



Australian Government
Productivity Commission

Melbourne Office

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11 August 2023

Via email: foi+request-10548-48f8835c@righttoknow.org.au

Dear Mr Pentland

Freedom of Information Request – Style Guide

I refer to your request to the Productivity Commission (the Commission) seeking access to document/s in relation to the Commission's style guide, under the *Freedom of Information Act 1982*. Your request is for:

- access to the Style Guide for the Productivity Commission.

We received your request on 10 August 2023 and the 30 day statutory period for processing your request commenced from the day after that date. Given the last day for notifying a decision falls on a weekend, the timeframe will expire on the next business day. You should therefore expect a decision from us by Monday 11 September 2023. The period of 30 days may be extended if we need to consult third parties or for other reasons. We will advise you if this happens.

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.

We will contact you using the email address provided in your request foi+request-10548-48f8835c@righttoknow.org.au. If you have any questions, please contact pcfoi@pc.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M. Olding'.

Marianna Olding
FOI Coordinator