



Ref: 40-288

ABN 98 943 634 870

www.gippslandports.vic.gov.au

13 December 2024

Mr Rohan McMaster

By email only: foi+request-12435-e15d0af5@righttoknow.org.au

Port Managers

Anderson Inlet
Corner Inlet & Port Albert
Gippsland Lakes
Snowy River
Mallacoota Inlet

Waterway Manager

Shallow Inlet
Lake Tyers
Tamboon Inlet
Sydenham Inlet

Head Office

PO Box 388
(97 Main Street)
Bairnsdale Vic 3875
Ph: 03 5150 0500
Fax: 03 5150 0501
Email:
feedback@gippslandports.vic.gov.au

Depots

Bullock Island
Lakes Entrance Vic 3909
Ph: 03 5155 6900
Fax: 03 5155 6931

Lewis Street

Port Welshpool Vic 3965
Ph: 03 5688 1303
Fax: 03 5688 1658

Boatyards

Slip Road
Paynesville Vic 3880
Ph: 03 5156 6352
Fax: 03 5156 6816

Bullock Island

Lakes Entrance Vic 3909
Ph: 03 5155 6950
Fax: 03 5155 6951

Dear Mr McMaster

Freedom of Information request

I refer to your request to Gippsland Ports dated 1 December 2024 for access under the *Freedom of Information Act 1982* (Vic) ("**FOI Act**") to a copy of Gippsland Ports' branding guidelines ("**Branding Guidelines**").

You have confirmed that you wish to use the Branding Guidelines for personal use and reference only, and that you do not intend to reproduce any material within this document.

Administrative release of documents

Agencies are required to maximise disclosure of documents outside of the FOI Act where it is proper to do so. In some cases, Gippsland Ports may decide to release documents to a person administratively without the need for a formal FOI request.

Consistently with that approach, Gippsland Ports is releasing to you administratively the most recent version of its Branding Guidelines (see **attached document**). As disclosure has occurred outside of the FOI process, no fees or charges have been imposed.

Yours sincerely

Anthony Callaghan

Executive Manager Corporate Services