



20 December 2024

Glenn Hamiltonshire
foi+request-12565-a40200c8@righttoknow.org.au

Dear Glenn,

Freedom of Information Request no. 2024/25-09

Thank you for your request for access to documents under the *Freedom of Information Act 1982* (Cth) (FOI Act) relating to Screen Australia's Style Guides/Brand Guides/Writing Guides received on Friday 13 December 2024.

The 30-day time limit for processing your request commenced on 14 December 2024 and expires on Monday 13 January 2025. I note that you have already provided written consent to any further extensions due to the upcoming holiday period. We will advise if an extension to the initial timeframe is required.

You will be notified of any charges in relation to your request as soon as possible, before we process any requested documents or impose a final charge. Our charges for processing an FOI request are published on our website [here](#).

Please note that information released under the FOI Act may later be published online on our [disclosure log](#), subject to certain exceptions. (For example, personal information will not be published where this would be unreasonable.)

Administrative Access

Upon initial review of your request, the agency has determined that it is able to release the requested documents via an administrative access arrangement. This means that the documents would be provided outside the more formal processes of the FOI Act and would therefore be simpler and more efficient.

Could you please advise whether you would be amenable to accessing these documents in this way and if so, provide your agreement to withdraw the FOI request?

Contact

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

You may use the following contact details to advise us with regard to the administrative access arrangement referenced above, or for any further questions regarding your request:

Kirsten Delaney
FOI Contact Officer
FOI@screenaustralia.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to be 'K. Delaney', written in a cursive style.

Kirsten Delaney
FOI Officer