

4 November 2024

Clementine Saber

**By email:** [foi+request-12138-9f89cca2@righttoknow.org.au](mailto:foi+request-12138-9f89cca2@righttoknow.org.au)

Dear Clementine Saber,

### **Freedom of Information request — Notification of Decision**

Thank you for your correspondence on 4<sup>th</sup> of October 2024, in which you requested access to documents held by the National Disability Insurance Agency (NDIA), under the *Freedom of Information Act 1982* (FOI Act).

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

### **Scope of your request**

You have requested access to documents referenced in Standard Operating Procedure - Complete the Update the Severity Tools task. Specifically, you requested access to:

- (1). *“Gross Motor Function Classification Scale (GMFCS) for Cerebral Palsy”*
- (2). *“Multiple Sclerosis Severity Tool: Patient Determined Disease Steps (PDDS)”*
- (3). *“Hearing Severity Tool”*
- (4). *“Stoke Severity Tool”*
- (5). *“Vision Severity Tool”*
- (6). *“Standard Operating Procedure - Complete the WHODAS”*

### **Decision on access to documents**

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 identified 6 documents that fall within the scope of your request. As a result, I have decided to grant access to the information outlined in your request.

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
- factors relevant to my assessment of whether or not disclosure would be in the public interest

Delivered by the

National Disability  
Insurance Agency

## Schedule of Documents

Document number	Page number	Description	Access Decision
1	1-5	Standard Operating Procedure: Complete the WHODAS	<b>FULL ACCESS</b>
2	6-9	Cerebral Palsy Severity Tool: Gross Motor Functional Classification Scale	<b>FULL ACCESS</b>
3	10-17	Hearing Severity Tool: Functional Impact of Hearing Loss	<b>FULL ACCESS</b>
4	18-21	Multiple Sclerosis Severity Tool: Patient Determined Disease Steps	<b>FULL ACCESS</b>
5	22-25	Stroke Severity Tool: Modified Rankin Scale	<b>FULL ACCESS</b>
6	26-34	Vision Severity Tool: Functional Impact of Vision Loss	<b>FULL ACCESS</b>

### Reasons for decision

Upon reviewing the documents I have determined that no exemptions apply to the information provided in response to your request nor is it in the public interest to refuse access to this information.

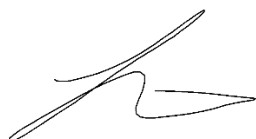
I am satisfied that all reasonable steps have been taken to locate the documents you have requested and that the documents provided in response to your request have been provided in their entirety.

### Rights of review

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

Should you have any enquiries concerning this matter, please do not hesitate to contact me by email at [foi@ndis.gov.au](mailto:foi@ndis.gov.au).

Yours sincerely



**Sarah**  
Senior Freedom of Information Officer  
Complaints Management & FOI Branch  
General Council Division

## 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 [foi@ndis.gov.au](mailto:foi@ndis.gov.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](http://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](http://www.oaic.gov.au)  
Post: GPO Box 5218, Sydney NSW 2001  
Email: [enquiries@oaic.gov.au](mailto: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](mailto: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