

AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTH CARE

TRIM: D24-70582

Mr Glenn Hamiltonshire

Via email: foi+request-12490-bd329cae@righttoknow.org.au

Dear Mr Hamiltonshire,

Notice of access grant decision – Freedom of information request no. 2405

I refer to your request for access to style/brand/writing guides currently used for the Australian Commission on Safety and Quality in Health Care (the Commission) under the *Freedom of Information Act 1982* (FOI Act). I identified two documents which fell within the scope of your request and these are set out in the schedule attached.

All reasonable steps have been taken to find the documents referred to in your request including consultation with the relevant policy and program areas. Thorough searches have been conducted of the Commission's file management system. I am satisfied that the searches conducted were thorough and all reasonable steps have been taken to locate documents relevant to your request.

With regard to the documents you requested, I have decided to grant access in full.

Your review rights

If you are dissatisfied with my decision, you may apply for Information Commissioner review.

Information Commissioner review

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10

email: xxxxx@xxxx.xx.au

post: GPO Box 5218 Sydney NSW 2001

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/>.

FOI Complaints

If you are unhappy with the way we have handled your FOI request, please let us know what we could have done better. We may be able to rectify the problem. If you are not

satisfied with our response, you can make a complaint to the Australian Information Commissioner. A complaint to the Information Commissioner must be made in writing. Complaints can be lodged in one of the following ways:

online:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

email: foidr@oaic.gov.au

post: GPO Box 5218 Sydney 2001

More information about complaints is available on the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/make-an-foi-complaint/>.

If you are not sure whether to lodge an Information Commissioner review or an Information Commissioner complaint, the Office of the Australian Information Commissioner has more information at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/>.

I enclose the documents you requested.

Yours sincerely



Catherine Katz
Executive Director, Intergovernmental Relations

19 December 2024

Attachments

1. Schedule of documents
2. Document 1 – Revised Style Guide April 2024
3. Document 2 - Commission Design Guide August 2021

Schedule of documents – Freedom of information request no. 2405

Document no.	Date	Size	Description	Decision on access	Exemption
1	Document revised by the Australian Commission on Safety and Quality in Health Care in April 2024	52 pages	The Australian Commission on Safety and Quality in Health Care Style Guide.	Document is being released in full with redaction of names and email addresses.	
2	Document published by the Australian Commission on Safety and Quality in Health Care in 2021.	79 pages	The Australian Commission on Safety and Quality in Health Care Design Guide.	Document is being released in full with CEO signature redacted.	