

27 September 2023

In reply please quote:

FOI Request: 23/1605

To: Alex Pentland

By email: foi+request-10620-785a0f0c@righttoknow.org.au

Freedom of Information (FOI) request – Access Decision

Dear Alex

I refer to your request dated 28 August 2023 made under the *Freedom of Information Act 1982* (the FOI Act) for records held by the Royal Australian Mint (**the Mint**). Your request sought:

“the Style Guides/Brand Guides/Writing Guides currently used for the Royal Australian Mint”.

The purpose of this letter is to give you a decision about access to documents you have requested under the *Freedom of Information Act 1982* (**FOI Act**).

I, Paul Crossley, am an officer authorized under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

I identified 4 documents that fell within the scope of your request. I did this by requesting documents from Mint personnel involved in the matters related to your request and accessing the Mint’s document management system.

Access decision / reasons for decision

With regard to the documents you requested, I have decided to grant access to all 4 of those documents. PDF copies of those documents are attached.

I have taken the following material into account in making my decision:

- the content of the documents that fall within the scope of your request;
- the FOI Act; and
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act.

Your review rights

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.

Under section 54 of the FOI Act, you may apply in writing to the Mint for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter.

Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

Applications for review should be sent:

By email to: legal@ramint.gov.au

OR

By mail to:
Freedom of Information Officer
Royal Australian Mint
Denison Street, Deakin ACT 2600

You may apply directly to the Office of the Australian Information Commissioner (OAIC) for a review of this decision. You must apply in writing within 60 days of this notice. For further information about review rights and how to submit a request for a review to the OAIC, please visit the www.oaic.gov.au website.

Should you wish to discuss this decision, please do not hesitate to contact the FOI Officer at legal@ramint.gov.au

Paul Crossley
Royal Australian Mint