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11 May 2016

Mr R Williams

By email: foi+request-1923-2419447b@righttoknow.org.au

Dear Mr Williams,

Acknowledgment of freedom of information request – FOI 15/16-022

I refer to your correspondence dated 7 May 2016, received by the National Disability Insurance Agency (the Agency) on 7 May 2016, in which you requested access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

1. *“Documentation outlining how many complaints the agency has received in the past 2 years related to the recruitment activities of the NDIA;*
2. *Documentation summarising the nature of these complaints;*
3. *Documentation that indicates how these complaints were resolved;*
4. *Documentation that advises how many recruitment activities have resulted in the outcome being appealed; and*
5. *Documentation that indicates the results of these appeals.*

In addition I would like documentation that -

1. *Advises how many staff currently work in Recruitment in the NDIA; and*
2. *Advises the experience of these staff - i.e. any qualifications held, experience in recruitment, the substantive and acting classifications of these staff.”*

Your request will be processed in accordance with the FOI Act. Accordingly, the Agency will have 30 days to process your request. However, please note that this period may be extended if the Agency needs to consult third parties, imposes a charge or for other reasons. We will advise you if this happens.

The Agency will advise you if a charge is payable to process your request and the amount of any such charge as soon as practicable.

Please note that information released under the FOI Act may be published in a disclosure log on the Agency's website, where this is required by section 11C of the FOI Act. In accordance with section 11C, the Agency will not publish personal, business, professional or commercial information on its disclosure log where it considers that it would be unreasonable to do so.

Should you have any queries about this matter, please do not hesitate to contact me on 03 5272 7507 or Margot Brown on 03 5272 7505. Alternatively, you may contact us via email to foi@ndis.gov.au

We will be in contact with you by email in relation to your FOI request.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B. Cheever', written in a cursive style.

Ben Cheever
Lawyer
Legal Branch
National Disability Insurance Agency