



**Melbourne Office**

Woiwurrung Country  
Level 8, Two Melbourne Quarter  
697 Collins Street  
Docklands VIC 3008  
Locked Bag 2, Collins Street East  
Melbourne VIC 8003  
Telephone 03 9653 2100

**Canberra Office**

Telephone 02 6240 3200  
[www.pc.gov.au](http://www.pc.gov.au)

8 September 2023

Via email: [foi+request-10548-48f8835c@righttoknow.org.au](mailto:foi+request-10548-48f8835c@righttoknow.org.au)

Dear Mr Pentland

**Freedom of Information Request – Notice of Decision**

1. I refer to your request to the Productivity Commission (the Commission) seeking access to documents under *the Freedom of Information Act 1982*.
2. Your request is for: ‘*access to the Style Guide for the Productivity Commission*’.
3. The Commission acknowledged your request, by email on 11 August 2023.
4. The statutory time period for processing your request will expire on Monday 11 September 2023. I confirm that I have made a decision regarding your request.

**Decision**

5. I am authorised under section 23(1) of the FOI Act to make decisions in relation to FOI applications made to the Commission.
6. A search of the Commission’s records was conducted, and inquiries made to staff likely to know and identify relevant documents.
7. The Commission has identified two documents within scope of your request. I have decided to release the documents in full.
8. I am satisfied the Commission has located and listed all material, which would fall within the scope of your request.
9. There was no charge associated with completing this request.

**Schedule of documents and form of access**

10. The Productivity Commission uses the Australian Government style manual - access is provided to you via a weblink. The second document entitled ‘quick guide’ is provided as an attachment.

No.	Document Type	Decision on release		Reference
1	Australian Government Style Manual (online)	Released in full	No exemption	<a href="https://www.stylemanual.gov.au">https://www.stylemanual.gov.au</a>
2	Quick guide	Released in full	No exemption	Attachment-doc2

## **Review Rights**

11. If you are dissatisfied with this decision, you have certain rights of review available to you.

## **Internal Review**

12. Under section 54 of the FOI Act, you may apply for an internal review of the decision. You must apply in writing for an internal review of the decision within 30 days of receiving this notice. There is no fee to make a request for an internal review.

13. If you make an application for internal review, it will be conducted by another officer of the Commission. That person will make a fresh decision on the merits of the case. 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.

14. An application for a review of the decision should be emailed to [pcfoi@pc.gov.au](mailto:pcfoi@pc.gov.au) or mailed to:

Head of Office  
Productivity Commission  
Locked Bag 2, Collins Street, East  
Melbourne VIC 8003  
Attention: FOI Coordinator

## **Review by Information Commissioner**

15. You have the option of seeking a merits review by the Information Commissioner. For more information, please refer to the Freedom of Information – Reviews and Complaints page, on the Office of the Australian Information Commissioner (OAIC) site: [www.oaic.gov.au/freedom-of-information/reviews-and-complaints/](http://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/).

## **Complaints to the Australian Information Commissioner and the Commonwealth Ombudsman**

16. If you are not satisfied with the way your request has been processed, you can complain to the Australian Information Commissioner or the Commonwealth Ombudsman. Generally, the Ombudsman will transfer the complaint to the Office of the Australian Information Commission unless it is part of a larger complaint they are investigating.

## **Contact person**

17. If you require clarification of any of the matters discussed in this letter, please do not hesitate to contact the Commission's FOI Coordinator on 03 9653 2100 or email [pcfoi@pc.gov.au](mailto:pcfoi@pc.gov.au).

Your sincerely



Jane Holmes  
Assistant Commissioner – Corporate Group  
FOI Decision maker (in accordance with s23(1) of the FOI Act)