle Mr Given name * Joshua Preferred contact method (year) Email	ou must provide at I Phone e the agency FOI en	Post	Family name * Position number 623 thod) * Other	at we can send you	
Please note to must provide notices. Fitle Mr Given name * Joshua Preferred contact method (young) Email address * (please note joshua preferred @dva.gov.) Phone (daytime)	ou must provide at I Phone e the agency FOI en	Post	Family name * Position number 623 thod) * Other	at we can send you	Du
Please note to must provide notices. Fitle Mr Given name * Joshua Preferred contact method (young) Email address * (please note joshua programa) @dva.gov. Phone (daytime) Include area code	ou must provide at l Phone e the agency FOI en	Post	Family name * Position number 623 thod) * Other	at we can send you	Du

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 Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * FOI representative details Business name of applicant representative (if any) Preferred contact method (you must provide at least one contact method) * Other Email Phone Post Email address * Phone (daytime) Mobile Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address)

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 not, an application will need to be made under s 15AB. *
Yes No
You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.
If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.
Date you received the FOI request *
47E(d)
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 *
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. *

Request mailed in on the 47E(d) however the area where mailed in requests are kept was not reviewed until Team was notified or allocation on well y with case with QA on the Team.

What work is required to finalise the request? *

Final QA check after initial QA feedback addressed, should be done by COB today 47E(d)

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

Not complex, 870 pages in total

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 *

have already called the applicant and apologised for the delay. Decision is to be sent today with 15AC completed in order to provide applicant review rights.

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.

Information Access - Request for Information - s47E(d)

.P

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.

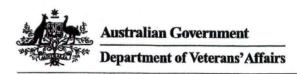
When you are ready to submit your form, click the Submit button below.

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.



Information Access **Application Form**

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

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.

Please contact:

Post:

Defence Archives

PO Box 225

QUEENSCLIFF 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

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.

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

s47E(d)	,

Part B

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

- 5. If you are requesting information abo a DVA client, what is your relationship to the client (e.g. self, advocate, wido next of kin)?
- 6. Applicant's signature*

*If you are requesting non-personal informa

Part C

Complete this Part if you are requesting acc

- 7. Surname
- 8. Given name(s)
- Other name(s) by which the client ma 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 AC	CESS
You may select of the legislative Please tick one	
	k for access outside of the legislative framework to documents and information held by DVA.
	ld like to request administrative access to information.
 If you have that claim. 	an active* claim under the Military Rehabilitation and Compensation Act 2004 (MRCA), you have a right to documents related to
*An active clain	n is a claim that has not yet been ultimately determined.
☐ I wou	d like to request access under s 331 of the MRCA.
documents	an active* claim under the Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), you have a right to related to that claim. In is a claim that has not yet been ultimately determined.
	Id like to request access under s 59 of the DRCA.
• If you are s Principle (A	eeking information or documents about yourself, you have a right to access the information or documents under Australian Privacy APP) 12, as set out in the Privacy Act. Id like to request access under APP 12.
	right to request documents from DVA under the <i>Freedom of Information Act 1982</i> (the FOI Act) d like to make a request under s 15 of the FOI Act,
Charges	
to fees or charge charges.	dom of Information Act 1982 (the FOI Act), individuals who make an application for their own personal information will not be subject tes. All other FOI Act requests may be subject to charges. Requests under other access mechanisms will not be subject to fees or field if charges are payable in relation to your request.
	vard a copy of the documents and information to me (the applicant)/my representative. In the documents and information to me (the applicant)/my representative.
SUBMITTING AN	APPLICATION
By Post: Inform Depar GPO E	nation.access@dva.gov.au nation Access tment of Veterans' Affairs Box 9998 BANE QLD 4001
1	
	OFFICE USE ONLY
Date received	/ / Ref File Nos.
Comments	
Jamaiono	



Information Commissioner

Reference code: 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.

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

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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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

Deli	ore you start
	ure you are using the correct form, please select one of the following options. I am notifying of or requesting an extension of time
	am requesting a review of an FOI decision
$\tilde{\bigcirc}$	want to complain about the handling of my FOI request
l am su	bmitting this notification or request on behalf of: *
	Australian Government Agency
\bigcirc	Minister
Age	ency details
\bigcirc	Administrative Appeals Tribunal
\bigcirc	Attorney-General's Department
\bigcirc	Australian Broadcasting Corporation
\bigcirc	Australian Federal Police
\bigcirc	Australian Prudential Regulation Authority
\bigcirc	Australian Securities and Investments Commission
\bigcirc	Australian Taxation Office
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)
\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

Department of the	Prime Minister and 0	Cabinet		
Department of Soc	ial Services			
Department of the	Treasury			
Department of Vet	erans' Affairs			
Immigration Asses	ssment Authority			
National Disability	Insurance Agency			
Norfolk Island Reg	ional Council			
Services Australia				
The Australian Na	tional University			
Other				
Please provide your inter		-	ion or request: *	
Your details				
				ymous requests. You t we can send you
Mrs				
Given name *			Family name *	
Amy			Position Number 6223	32671
Preferred contact method (you must provide at I	least one contact met	hod) *	
Email	Phone	Post	Other	
Email address * (please no	ote the agency FOI en	nail address)		J
Information.access@dva	.gov.au			
Phone (daytime)			Mobile	
Include area code				
Postal address				
Start typing full address i	nere			
Other contact details (eg. fa	ax or international add	dress)		

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 Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

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



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

Request was already deemed

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)



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). *



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. *

Request was not located till after statutory time frames had passed and was registered on 47E(d) request has been registered, ack email sent, reviewed documents held, searches conducted information located, redaction applied and will be released today

I have contacted requester and advised that we will be releasing these documents today via email.

What work is required to finalise the request? *

None - Request will be released today to requester

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

No complexity, request was not received into the information access mail box for processing until after deemed.

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 *

Request will be released today to the requester

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.

Information Access - Request for Information - s47E(d)

<u>.Р</u>...

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.



Information Access Application Form

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.

Please contact:

Post: D

Defence Archives

PO Box 225

QUEENSCLIFF 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

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.

 Please describe as clearly as possible the documents or Information you are seeking to access

017	
54/	

- 2. Surname*
- 3. Given name(s)*
- Please provide at least one method of contacting you in writing
- **S** 22

- If you are requesting information abou 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 informa

Part C

Complete this Part if you are requesting acce

- 7. Surname
- 8. Given name(s)
- 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

Part D	Acc	cess Request
METHOD OF AC	CCESS	
You may select of the legislative		te to your circumstances. If you do not make a selection, DVA will process your request outside
Please tick one		
processory.		framework to documents and information held by DVA.
	ıld like to request administrative acces	
 If you have that claim. 		ehabilitation and Compensation Act 2004 (MRCA), you have a right to documents related to
*An active clair	m is a claim that has not yet been ultii	mately determined.
l wou	lld like to request access under s 331 (of the MRCA.
	e an active* claim under the Safety, Res related to that claim.	ehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), you have a right to
*An active clair	m is a claim that has not yet been ultir	mately determined.
I wou	ıld like to request access under s 59 of	f the DRCA.
	seeking information or documents about APP) 12, as set out in the Privacy Act.	out yourself, you have a right to access the information or documents under Australian Privacy
I wou	ld like to request access under APP 12	Σ.
		under the Freedom of Information Act 1982 (the FOI Act)
I Wou	lld like to make a request under s 15 o	of the POLACE.
Charges Under the Free	dom of Information Act 1982 (the FOL)	Act), individuals who make an application for their own personal information will not be subject
to fees or charg		subject to charges. Requests under other access mechanisms will not be subject to fees or
charges.	ified if charges are payable in relation t	to your request
TOU WIN DE NOU	nica ii charges are payable iii relation i	to your request.
MODE OF ACCE	ess	
		ormation to me (the applicant)/my representative.
	ange for me to inspect the documents.	
Troadc arre	unge for the to mapeer the documents.	
SUBMITTING A	N APPLICATION	
By email: inform	nation.access@dva.gov.au	
By Post: Inform		
GPO I	rtment of Veterans' Affairs Box 9998	
BRISE	BANE QLD 4001	
-		OFFICE HEE ONLY
		OFFICE USE ONLY
Date received	/ / Ref	File Nos.
Comments		A



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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

Deli	ore you start
	ure you are using the correct form, please select one of the following options. I am notifying of or requesting an extension of time
	am requesting a review of an FOI decision
$\tilde{\bigcirc}$	want to complain about the handling of my FOI request
l am su	bmitting this notification or request on behalf of: *
	Australian Government Agency
\bigcirc	Minister
Age	ency details
\bigcirc	Administrative Appeals Tribunal
\bigcirc	Attorney-General's Department
\bigcirc	Australian Broadcasting Corporation
\bigcirc	Australian Federal Police
\bigcirc	Australian Prudential Regulation Authority
\bigcirc	Australian Securities and Investments Commission
\bigcirc	Australian Taxation Office
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)
\bigcirc	Comcare
\bigcirc	Commonwealth Ombudsman
\bigcirc	Department of Agriculture, Water and the Environment
\bigcirc	Department of Defence
	Department of Foreign Affairs and Trade
0	Department of Health
	Department of Home Affairs

Department of Industry, Science, Energy and Resources

Department of the Prime Mi	inister and Cabinet		
Department of Social Service	ces		
Department of the Treasury			
Department of Veterans' Aff	airs		
Immigration Assessment A	uthority		
National Disability Insuranc	e Agency		
Norfolk Island Regional Cou	uncil		
Services Australia			
The Australian National Uni	versity		
Other			
Please provide your internal FOI re	eference number for this notific	ation or request: *	
/			
			ymous requests. You
Please note that			ymous requests. You It we can send you
Please note that must provide an endices.		ddress so tha	
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Please note that a must provide an e notices. Fitle Mrs Given name * Marilene	email or postal a	Family name *	
Please note that a must provide an a notices. Fitle Mrs Given name * Marilene Preferred contact method (you must	email or postal a	Family name * 62211035 ethod) *	
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Phone (daytime)	email or postal a provide at least one contact m one Post ency FOI email address)	Family name * 62211035 ethod) * Other	
Please note that a must provide an a notices. Fitle Mrs Given name * Marilene Preferred contact method (you must provide and address * (please note the age place) INFORMATION.ACCESS@dva.ge Phone (daytime) Include area code	email or postal a provide at least one contact m one Post ency FOI email address)	Family name * 62211035 ethod) * Other	

FOI applicant details

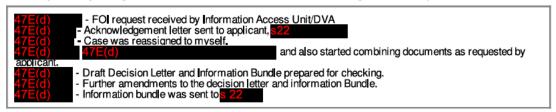
Is the FOI applicant * an Individual an Organisation Title Given name * Family name * Preferred contact method (you must provide at least one contact method) * Email Phone Post Other Email address * Phone (daytime) Mobile Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * FOI representative details Business name of applicant representative (if any) Preferred contact method (you must provide at least one contact method) * Other Email Phone Post Email address * Phone (daytime) Mobile Postal address Start typing full address here.. Other contact details (eg. fax or international address) Requestor name was \$22

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 not, an application will need to be made under s 15AB. * Yes No You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request. If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time
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 not, an application will need to be made under s 15AB. * Yes No You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.
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 not, an application will need to be made under s 15AB. * Yes No You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.
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 not, an application will need to be made under s 15AB. * Yes No You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.
Extension where amendment/annotation request not made in time (s 51DA) Has the statutory time period for processing already run out? If not, an application will need to be made under s 15AB. * Yes No You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.
Has the statutory time period for processing already run out? If not, an application will need to be made under s 15AB. * Yes No You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.
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If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time
request, please advise us in writing as soon as possible.
Date you received the FOI request *
47E(d)
Current date the decision is due *
47E(d)
Requested length of extension (number of days)
3
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 *
There was an oversight in the part of the delegate to advise the advocate and the OAIC. The oversight was due to the delegate being 47E(d) Even though a decision was made on the 47E(d) an oversight was done to inform the OAIC of the 15AC.
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. *



What work is required to finalise the request? *

N/A. Information bundle sent to \$22 47E(d)

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

Applicant has requested 47E(d)
There was a total of 163 pages of information bundle 47E(d)

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

No as this is a personal request.

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 *

N/A. The information bundle was sent on the 47E(d)

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:

- 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.

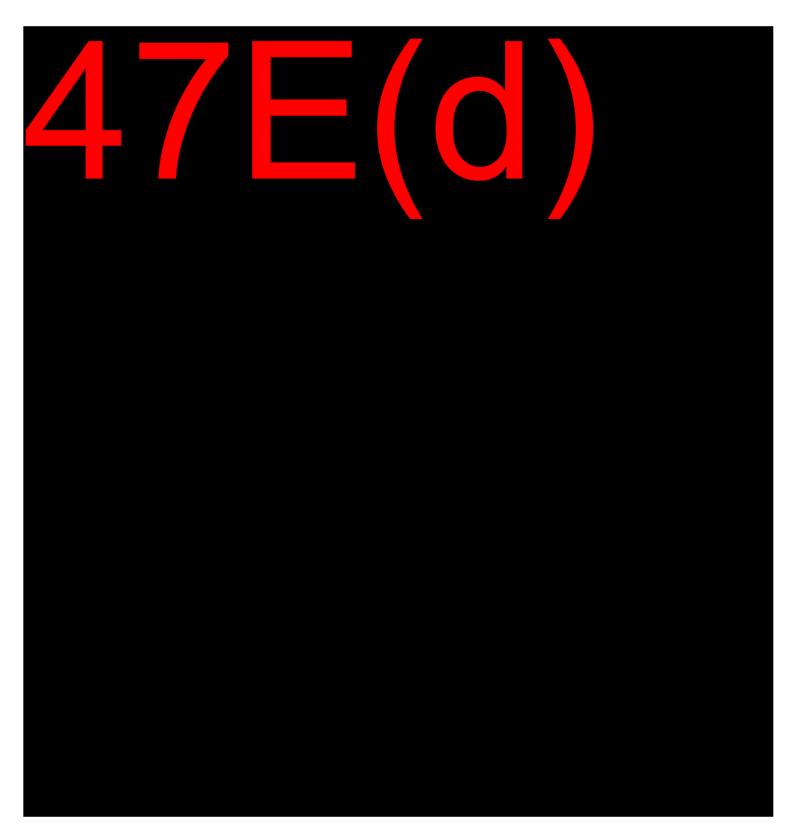
When you are ready to submit your form, click the Submit button below.

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.





Reference code: 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.

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- 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? subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20proc essing%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.

Deli	ore you start					
	ure 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					
$\tilde{\bigcirc}$	want to complain about the handling of my FOI request					
l am su	bmitting this notification or request on behalf of: *					
	Australian Government Agency					
\bigcirc	Minister					
Age	ency details					
\bigcirc	Administrative Appeals Tribunal					
\bigcirc	Attorney-General's Department					
\bigcirc	Australian Broadcasting Corporation					
\bigcirc	Australian Federal Police					
\bigcirc	Australian Prudential Regulation Authority					
\bigcirc	Australian Securities and Investments Commission					
\bigcirc	Australian Taxation Office					
\bigcirc	Australian Transaction Reports and Analysis Centre (AUSTRAC)					
\bigcirc	Comcare					
\bigcirc	Commonwealth Ombudsman					
\bigcirc	Department of Agriculture, Water and the Environment					
\bigcirc	Department of Defence					
	Department of Foreign Affairs and Trade					
0	Department of Health					
	Department of Home Affairs					

Department of Industry, Science, Energy and Resources

Department of the P	rime Minister and Ca	abinet			
Department of Social	al Services				
Department of the T	reasury				
Department of Veter	rans' Affairs				
Immigration Assess	sment Authority				
National Disability I	nsurance Agency				
Norfolk Island Region	onal Council				
Services Australia					
The Australian Nation	onal University				
Other					
FOI reference	e number				
Please provide your interna	al FOI reference num	ber for this notification	on or request: *		
s47E(d)			·		
Your details					
must provide notices.				mous requests. You t we can send you	u
must provide					u
must provide notices.		r postal ad	dress so tha		u
must provide notices. Title Ms Given name *		r postal ad	dress so tha		ou —
must provide notices. Title Ms Given name * Jasmine	an email o	r postal ad	Family name *		ou
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must provide notices. Title Ms Given name * Jasmine Preferred contact method (y Email Email address * (please note information access@dva.e) Phone (daytime)	ou must provide at lea	r postal ad past one contact meth Post ail address)	Family name * \$47E(6)/\$47E(0) thod) *		
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must provide notices. Title Ms Given name * Jasmine Preferred contact method (y) Email Email address * (please note information_access@dva.e) Phone (daytime) Include area code Postal address	ou must provide at lea Phone e the agency FOI ema	r postal ad past one contact meth Post ail address)	Family name * \$47E(c) / \$47E(d) hod) * Other		
must provide notices. Title Ms Given name * Jasmine Preferred contact method (y) Email Email address * (please note information access@dva.g) Phone (daytime) Include area code	ou must provide at lea Phone e the agency FOI ema	r postal ad past one contact meth Post ail address)	Family name * \$47E(c) / \$47E(d) hod) * Other		

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 Include area code Postal address Start typing full address here.. Other contact details (eg. fax or international address) Is the FOI applicant represented * Yes 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 not, an application will need to be made under s 15AB. *

Yes No

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

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



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? *

No concerns raised at the time of seeking a 15AA extension.

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



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. *

Request received 4.7E(d)
Notification received on 4.7E(d)
Notification received on 4.7E(d)
Public holidays between 4.7E(d)
Telephone call on 4.7E(d)
Public Holiday 4.7E(d)
Public Holi

What work is required to finalise the request? *

The decision has been drafted and the bundle finalised. We are seeking a 15AC extension of time to allow the decision to be sent.

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

The scope of the request was for 47E(d)

The complexity of the request was due to the delays in receiving the 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 *

The decision has been drafted and the bundle finalised. We are seeking a 15AC extension of time to allow the decision to be sent

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.

DVA3a.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.

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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.

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.

Information Access Application Form

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.

Please contact:

Post: Defe

Defence Archives PO Box 225

QUEENSCLIFF VIC 3225

Phone: 18

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

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.

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



Part B Surname* 2. Given name(s)* 3. 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)? Applicant's signature* *If you are requesting non-personal information **About the DVA Client** Part C Complete this Part if you are requesting access to information about a DVA client (including if the information is about you) Surname Given name(s) Other name(s) by which the client may 9. 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) OR 17. Authority to request personal I, the DVA client above (or a person with appropriate authority), authorise the applicant at Part B to request the information at Part A that relates to me. I authorise DVA to deal with the applicant

with regard to my information.

S

information

18. Signature

Date

Part D		Access Request				
METHOD OF AC	CESS					
You may select to of the legislative Please tick one	e framework.	propriate to your circumstances.	If you do not make a selection, DVA will process your request outside			
You can as		islative framework to documents are access to information.	and information held by DVA.			
 If you have that claim. 	If you have an active* claim under the Military Rehabilitation and Compensation Act 2004 (MRCA), you have a right to documents related					
*An active clain	n is a claim that has not yet b	een ultimately determined.				
I woul	d like to request access unde	rs 331 of the MRCA.				
documents	If you have an active* claim under the Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), you have a right documents related to that claim. An active claim is a claim that has not yet been ultimately determined.					
	d like to request access unde	,				
If you are s Principle (A						
		om DVA under the <i>Freedom of Inf</i>	formation Act 1982 (the FOI Act)			
	d like to make a request unde		omatom/loc 2002 (illo 101/loc)			
charges.	fied if charges are payable in r		lests under other access mechanisms will not be subject to fees or			
MODE OF ACCE	SS					
Please forw	vard a copy of the documents	and information to me (the applic	cant)/my representative.			
Please arra	ange for me to inspect the doc	uments.				
SUBMITTING AN	APPLICATION					
	nation.access@dva.gov.au					
GPO E	nation Access tment of Veterans' Affairs Box 9998 BANE QLD 4001					
		OFFICE USE O	DNLY			
Date received	/ /	Ref	File Nos.			
Comments						