



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%20processing%20an%20FOI%20request>) or call our enquiries line on 1300 363 992.

Your personal information

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

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

Before you start

To ensure you are using the correct form, please select one of the following options. *

- I am notifying of or requesting an extension of time
- I am requesting a review of an FOI decision
- I want to complain about the handling of my FOI request

I am submitting this notification or request on behalf of: *

- Australian Government Agency
- Minister

Agency details

- Administrative Appeals Tribunal
- Attorney-General's Department
- Australian Broadcasting Corporation
- Australian Federal Police
- Australian Prudential Regulation Authority
- Australian Securities and Investments Commission
- Australian Taxation Office
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Comcare
- Commonwealth Ombudsman
- Department of Agriculture, Water and the Environment
- Department of Defence
- Department of Foreign Affairs and Trade
- Department of Health
- Department of Home Affairs
- Department of Industry, Science, Energy and Resources

- Department of the Prime Minister and Cabinet
- Department of Social Services
- Department of the Treasury
- Department of Veterans' Affairs
- Immigration Assessment Authority
- National Disability Insurance Agency
- Norfolk Island Regional Council
- Services Australia
- The Australian National University
- Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

FOI 50244

Your details

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

Title

Ms

Given name *

Amy

Family name *

Position Number - 62232671

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

Email	Phone	Post	Other
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Email address * (please note the agency FOI email address)

information.access@dva.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details (eg. fax or international address)

FOI applicant details

Is the FOI applicant *

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

Given name *

Family name *

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

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

Phone (daytime)

Mobile

Postal address

Other contact details (eg. fax or international address)

Is the FOI applicant represented *

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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Extension details

Please select the type of extension you are seeking *

- Extension of time notification with the agreement of the applicant (s 15AA)
- Extension of time to process complex or voluminous requests (s 15AB)
- Extension where decision not made within time (s 15AC)
- Extension where internal review decision not made within time (s 54D)
- Extension where amendment/annotation request not made in time (s 51DA)

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

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

Current date the decision is due *

11 Jul 2022

Requested length of extension (*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 not to approach the applicant for an extension of time under s 15AA *

Requester advised in initial request that they did not consent to EOT

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 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 - LEX 47367 and LEX 47367.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.

From: [Verity Pane](#)
To: [INFORMATION.ACCESS](#)
Subject: Freedom of Information request - LEX 47367 and LEX 47367
Date: Friday, 10 June 2022 1:48:48 AM

Emailed Natalie Cooper KR

Attn Department of Veterans' Affairs,

I apply under the FOI Act for the LEX records, TRIM entries, and Jabber and Microsoft Team chat records about LEX 47367 and LEX 47367.

I do not consent to access or notices being given by any method other than directly in unencrypted PDF files.

I do not consent to any s 22 redactions.

I do not consent to any extensions of time.

Verity Pane

Please use this email address for all replies to this request:
foi+request-9005-298004ef@righttoknow.org.au

Is Information.Access@dva.gov.au the wrong address for Freedom of Information requests to Department of Veterans' Affairs? If so, please contact us using this form:
https://www.righttoknow.org.au/change_request/new?body=dva

This request has been made by an individual using Right to Know. This message and any reply that you make will be published on the internet. More information on how Right to Know works can be found at:
<https://www.righttoknow.org.au/help/officers>

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.
