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Our reference: **AIC FOI 24-2**

16 December 2024

Glenn Hamiltonshire

By email to: foi+request-12339-cb23743e@righttoknow.org.au

Dear Glenn Hamiltonshire

Freedom of Information Request 24-1

I refer to your request made to the Australian Institute of Criminology (AIC) under the *Freedom of Information Act 1982* (Cth) (FOI Act) for access to:

the Style Guides/Brand Guides/Writing Guides currently used for the Australian Institute of Criminology

We received your request on **18 November 2024** and the statutory processing period commenced the day after, meaning that a decision is due to you by **18 December 2024**.

This is a decision made under the FOI Act in relation to documents within the scope of your request.

Authority and materials considered

I am authorised under s 23 of the FOI Act to make a decision concerning the information you have requested access to.

In reaching my decision I have taken into consideration:

- the relevant provisions of the FOI Act;
- advice from officers with responsibility for matters to which your request relates;
- relevant guidelines issued by the Office of the Australian Information Commissioner; and
- relevant Tribunal and Federal Court decisions concerning the operation of the FOI Act.

Decision

I have identified one document within scope of your request. Details of this document are set out at **Annexure A**. I have decided to release this document to you in full.

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Section 22 – Deletion of irrelevant material

Section 22(1)(a)(ii) of the FOI Act permits the deletion of information that would be reasonably regarded as irrelevant to the request.

When the AIC acknowledged your request, you were advised that the AIC would regard names, signatures, and contact details of members of staff, other than names of Senior Executive Staff, as irrelevant to your request. It is noted that no objections were received from you.

I have decided that information in these documents which would disclose the names and contact details of members of staff, other than names of Senior Executive Staff, is outside the scope of your request. I have therefore deleted this information from the documents pursuant to s 22(1)(a)(ii) of the FOI Act.

Disclosure Log

Section 11C of the FOI Act provides that information about any documents released under that Act must be published on the AIC's website within 10 days of release, subject to the exemptions set out in s 11C(1)(a)-(d). As I do not consider that an exemption applies, the documents will be published on the AIC's Disclosure Log.

Your review rights

If you are dissatisfied with this decision you can apply for internal review or review by the Information Commissioner. You do not have to apply for internal review before seeking the Information Commissioner's review.

Internal Review

You may seek internal review by making an application in writing to the AIC within 30 days of being notified of this decision. A written application for a review should be sent to the FOI Coordinator at foi@acic.gov.au, or by post to:

FOI Coordinator
Australian Criminal Intelligence Commission
GPO Box 1936
Canberra ACT 2601

Information Commissioner review

Alternatively, you may apply in writing for review by the Information Commissioner. In making your application, you need to provide:

- an address for notices to be sent (this can be an email address); and
- a copy of this decision.

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It would also help if you set out the reasons for review in your application. Requests for review must be in writing and can be made via the website (www.oaic.gov.au), by email at enquiries@oaic.gov.au, or by post at:

Office of the Australian Information Commissioner
GPO Box 5128
Sydney NSW 2001

If you are objecting to a decision to refuse access to documents you must apply to the Information Commissioner within 60 days of being given notice of the decision. You can contact the Information Commissioner by phone on 1300 363 992.

Right to complain

You may make a complaint to the Information Commissioner about action taken by the AIC in relation to your application. The complaint needs to be in writing and identify the agency against which the complaint is made.

The Information Commissioner may be contact on 1300 363 992. There is no particular form required to make a complaint, but the complaint should set out the grounds on which you consider the action should be investigated.

Yours sincerely,



Dr Rick Brown

Deputy Director

Australian Institute of Criminology

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Annexure A – Schedule of Documents – Freedom of Information Request AIC 22-3

Document no.	Date	Number of pages	Description	Decision on access	Exemption/Deletions
1.	9/8/19	66	AIC Publications Handbook	Full Release	N/A

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