



18 December 2024

Dear Glenn

Your Freedom of Information request – notice of decision

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.*

Authorised decision-maker

I am an authorised decision-maker under section 23 of the FOI Act. This letter sets out my decision in response to your request.

Relevant materials

In reaching my decision I referred to the following:

- the terms of your request;
- the documents within the scope of the request;
- the FOI Act;
- any other relevant legislation.

Decision

I have identified three documents and one webpage relevant to your request, which I have decided to release to you in full. Please find **attached to this email** a copy of these documents:

1. ACIAR Brand Guide
2. ICCON News Writing Guide
3. ACIAR Editorial Style Guide

In addition, our branding guidelines are available on our website at [Branding guidelines | ACIAR](#)

Charges

No charges have been imposed for the processing of this request.

Review rights

If you disagree with my decision, you can ask for the decision to be reviewed. You can apply for an internal review of the decision within 30 days of receiving this decision. An internal review will be conducted by a different officer from the original decision-maker. No particular form is required to apply for review although it will

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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 addressed to foi@aci-ar.gov.au.

Alternatively, you may seek review of this decision by the Australian Information Commissioner without first going to internal review. Your application must be made within 60 days of you receiving this notice.

The Australian Information Commissioner is an independent office holder who may review decisions of agencies and Ministers under the FOI Act. More information is available on the Australian Information Commissioner's website www.oaic.gov.au. You can contact the Information Commissioner to request a review of a decision online or by writing to the Information Commission at:

Email: enquiries@oaic.gov.au
Post: Director of FOI Dispute Resolution
GPO Box 5218
Sydney NSW 2001

Contacts

If you have any questions, please contact me via foi@aci-ar.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'PM', written in a cursive style.

Paul Morgan
General Manager Corporate