



13 January 2025

Glenn Hamiltonshire

Via email: Foi+request-12565-a40200c8@righttoknow.org.au

Dear Glenn,

Freedom of Information Request no. 2024/25-09 - Administrative Access

1. The purpose of this letter is to provide you with access to certain documents on an administrative access basis.

Background

2. You requested access to documents relating to Screen Australia's style and brand guides under the *Freedom of Information Act 1982 (Cth) (FOI Act)* on 13 December 2024. Specifically, you sought access to "*the Style Guides/Brand Guides/Writing Guides currently used for Screen Australia*".
3. As previously noted, the 30-day statutory period for processing your request therefore commenced from the day after our receipt of your request (i.e. 14 December 2024) with the nominal due date for decision under the FOI Act being Monday 13 January 2025.
4. I wrote to you on 20 December 2024 requesting your agreement to receive the information included in your request via an administrative access arrangement, and again by email on 9 January 2025.
5. On 9 January 2025, you confirmed your agreement to proceed with the release of the information included in your request via an administrative access arrangement and to withdraw your FOI request. I confirm that Screen Australia hereby acknowledges that your FOI request has been withdrawn.

Administrative Release

6. I identified two (2) documents which fell within the scope of your request.

7. The below table of documents provides a description of the documents falling within the scope of your request and the subject of administrative access as agreed.

	Document	File Name
1.	Screen Australia Brand Guidelines	SA_Brand Guidelines_Digital_v1.2_20241021.pdf
2.	Screen Australia Editorial Style Guide	September2019-StyleGuide-Editorial.pdf

8. The two (2) documents described above are enclosed.

9. I note that these documents are made available to you by Screen Australia on an administrative access basis. 'Administrative access' means the release of government information in response to a specific request which is outside the processes in the FOI Act. In other words, this information has been provided to you outside of the FOI Act.

Questions about your administrative access arrangement

10. If you wish to discuss this matter further, please contact me, using the details below:

Kirsten Delaney, Manager, Governance
FOI Contact Officer
FOI@screenaustralia.gov.au

Yours sincerely



Kirsten Delaney
FOI Contact Officer