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Australian Government
Independent Parliamentary
Expenses Authority

13 January 2025

By email: foi+request-12430-eaa69b04@righttoknow.org.au

Dear Mr Hamiltonshire

Freedom of Information (FOI) Request 24-25-13

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).

Summary

I, Dr Judith Winternitz, am an officer under subsection 23(1) of the FOI Act and am authorised to make decisions in relation to FOI requests.

You requested access to documents held by the Independent Parliamentary Expenses Authority (IPEA) on 1 December 2024. Specifically, you sought access to:

“... the Style Guides/Brand Guides/Writing Guides currently used for the Independent Parliamentary Expenses Authority.”

Decision and reasons for decision

In making my decision, I have taken the following into account:

- the terms of your request
- advice provided to me by officers with responsibility for matters to which your request relates
- the provisions of the FOI Act; and
- the Guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines).

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I identified two (2) documents that fell within the scope of your request. I did this by arranging for comprehensive searches of IPEA's electronic records management system. Enquiries were also made of staff who would be likely to be able to identify documents within the scope of your request.

I have decided to grant access to both documents in full.

Questions about this decision

If you wish to discuss this decision, please contact me on the below details.

Yours sincerely



Dr Judith Winternitz

A/g Branch Manager

Independent Parliamentary Expenses Authority

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Attachments

Attachment A: Review Rights

Attachment B: Schedule of documents

Attachment C: Documents