

2 December 2024

Glenn Hamiltonshire  
Via email: [foi+request-12442-614fe096@righttoknow.org.au](mailto:foi+request-12442-614fe096@righttoknow.org.au)

Dear Mr Hamiltonshire

**Application for documents under the *Freedom of Information Act 1982***

I refer to your request received on 2 December 2024 for access to documents under the *Freedom of Information Act 1982* (FOI Act). I have taken your request to be for:

(i) *Style Guides/Brand Guides/Writing Guides currently used for the Tourism Australia.*

We received your request on 2 December 2024 and the 30-day statutory period for processing your request commenced from the day after that date. We request that this processing period be extended by 30 days (under section 15AA of the FOI Act) due to the upcoming end-of-year office closure at Tourism Australia resulting in a reduction in available staff resources needed to attend to this matter. **If this is acceptable, please confirm in writing via email ([foi@tourism.australia.com](mailto:foi@tourism.australia.com)) that you accept the 30-day extension to the standard processing time for your request under the FOI Act.**

You will be notified of any charges in relation to your request as soon as possible before we process any requested documents or impose a final charge.

Please also note information released under the FOI Act may later be published online on our Tourism Australia disclosure log, (<http://www.tourism.australia.com/en/about/our-organisation/our-performance-and-reporting/freedom-of-information.html#disclosure-log>) subject to certain exceptions. For example, personal information will not be published where this would be unreasonable.

For future correspondence relating to this request, we will contact you using the email address you provided.

Yours sincerely



Mark Craig  
**Executive General Manager, Corporate Services**  
**Freedom of Information Officer**