

Application for Ombudsman Extension under the *Territory Records Act 2002*

When to apply?

Extension applications must be made at least **10 business days before the end of the release period (processing timeframe)**. The Ombudsman **cannot** grant an extension after the current release period has passed.

How long should I ask for?

Agencies should use their best efforts to estimate the time they require to complete an access request and should provide clear information to support a request. Where possible, agencies should avoid multiple extension requests for the same access request.

Is there an extension limit?

No. The Ombudsman may grant an extension to allow for the proper finalisation of an access request. Although there is no limit on the length of an extension that may be requested, it is important that requests are reasonable.

How does the Ombudsman assess the request?

The Ombudsman may extend the release period for the access request for large or complex applications, or where the Ombudsman considers an extension is reasonable in the circumstances. In deciding an extension request, the Ombudsman will take into account all relevant information, including:

- the length of the extension sought
- the reasons for the extension
- the progress of the access request
- the work required to finalise the application
- the number of previous extension requests
- the applicant's views, if any.

The Ombudsman may decline an extension request where an agency has not provided clear reasons for the extension, or where the processing of the access request appears to have been subject to unreasonable or unexplained delay.



Do I need to contact the applicant?

The Ombudsman encourages agencies to communicate regularly with the applicant about the progress of an access request, the need to seek an extension, and any decision by the Ombudsman regarding an extension of the processing timeframe.

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Please complete this form and email it to ACTExecutiveRecords@ombudsman.gov.au 10 days before the expiry of the current release period.

1. Agency information	
Agency name	
Agency contact person for this extension request (<i>Ombudsman correspondence will be sent to this person</i>)	
Name	
Position title	
Email	
Phone number	
Are you the Principal Officer or a delegate of the Principal Officer?	<input type="checkbox"/> Principal Officer <input type="checkbox"/> Delegate of the Principal Officer
2. Applicant information	
Name	
Email	
Phone number	
Postal address	
3. Access application details	
Access application reference number	
Date access application submitted	
Current release period end date (processing timeframe)	
Number of executive records requested	
Executive records reference number(s)	
Application involves how many pages of documentation?	
Has an extension of time previously been requested from the Principal Officer under section 31FAA?	<input type="checkbox"/> Yes <input type="checkbox"/> *No
If an extension has previously been granted under section 31FAA, what were the statutory grounds for the decision?	<input type="checkbox"/> Large or complex request <input type="checkbox"/> Reasonable in the circumstances

**The Ombudsman will generally not approve an extension request where internal extension options remain available.*

4. Extension request details	
Length of extension sought	
Reasons for extension <i>{Provide reasons why the extension is sought, including whether the request is large, complex, or otherwise warrants an extension in the circumstances}</i>	
Action taken to progress the access request to date <i>{Provide a timeline of actions taken since the application was received. If the request is for a further extension, provide a timeline since the last extension}</i>	
Provide the date of any previous extensions sought from the Ombudsman	
Have you informed the applicant that you have requested an extension? <i>{The Ombudsman encourages agencies to communicate regularly with applicants about the progress of an access request. This includes advising applicants when an extension is being sought.}</i>	
Has the applicant provided any comments about the extension request?	