

Submissions in support of claiming a practical refusal exists under s 24 of the FOI Act

Please provide the completed document to the OAIIC with the information the respondent is required to provide in accordance with paragraph [3.14] of the [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) (the Procedure Direction). Completion of the following tables will be taken as the respondent's submissions in this IC review. The respondent is required to send these submissions to the applicant at the same time as they are sent to the OAIIC (see the Procedure Direction at [3.23]).

Details of submission	
Agency reference	
OAIIC reference	
Date submitted to OAIIC	

Processing timeline and request consultation process (s 24AB)	
Event	Date
FOI request received	
Request consultation notice sent	
Applicant's response	
Further contacts with applicant (if relevant)	
Applicant notified of decision	
Internal review request received (if relevant)	
Internal review decision made (if relevant)	

Request consultation process (s 24AB) – Assistance provided to applicant (s 24AB(3))

Information provided to applicant to assist revision of request. (For example, suggestions as to a scope that can be processed, directing to applicant to publicly available information, explanation about difficulties processing request. Please provide detail.)	
Telephone contact attempted with applicant. (Yes/no – if Yes please provide detail)	
Request revised during request consultation process (yes/no)	

Breakdown of estimated processing time (minutes/hours)

Total number of documents		Total estimated processing time	
Identifying, locating or collating		Consulting	
Examining		Making a copy	
Deciding to grant, refuse or defer access		Notifying decision	
Any relevant additional information related to the estimated processing time			

Sampling	
Sample examined? (Yes or No)	
Sample size (as a %)	
Number of electronic documents	
Number of hardcopy documents	
Number of non-exempt documents	
Number of partially exempt documents	
Number of fully exempt documents	
Exemptions proposed applied	
Number of documents to which a consultation requirement applies (s 26A, 27 or 27A)	
Any relevant additional information related to sampling	

Whether processing the request would be unreasonable	
Size of the agency (in terms of number of employees).	
Number of employees dedicated to FOI processing	
Number or requests received in the last financial year	

Whether processing the request would be unreasonable

Other factors the Respondent may consider to be relevant (see FOI Guidelines [3.117] and ACW at [22])

The staffing resources available to an agency or Minister for FOI processing	
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Whether the processing work requires the specialist attention of a minister or senior officer, or can only be undertaken by one or more specialist officers in an agency who have competing responsibilities	
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The impact that processing a request may have on other work in an agency or Minister’s office, including FOI processing	
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Whether an applicant has cooperated in framing a request to reduce the processing workload	
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Whether there is a significant public interest in the documents requested	
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Whether processing the request would be unreasonable

Steps taken by an agency or Minister to publish information of the kind requested by an applicant

[Only relevant to Ministers]

Responsibilities of the Minister and demands on the Minister's time, and whether it is open to the Minister to obtain assistance from an agency in processing the request.