



12 December 2024

By email only: foi+request-12338-99ab17b5@righttoknow.org.au

Dear Glenn Hamiltonshire,

FREEDOM OF INFORMATION REQUEST NO. 24/25/2/060

I, Katrina Davis, am an authorised decision-maker under section 23 of the FOI Act. I refer to your application dated 17 November 2024 seeking access under the *Freedom of Information Act 1982 (FOI Act)* to:

1. All documents held by the Australian Financial Security Authority (**AFSA**) relating to the Style Guides/Brand Guides/Writing Guides currently used by AFSA.

This letter sets out my decision on your request for access.

Timeframe for processing your request

Your request was received by AFSA on 17 November 2024. The statutory period for processing your request is 30 days. This means a response to your FOI request is due by 17 December 2024.

Summary of decision

Following extensive searches, I have identified two documents within the scope of your request. I have decided to release both documents to you in full.

Document 1 is Quick reference guide - APS Style Manual (Style Guide). This document also contains information for AFSA's Writing Guide currently used by AFSA.

Document 2 is the Brand Guidelines currently used by AFSA.

Relevant material

In reaching my decision I referred to the following:

- the terms of your request
- the documents relevant to the request;
- the FOI Act;
- Guidelines published by the Office of the Information Commissioner under section 93A of the FOI Act; and
- advice from the relevant business line.

Review Rights

You are entitled to seek review of this decision.

Attachment A sets out your rights to apply for review if you are dissatisfied with my decision.

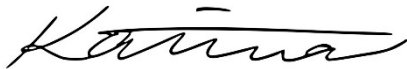
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Since my decision is to release all relevant documents to you in full, an application for review would be limited to a situation where you consider that I have not identified all the documents in AFSA's possession that are relevant to your request.

Contact

If you have any queries about this notice, please do not hesitate to contact the AFSA Freedom of Information team at foi@afsa.gov.au.

Yours sincerely



Katrina Davis
Acting Senior Lawyer
foi@afsa.gov.au

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Attachment A - review rights

If you are dissatisfied with this decision, you have certain rights of review available to you.

Firstly, under section 54 of the FOI Act, you may apply for an internal review of the decision.

Your application must be made by whichever date is the later between:

- 30 days of you receiving this notice; or
- 15 days of you receiving the documents to which you have been granted access.

An internal review will be conducted by a different officer from the original decision-maker.

No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned.

An application for a review of the decision should be addressed to:

AFSA Legal

foi@afsa.gov.au

If you choose to seek an internal review, you will subsequently have a right to apply to the Australian Information Commissioner for a review of the internal review decision.

Review by the Australian Information Commissioner

Alternatively, under section 54L of the FOI Act, you may seek review of this decision by the Australian Information Commissioner without first going to internal review.

Your application must be made within 60 days of you receiving this notice.

The Australian Information Commissioner is an independent office holder who may review decisions of agencies and Ministers under the FOI Act.

More information is available on the Australian Information Commissioner's website

www.oaic.gov.au.

You can contact the Information Commissioner to request a review of a decision via email at foidr@oaic.gov.au or by writing to the Information Commission at:

GPO Box 5288

Sydney NSW 2601

Complaints to Ombudsman or Australian Information Commissioner

You may complain to either the Commonwealth Ombudsman or the Australian Information Commissioner about action taken by AFSA in relation to your request.

The Ombudsman will consult with the Australian Information Commissioner before investigating a complaint about the handling of an FOI request.

Your enquiries to the Ombudsman can be directed to:

- Phone 1300 362 072 (local call charge) or
- via the online form ([Web Form Submission \(ombudsman.gov.au\)](http://Web Form Submission (ombudsman.gov.au)))

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Your enquiries to the Australian Information Commissioner can be directed to:

- Phone 1300 363 992 (local call charge) or
- via the online form [OAIC Web Form](#)

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