



Australian Government
Australian Sports Commission

ASC Reference: FOI 2024-25 011
Glenn Hamiltonshire
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24 December 2024

Dear Glenn

Freedom of Information Request – Notice of Decision

I refer to your application for access to documents under the *Freedom of Information Act 1982 (the Act)*, which was made to the Australian Sports Commission (**the ASC**) on 6 December 2024.

I confirm that in your requests to the ASC you sought access to:

“Access to the Style Guides/Brand Guides/Writing Guides currently used for the Australian Sports Commission.”

I am an officer authorised under section 23 of the Act to make decisions in relation to requests for access to documents. This letter sets out my decision in relation to your request and the reasons for that decision.

Documents Identified

I have been able to identify three (3) documents held in electronic format that relate to your request.

Exclusions

Documents already available publicly are excluded from this request.

1. Australian Government Style Guide - [Home | Style Manual](#)
2. Sporting Schools Branding Guide - [Branding | Australian Sports Commission](#)

Decision

I have decided to:

- a) Release three (3) documents in full.
- b) The documents to be released can be accessed at [FOI - Brand Guides](#)

Material taken into account

In making my decision, I have had regard to:

- a) the terms of the request,
- b) relevant provisions of the FOI Act, and
- c) the Guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines).
- d) the objects and functions of the ASC under the *Australian Sports Commission Act. 1989*



- e) advice from ASC officers with responsibility for matters relating to the documents to which you sought access.

Review Rights

You are entitled to seek review of this decision.

Attachment A sets out your rights to apply for review if you are dissatisfied with my decision.

Since my decision is to release all relevant documents to you in full, an application for review would be limited to a situation where you consider that I have not identified all the documents in ASC's possession that are relevant to your request.

Schedule of Documents

Doc No.	Title	Size	Date	Decision
1	ASC Brand Guidelines 2024-FA.pdf	76p	2024	Released in Full
2	ASC-NSO-Branding-Guidelines-2024-acc.pdf	12p	2024	Released in Full
3	36876_AIS-Brand-Guidelines-2023.pdf	61p	2023	Released in Full

Contact

If you have any queries about this notice, please do not hesitate to contact me at foi.officer@ausport.gov.au

Yours sincerely

Rebecca Callaway
ASC FOI Officer



Attachment A

Rights of Review

Right to Review of the Decision

If you are dissatisfied with this decision you can apply for internal review by the ASC or for review by the Information Commissioner (IC). You do not have to apply for internal review before seeking IC review.

Internal review

If you seek internal review another ASC officer will be appointed to conduct the review and make a completely fresh decision based on the merits of the case.

You may seek internal review by making an application in writing to the ASC within 30 days of being notified of this decision or 15 days after access to the released documents is given, whichever is the longer period.

Your application for internal review should be addressed to:

Corporate Counsel
Australian Sports Commission
PO Box 176
Belconnen ACT 2616
OR
foi.officer@ausport.gov.au

Information Commissioner Review

Alternatively, you may apply in writing for review by the IC. Refer to www.oaic.gov.au for further information. In making your application you need to provide:

- an address for notices to be sent (this can be an email address); and
- a copy of this decision

It would also help if you sent out the grounds on which you believe that the decision should be reviewed.

Right to Complain

You may make a complaint to the Commonwealth Ombudsman about action taken by the ASC in relation to your application. The complaint needs to be in writing and identify the agency against which the complaint is made. Further information is available at: <http://www.ombudsman.gov.au>

You can submit your complaint using the form on the above website or sent it to:

Commonwealth Ombudsman
GPO Box 442
CANBERRA ACT 2601

The complaint should set out the ground/s on which you consider the action should be investigated.