



Australian Government
Attorney-General's Department

Our ref: FOI24/524; CM24/29465

23 December 2024

Glenn Hamiltonshire

By email: foi+request-12220-bd68067a@righttoknow.org.au

Dear Mr Hamiltonshire

Freedom of Information Request FOI24/524 - Decision letter

The purpose of this letter is to give you a decision about your request for access to documents under the *Freedom of Information Act 1982* (the FOI Act) which you submitted to the Attorney-General's Department (the department).

Your request

On 24 October 2024, you requested access to:

... the Style Guides/Brand Guides/Writing Guides currently used for the Attorney-General's Department.

On 29 October 2024, the department acknowledged your request, sought your agreement to a 30-day extension of time for processing your request under section 15AA of the FOI Act, and sought your agreement to exclude certain material from your request.

On 29 October 2024, you agreed to the extension of time request and agreed to exclude certain material from your request.

A decision in relation to your request is due on 23 December 2024.

My decision

I am an officer authorised under s 24(1) of the FOI Act to make decisions in relation to freedom of information requests made to the department.

I have identified two documents that fall within the scope of your request. I did this by making inquiries of staff likely to be able to identify relevant documents and arranging for comprehensive searches of relevant departmental electronic and hard copy holdings.

In making my decision regarding access to the relevant documents, I have taken the following material into account:

- the terms of your request
- the content of the documents identified as within scope of your request
- the provisions of the FOI Act, and
- the Guidelines issued by the Australian Information Commissioner under s 93A of the FOI Act (the Guidelines).

I have decided to grant access in full to one document. I have also decided to grant access in part to one document.

Reason for decision

The reason for my decision to refuse access to certain material to which you have requested access are set out below.

Section 22: Access to edited copies with exempt or irrelevant matter deleted

Section 22 of the FOI Act provides that if an agency decides to give access to a document that would disclose information that would reasonably be regarded as irrelevant to the request, and it is possible for the agency to prepare a copy (an *edited copy*) of the document, modified by deletions, the agency must prepare the edited copy and give the applicant access to it.

I note that when the department acknowledged your request by email on 29 October 2024, your agreement was sought to exclude the following categories of information from the scope of your FOI request:

- *duplicates of documents that are in scope;*
- *personal information of members of the public;*
- *contact details for teams, internal to the department and other agencies*
- *personal information belonging to officers of the department and other government agencies.*

On 29 October 2024, you agreed to exclude the material listed above from the documents in your request. I have therefore decided to regard the above categories of information as irrelevant to your request and have deleted this material under s 22 of the FOI Act.

Additional information

The department would like to advise that, in addition to the two documents identified in scope of your request, staff are directed to consult the Australia Government Style Manual for advice on writing Australian Government content. This is produced and maintained by the Australian Public Service Commission and is available at www.stylemanual.gov.au/.

Attachments

Your review rights under the FOI Act are set out at **Attachment A** to this letter.

The schedule of documents at **Attachment B** sets out brief information about each document within the scope of your request and my decision in relation to access to each of those documents.

The documents to which I have decided to grant full or partial access under the FOI Act are at **Attachment C**.

Questions about this decision

If you wish to discuss this decision, the FOI case officer for this matter is Rebekah, who can be reached on (02) 6141 6666 or by email to foi@ag.gov.au.

Yours sincerely

Signed electronically

Tayla Foster
A/g Assistant Secretary
Strategy and Governance Branch

Attachments

Attachment A: Review rights
Attachment B: Schedule of documents
Attachment C: Documents



Attachment A – Your review rights

If you disagree with my decision, you may ask for an internal review or Information Commissioner review. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

Internal review

You may apply for an internal review of my decision within 30 days of receiving this letter. Your request for internal review must be in writing, and should provide reasons why you believe the review is necessary. You may apply by emailing foi@ag.gov.au or by post to:

Director, Freedom of Information and Privacy Section
Office of Corporate Counsel
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600

Another officer will make a new decision on your request within 30 days of receiving your request for internal review. If you are unhappy with the internal review decision, you may ask for an information Commissioner review.

Information Commissioner review

Information Commissioner review requests must be submitted within 60 days of receiving this letter. Your request should include your contact details, a copy of my decision, and the reasons why you disagree with my decision. You can apply in one of the following ways:

Online: <https://webform.oaic.gov.au/prod?entitytype=ICReview&layoutcode=ICReviewWF>

Email: foidr@oaic.gov.au

Mail: Director of FOI Dispute Resolution, GPO Box 5288, Sydney NSW 2001.

More information about Information Commissioner review is available at:

<https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/freedom-of-information-reviews/information-commissioner-review>

FOI Complaints

If you are concerned about how we handled your FOI request, please let us know what we could have done better, as we may be able to rectify the situation. If you are not satisfied with our response, you can make a complaint to the Information Commissioner. Your complaint must be in writing, and can be lodged in one of the following ways:

Online: <https://webform.oaic.gov.au/prod?entitytype=Complaint&layoutcode=FOIComplaintWF>

Email: foidr@oaic.gov.au

Mail: Director of FOI Dispute Resolution, GPO Box 5288, Sydney NSW 2001.

More information about Freedom of Information complaints is available at:

<https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/freedom-of-information-complaints>



Attachment B - Schedule of documents - Freedom of Information Request FOI24/524

Doc no.	Date	No. pgs	Description	Access decision	Exemption/s applied
1	3 September 2020	2	Quick Reference Style Guide	Grant access in full	Nil
2	11 February 2021	21	Branding Guidelines	Grant access in part	Section 22(1): Irrelevant material