

23 June 2021

Shirley

By email: [foi+request-7405-249bd8e5@righttoknow.org.au](mailto:foi+request-7405-249bd8e5@righttoknow.org.au)  
cc: [foi+request-7406-4814a235@righttoknow.org.au](mailto:foi+request-7406-4814a235@righttoknow.org.au)

Dear Shirley

### Freedom of Information Request: Acknowledgement

Thank you for your 2 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 2 requests into one request.

The scope of this combined request is:

*“...a copy of the NDIA's COVID-19 pandemic/epidemic risk, hazard and threat assessment specific to the State of Victoria. That is, the structured, documented assessment informing the NDIS' classification and prioritisation of participants, providers, processes, staff, physical sites and business activities rated as 'high', 'medium' or 'low' risk. This applies for both 'COVID normal' and 'lockdown' periods. In sum, the NDIS work product informing the NDIA's business continuity and/or resilience action.*

*...a copy of the NDIA's COVID-19 pandemic/epidemic risk, hazard and threat assessment specific to the State of New South Wales. That is, the structured, documented assessment informing the NDIS' classification and prioritisation of participants, providers, processes, staff, physical sites and business activities rated as 'high', 'medium' or 'low' risk. This applies for both 'COVID normal' and 'lockdown' periods. In sum, the NDIS work product (risk assessment) informing the NDIA's business continuity and/or resilience actions for the past 18mths.”*

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](mailto: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