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Australian Government

Office of Parliamentary Counsel

Our ref: T24/261

Glenn Hamiltonshire

foi+request-12351-32c469b1@righttoknow.org.au

Dear Mr Hamiltonshire,

Freedom of information request no. 20-2025

1 The purpose of this letter is to give you a decision about access to documents that you requested under the *Freedom of Information Act 1982 (FOI Act)*.

2 You requested access to documents relating to the branding style guides for the Office of Parliamentary Counsel (OPC). Specifically, you sought access to:

“The Style Guides/Brand Guides/Writing Guides currently used for the Office of Parliamentary Counsel.”

Decision and reasons for decision

3 I, Stephen Campbell, General Manager Corporate, am an officer authorised under subsection 23(1) of the FOI Act to make decisions in relation to FOI requests.

4 In response to your request, copies of the *OPC Brand Usage Guidelines* and the *OPC Branding Style Guide* are attached.

5 Additionally, OPC recommends you refer to the publicly-available *Drafting Directions*, the *Amending Forms Manual*, and the *Plain English Manual*. These documents are available on the OPC website at the following links:

- [General | Office of Parliamentary Counsel](#); and
- [Drafting directions | Office of Parliamentary Counsel](#).

6 I have taken the following material into account in making my decision:

- The content of the documents that fall within scope of your request;
- The FOI Act; and

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- The guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act.

7 Please note, this request will be published on OPC's disclosure log within 10 working days after the day you are given access to this document.

Your review rights

8 If you are dissatisfied with the information provided, you may apply for internal review or to the Information Commissioner for a review. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

Internal review

9 Under section 54 of the FOI Act, you may apply for an internal review of my decision. Your application must be made within 30 days after the date of this letter.

10 An internal review will be conducted by a different officer. 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 lodged in one of the following ways:

- email: foi@opc.gov.au
- post: FOI Coordinator, Locked Bag 30, Kingston ACT 2604

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

Information Commissioner review

12 Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days after the date of this letter, and be lodged in one of the following ways:

- online:
https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
- email: foidr@oaic.gov.au
- post: GPO Box 5218 Sydney NSW 2001

13 More information about Information Commissioner review is available at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/>.

FOI Complaints

14 If you are unhappy with the way we have handled your FOI request, please let us know what we could have done better. We may be able to rectify the problem. If you are not

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satisfied with our response, you can make a complaint to the Australian Information Commissioner. A complaint to the Information Commissioner must be made in writing. Complaints can be lodged in one of the following ways:

- online:
https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1
- email: foidr@oaic.gov.au
- post: GPO Box 5218 Sydney 2001

15 More information about complaints is available at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/make-an-foi-complaint/>.

16 If you are not sure whether to lodge an Information Commissioner review or an Information Commissioner complaint, more information is available at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/>.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Campbell', written in a cursive style.

Stephen Campbell

General Manager Corporate

16 December 2024