



Australian Government
**Australian Centre for
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5 December 2024

Dear Glenn

Your Freedom of Information Request

I refer to your email of 2 December 2024 to the Australian Centre for International Agricultural Research (ACIAR) seeking access under the *Freedom of Information Act 1982* (the FOI Act) to: *the Style Guides/Brand Guides/Writing Guides currently used for the Australian Centre for International Agricultural Research.*

Your request was received by ACIAR on **2 December 2024**. Usually, you can expect to receive a decision within 30 days, being 1 January 2025. Thank you for providing consent to extend this deadline due to public holidays. The new deadline is taken to be **2 January 2025**, however, the timeframe for processing your request may be extended if charges are imposed, if consultation with third parties is necessary, or where you or the Office of the Australian Information Commissioner agree.

Please note that information released under the FOI Act may later be published online on our disclosure log ([ACIAR - Australian Centre for International Agricultural Research](#)), subject to certain exceptions. For example, personal information will not be published where this would be unreasonable.

Charges

Agencies may decide that an applicant is liable to pay a charge in respect of a request for access to documents. These charges are set under the *Freedom of Information (Fees and Charges) Regulations 1982* (the FOI Regulations) and are for search and retrieval of documents, decision making and provision of access (for example, copying and postage). If ACIAR decides to impose charges, we will send you a preliminary assessment of the charges. We will do this as soon as possible after documents relevant to your request are identified.

Consultation with third parties

Where information relating to third parties is contained in the documents, ACIAR may be required to consult with them under the FOI Act. If so, the FOI processing timeframe will be extended by a further 30 days. We will let you know if this will be necessary.

If you have any questions, please contact us by return email to foi@aciar.gov.au.

Yours sincerely

Paul Morgan
General Manager, Corporate



