

23 April 2024

Gemma Jones

By email: foi+request-11262-e0de2e18@righttoknow.org.au

Dear Gemma Jones

Freedom of Information request — Notification of Decision

Thank you for your correspondence of 24 March 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 the following documents:

“...1. 4.1 Guide to Registered Nurse Hours...3. If the document I have named are no longer in use, please provide the last version of the document that was in use AND the new different document which supersedes it...FURTHER INFORMATION TO CLARIFY AND AID YOUR SEARCH: This document titles and links were obtained from the document titled ‘Standard Operating Procedure - Guided Planning Questions’ (V4.0 2020-07-30) which was uploaded to the Disability Royal Commission’s document library at this link:...”

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 1 document, which falls within the scope of your request.

This document was identified by conducting 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 1 document in part.

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.

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

Section 22 of the Freedom of Information Act allows access to documents which have been edited to remove information via deletion which is irrelevant to the scope of requested documents.

When searching for the requested document 4.1 Guide to Registered Nurse Hours, I found a document called "Include disability-related health supports or meal preparation supports in the participant's plan" (V6.0 2023.06.21) which contains information that directly relates to your request for documents. However, this document contains information outside the scope of your request for information, due to this I have removed all pages with irrelevant information under section 22 of the FOI Act. I have listed the pages I have removed in the below schedule of documents for your convenience.

Release of documents

The document for release, as referred to in the Schedule of Documents at **Attachment A**, is 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 fx@xxxx.xxx.xx

Yours sincerely

A handwritten signature in black ink, appearing to read "Jordyn". The signature is fluid and cursive, with the first letter being a large, stylized "J".

Jordyn (JHD938)

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

Schedule of Documents for FOI 23/24-1038

Document number	Page number	Description	Access Decision	Comments
1	1-3	Include disability-related health supports or meal preparation supports in the participant's plan 21 June 2023	PARTIAL ACCESS	Pages 1 – 21 and pages 25 – 45 removed under Section 22 of the FOI Act.