



Glenn Hamiltonshire  
Right to Know  
By email: [foi+request-12438-1374b34c@righttoknow.org.au](mailto:foi+request-12438-1374b34c@righttoknow.org.au)

Dear Glenn Hamiltonshire

**Re: Freedom of Information Request**

I refer to your request received by the Department of Foreign Affairs and Trade (the department) on 2 December 2024 for access to documents under the *Freedom of Information Act 1982* (the FOI Act).

I am writing to provide you with a decision about your request.

I have identified documents relevant to your request. After careful consideration, I have decided to grant you access to an edited copy of the documents with irrelevant material removed.

**Your request**

On 13 December 2024, you made the following request:

*'...the Style Guides/Brand Guides/Writing Guides currently used for the Department of Foreign Affairs and Trade'.*

**Authority**

I am an officer authorised under section 23 of the FOI Act to make decisions in relation to FOI requests.

**Reasons**

In making my decision I have taken into account:

- the terms of your request;
- the documents within the scope of your request;
- the FOI Act; and
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines).

The reasons for my decision and for the application of exemptions under the FOI Act to the document are set out below. Where I refer to sections of the FOI Act, these are available at [www.legislation.gov.au](http://www.legislation.gov.au). Where I refer to parts of the FOI Guidelines, these are available at [OAIC | FOI Guidelines](#).

***Irrelevant material (section 22(1)(a)(ii) of the FOI Act)***

Some of the material excluded from the documents released to you is outside the scope or could reasonably be regarded as irrelevant to your request ([section 22\(1\)\(a\)\(ii\) of the FOI Act](#)).

In determining what is relevant to your request, I have taken into account the terms of your request and the email which you received from the department on 2 December 2024, in which you were invited to respond if you required the personal information of junior staff from ministerial offices and government officials not in the Senior Executive Service (SES) or equivalent, including their email addresses and contact numbers, together with all signatures, mobile phone numbers, departmental inboxes and technical transmission details including reference numbers. As you have not stated that you require this information, I have decided to remove it from the documents being released to you.

***Review rights***

Information about your review rights is set out in the **Attachment** for your reference.

***Contact***

Should you have any queries regarding this matter please contact the Freedom of Information Section by email ([foi@dfat.gov.au](mailto:foi@dfat.gov.au)).

Yours sincerely

Brett Mason  
Assistant Secretary  
Department of Foreign Affairs and Trade

## **REVIEW AND COMPLAINT OPTIONS**

If you consider the department made the wrong decision, please request a review.

If you are dissatisfied with the way your request was processed, please make a complaint.

### **REVIEW**

#### ***How to seek a review of this decision***

##### *Internal review by the department*

You may apply for internal review of the decision (section 54 of the FOI Act). The internal review application must be made within 30 calendar days from the day you receive this notice. Where possible, please attach reasons why you believe review of the decision is necessary.

A new decision maker, who was not involved in the initial decision, will review your request, and make a new decision within 30 calendar days.

Any request for internal review should be directed via email to [foi@dfat.gov.au](mailto:foi@dfat.gov.au) or addressed to:

Freedom of Information Section  
Department of Foreign Affairs and  
Trade  
R G Casey Building  
John McEwen Crescent  
Barton ACT 0221

##### *External review by the Information Commissioner (IC)*

You may apply to the Australian Information Commissioner to review this decision (section 54L of the FOI Act). To do this, you must contact the IC within 60 calendar days from the day you receive this notice.

Further information on applying for an IC review is available on Office of the Australian Information Commissioners (OAIC) website.<sup>i</sup>

##### *Third party review rights*

Third parties who were consulted by the department are entitled to seek an internal review of the department's decision to grant access to a document.

Further information about third party review rights is available on OAICs website.<sup>i</sup>

You may also apply for an external review by the IC (section 54L of the FOI Act). To do this, you must make your application within 30 calendar days from the day you receive this notice.

### **COMPLAINT**

#### ***How to make a complaint about process***

##### *Complaint to the department*

If you wish to make a complaint about how your FOI request was processed by the department, we welcome you sending an email with the details of your complaint to the department in the first instance via [foi@dfat.gov.au](mailto:foi@dfat.gov.au).

##### *Complaint to the IC*

You may also make a complaint to the IC about the Departments actions in relation to this decision (section 70 of the FOI Act).

Further information about how to make a complaint is available on OAICs website.<sup>iii</sup>