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

This request was acknowledged by a Departmental registration officer on 30 May 2022 and allocated to me for processing on 31 May 2022. The work undertaken to date can be summarised as follows:

8/06/2022: preliminary document search exercise undertaken 10/06/2022: document retrieval, with documents likely to be in scope over 500 pages

10/06/2022: email sent to applicant exploring the possibility of a revision of scope, noting the volume of documents likely to be in scope

- 20/06/2022: further document search and scoping exercise undertaken. As no response received from the applicant, attempted to make contact with the applicant via telephone.

21/06/2022: successfully made contact with the applicant via phone and arranged to discuss the request later that day. Two unsuccessful attempts to make contact with the applicant via phone later that day as arranged.

- 22/06/2022: Further unsuccessful attempt to make contact with the applicant via phone later that day as arranged.

- 22/06/2022: Further unsuccessful attempt to make contact with the applicant via phone, left a message advising I would follow up by email. Email sent to applicant seeking extension of time under s 15AA.

- 22/06/2022: Review of document bundle commenced.

What work is required to finalise the request? \*

Further review of the document bundle is required for this request. The document bundle is over 500 pages and the Department is required to review material in line with relevant provisions of the FOI Act. 47 E(c)

A Statement of Reasons will then need to be drarted under s 25 or the FOI Act. Further time is also required for the Department's quality assurance team to review the decision prior to its release. An extension of time will enable the Department to ensure a full and proper decision can be made regarding this request.

Why is the request considered complex or voluminous? \*

documents likely to be in scope are over 500 pages.

Due to the breadth of the scope of this request, the

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

No

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

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

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

Files you attach must:

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

- FOI Request.pdf

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

Files you attach must:

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

### Submission

### Submitting your request

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

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

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

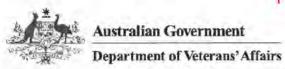
Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

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

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

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

# 47E(d)



# 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 <a href="https://www.defence.gov.au">www.defence.gov.au</a>.

Please contact:

Post: Defence Archives

PO Box 225

**OUEENSCLIFF 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

### **About the Applicant**

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

5. If you are requesting information about a DVA client, what is your relationship

to the client (e.g. self, advocate, widow,

6. Applicant's signature\*

next of kin)?

\*If you are requesting non-personal information

### Part C

Complete this Part if you are requesting access

- 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

-			•
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-	n		

### **Access Request**

### METHOD OF ACCESS

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

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

### Charges

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

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

### MODE OF ACCESS

West at Meane	
✓ Please forward a copy of the documents and information to me (the applicant)/my representative.	
Please arrange for me to inspect the documents.	

### SUBMITTING AN APPLICATION

By email: information.access@dva.gov.au

By Post: Information Access

Department of Veterans' Affairs

GPO Box 9998 BRISBANE QLD 4001

			0	FFICE USE ONLY	
Date received	1	1	Ref	File Nos.	
Comments					
Comments					



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

Before you start

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

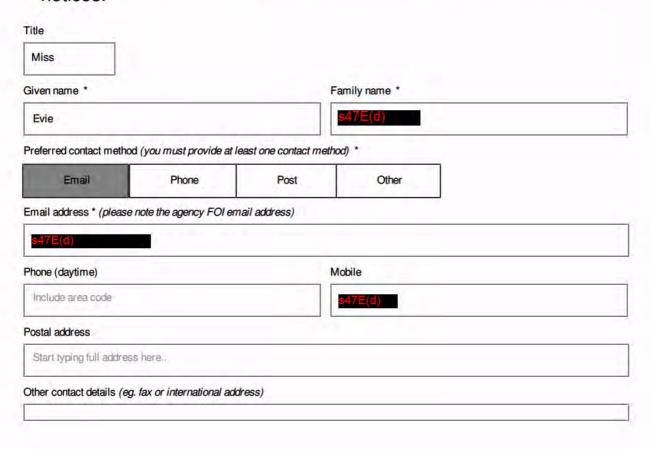
If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our privacy policy (http://www.oaic.gov.au/privacy-policy-summary) available on our website.

To	ensure you are using the correct form, please select one of the following options. *
0	I am notifying of or requesting an extension of time
C	I am requesting a review of an FOI decision
C	I want to complain about the handling of my FOI request
l an	submitting this notification or request on behalf of: *
0	Australian Government Agency
C	Minister
A	gency details
	Administrative Appeals Tribunal
	Attorney-General's Department
(	Australian Broadcasting Corporation
C	Australian Federal Police
	Australian Prudential Regulation Authority
(	Australian Securities and Investments Commission
(	Australian Taxation Office
(	Australian Transaction Reports and Analysis Centre (AUSTRAC)
	Comcare
(	Commonwealth Ombudsman
	Department of Agriculture, Water and the Environment
(	Department of Defence
(	Department of Foreign Affairs and Trade
(	Department of Health
(	Department of Home Affairs
(	Department of Industry, Science, Energy and Resources

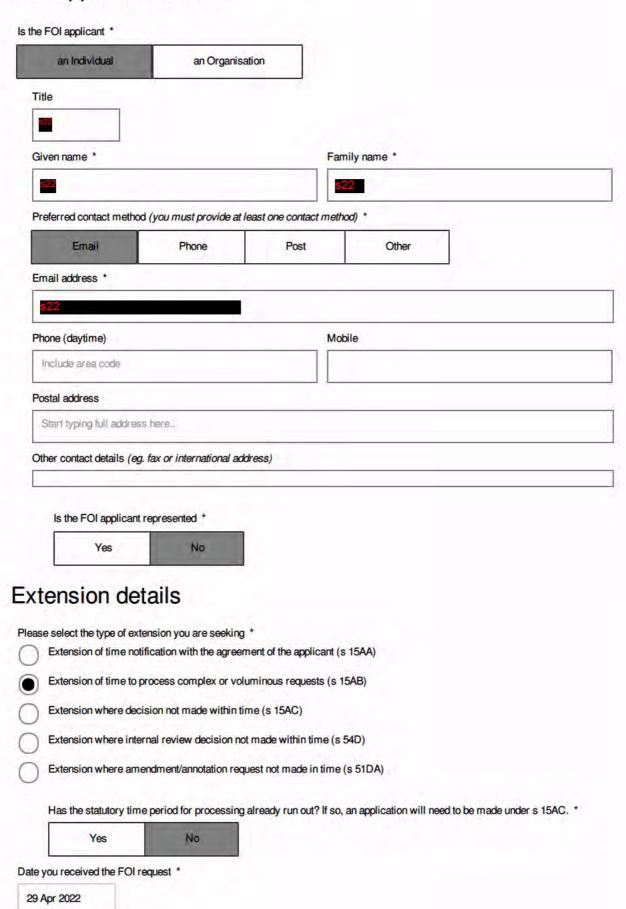
~	
0	Department of the Prime Minister and Cabinet
0	Department of Social Services
0	Department of the Treasury
•	Department of Veterans' Affairs
0	Immigration Assessment Authority
0	National Disability Insurance Agency
0	Norfolk Island Regional Council
0	Services Australia
0	The Australian National University
0	Other
FO	I reference number
Pleas	e provide your internal FOI reference number for this notification or request: *
s 2	

## Your details

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



## FOI applicant details



Current date the deci	sion is due *
28 Jun 2022	
Requested length of a	extension (number of days)
*	1
14	
New decision due da	te if extension granted *
12 Jul 2022	
Did you populate the	and least for an extension of time under a 1500
ord you approach the	applicant for an extension of time under s 15AA
Yes	No
Please provide your i	nternal reference, and/or the OAIC reference for this notification or request? *
s 22	
What was the outcom	ne? Did the applicant raise any concerns? *
A s 15AA was appr	oved by the applicant on 27 May 2022
Has the processing p	eriod been extended as a result of other statutory provisions, or are you considering such an extension?*
Has the processing p	
Has the processing p	eriod been extended as a result of other statutory provisions, or are you considering such an extension?*
Has the processing p For example, throug Yes	eriod been extended as a result of other statutory provisions, or are you considering such an extension? * th consultation provisions or provisions about charges that impact on the statutory due date)  No
Has the processing p (For example, throug  Yes  Has the applicant rais	eriod been extended as a result of other statutory provisions, or are you considering such an extension? * th consultation provisions or provisions about charges that impact on the statutory due date)
Has the processing p (For example, throug  Yes  Has the applicant rais	eriod been extended as a result of other statutory provisions, or are you considering such an extension? * th consultation provisions or provisions about charges that impact on the statutory due date)  No sed any concerns about delays?

Please also explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification.

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

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

What work is required to finalise the request? \*

Upon reviewing the documents, further consent calls with \$22 and a further follow up call with the \$22 today.

Why is the request considered complex or voluminous? \*

It consists of 1918 pages.

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

N/A

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

Further consent calls will be carried out. s 22

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

Files you attach must:

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

Request.pdf

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

Files you attach must:

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

### Submission

### Submitting your request

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

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

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

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

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

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

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

# 47E(C)



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

Before you start

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.

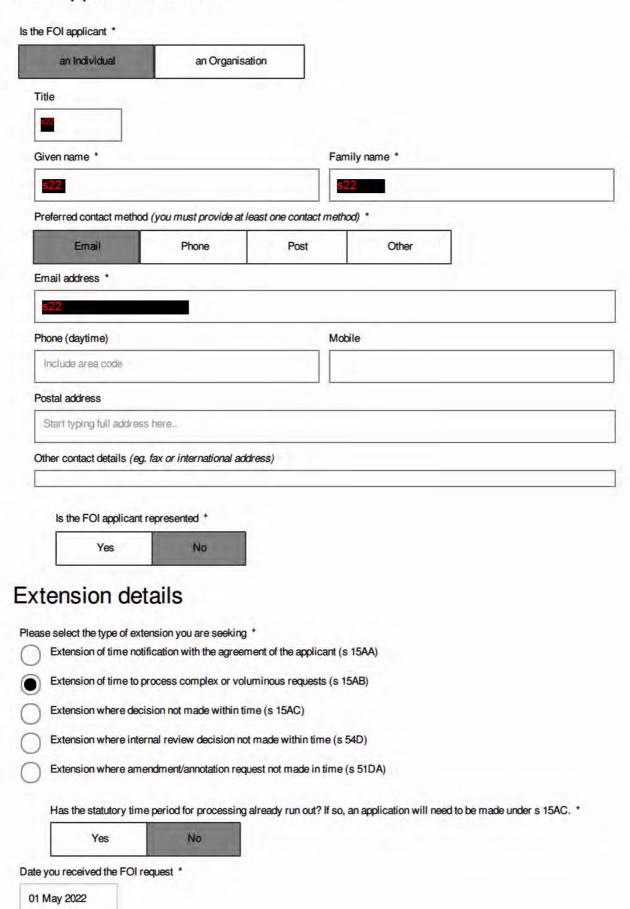
To en	sure you are using the correct form, please select one of the following options.	
0	I am notifying of or requesting an extension of time	
0	I am requesting a review of an FOI decision	
0	I want to complain about the handling of my FOI request	
I am s	submitting this notification or request on behalf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

~			
Department of t	he Prime Minister and C	abinet	
Department of S	Social Services		
Department of t	he Treasury		
Department of \	Veterans' Affairs		
Immigration As	sessment Authority		
National Disabi	lity Insurance Agency		
Norfolk Island F	Regional Council		
Services Austra			
0	National University		
Other			
0 3			
FOI refere	nce numbe	r	
Please provide your in	ternal FOI reference nun	nber for this notifi	cation or request: *
s 22			
/our detaile			
our details			
Please not	e that we are	unable t	o accept anonymous requests. You
			address so that we can send you
notices.	do an oman c	n postar t	address so that we can send you
Title			
Mr			
Given name *			Family name *
Joshua			62336363
Preferred contact metho	6 A T 1		
Email	od (you must provide at le	east one contact i	method) *
	od ( <i>you must provide at le</i> Phone	east one contact i	method) * Other
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Email address * (please information.access@e	Phone e note the agency FOI em	Post	
information.access@e	Phone e note the agency FOI em	Post	
	Phone e note the agency FOI em	Post	Other
information.access@e	Phone e note the agency FOI em	Post	Other

Start typing full address here...

Other contact details (eg. fax or international address)

## FOI applicant details



Current date the decis	sion is due *				
30 Jun 2022					
Requested length of e	extension (number of day	ys)			
30					
New decision due dat	te if extension granted *				
31 Jul 2022					
Did you approach the	applicant for an extensi	on of time under s 15AA			
Yes	No				
Please provide your in	nternal reference, and/o	or the OAIC reference for t	this notification or reque	est?*	
s 22					
What was the outcom	ne? Did the applicant rai	se any concerns?*			
	ex ever a manea ove	55/50 € 1881/55/1997			
s47E(d)					
		a result of other statutory as or provisions about cha			ension?*
Yes	No				
	sed any concerns about	delays? dence received from the a	policant (con bolow for	r attachina filos) *	
Yes	No No	ience received iron ine a	ppricarit. (See below for	allacining mes).	
155	No				
Please describ	oe the applicant's concer	rns. *			
s47E(d)					
7					
		or the request and why an uire greater justification.	extension would be jus	tified. Requests for long	er extensions of

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 1/5/22 Search Minute 47E(d) 12/05/2022
EOT request from 47/E(d) 27/05/2022 15AA EOT requested 17/05/2022
15AA rejection received from applicant 17/05/2022 Telephone call with applicant re 15AA extension 20/5/22
Email to applicant re 15AA 20/5/22
15AA EOT granted by applicant 20/5/22  Various correspondence and telephone calls from 25/5 – 21/6 regarding sensitivities, particularly in relation to release of 7E(d) and documents to be released to the information access unit.
47E(d)
Business area relayed plan relating to development of transcripts. 47E(d)
4/E(0) 8/6/2022
9/6/2022. 4/E(d)
4/E(0)
Follow up email sent to 7756 on requesting meeting and next steps 17/6/2022
Met with 47E(d)  Was advised to go back to business area and request they do 47E(d) 20/6/2022
Discussed with business area about 47E(d)  . Business area also raised their inability to complete 47E(d) for the same reasons 20/6/2022
Business area informed IAU about a new National Manager who will need to be apprised of situation around current information release, specifically the 47E(d) 21/6/2022
Documents received from business area by IAU on 23/06/2022 (after business hours)
Delegate with carriage of request does not work on Fridays, initial review of documents provided by business area undertaken on Monday 27/06/2022
Discussion between IAU and business area on 28/06/2022 to discuss available redactions and concerns regarding release of sensitive material. Awaiting email from business area post this conversation

What work is required to finalise the request? \*

We are awaiting an email from the business area regarding their concerns regarding the release of sensitive material. Once the email is received the documents will be re-reviewed and draft redactions applied. Once this step is complete the documents will be sent to the quality assurance team for their review.

Why is the request considered complex or voluminous? \*

The business area who hold the documents have raised the issue of complexities, specifically 47E(d)

Business area has not had many information requests and is new to the process and they nave concerns relating to 47E(d)

surrounding the release of the document 47E(d). The information access unit has completed an initial review of the documents and note the contents, particularly the is sensitive.

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

The 47E(d) do contain discussion of a third party, the information of the third parties contained in these 47E(d) was provided by the applicant.

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 information access unit is continuing discussions with the business area regarding their concerns and will progress the request further once an email from the business area outlining specific concerns and potential risks has been received.

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.

47E(d) - Information Access Application Form.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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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

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### 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 about a DVA client, what is your relationship to the client (e.g. self, advocate, widow, next of kin)?
- 6. Applicant's signature\*

\*If you are requesting non-personal information

### Part C

Complete this Part if you are requesting access

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

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Par	Access Request	
MET	DD OF ACCESS	
	ay select the method of access most appropriate to your circumstances. If you do not make a selection, DVA will process your request outsi Legislative framework.	de
Plea	tick one box	
•	ou can ask for access outside of the legislative framework to documents and information held by DVA.	
	I would like to request administrative access to information.	
	you have an active* claim under the Military Rehabilitation and Compensation Act 2004 (MRCA), you have a right to documents related to at claim.	
*An	ctive claim is a claim that has not yet been ultimately determined.	
	I would like to request access under s 331 of the MRCA.	
٠	you have an active* claim under the Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), you have a right ocuments related to that claim.	to
*An	ctive claim is a claim that has not yet been ultimately determined.	
	I would like to request access under s 59 of the DRCA.	
•	you are seeking information or documents about yourself, you have a right to access the information or documents under Australian Privacy rinciple (APP) 12, as set out in the Privacy Act.	
	I would like to request access under APP 12.	
•	ou have a right to request documents from DVA under the Freedom of Information Act 1982 (the FOI Act)	
	I would like to make a request under s 15 of the FOI Act.	
Cha	des	
Und	the Freedom of Information Act 1982 (the FOI Act), individuals who make an application for their own personal information will <b>not</b> be substanced by sor charges. All other FOI Act requests may be subject to charges. Requests under other access mechanisms will <b>not</b> be subject to fees or	ject
You	ill be notified if charges are payable in relation to your request.	
MOI	OF ACCESS	
0	Please forward a copy of the documents and information to me (the applicant)/my representative.	
	Please arrange for me to inspect the documents.	
SUB	ITTING AN APPLICATION	
Ву е	ail: information.access@dva.gov.au	
Ву Р	Information Access Department of Veterans' Affairs GPO Box 9998 BRISBANE QLD 4001	

FICE USE ONLY	OFF		
File Nos.	Ref	1 1	Date received
			Comments
			Comments



Reference code: 47E(d)

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

### Getting started

### About this form

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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.

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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.

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То	ensure you are using the correct form, please select one of the following options. *
	I am notifying of or requesting an extension of time
(	I am requesting a review of an FOI decision
	I want to complain about the handling of my FOI request
l a	m submitting this notification or request on behalf of: *
	Australian Government Agency
(	Minister
A	gency details
(	Administrative Appeals Tribunal
(	Attorney-General's Department
(	Australian Broadcasting Corporation
(	Australian Federal Police
(	Australian Prudential Regulation Authority
(	Australian Securities and Investments Commission
(	Australian Taxation Office
(	Australian Transaction Reports and Analysis Centre (AUSTRAC)
(	Comcare
(	Commonwealth Ombudsman
(	Department of Agriculture, Water and the Environment
(	Department of Defence
(	Department of Foreign Affairs and Trade
(	Department of Health
(	Department of Home Affairs
(	Department of Industry, Science, Energy and Resources

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O	Department of the Prime Minister a	nd Cabinet		
0	Department of Social Services			
0	Department of the Treasury			
0	Department of Veterans' Affairs			
Õ	Immigration Assessment Authority			
$\tilde{0}$	National Disability Insurance Agence	y		
Õ	Norfolk Island Regional Council			
$\tilde{\bigcirc}$	Services Australia			
Õ	The Australian National University			
O	Other			
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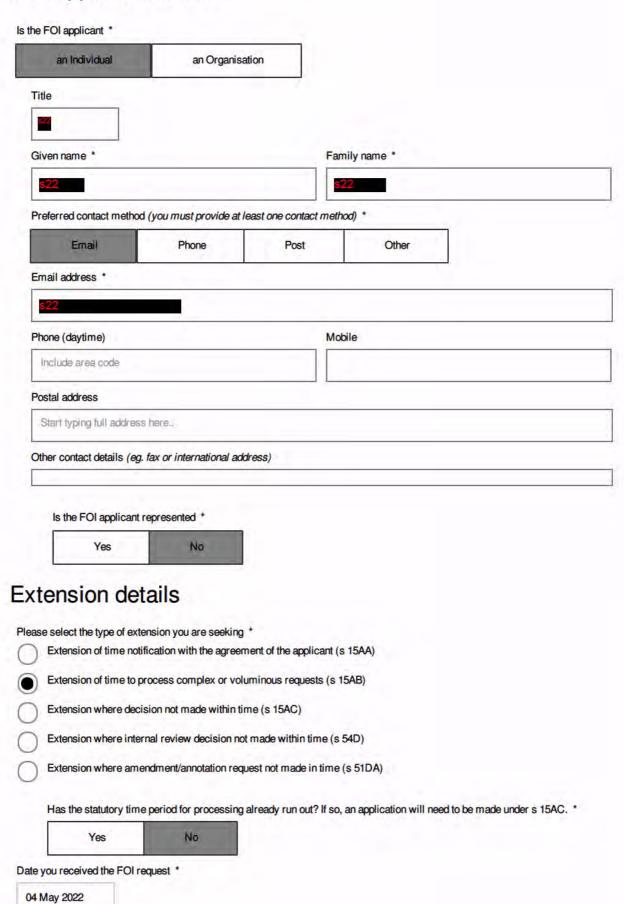
Include area code

Start typing full address here...

Other contact details (eg. fax or international address)

Postal address

## FOI applicant details



Current date the decis		
our one date the decir	ion is due *	
04 Jul 2022		
Requested length of e	etension (number of days)	
30		
New decision due dat	e if extension granted *	
03 Aug 2022		
Did you approach the	applicant for an extension of time under s 15AA	
Yes	No	
Please provide vour i	nternal reference, and/or the OAIC reference for this notification or request? *	
Troube provide your i	torial radiation, and a fine or no rate and a fine rate and radiation at radiation.	
s 22		
What was the outcom	e? Did the applicant raise any concerns? *	
	e? Did the applicant raise any concerns? *  d to the extension and raised no concerns with the request of an extension of time.	
The applicant agrees 22  Has the processing p		*
The applicant agrees 22  Has the processing p	d to the extension and raised no concerns with the request of an extension of time.  eriod been extended as a result of other statutory provisions, or are you considering such an extension?	•
The applicant agrees 222  Has the processing p (For example, throug	d to the extension and raised no concerns with the request of an extension of time.  eriod been extended as a result of other statutory provisions, or are you considering such an extension? In consultation provisions or provisions about charges that impact on the statutory due date)	*
The applicant agrees 122  Has the processing	d to the extension and raised no concerns with the request of an extension of time.  period been extended as a result of other statutory provisions, or are you considering such an extension?  In consultation provisions or provisions about charges that impact on the statutory due date)	•
The applicant agrees 22  Has the processing p (For example, throug Yes  Has the applicant rais	d to the extension and raised no concerns with the request of an extension of time.  priod been extended as a result of other statutory provisions, or are you considering such an extension?  In consultation provisions or provisions about charges that impact on the statutory due date)  No  ed any concerns about delays?	•

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. \*

FOI request received on the 4th of May and acknowledgement letter sent to the applicant on the 10th. TE(d)

Tutn of May.

Case assigned to officer on the 12th with search minutes sent on the 13th to the relevant business area. Business area given 2 week turnaround time (COB 27th). 20th of May, business area confirmed point of contact for search minutes. s15AA requested for 30 days which was approved by the applicant on the 20th of May.

Search minute results received back on the 26th of May with response of documents previously supplied. Further investigation and discussion held with business area on 27th of May relating to search minute results and the need to provide all documents requested. Business area requested additional time to gather all documents within scope with new due date 10th of June. Business area requested extension on providing documents, documents now due COB 17th of June.

Review of return documents occurred on the 21st of June and consultation with TL on the 24th of June relating to missing documents within bundle. Missing documents sourced and compiled with the rest of the documents making up the bundle for review. Meeting with TL and business area on 27th of June 47E(d)

What work is required to finalise the request? \*



Why is the request considered complex or voluminous? \*



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

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

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s47E(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.



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

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### 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.

# 47E(d)



Reference code: 47E(d)

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I am requesting a review of an FOI decision
I want to complain about the handling of my FOI request
I am submitting this notification or request on behalf of: *
Australian Government Agency
Minister
Agency details
Administrative Appeals Tribunal
Attorney-General's Department
Australian Broadcasting Corporation
Australian Federal Police
Australian Prudential Regulation Authority
Australian Securities and Investments Commission
Australian Taxation Office
Australian Transaction Reports and Analysis Centre (AUSTRAC)
Comcare
Commonwealth Ombudsman
Department of Agriculture, Water and the Environment
Department of Defence
Department of Foreign Affairs and Trade
Department of Health
Department of Home Affairs
Department of Industry, Science, Energy and Resources

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Õ	Immigration Ass	sessment Authority						
Õ	National Disabil	ity Insurance Agency						
Õ	Norfolk Island R	egional Council						
Õ	Services Austra	lia						
Õ	The Australian N	National University						
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Joshua				62336363				
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mail a	ddress * (please	note the agency FOI e	mail address)					
joshu	a <mark>s47E(d)</mark> @dva.	gov.au						

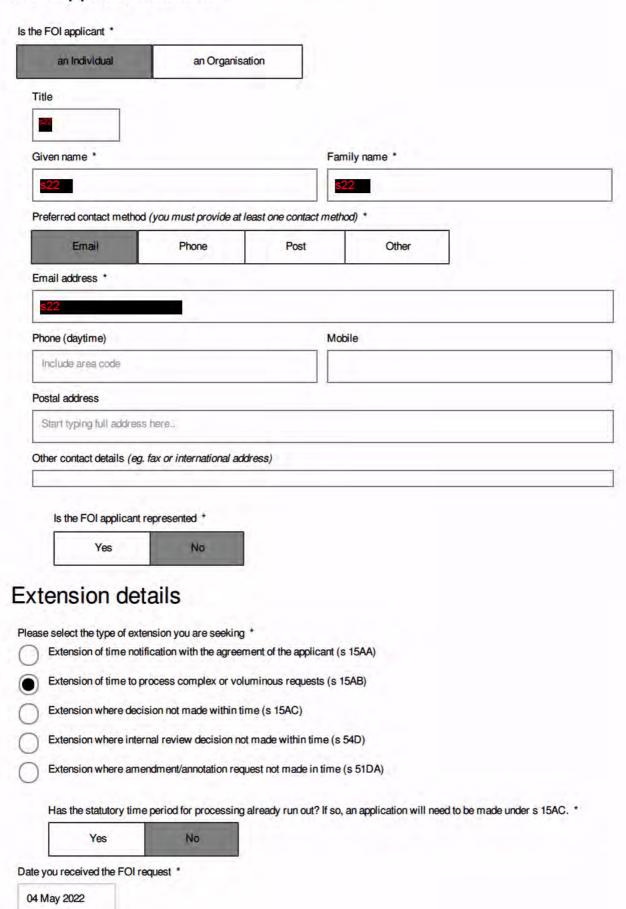
Include area code

Start typing full address here...

Other contact details (eg. fax or international address)

Postal address

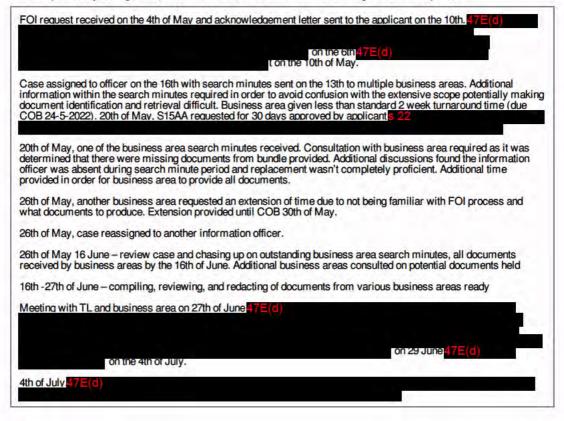
### FOI applicant details



on is due *	
ension (number of days)	
if extension granted *	
oplicant for an extension of time under s 15AA	
No	
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approximate and approximate an	e? Did the applicant raise any concerns? *  concerns about extending under s15AA  eriod been extended as a result of other statutory provisions about charges  No  ed any concerns about delays?  copy of the correspondence received from the applications.

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What work is required to finalise the request? \*

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s47E(d)
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Why is the request considered complex or voluminous? \*

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s47E(d)
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Do other agencies or parties have an interest in the request? \*

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EOT and scope revision.pdf

Attention FOI - FOI - S22 [SEC=OFFICIAL].pdf

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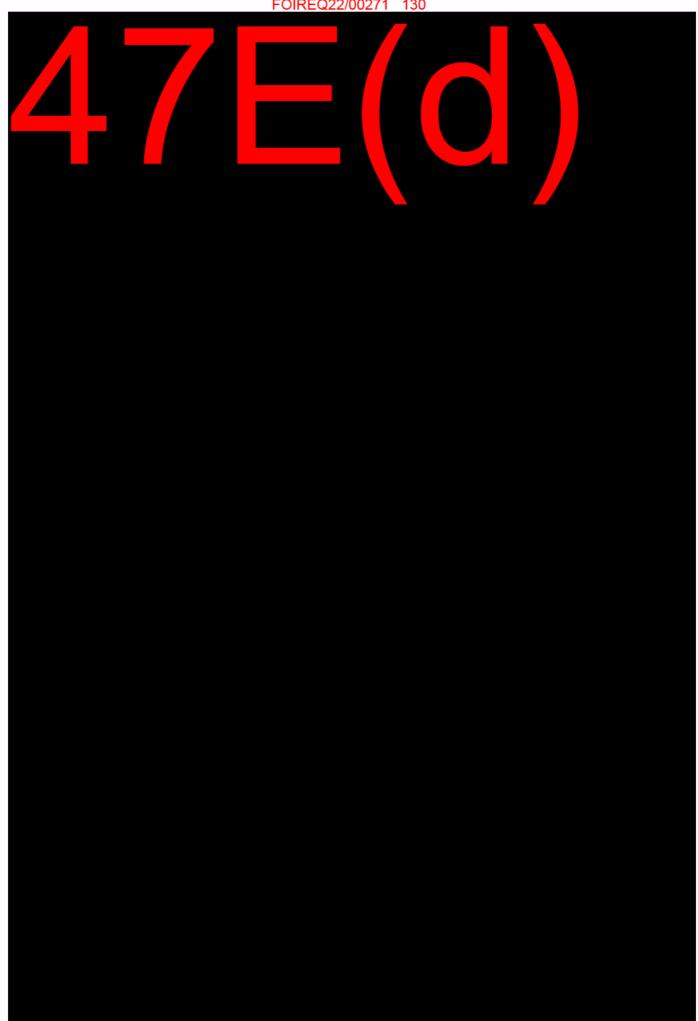
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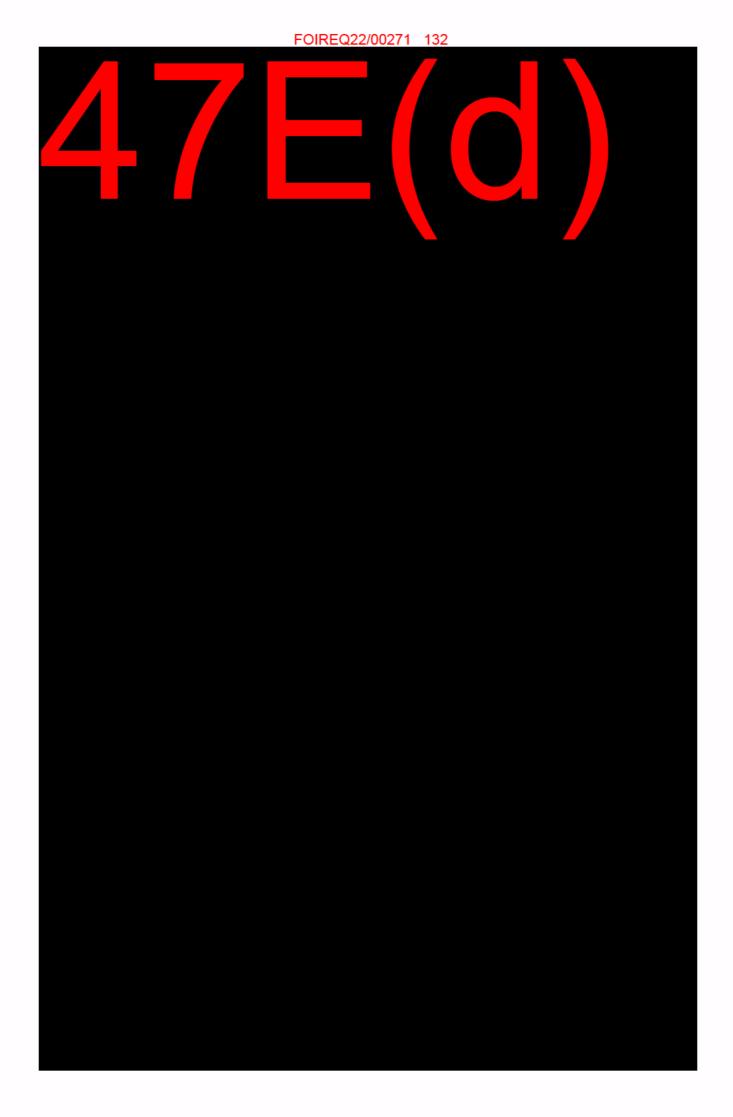
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## 47E(d)

# 47E(d)

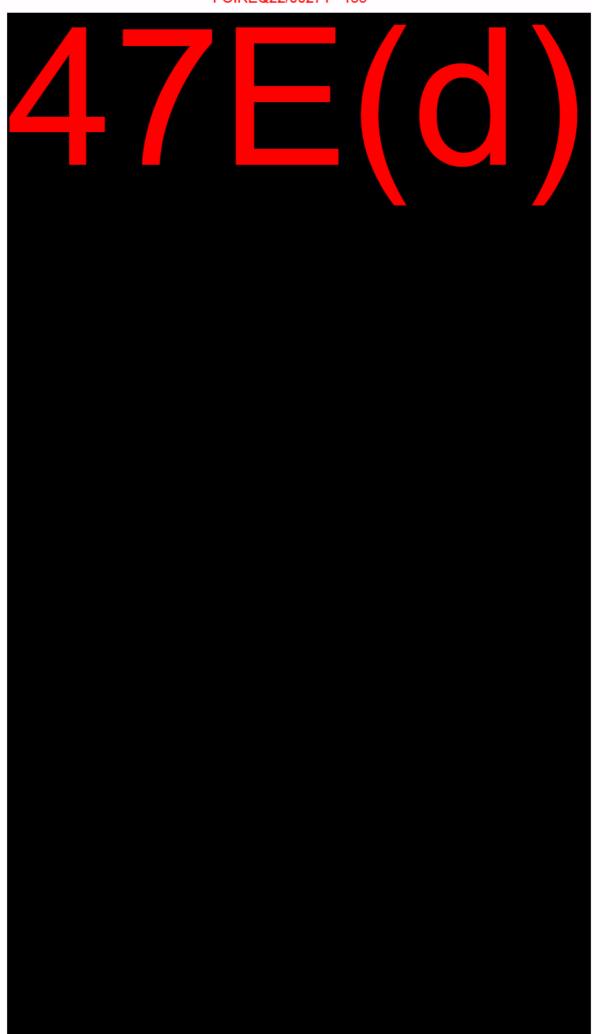


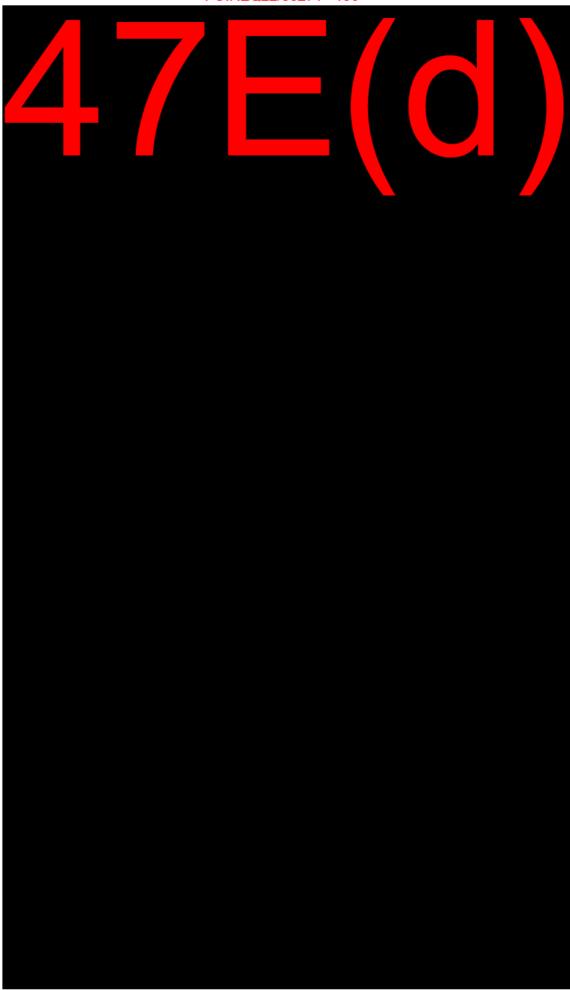
## 47E(d)





## 47E(C)







Reference code: 47E(d)

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(	Australian Securities and Investments Commission
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(	Australian Transaction Reports and Analysis Centre (AUSTRAC)
	Comcare
(	Commonwealth Ombudsman
	Department of Agriculture, Water and the Environment
(	Department of Defence
(	Department of Foreign Affairs and Trade
(	Department of Health
(	Department of Home Affairs
(	Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet  Department of Social Services  Department of Veterans' Affairs  Immigration Assessment Authority  National Disability Insurance Agency  Norfolk Island Regional Council  Services Australia  The Australian National University  Other  FOI reference number  Please provide your internal FOI reference number for this notification or request: *  ***  **  **  **  **  **  **  **  **	
Department of the Treasury  Department of Veterans' Affairs  Immigration Assessment Authority  National Disability Insurance Agency  Norfolk Island Regional Council  Services Australia  The Australian National University  Other  FOI reference number  Please provide your internal FOI reference number for this notification or request: *  The Australian National University  Other  FOI reference number for this notification or request: *  The Australian National University  Other  Foil reference number for this notification or request: *  The Australian National University  Other  Foil reference number for this notification or request: *  Family name *  Family name *	
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Immigration Assessment Authority  National Disability Insurance Agency  Norfolk Island Regional Council  Services Australia  The Australian National University  Other  FOI reference number  Please provide your internal FOI reference number for this notification or request: *  22  Our details  Please note that we are unable to accept anonymous requirement provide an email or postal address so that we can se notices.  Itle  Ms  Iven name *  Family name *	
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Please provide your internal FOI reference number for this notification or request: *  S 22  Tour details  Please note that we are unable to accept anonymous request must provide an email or postal address so that we can se notices.  Intel  Ms  Iven name *  Family name *	
Please note that we are unable to accept anonymous requirements provide an email or postal address so that we can se notices.  In the Ms  Silven name * Family name *	
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referred contact method (you must provide at least one contact method) *	
Email Phone Post Other	

Mobile

information.access@dva.gov.au

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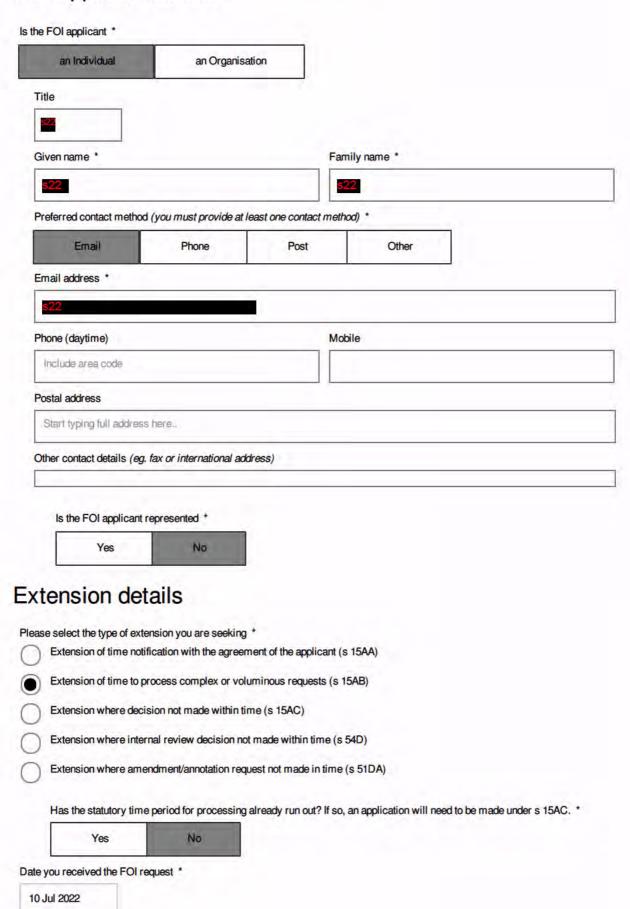
Other contact details (eg. fax or international address)

Phone (daytime)

Postal address

Include area code

### FOI applicant details



Current date the decis	on is due *	
11 Jul 2022		
Requested length of ex	tension (number of days)	
30		
New decision due date	if extension granted *	
11 Aug 2022		
Did you approach the	applicant for an extension of time under s 15AA	
Yes	No	
Why did you decide no	t to approach the applicant for an extension of time under s 15AA *	
Why did you decide no	t to approach the applicant for an extension of time under s 15AA *	
s47E(d)  Has the processing pe	t to approach the applicant for an extension of time under s 15AA *  riod been extended as a result of other statutory provisions, or are you considering such ar  consultation provisions or provisions about charges that impact on the statutory due date)	n extension? *
s47E(d)  Has the processing pe	riod been extended as a result of other statutory provisions, or are you considering such ar	n extension?*
s47E(d)  Has the processing performer example, through  Yes  Has the applicant raise	riod been extended as a result of other statutory provisions, or are you considering such ar consultation provisions or provisions about charges that impact on the statutory due date)	n extension? *

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 and ack assigned to IAO

Documents have been identified, started conversion and commencement of review of documents from multiple applications/systems that have been listed in the scope of the request

What work is required to finalise the request? \*

finishing of the combining/conversion of documents for review and redaction potential third party consult needed for information provided Decision letter

Why is the request considered complex or voluminous? \*

255 documents that could potentially be in scope need to be reviewed - 252 of these are email/correspondence some with attachments and needing to have attachments extracted and converted for review

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

Potentially as they were originally approached for consultation for the original 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 \*

Continue working towards providing a response within the extended time frame.

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.

Freedom of Information request - s 22 and s 22 .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.

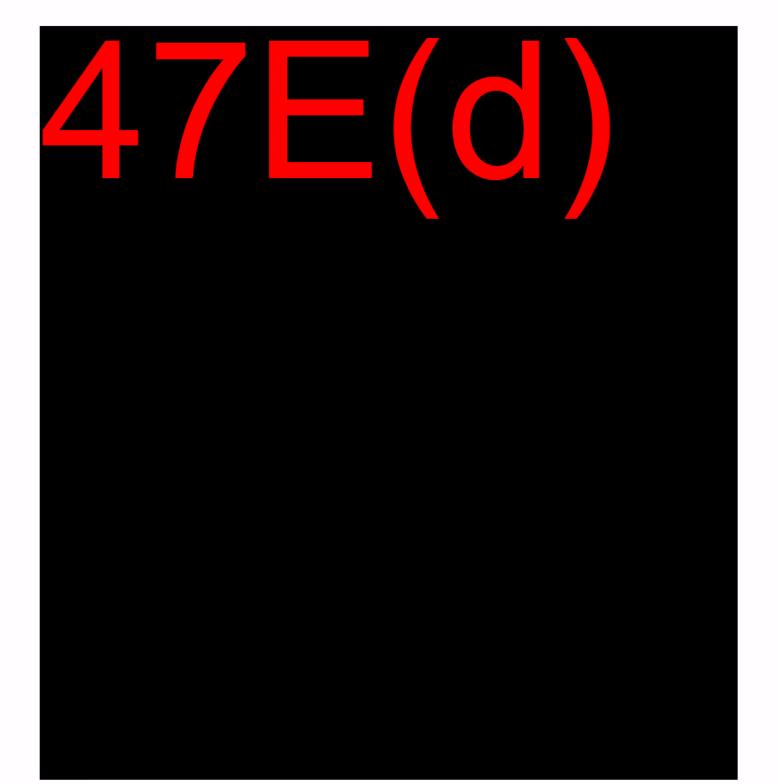
When you are ready to submit your form, click the Submit button below.

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.

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

Before you start

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

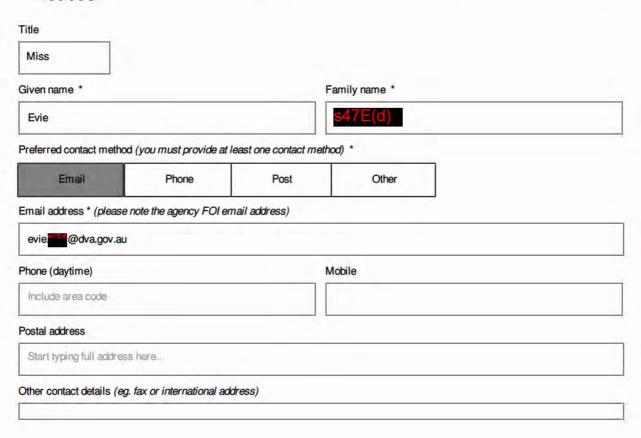
If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our privacy policy (http://www.oaic.gov.au/privacy-policy-summary) available on our website.

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

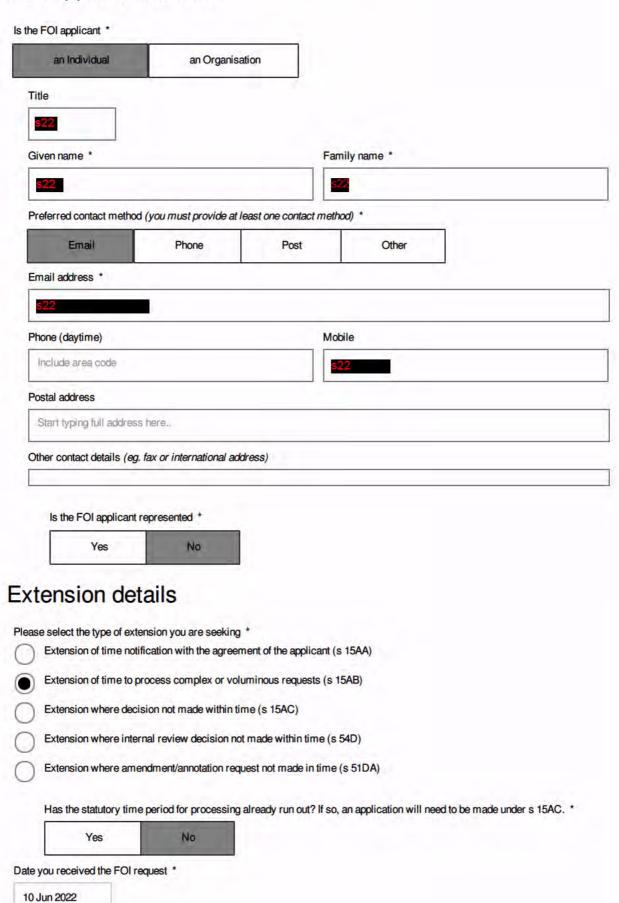
~	
0	Department of the Prime Minister and Cabinet
0	Department of Social Services
0	Department of the Treasury
0	Department of Veterans' Affairs
Ō	Immigration Assessment Authority
O	National Disability Insurance Agency
O	Norfolk Island Regional Council
O	Services Australia
O	The Australian National University
O	Other
<b>-</b> O	I reference number
Pleas	e provide your internal FOI reference number for this notification or request: *
s 2	2

### Your details

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



### FOI applicant details



	101112022100211 143	
Current date the decis	on is due *	
11 Jul 2022		
Requested length of e	tension (number of days)	
7		
New decision due dat	if extension granted *	
18 Jul 2022		
Did you approach the	applicant for an extension of time under s 15AA	
Yes	No	
Please provide your in	ternal reference, and/or the OAIC reference for this notification or request?*	
6.90		
S 22		
What was the outcom	e? Did the applicant raise any concerns? *	
Unfortunately had n	response from applicant by COB today.	
	riod been extended as a result of other statutory provisions, or are you considering such an extensi consultation provisions or provisions about charges that impact on the statutory due date)	ion?*
Yes	No	
Has the applicant rais	ed any concerns about delays?  copy of the correspondence received from the applicant. (see below for attaching files). *	
	orby of the contractive received with the applicable (coefficients)	
	No	

Please also explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification.

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

All 6 relevant documents were pulled from the Department's archives. 5 of these documents have been processed, but one final 1000 page document remains.

What work is required to finalise the request? \*

The 1000 page document still needs to be processed, including redactions under the FOI Act.

Why is the request considered complex or voluminous? \*

The applicant's request is considered voluminous as they are requesting \$22 We found that this consists of 6 documents (2070 pages in total).

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

N/A

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

I will be ensuring that the final 1000 page document is processed this week so that the applicant does not have to wait no more than an additional 7 days past the expected due date.

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.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.

Request for extension (s 15AA).pdf

### 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.

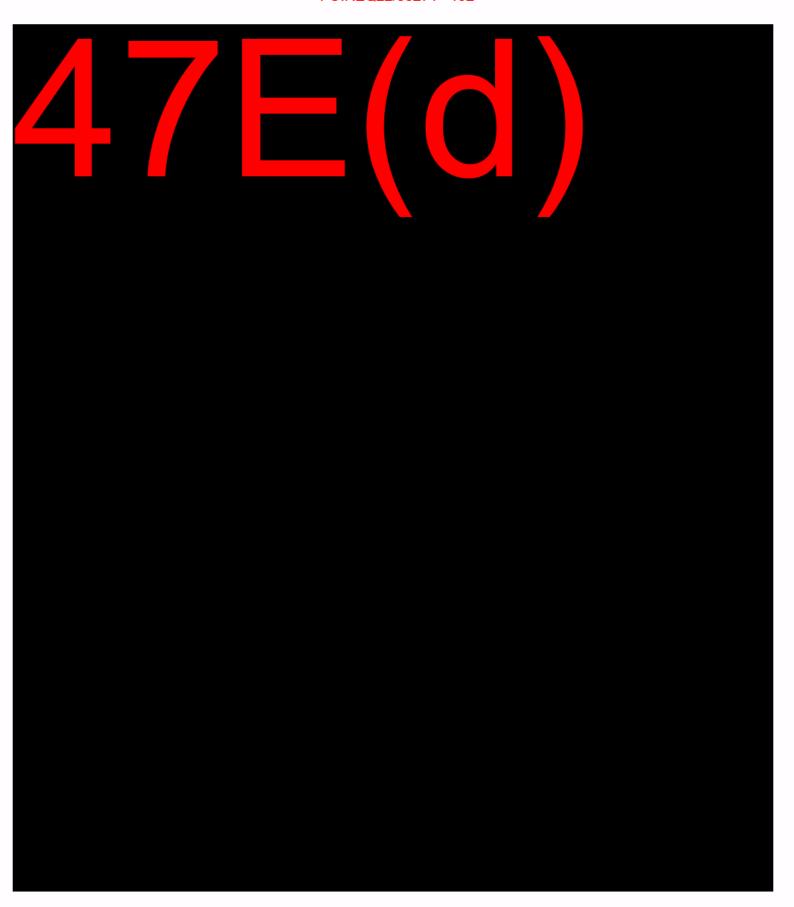
When you are ready to submit your form, click the Submit button below.

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.

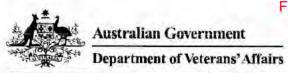
A decision on your request will usually be provided within five working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

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.



### 

### 3 22



### 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 <a href="https://www.defence.gov.au">www.defence.gov.au</a>.

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:

Email: information.access@dva.gov.au

Post: Information Access

Department of Veterans' Affairs

GPO Box 9998 BRISBANE QLD 4001

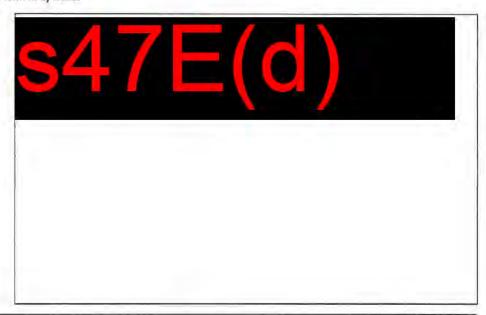
Phone: 1800 555 254

### 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



- 5. 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 acco

- 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	t D Access Request		
METHOD	HOD OF ACCESS		
of the le	may select the method of access most appropriate to your circumstan e legislative framework. se tick <b>one</b> box	ces. If you do	o not make a selection, DVA will process your request outside
• You	You can ask for access outside of the legislative framework to docum  I would like to request administrative access to information.	ents and info	rmation held by DVA.
	If you have an active* claim under the Military Rehabilitation and Conthat claim.	npensation Ad	et 2004 (MRCA), you have a right to documents related to
*An acti	active claim is a claim that has not yet been ultimately determined.		
	I would like to request access under s 331 of the MRCA.		
	If you have an active* claim under the Safety, Rehabilitation and Condocuments related to that claim.	pensation (D	defence-related Claims) Act 1988 (DRCA), you have a right to
*An acti	active claim is a claim that has not yet been ultimately determined.		
	I would like to request access under s 59 of the DRCA.		
	If you are seeking information or documents about yourself, you have Principle (APP) 12, as set out in the Privacy Act.	a right to acc	ess the information or documents under Australian Privacy
	I would like to request access under APP 12.		
• You	You have a right to request documents from DVA under the Freedom	f Information	Act 1982 (the FOI Act)
1	I would like to make a request under s 15 of the FOI Act.		
Charges			
	er the Freedom of Information Act 1982 (the FOI Act), individuals who ses or charges. All other FOI Act requests may be subject to charges. Iges.		
You will	will be notified if charges are payable in relation to your request.		
MODE 0	DE OF ACCESS		
✓ Ple	Please forward a copy of the documents and information to me (the	pplicant)/my	representative.
Ple	Please arrange for me to inspect the documents.		
SUBMIT	MITTING AN APPLICATION		
By email	mail: information.access@dva.gov.au		
By Post:	ost: Information Access Department of Veterans' Affairs GPO Box 9998		
	BRISBANE QLD 4001		

				OFFICE USE ONLY	
Date received	1	1	Ref	File Nos.	
Comments					

## 47E(C)



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

Before you start

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.

To en	sure you are using the correct form, please select one of the following options. *
•	I am notifying of or requesting an extension of time
0	I am requesting a review of an FOI decision
0	I want to complain about the handling of my FOI request
I am s	ubmitting this notification or request on behalf of: *
0	Australian Government Agency
0	Minister
Ag	ency details
0	Administrative Appeals Tribunal
0	Attorney-General's Department
0	Australian Broadcasting Corporation
0	Australian Federal Police
Ō	Australian Prudential Regulation Authority
0	Australian Securities and Investments Commission
0	Australian Taxation Office
0	Australian Transaction Reports and Analysis Centre (AUSTRAC)
0	Comcare
0	Commonwealth Ombudsman
0	Department of Agriculture, Water and the Environment
0	Department of Defence
0	Department of Foreign Affairs and Trade
0	Department of Health
0	Department of Home Affairs
0	Department of Industry, Science, Energy and Resources

~				
Department of t	the Prime Minister and (	Cabinet		
Department of	Social Services			
Department of t	the Treasury			
Department of	Veterans' Affairs			
Immigration As	ssessment Authority			
National Disabi	ility Insurance Agency			
Norfolk Island F	Regional Council			
Services Austra	alia			
The Australian	National University			
Other				
FOI refere	nce numbe	r		
roi reiere	nce numbe	E.		
Please provide your in	nternal FOI reference nui	mber for this notific	cation or request: *	
s 22				
our details	3			
Please not	e that we are	e unable to	accept anonymo	ous requests. You
must provi	de an email d	or postal a	address so that we	e can send you
notices.				
Γitle				
Mr				
Given name *			Family name *	
Jeremy			62329532	
Preferred contact metho	od (you must provide at a	least one contact n	nethod) *	
Email	Phone	Post	Other	
			Culdi	
F	e note the agency FOI en	maii address)		
information.access@	ova.gov.au		- 3.04	
Phone (daytime)			Mobile	- 1
Include area code				
Postal address				
Start typing full addres	ss here			

Other contact details (eg. fax or international address)

### FOI applicant details

