

28 June 2021

Shirley

**By email:** [foi+request-7417-73bfb569@righttoknow.org.au](mailto:foi+request-7417-73bfb569@righttoknow.org.au)  
**cc:** [foi+request-7418-1e29805f@righttoknow.org.au](mailto:foi+request-7418-1e29805f@righttoknow.org.au)

Dear Shirley

### **Freedom of Information Request: Acknowledgement**

Thank you for your 2 requests of 11 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 current Project Risk Management Policy and Procedures and all prior versions. That is, all Project Risk Management Policies and Procedures created by the NDIA since 2013 up to and including Jun 2021.*

*...a copy of the NDIA’s “Risk in Change Guide” cited in the 2019-20 Annual Report. [1]. Also please provide a copy of all prior versions. That is the NDIA’s Risk in Change Guide from 2013 up to and including Jun 21.”*

Unless you advise otherwise by 5:00pm 30 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 11 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 **12 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