



AAF Company

(Trustee for the Army Amenities Fund and the Messes Trust Fund)

ABN 82 008 629 490

THE ARMY AMENITIES FUND (AAF) Company

STATEMENT OF REASONS UNDER THE FREEDOM OF INFORMATION ACT 1982

1. I refer to the request by Glenn Hamiltonshire (the applicant), dated and received on 29 November 2024 by the Army Amenities Fund (AAF) Company (the Company) for access to the following documents under the *Freedom of Information Act 1982* (Cth) (FOI Act):

Style Guides/Brand Guides/Writing Guides currently used for the Australian Military Forces Relief Trust Fund

FOI decision maker

2. I am the authorised officer pursuant to section 23 of the FOI Act to make a decision on this FOI request.

Documents identified

3. I have identified no documents falling within the scope of the request.

Decision

4. I have decided to refuse the request under section 24A [requests may be refused if documents cannot be found, do not exist or have not been received] of the FOI Act.

Material taken into account

5. In making my decision, I have had regard to:
 - a. the terms of the request;
 - b. relevant provisions of the FOI Act; and
 - c. the Guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines).

REASONS FOR DECISION

Section 24A – Requests may be refused if documents cannot be found, do not exist or have not been received

6. Section 24A(1) of the FOI Act states:
 - (1) *An agency or Minister may refuse a request for access to a document if:*
 - (a) *all reasonable steps have been taken to find the document; and*
 - (b) *the agency or Minister is satisfied that the document:*
 - (i) *is in the agency's or Minister's possession but cannot be found; or*
 - (ii) *does not exist.*
7. Paragraph 3.94 of the Guidelines advises the detail that this statement of reasons should include to refuse a request under section 24A(1):

...the statement of reasons given to the applicant should sufficiently identify the document, explain why it cannot be found or is known not to exist or to be in the agency's possession, describe the steps the agency took to search for the document, and note the limitations of any search...

8. Personnel from the Fund conducted searches. Searches were conducted in the electronic document record system 'Objective' for documents related to the scope of the request. No documents were identified that matched the request.
9. I am satisfied that all reasonable steps have been taken to locate the documents sought by the applicant.
10. I am satisfied that the documents in the scope of the requests do not exist, and refuse the request under section 24A(1) of the FOI Act.

E Lenaghan, CSC
Brigadier
Decision Maker
AAF Company