

12 February 2025

Paul Carter

By email: foi+request-12358-61619320@righttoknow.org.au

Dear Paul Carter

Freedom of Information request — Notice of Decision

Thank you for your correspondence of 23 November 2024, seeking access under the *Freedom of Information Act 1982* (FOI Act) to documents held by the National Disability Insurance Agency (NDIA).

I apologise for the delay in processing your request.

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'm seeking clarity regarding the National Disability Insurance Agency's organisational structure. As per the Freedom of Information Act I am requesting access to documents within the following scope:

- A document outlining the NDIA's current structure including the name of every “group”, the names of each group's “divisions”, and the names of each division's “branches”*
- A document outlining the purpose/role of each branch within the NDIA*

I expect this information may be found within the “People and Culture Division” as they appear responsible for managing job listing descriptions...”

Timeframe

A 30-day statutory period for processing your request commenced from 24 November 2024 in accordance with section 15(5)(b) of the FOI Act. The due date for a decision on access was 23 December 2024. I note this time has lapsed and as a result we are deemed to have refused your request under section 15AC of the FOI Act.

Despite this, I have continued to process your application. I apologise for the delay and confirm that you retain your right to seek external review of this decision.

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 2 documents, which fall within the scope of your request.

The documents were identified by People, Culture and Wellbeing who conducted searches of NDIA's systems, using all reasonable search terms that could return documents relevant to your request, and consulting with relevant NDIA staff who could be expected to be able to identify documents within the scope of the request.

I have decided to grant access to 2 documents in full.

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
- consultation with relevant NDIA staff
- the NDIA's operating environment and functions.

Release of documents

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

Accountability statements as per Agency Organisational Structure page were completed at a point in time. Note that:

- These were accurate at the point in time of their completion;

- Due to the nature of any large organisation, slight structural changes occur over time, naming conventions may vary or slight changes in accountabilities may occur between Branches; therefore some of the information in these statements may not reflect the 'current state' outlined in the overall Organisational Chart.

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



Kate (KIM627)
A/Assistant Director – Freedom of Information
Non Personals Team
Complaints Management & FOI Branch
General Counsel Division

Schedule of Documents for FOI 24/25-0840

Document number	Page number	Description	Access Decision
1	1	NDIA Organisational Chart As of 18 November 2024	FULL ACCESS
2	2-4	PCW Division Role Summary As of 1 February 2025	FULL ACCESS

Your review rights

As this matter was a deemed refusal, internal review of this decision is not an option. However, if you have concern with any aspect of this decision, please contact the NDIA FOI team by email foi@ndis.gov.au or by post:

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 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.