

23 December 2024

## Acknowledgement of FOI request received

Dear Mr Hamiltonshire,

Freedom of Information Request no. FOI023

I refer to your request for access to AFTRS Style/Writing/Brand Guides.

We received your request on Tuesday, 10 December 2024 and the 30 days statutory period for processing your request commenced from the day after that date. You would therefore ordinarily have expected a decision from us by Thursday, 9 January 2025. However, we note in your request that you have consented to a 30 day extension due to the upcoming holiday period, which we thank you for. You should therefore now expect a decision from us by Saturday, 8 February 2025.

You will be notified of any charges concerning your request as soon as possible before we process any requested documents or impose a final charge, if at all.

Please note that information released under the FOI Act may later be published online on our disclosure log <https://www.aftrs.edu.au/governance/freedom-of-information/> subject to certain exceptions.

We will contact you using the email address you provided. Please advise if you would prefer us to use an alternative means of contact.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Scott Stair

Head of Governance  
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