



Our reference: MR24/01605  
Agency reference: FOI 24/25-0080

The <b>respondent</b> is:	The <b>applicant</b> is:
National Disability Insurance Agency By email: <a href="mailto:foi@ndis.gov.au">foi@ndis.gov.au</a>	Bob Buckley By email: <a href="mailto:foi+request-12085-4f5639cc@righttoknow.org.au">foi+request-12085-4f5639cc@righttoknow.org.au</a>

## Notice of IC review application and request for documents

The Office of the Australian Information Commissioner (OAIC) has received an application for Information Commissioner review of a decision made by Respondent (the respondent) under the *Freedom of Information Act 1982* (the FOI Act).

A copy of the IC review application and the decision under review are [attached](#).

The OAIC will commence a review of the FOI decision and provides this notice under s 54Z of the FOI Act. As part of this process:

- the respondent has until **26 November 2024** to share its submission with the OAIC and the applicant.
- the respondent also has until **26 November 2024** to provide the OAIC with the information set out in Paragraph 4.1 of Annexure A.2 of the [Directions as to certain procedures to be followed by agencies and ministers in IC reviews](#)

**Annexure A** has more information for applicants about sharing submissions.

**Annexure B** has more information for respondents about sharing submissions.

### Scope of IC review

The IC review applicant contests that further documents exist within the scope of their request (s 24A(1)).

## Request for information

Paragraph 4.1 of Annexure A.2 of the [Directions as to certain procedures to be followed by agencies and ministers in IC reviews](#) sets out the information the respondent must provide to the OAIC.<sup>1</sup> Please provide the information that relates to this review.

Respondents can comply with this notice by delivering the response to [foidr@oaic.gov.au](mailto:foidr@oaic.gov.au) by **26 November 2024**.

## Obligations during the IC review process

The obligations of the respondent during the IC review process are set out under:

- ss 55D, 55DA and 55Z of the FOI Act
- Part 10 the [Guidelines issued under s 93A of the FOI Act](#), which agencies and ministers must have regard to when performing a function or exercising a power under the FOI Act
- [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) issued under s 55(2)(e)(i) of the FOI Act.

The obligations of the applicant during the IC review process are set out under:

- Part 10 the [Guidelines issued under s 93A of the FOI Act](#)
- [Direction as to certain procedures to be followed by applicants in Information Commissioner reviews](#) issued under s 55(2)(e)(i) of the FOI Act.

Yours sincerely,



**Claire Lynch**

Freedom of Information Branch  
Office of the Australian Information Commissioner  
5 November 2024

[Enclosed: IC review application and decision under review].

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<sup>1</sup> [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) [A.2, 4.1]

## **Annexure A: Further information for applicants**

The procedure that applicants are to follow in IC reviews is set out in [Direction as to certain procedures to be followed by applicants in Information Commissioner reviews](#). The below summarises the obligations of applicants to engage with respondents, and provide submissions to both the OAIC and respondents.

We expect that you and the respondent engage in the IC review process with respect and courtesy.<sup>2</sup>

### **Sharing submissions between you and the respondent**

If respondents make a submission in support of their FOI decision, they must send their submission to you at the same time as sending them to the OAIC. You can then make a submission in response. You will have 10 business days to make a submission about why you disagree with the respondent, and you are required to send your submission to the respondent at the same time as sending to the OAIC.<sup>3</sup>

When it sends its submission to you and the OAIC, the respondent should remind you that you then have 10 business days to make your submission.

The OAIC will generally proceed with making an IC review decision on the basis of the evidence respondents provide in response to this notice, and any submissions the parties make. If you do not make submissions when an opportunity to do so has been provided, the OAIC may make a final decision without giving any further opportunity to make submissions.<sup>4</sup>

You can ask the OAIC to make a submission in confidence. Your request must give reasons why you want to make a confidential submission and the OAIC will consider those reasons and decide whether to accept the submission on a confidential basis. If the OAIC agrees to treat a submission confidentially, you will generally be required to provide a second version of the submission which can be shared.<sup>5</sup>

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<sup>2</sup> [Direction as to certain procedures to be followed by applicants in Information Commissioner reviews](#) [2.23]

<sup>3</sup> [Direction as to certain procedures to be followed by applicants in Information Commissioner reviews](#) [2.27]

<sup>4</sup> [Direction as to certain procedures to be followed by applicants in Information Commissioner reviews](#) [2.28]

<sup>5</sup> [Direction as to certain procedures to be followed by applicants in Information Commissioner reviews](#) [2.30]

## Annexure B: Further information for respondents

The procedure that respondents are to follow in IC reviews is set out in [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#). The below summarises the obligations of respondents to provide submissions to both the OAIC and applicants.

We expect that applicants and respondents will engage in the IC review process with respect and courtesy.<sup>6</sup>

### Sharing submissions between the respondent and applicant

If respondents make submissions in support of their FOI decisions, they must send their submissions to applicants at the same time as sending them to the OAIC.<sup>7</sup> Respondents should include prominent reminders in covering correspondence that applicants will have 10 business days from the date of receiving the correspondence to make submissions.

Applicants will be required to send their submissions to respondents at the same time as they are sent to the IC.<sup>8</sup>

Respondents should be aware that if they do not make submissions when an opportunity to do so has been provided, reviews may proceed to a decision under s 55K of the FOI Act without any further opportunity to make submissions. Respondents should not expect the opportunity for further submissions. Any request for extensions of time should only be made where exceptional circumstances can be demonstrated. This is because extensions of time will only be granted in exceptional circumstances.<sup>9</sup>

The OAIC will not accept submissions in confidence without a prior request. Any request for confidentiality must be accompanied by reasons to support such a claim, including whether the submission would reveal the contents of the documents at issue. Where the OAIC accepts a submission in confidence, respondents must provide an open version of the submission to the IC review applicant.<sup>10</sup>

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<sup>6</sup> [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) [2.7]

<sup>7</sup> [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) [3.23]

<sup>8</sup> [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) [3.23]

<sup>9</sup> [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) [3.24-5]

<sup>10</sup> [Direction as to certain procedures to be followed by agencies and ministers in IC reviews](#) [3.26-7]