



CDPP

Australia's Federal Prosecution Service

**Commonwealth Director
of Public Prosecutions**

GPO Box 3104, Canberra ACT 2601
Level 3, 28 Sydney Avenue
Forrest ACT 2603

Telephone (02) 6206 5666
Facsimile (02) 6257 5709
www.cdpp.gov.au

Your Reference:

Our Reference: 2024FI00023

18 December 2024

Glenn Hamiltonshire

By email only: foi+request-12350-51e12431@righttoknow.org.au

Dear Mr Hamiltonshire,

**FREEDOM OF INFORMATION (FOI) REQUEST – NOTICE OF DECISION UNDER SECTION 26 OF THE
FREEDOM OF INFORMATION ACT 1982 (Cth) (FOI ACT)**

1. I refer to your email to the Office of the Director of Public Prosecutions (Cth) (**CDPP**) dated 19 November 2024 in which you made the following request (**your FOI request**):

I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Office of the Commonwealth Director of Public Prosecutions,

Authorisation

2. I am a person authorised by the Director of Public Prosecutions (Cth) to make decisions on requests for access to documents under the FOI Act.

- 2.1. My name and position are:

Andrew Scott, Senior Federal Prosecutor.

Relevant material

3. In making my decision in response to your application, I have taken the following into account:
 - 3.1. the terms and scope of your request.
 - 3.2. the FOI Act.

- 3.3. the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines, available at www.oaic.gov.au).

Decision

4. A search has been conducted of the records of the CDPP, and we have located three documents within the scope of your request. We release those to you.

Your review rights

Internal review

5. Under section 54 of the FOI Act, you may apply in writing to the CDPP for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter.
6. 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.

Information Commissioner review

7. Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:
 - 7.1. Online:
https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10
 - 7.2. Email: foidr@oaic.gov.au
 - 7.3. Post: GPO Box 5218 Sydney NSW 2001
8. More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/>.

FOI Complaints

9. If you are unhappy with the way we have handled your FOI request, please let us know what we could have done better. We may be able to rectify the problem. If you are not satisfied with our response, you can make a complaint to the Australian Information Commissioner. A complaint to the Information Commissioner must be made in writing. Complaints can be lodged in one of the following ways:
 - 9.1. Online:
https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1
 - 9.2. Email: foidr@oaic.gov.au
 - 9.3. Post: GPO Box 5218 Sydney NSW 2001

10. More information about complaints is available on the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/make-an-foi-complaint/> .
11. If you are not sure whether to lodge an Information Commissioner review or an Information Commissioner complaint, the Office of the Australian Information Commissioner has more information at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/>

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Andrew Scott', with a stylized flourish at the end.

Andrew Scott
Senior Federal Prosecutor