

23 June 2021

Shirley

By email: foi+request-7402-c676b768@righttoknow.org.au
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Dear Shirley

Freedom of Information Request: Acknowledgement

Thank you for your 3 requests of 9 June 2021 under the *Freedom of Information Act 1982* (FOI Act) for copies of documents held by the National Disability Insurance Agency (NDIA).

Scope of your request

As per section 24(2)(b) of the FOI Act, an agency may treat 2 or more requests as a single request if the subject matter is substantially the same; therefore, we have combined your 3 requests into one request.

The scope of this combined request is:

“...a copy of the current NDIA Pandemic Plan and all prior versions. That is, all pandemic plans created by the NDIA since 2013 until Jun 21.”

...a copy of the NDIA's NSW specific Pandemic Plan. That is, the NDIS pandemic plan focused exclusively on participants, providers, staff, business activity and physical sites within NSW.

...a copy of the NDIA's State of Victoria specific Pandemic Plan. That is, the NDIS pandemic plan focused exclusively on participants, providers, staff, business activity and physical sites within the State of Victoria.”

Unless you advise otherwise by 5:00pm 25 June 2021, we will take it that you agree to the names and contact details of NDIA staff being excluded from the scope of your request (that is, the information will be treated as irrelevant).

Processing timeframes

We received your requests on 9 June 2021 and the 30-day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by **9 July 2021**.

The period may be extended if we need to consult with third parties or for other reasons. We will advise you if this happens.

Charges

We may apply a processing charge to your request and will advise you as soon as practicable if a charge is payable.

Disclosure Log

Information released under the FOI Act may be published on the NDIA's disclosure log located on our website, subject to certain exceptions.

If you have any concerns about the publication of information you have requested, please contact us.

Further help

Please contact us at foi@ndis.gov.au if you have any questions or need help.

We will contact you using the email address you provided. Please advise if you would prefer us to use an alternative means of contact.

Yours sincerely

Freedom of Information Officer
Parliamentary, Ministerial & FOI Branch
Government Division