

4 October 2024

Gabriel

By email: foi+request-11939-b881da8f@righttoknow.org.au

Dear Gabriel

Freedom of Information request — Notification of Decision

Thank you for your correspondence of 22 August 2024 (**your correspondence**), seeking access under the *Freedom of Information Act 1982 (FOI Act)* to documents held by the National Disability Insurance Agency (**NDIA**).

The purpose of this letter is to provide you with a decision on your request.

Scope of your request

You have requested access to the following documents:

“I would like to request any NDIS internal documents which provide guidance for the interpretation of the World Health Organisation Disability Assessment Schedule (WHODAS)”

Extension of time

On 18 September 2024, you agreed to a 30-day extension of time under section 15AA of the FOI Act, making 23 October 2024 the new date to provide you with a decision on access.

Search efforts

The NDIA’s Service Design Branch searched for, and located three (3) documents relevant to the scope of your request.

Decision

I am authorised to make decisions under section 23(1) of the FOI Act. My decision on your request and the reasons for my decision are set out below.

I have decided to provide access to all 3 documents in part, with information irrelevant to the scope of your request removed pursuant to section 22 of the FOI Act.

Reasons for decision

In reaching my decision, I took the following into account:

- your correspondence outlining the scope of your request
- the nature and content of the documents falling within the scope of your request
- the FOI Act
- the FOI Guidelines published under section 93A of the FOI Act
- the result of consultation with relevant NDIA staff
- factors relevant to my assessment of whether or not disclosure would be in the public interest
- the NDIA’s operating environment and functions.

Access to edited copies with exempt or irrelevant material deleted (section 22)

Documents one and two are guides on how to complete the WHODAS and enter the information into our systems. Document three is a presentation about the WHODAS, with guidance about how to ask questions of participants.

I have considered some of the information described above as irrelevant to your request as your request was for 'interpretation of the WHODAS'. Therefore, pursuant to section 22 of the FOI Act, I have removed the information I consider irrelevant to your request and have prepared an edited copy of the documents.

The NDIA's Service Design Branch was unable to locate any documents specifically interpreting the WHODAS, and I note in document three, specifications were taken from the WHODAS 2.0 manual.

Release of documents

The documents for release, as referred to in the Schedule of Documents at **Attachment A**, are enclosed.

Rights of review

Your rights to seek a review of my decision, or lodge a complaint, are set out at **Attachment B**.

Should you have any enquiries concerning this matter, please do not hesitate to contact me by email at fox@xxxx.xxx.xx

Yours sincerely



Patrick (PHO293)

Senior Freedom of Information Officer
Complaints Management & FOI Branch
General Counsel Division

Schedule of Documents for FOI 24/25-0230

Document number	Page number	Description	Access Decision	Comments
1	1-2	SOP Complete the WHODAS Date: 10 February 2021	PARTIAL ACCESS	Irrelevant material removed under section 22 of the FOI Act Pages removed 2 to 4
2	3-8	Record Assessment – WHODAS Date: 9 June 2023	PARTIAL ACCESS	Irrelevant material removed under section 22 of the FOI Act Pages removed 7 to 8
3	9-21	The WHODAS schedule 2.0 PowerPoint Presentation Date: April 2017	PARTIAL ACCESS	Irrelevant material removed under section 22 of the FOI Act Pages removed 11 to 12 and 17 to 20

Your review rights

Internal Review

The FOI Act gives you the right to apply for an internal review of this decision. The review will be conducted by a different person to the person who made the original decision.

If you wish to seek an internal review of the decision, you must apply for the review, in writing, within 30 days of receipt of this letter.

No particular form is required for an application for internal review, but to assist the review process, you should clearly outline your grounds for review (that is, the reasons why you disagree with the decision). Applications for internal review can be lodged by email to xxx@xxxx.xxv.au or sent by post to:

Freedom of Information Section
Complaints Management & FOI Branch
General Counsel Division
National Disability Insurance Agency
GPO Box 700
CANBERRA ACT 2601

Review by the Office of the Australian Information Commissioner

The FOI Act also gives you the right to apply to the Office of the Australian Information Commissioner (OAIC) to seek a review of this decision.

If you wish to have the decision reviewed by the OAIC, you may apply for the review, in writing, or by using the online merits review form available on the OAIC's website at www.oaic.gov.au, within 60 days of receipt of this letter.

Applications for review can be lodged with the OAIC in the following ways:

Online: www.oaic.gov.au
Post: GPO Box 5218, Sydney NSW 2001
Email: enquiries@oaic.gov.au
Phone: 1300 363 992 (local call charge)

Complaints to the Office of the Australian Information Commissioner or the Commonwealth Ombudsman

You may complain to either the Commonwealth Ombudsman or the OAIC about actions taken by the NDIA in relation to your request. The Ombudsman will consult with the OAIC before investigating a complaint about the handling of an FOI request.

Your complaint to the OAIC can be directed to the contact details identified above. Your complaint to the Ombudsman can be directed to:

Phone: 1300 362 072 (local call charge)
Email: ombudsman@ombudsman.gov.au

Your complaint should be in writing and should set out the grounds on which it is considered that the actions taken in relation to the request should be investigated.