



Mr Glenn Hamiltonshire

By email: foι+request-12472-d32d19bb@righttoknow.org.au

Dear Mr Hamiltonshire

NOTICE OF DECISION

Scope of request

1. On 4 December 2024, you sought access under the *Freedom of Information Act 1982* (Cth) (**the FOI Act**) for:
 - a. Access to the Style Guides/Brand Guides/Writing Guides currently used for Cancer Australia.
2. I am an authorised decision-maker under s 23 of the FOI Act. This letter sets out my decision on your request for access.

Timeframe for processing your request.

3. The statutory period for processing a request is 30 days, and where the 30th day is not a business day, extends to the next.
4. On 6 December 2024, you were advised that under s 15 of the FOI Act that the decision on this request is due to be made by Cancer Australia by 3 January 2024.
5. On 24 December 2024, you provided your agreement and consent to a 30-day extension resulting in new decision date of 3 February 2025.

Decision

6. In response to your request, I have identified two documents that are relevant: the Cancer Australia Branding Guidelines [Document 1] and the Cancer Australia Indigenous Brand Guidelines [Document 2]. I have decided to give partial access to Document 1 and Document 2.
7. For Document 1 and 2, under s47f of the FOI Act, documents are conditionally exempt from disclosure, where disclosure would involve the unreasonable disclosure of personal information of any person. Personal information, under the Act, can include individuals' names and contact information, and thus I determine these portions of the record to be conditionally exempt.
8. Please find copies of the documents enclosed.

Document Searches

9. Searches of relevant files, emails, and Cancer Australia's intranet were undertaken, using the following search terms: "branding", "style guide", and "writing guide". Additionally, I sought advice from relevant internal communications team regarding relevant documents.
10. I do not believe there are any other reasonable steps that could be taken to identify other documents meeting the descriptions in your request.

Review rights

11. If you do not agree with the decision, you may apply for an internal review of the decision under s 54 of the FOI Act. Your application must be made in writing within 30 days of you receiving this notice. An internal review will be conducted by a different officer from the original decision-maker. No particular form is required to apply for review. However, it will 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 sent to: FOI@canceraustralia.gov.au.
12. If you choose to seek an internal review, you will subsequently have a right to apply to the Australian Information Commissioner (**IC**) for a review of the internal review decision.
13. Alternatively, under s 54L of the FOI Act, 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. If you wish to seek external review from the Office of the Australian Information Commissioner (OAIC) more information is available on the Australian Information Commissioner's website at www.oaic.gov.au, including specific information on the FOI review process at: <https://www.oaic.gov.au/freedom-of-information/foi-review-process>.
14. You may complain to the IC about action taken by Cancer Australia in relation to your request. There is no particular form required to make a complaint. The request should be in writing and should set out the grounds on which it is considered that the action taken in relation to the request should be investigated.

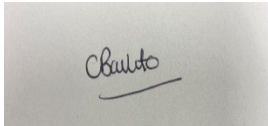
Relevant provisions

15. The FOI Act, including the provisions relevant to your request can be accessed from the Federal Register of Legislation website using the following link: <https://www.legislation.gov.au/C2004A02562/>

Contacts

16. If you require clarification of any of the matters discussed in this letter you should contact the FOI Coordinator at FOI@canceraustralia.gov.au.

Yours sincerely,

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature appears to be 'C. Barbuto' with a horizontal line underneath.

Carolyn Barbuto

Acting COO / CFO

17 January 2025