



Australian Government
Classification Review Board

Our reference: FOI 24-079

Alex Pentland

By email: foi+request-10623-079bbbaa@righttoknow.org.au

Dear Alex,

Decision on your Freedom of Information Request

I refer to your request of 28 August 2023, to the Classification Review Board (the Review Board), seeking access to documents under the *Freedom of Information Act 1982* (FOI Act).

1 Your request

You requested access to:

The Style Guides/Brand Guides/Writing Guides currently used by the Australian Classification Review Board.

2 Authority to make decision

I am authorised to make decisions in relation to Freedom of Information requests under section 23(1) of the FOI Act.

3 Background

The Review Board like many government agencies uses the publicly available [Australian Government Style Manual](#) to write, edit, review or approve content for information concerning:

- digital services and products
- briefs
- policy documents
- reports
- technical and specialist content
- government communications.

As the Review Board uses the [Australian Government Style Manual](#) there is no internal policy document on style or writing guides.

4 Decision

The right of access under the FOI Act is limited to a document in the possession of an Agency.

A 'document' that may be requested under the FOI Act does not include material maintained for reference purposes that is otherwise publicly available. Also, a 'document of an agency' is limited to a document in the possession of the Department, whether created in the Board or received in the Board (section 4 of the FOI Act refers).

Section 24A of the FOI Act provides that the Board may refuse a request for access to a document if:

- (a) all reasonable steps have been taken to find the document, and
- (b) the agency or Minister is satisfied that the document:
 - (i) is in the agency's or Minister's possession but cannot be found, or
 - (ii) does not exist.

The Board has conducted searches of their information holdings. No documents matching the description in your request were identified as being in the possession of the Department.

I am satisfied that all reasonable steps have been taken to find documents which would be relevant to your request and that the documents cannot be located or do not exist in the possession of the department.

I have decided to refuse your request in accordance with section 24A of the FOI Act, on the basis that the Review Board does not hold a document in its possession that meets the terms of your request.

5 Material taken into consideration

In making my decision, I had regard to the following:

- the terms of your request
- the provisions of the FOI Act
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (the FOI Guidelines)
- advice from officers with responsibility for the subject matter contained in the documents captured by your request

6 Legislative provisions

The FOI Act, including the provisions referred to in my decision, are available on the Federal Register of Legislation website: www.legislation.gov.au/Series/C2004A02562.

7 Your review rights

Your review rights in relation to this decision are set out at **ATTACHMENT A**.

Further information

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts provides administrative assistance to the Classification Review Board in relation to FOI matters. If you require further information regarding this decision, please contact the Department's FOI Section at FOI@infrastructure.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Susan Bush', with a stylized, cursive script.

Susan Bush
Convener
Classification Review Board

Date: 13 September 2023

YOUR REVIEW RIGHTS

If you are dissatisfied with my decision, you may apply for a review of it.

Information Commissioner review or complaint

You have the right to seek a review by the Information Commissioner of this decision.

An application for IC review must be made in writing to the Office of the Australian Information Commissioner (OAIC) within 60 days of the decision.

If you are not satisfied with the way we have handled your FOI request, you can lodge a complaint with the OAIC. However, the OAIC suggests that complaints are made to the agency in the first instance.

More information about the Information Commissioner reviews and complaints is available on the OAIC website here: www.oaic.gov.au/freedom-of-information/foi-review-process.