



Australian Government
**Department of Employment
and Workplace Relations**

Our Ref LEX 1298

Glenn Hamiltonshire

By email: foi+request-12407-f6da1a41@righttoknow.org.au

Dear Glenn

Your Freedom of Information request - decision

I refer to your request received by the Department of Employment and Workplace Relations (department) on 29 November 2024 and interpreted by the department on 13 December 2024, as seeking access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

'The official departmental Style Guides/Brand Guides/Writing Guides for the Department of Employment and Workplace Relations'.

My decision

I am authorised to make decisions under section 23(1) of the FOI Act.

The department holds 3 documents (totalling 14 pages) that fall within the scope of your request.

I have decided to grant you **access in full** to 3 documents.

A schedule of the documents for release is at **Attachment A**.

How we will send your documents

The documents being released are attached to my email to you.

You can ask for a review of my decision

If you disagree with any part of the decision, you can ask for a review. There are 2 ways you can do this. You can ask for an internal review by the department or an external review by the Australian Information Commissioner.

You can find information about your rights of review under the FOI Act, as well as information about how to make a complaint at **Attachment B**.

Further assistance

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

Yours sincerely

Wendy

Wendy
Authorised decision maker
Department of Employment and Workplace Relations

20 December 2024

SCHEDULE OF DOCUMENTS - Glenn Hamiltonshire – LEX 1298

| Number | Pages | Date | Description | Decision | Comments |
|---------------|--------------|-------------|------------------------------------|----------------------|-----------------|
| 1. | 1 – 7 | Undated | Guide for Writing in Plain English | Grant access in full | N/A |
| 2. | 8 | 25/07/24 | Writing Style Guide | Grant access in full | N/A |
| 3. | 9 – 14 | Undated | DEWR Branding Guidelines | Grant access in full | N/A |

YOUR RIGHTS OF REVIEW

Asking for an explanation of an FOI decision

Before you ask for a formal review of an FOI decision, you can contact us and we will explain the decision to you.

Asking for a formal review of an FOI decision

If you still believe the decision is incorrect, the FOI Act gives you the right to apply for a review of the decision. Under sections 54 and 54L of the FOI Act, you can apply for a review of an FOI decision by:

- an internal review officer in the department and/or
- the Australian Information Commissioner.

There are no fees for applying for a formal review.

Applying for an internal review by an internal review officer

If you apply for internal review, a different decision maker to the decision maker who made the original decision will review your request. The internal review decision maker will consider all aspects of the original decision afresh and decide whether the decision should change.

An application for internal review must be made in writing within 30 days of receiving this letter. You can lodge your application:

Post: Information Law Team
Legal and Assurance Division
Department of Employment and Workplace Relations
Location Code: C50MA1
GPO BOX 9880
CANBERRA ACT 2601

Email: foi@dewr.gov.au

Applying for external review by the Australian Information Commissioner

If you do not agree with this decision, you can ask the Australian Information Commissioner to review the decision.

You will have 60 days to apply in writing for a review by the Australian Information Commissioner.

You can lodge your application in one of the following ways:

Online:

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

Email: foidr@oaic.gov.au

Post: Australian Information Commissioner
GPO Box 5288
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Australian Information Commissioner must be made 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

Post: Australian Information Commissioner
GPO Box 5288
SYDNEY NSW 2001