



15 June 2023

Christina Torres

By email: foi+request-9299-ed72eff5@righttoknow.org.au

Dear Christina Torres

Freedom of Information request — Request consultation process

Thank you for your correspondence of 23 August 2022, in which you requested access under the *Freedom of Information Act 1982* (FOI Act) to documents held by the National Disability Insurance Agency (NDIA).

Scope of your request

You have requested access to the following documents:

I am requesting that skills assessment tests and documents that key decision makers undertake be provided under FOI.

Practical refusal

I am authorised to make decisions under section 23(1) of the FOI Act.

I am writing to advise that your request does not provide enough information about the documents you are seeking as is reasonably necessary to allow us to identify them. This is called a 'practical refusal reason' under section 24AA of the FOI Act.

On this basis, I intend to refuse your request. However, before I make a final decision, I am writing to provide you with an opportunity to revise your request. This is called a 'request consultation process' as set out under section 24AB of the FOI Act. You have 14 days to respond to this notice in one of the ways set out below.

Why I intend to refuse your request

Your request does not satisfy section 15(2)(b) of the FOI Act, as the terms of your request are too broad, and we are unable to identify the specific documents sought. We are seeking further information from you about the documents you were requesting access to.

Request consultation process

You now have an opportunity to revise your request to enable it to proceed.

Revising your request can mean narrowing the scope of the request to make it more manageable or explaining in more detail the documents you wish to access. For example, by providing more specific information about exactly what documents you are interested in, the NDIA will be able to pinpoint the documents more quickly and avoid using excessive resources to process documents you are not interested in.

To reduce the scope of your request, you might like to consider:

- Identifying the area of decision makers, such as planning, financial, freedom of information officers
- Any assessment test types in particular that these decision makers undertake

You have 14 days from the date you receive this letter to contact me and do one of the following:

- a. withdraw your request
- b. make a revised request
- c. indicate that you do not wish to revise the request.

During this period, you are welcome to seek assistance to revise your request. If you revise your request in a way that adequately addresses the practical refusal reason outlined above, we will recommence processing it.

Please note that the time taken to consult with you regarding the scope of your request is not taken into account for the purposes of the timeframe for processing your request.

You can contact me by email at xxx@xxxx.xxx.xx

Alternatively, you can reply in writing to the following address:

Freedom of Information Section
Parliamentary, Ministerial & FOI Branch
Government Division
National Disability Insurance Agency
GPO Box 700
CANBERRA ACT 2601

Please do not hesitate to contact me if you have any questions.

Yours sincerely

A handwritten signature in black ink that reads "Jade". The signature is written in a cursive, flowing style.

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