



10 December 2024

Dear Glen Hamiltonshire

Acknowledgement of Freedom of Information Request No: FOI2024/03

We refer to your request received by the Sydney Harbour Federation Trust on 26 November 2024 for access to documents under the Freedom of Information Act 1982 (FOI Act) made in the following terms:

‘This is a Freedom of Information Request for the purposes of the Freedom of Information Act 1982. I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Sydney Harbour Federation Trust, Given the upcoming holiday period for the APS (happy holidays to you reading this), I forecast my consent for any required 30 day extension to deal with the request at this time’.

We received your FOI request on 26 November 2024 and the 30 day statutory period for processing your request commenced on the following day. The statutory due date for decision is currently 26 December 2024. We also note your offer of a 30 day extension.

The Harbour Trust is working towards ensuring that all employees have a choice about whether they provide their full name and direct contact details in response to public enquiries. Where such details are included in the scope of a request, this may add to processing time and applicable charges as it may be necessary to consider whether the details are exempt under the FOI Act. On this basis, unless you tell us otherwise, we will assume that these details are out of scope of your request, and they will be redacted under section 22 of the FOI Act.

Your address

The FOI Act requires that you provide us with an address which we can send notices to. You have advised your electronic address is foi+request-12378-6918c8aa@righttoknow.org.au. We will send all notices and correspondence to this address.

Disclosure log

Please note that information released under the FOI Act may be published in a disclosure log on the agency’s website. Section 11C of the FOI Act requires this publication, however it is subject to certain exceptions, including where publication of personal, business, professional or commercial information would be unreasonable.

Further assistance

If you have any questions, please email foi@harbourtrust.gov.au.

Regards

FOI Contact Officer