



# Australian Government

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## Civil Aviation Safety Authority

LEGAL, INTERNATIONAL AND REGULATORY AFFAIRS

CASA Ref:F24/42495

17 December 2024

Glenn Hamiltonshire

By email: [foi+request-12537-ec3db525@righttoknow.org.au](mailto:foi+request-12537-ec3db525@righttoknow.org.au)

### ACCESS TO DOCUMENTS UNDER THE *FREEDOM OF INFORMATION ACT 1982*

I refer to your request under the *Freedom of Information Act 1982* (the Act), received on 11 December 2024, as follows:

1. Document templates
  - \* Correspondence templates
  - \* Board and Executive Committee templates
  - \* Report template
  - \* MS Teams backgrounds
2. PowerPoint presentation templates
3. Rules for using our logo
4. Order CASA business cards

I am the decision maker for your request and am authorised to make decisions under the Act.

#### **Material taken into account**

In reaching my decision I have had regard to the following:

- the terms of your request
- searches and inquires undertaken by CASA
- the Act
- the FOI Guidelines issued by the Information Commissioner under section 93A of the Act (the Guidelines).

#### **Decision**

I have identified 109 pages of documents relevant to your request. I have decided to release them to you and they are attached.

**Internal review**

You can apply for an internal review of my decision under section 54 of the Act. Your application must be made in writing within 30 days of receiving this letter.

The application does not need to be in any particular form but should preferably explain why you consider my decision should be reviewed.

The application should be addressed as follows:

Freedom of Information  
Legal, International and Regulatory Affairs Division  
Civil Aviation Safety Authority  
GPO Box 2005  
Canberra ACT 2601

**Review by the Australian Information Commissioner**

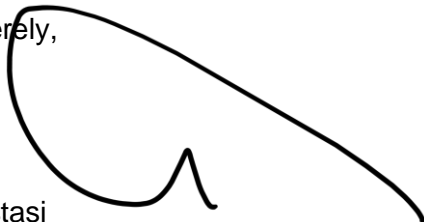
**Alternatively**, under section 54L of the Act, you may apply to the OAIC to review my decision. To do this, you must lodge your application in writing within 60 days of the date of this letter in one of the following ways:

online: [https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR\\_10](https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10)

email: [foidr@oaic.gov.au](mailto:foidr@oaic.gov.au)

post: Director of FOI Dispute Resolution, OAIC, GPO Box 5218, Sydney NSW 2001

Yours sincerely,



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Legal, International and Regulatory Affairs Division

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