



10 January 2025

Glenn Hamiltonshire
Via E-mail (foi+request-12539-f3024d95@righttoknow.org.au)

Dear Glenn Hamiltonshire,

Freedom of Information Request No.1-2425

Decision made under the Freedom of Information Act 1982

1. The purpose of this letter is to provide you a decision regarding access to documents that you requested under the *Freedom of Information Act 1982* (FOI Act).
2. On 11 December 2024 you sought access to the following documents:
I request access to the Style Guides/Brand Guides/Writing Guides currently used for the National Film and Sound Archive of Australia.
3. On 23 December 2024, the National Film and Sound Archive of Australia (NFSA) acknowledged receipt of your FOI request in accordance with s 15(5)(a) of the FOI Act.

Authority

4. I am an officer authorised under s 23(1) of the FOI Act to make decisions about access to documents in the possession of the NFSA.

Documents Subject To This Request

5. The NFSA has undertaken searches of its records management systems for any documents relevant to your request.
6. The NFSA has identified one (1) document that falls within the scope of your request. This document is set out in the Schedule of Documents.

Decision

7. I have decided to release the document relevant to your request in full.
8. Additionally, I note that the NFSA applies the Australian Government Style Manual, made available online at <https://www.stylemanual.gov.au>, and the Macquarie Dictionary, made available online at <https://www.macquariedictionary.com.au/>.

NFSA.GOV.AU
ABN 41 251 017 588

CANBERRA
McCoy Cct, Acton ACT 2601
GPO Box 2002, Canberra ACT 2601
+61 2 6248 2000

SYDNEY
Ground Floor, 60 Union St,
Pyrmont NSW 2009
PO Box 397, Pyrmont NSW 2009
+61 2 8202 0100

MELBOURNE
Level 4, 120 Southbank Blvd,
Southbank VIC 3006
GPO Box 4317, Melbourne VIC 3001



Your Review Rights

9. If you are dissatisfied with my decision, you may apply for internal review or Information Commissioner review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

Internal Review

10. Under s 54 of the FOI Act, you may apply for an internal review of my decision. Your application must be made within 30 days after the date of this letter.

11. An internal review will be conducted by a different officer. No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned. An application for a review of the decision should be lodged in one of the following ways:

e-mail: foi@nfsa.gov.au

post: FOI Officer, GPO Box 2002, Canberra ACT 2601 (Australia)

12. If you choose to seek an internal review, you will subsequently have a right to apply for Information Commissioner review of the internal review decisions.

Information Commissioner Review

13. Under s 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 after 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

e-mail: foidr@oaic.gov.au

post: GPO Box 5218 Sydney NSW 2001 Australia

14. More information about Information Commissioner review is available at: <https://www.oaic.gov.au/freedom-of-information/freedom-of-information-guidance-for-government-agencies/foi-guidelines/part-10-review-by-the-information-commissioner>



FOI Complaints

15. 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://webform.oaic.gov.au/prod?entitytype=Complaint&layoutcode=ComplaintWF>

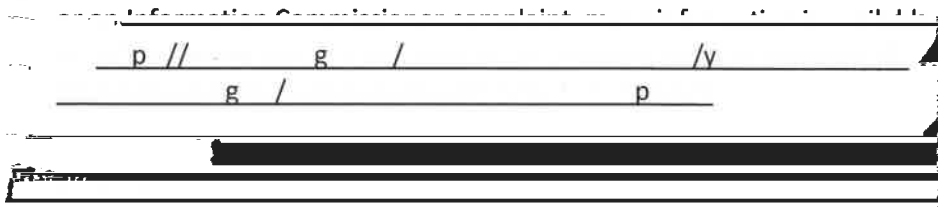
e-mail: foidr@oaic.gov.au

post: GPO Box 5218 Sydney 2001 Australia

16. More information about complaints is available at:

<https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/reviews-and-complaints/make-an-foi-complaint>

17. If you are not sure whether to lodge an Information Commissioner review



Tim McLinden
Director, Procurement & Legal

10 January 2025