

9 January 2025

Glenn Hamiltonshire

[request-12522-4362eaae@righttoknow.org.au](mailto:request-12522-4362eaae@righttoknow.org.au)

Dear Mr Hamiltonshire,

RE: YOUR FREEDOM OF INFORMATION REQUEST TO AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

On 10 December 2024, you lodged a request under the *Freedom of Information Act 1982 (FOI Act)* with the Australian Film, Television and Radio School (**AFTRS**) for access to the Style Guides/Brand Guides/Writing Guides currently used by AFTRS.

I am a decision maker authorised under s 23(1) of the FOI Act to make a decision in respect of your request.

## Decision

AFTRS has identified 2 documents falling within scope of your FOI request. These documents, and my decision in relation to each document, are set out in the **Schedule of Documents at Attachment A**. These documents comprise:

1. the *AFTRS Style Guide* — I have decided to grant partial access as I have found it to contain a small amount of material irrelevant to your request which has been redacted pursuant to s 22 of the FOI Act. The single redaction can be found the final page of the 57 page deck, containing the name and redundant contact information of a former AFTRS staff member; and
2. the *Policy Writing Instructions* that internally accompanies our policy document templates. I have decided to release this document in full.

In making my decision, I have referred to the following:

- the terms of your FOI request;
- the content of the documents in issue;
- the relevant provisions of the FOI Act;
- guidelines issued by the Office of the Australian Information Commissioner under s 93A of the FOI Act (the OAIC Guidelines)
- consultation undertaken with other AFTRS officers.

The reasons for my decision are set out in the **Statement of Reasons at Attachment B**.

## Review rights and complaints

You are entitled to seek a review of this decision. **Attachment C sets out your rights to apply for a review** if you are dissatisfied with my decision.

## Contacts

If you have any queries about this notice, please do not hesitate to contact me, AFTRS FOI Officer, Maree McMahon by email [maree.mcmahon@aftrs.edu.au](mailto:maree.mcmahon@aftrs.edu.au).

Yours sincerely,

Maree McMahon  
Policy & Governance Officer  
Australian Film Television and Radio School

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