



Our ref: FOI 2024-001506

31 January 2025

Glenn Hamiltonshire

**BY EMAIL ONLY:** [foi+request-12437-445f6d15@righttoknow.org.au](mailto:foi+request-12437-445f6d15@righttoknow.org.au)

Dear Mr Hamiltonshire

**Freedom of Information request – Notice of decision on access**

I refer to your request dated 2 December 2024 made under the *Freedom of Information Act 1982* (the **FOI Act**), received by Commonwealth Superannuation Corporation (**CSC**).

The purpose of this letter is to notify you of my decision on your application.

**Decision on access**

I have decided to **release all documents to you in full**. Please see the attached schedule at **Annexure B** for a list of the documents released to you. In accordance with section 26(1)(c) of the FOI Act, a statement setting out your rights of review under the FOI Act is at **Annexure A**. I note, as my decision is to release all documents to you in full, your review would be limited to a review of the searches conducted.

Yours sincerely

**Justin Jiang**  
Special Counsel  
General Counsel Team  
Commonwealth Superannuation Corporation



Commonwealth  
Superannuation  
Corporation

Commonwealth Superannuation Corporation (CSC)  
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## STATEMENT OF REASONS RELATING TO AN FOI REQUEST – FOI2024-001506

I, Justin Jiang, Special Counsel, am an officer authorised under section 23 of the FOI Act to make decisions in relation to the Commonwealth Superannuation Corporation (CSC).

What follows is my decision and reasons for the decision in relation to your request.

**Background**

On 2 December 2024, CSC received your request in the following terms:

*'I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Commonwealth Superannuation Corporation, Given the upcoming holiday period for the APS (happy holidays to you reading this), I forecast my consent for any required 30 day extension to deal with the request at this time.'*

**Searches for documents**

Searches for documents were conducted by relevant CSC business areas with responsibility for matters relating to the documents to which you sought access, including the Communications Team. Searches were also conducted across various document management systems such as TRIM, CSC's email system, and general computer files. Having consulted with the relevant business areas and undertaken a review of the records of the various search and retrieval efforts, I am satisfied that a reasonable search has been undertaken in response to your request.

**Evidence/material on which my findings were based**

In reaching my decision, I have relied on the following:

- the scope of your request
- advice from the relevant CSC business areas in relation to your request
- the FOI Act,
- the guidelines issued by the Office of the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines).

**Release of document/s**

A schedule of documents identified as falling into the scope of your request is at **Annexure C**. Your appeal rights can be found at **Annexure B**. The documents are **enclosed** for your review.

## INFORMATION ON REVIEW AND COMPLAINT RIGHTS

The *Freedom of Information Act 1982* (the **FOI Act**) gives you the right to apply for a review of this decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of this decision by:

- (a) an internal review officer in CSC Australia; or
- (b) the Australian Information Commissioner (**Information Commissioner**).

### **Internal Review**

If you apply for internal review, it will be carried out by a different decision-maker who will make a fresh decision on your application. An application for review must be:

- (c) made in writing;
- (d) made within 30 days of receiving this letter; and
- (e) sent to [FOI@csc.gov.au](mailto:FOI@csc.gov.au).

No particular form is required, but it is desirable to set out in the application the grounds upon which you consider the decision should be reviewed.

If the internal review officer decides not to grant you access to all of the documents to which you have requested access, you have the right to seek a review of that decision by the Information Commissioner. You will be further notified of your rights of review at the time you are notified of the internal review decision.

Please note that if you apply for an internal review and a decision is not made by an internal review officer within 30 days of receiving the application, you have the right to seek review by the Information Commissioner for a review of the original FOI decision on the basis of a 'deemed refusal' decision. An application for Information Commissioner review in this situation must be made within 60 days of the date when the internal review decision should have been made (provided an extension of time has not been granted or agreed).

### **Complaints to the Commonwealth Ombudsman and Information Commissioner**

#### **Information Commissioner review**

If you want to seek direct review by the Information Commissioner (and not internal review), you must apply in writing within 60 days of the receipt of the decision letter and you can lodge your application in one of the following ways:

<p>Online: <a href="http://www.oaic.gov.au">www.oaic.gov.au</a>            Post: GPO Box 2999, Canberra ACT 2601            Fax: +61 2 9284 9666            Email: <a href="mailto:enquiries@oaic.gov.au">enquiries@oaic.gov.au</a></p>	<p>In person:            Level 3,            175 Pitt Street,            Sydney NSW 2000</p>
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An application form is available on the website at [www.oaic.gov.au](http://www.oaic.gov.au). Your application should include a copy of the notice of the decision that you are objecting to (if one was provided), and your contact details. You should also set out why you are objecting to the decision.



### **Commonwealth Ombudsman**

You may complain to the Ombudsman concerning action taken by an agency in the exercise of powers or the performance of functions under the FOI Act. There is no fee for making a complaint. A complaint to the Ombudsman may be made in person, by telephone or in writing. The Ombudsman's contact details are:

Phone: 1300 362 072  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

The Commonwealth Ombudsman generally prefers applicants to seek review before complaining about a decision.

### **Information Commissioner**

You may also complain to the Information Commissioner concerning action taken by an agency in the exercise of powers or the performance of functions under the FOI Act. There is no fee for making a complaint. A complaint to the Information Commissioner must be made in writing. The Information Commissioner's contact details are:

Telephone: 1300 363 992  
Website: [www.oaic.gov.au](http://www.oaic.gov.au)



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SCHEDULE OF DOCUMENTS

Doc No.	Description	Decision on access	Exemption
1.	Style Guide	Released in full	N/A