

Reference: 24-008

Mr Glen Hamiltonshire

By email: foi+request-12425-a57264ee@righttoknow.org.au

Dear Mr Hamiltonshire

Your Freedom of Information request—decision

I refer to your request to Safe Work Australia (the Agency) on 1 December 2024 for access to documents under the *Freedom of Information Act 1982* (FOI Act). You requested access to: ‘*Style Guides/Brand Guides/Writing Guides currently used for Safe Work Australia*’.

My decision

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

The Agency holds 2 documents (totalling 24 pages) that fall within the scope of your request. I have decided to grant you access in full to both documents.

By email dated 12 December 2024, the Agency advised you that it would treat the names, signatures, identification numbers and direct contact details of Commonwealth staff who are not Senior Executive Service (SES) as irrelevant in accordance with section 22 of the FOI Act unless you advised otherwise. As you did not advise that you wished to have this information included in the scope of your request, I have redacted the names, signatures, position titles and contact details of non-SES Agency staff members as irrelevant material under section 22 of the FOI Act.

What I took into account

In reaching my decision, I took into account the:

- the terms of your request
- the documents that fall within the scope of your request
- consultations with relevant Agency officers about
 - eg. the nature of the documents
 - eg. the Agency’s operating environment and functions
- whether the release of material is in the public interest
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (the FOI Guidelines)
- the FOI Act.

2 Phillip Law Street, New Acton ACT 2601

GPO Box 641, Canberra ACT 2601

www.safeworkaustralia.gov.au



A schedule of the documents for release are set out at **Attachment A**.

How we will send your documents

The documents for release will be sent to you by email.

Review rights

If you disagree with any part of this decision, you can ask for a review. There are two ways you can do this. You can ask for an internal review by the Agency 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@swa.gov.au.

Yours sincerely



Angela Wallbank
Group Manager, Policy and Consultation
Safe Work Australia
28 January 2025

SCHEDULE OF DOCUMENTS

Reference: FOI 24-008

Document	Date document first created	Pages	Description	Decision	FOI Act Exemption	Comments
1	23 April 2024	1-21	Safe Work Australia's style guide	Grant access in full	s22(1)	Eg, Irrelevant material (non-SES staff name) removed under s22 (out of scope)
2	1 October 2024	22-24	Safe Work Australia's brand guide	Grant access in full	N/A	

2 Phillip Law Street, New Acton ACT 2601

GPO Box 641, Canberra ACT 2601

www.safeworkaustralia.gov.au

Review rights and complaints

If you are dissatisfied with this decision, certain rights of review and avenues to lodge a complaint are available to you.

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.

Internal Review

You may apply for an internal review of the decision. Your application must be made by whichever date is the later of:

- 30 days of you receiving this notice, or
- 15 days of you receiving the documents to which you have been granted access.

An internal review will be conducted by a different officer from the original decision-maker. No particular form is required to apply for review, although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned. An application for a review of the decision should be addressed to:

FOI Officer

GPO Box 641

CANBERRA ACT 2601

or

FOI@swa.gov.au

If an internal review is conducted, you may apply to the Australian Information Commissioner for a review of the internal review decision.

External review by the Australian Information Commissioner

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

Your application must be made within 60 days of you receiving this notice.

The Australian Information Commissioner is an independent office holder who may review decisions made under the FOI Act. More information is available on the Australian Information Commissioner's website at www.oaic.gov.au.

You can contact the Australian Information Commissioner to request a review of a decision by writing to the Australian Information Commission at

Office of the Australian Information Commissioner

GPO Box 5218

Sydney NSW 2001

- You can also contact the Australian Information Commissioner by emailing enquiries@oaic.gov.au.

Complaints to the Australian Information Commissioner

You may complain to either the Commonwealth Ombudsman or the Australian Information Commissioner about action taken by Safe Work Australia in relation to your FOI request.

The Commonwealth Ombudsman will consult with the Australian Information Commissioner before investigating a complaint about the handling of an FOI request.

Enquiries to the Commonwealth Ombudsman can be directed to:

Phone 1300 362 072 (local call charge)

Email ombudsman@ombudsman.gov.au

Enquiries to the Australian Information Commissioner can be directed to:

Phone 1300 363 992 (local call charge)

Email enquiries@oaic.gov.au