



Australian Government
**Department of Industry,
Science and Resources**

Our ref: FOI 76272

Glenn Hamiltonshire
By email: foi+request-12502-xxxxxxx@xxxxxxxxxxx.xxx.xx

Dear Glenn,

Freedom of Information Act 1982 (Cth) – Notice of Decision

I refer to your 8 December 2024 request, to the Department of Industry, Science and Resources (**the department**), to seek access under the *Freedom of Information Act 1982 (Cth)* (**FOI Act**) to:

I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Department of Industry, Science, & Resources.

Background

On 17 December 2024 you agreed to a 30-day extension under section 15AA of the FOI Act for the processing of your FOI request.

On 29 January 2025, you corresponded with the department and agreed to remove personal information relating to Commonwealth staff and third parties and any internal email addresses that appear in the documents.

Decision

I am an authorised decision maker under subsection 23(1) of the FOI Act.

I have decided not to impose any charges for the processing of your request.

I am satisfied all reasonable searches have been undertaken for documents relevant to your request and ten (10) documents has been identified as relevant to your request. The document is described in the Schedule of Documents at **Attachment A**.

I have decided to grant access to 10 documents in part.

I have found that the requested documents contain material that is irrelevant to your request. Accordingly, I have removed this information under section 22(1)(a)(ii) of the FOI Act.

The reasons for my decision are set out below, as required by section 26 of the FOI Act, in Part A of the Annexure.

Review Rights

If you are dissatisfied with this decision, your review rights are set out in Part B of the Annexure.

Yours sincerely

A handwritten signature in cursive script that reads "Louise Wallensky".

Louise Wallensky
General Manager
Communications Branch

3 February 2025

Enclosures

Annexure (Part B – Review Rights)
Attachment A – Schedule of Documents

Annexure
Part A – Reasons for Decision (section 26 FOI Act)
Request: Glenn Hamiltonshire – 8 December 2024
Decision Maker: Louise Wallensky, General Manager, Communications Branch

1. Evidence/Material on which my findings were based.

1.1 In reaching my decision, I relied on the following information and documentary evidence:

- the FOI Act.
- the documents subject to the request.
- your correspondence setting out the particulars of your request.
- advice from departmental officers as to the nature of the documents.
- the Guidelines issued by the Office of the Australian Information Commissioner under section 93A of the FOI Act (**FOI Guidelines**).

2. Section 22 – Deletion of irrelevant material

2.1 Under section 22 of the FOI Act, the department may edit documents to remove material reasonably expected to be considered irrelevant to the scope of your request.

2.2 In your correspondence of 29 January 2025, you excluded personal information and internal email addresses from the scope of your request. Accordingly, this information has been deleted under section 22 of the FOI Act.

3. Publication

3.1 Section 11C of the FOI Act requires agencies to publish documents released through an FOI request on our website within 10 working days of release, except in certain circumstances including when the documents contain personal or business information that would be unreasonable to publish.

3.2 The documents being released to you do not contain any personal or business information that would be unreasonable to publish. As a result, they will be published on our disclosure log within 10 working days of the documents being released to you.

Part B – Review Rights

Application for Internal Review

Section 54 of the FOI Act gives you the option to apply for a departmental internal review of my decision. If you make an application for internal review it will be conducted by an officer of the department (other than me) appointed by the Secretary of the department to conduct a review and make a completely fresh decision on the merits of the case.

Application for a review of the decision must be made within 30 days after the day of receipt of this letter, or within 15 days of receipt of the documents to which this decision relates (whichever is the longer period). You do not have to pay any fees or processing charges for an internal review, except for charges if further searches are conducted and additional documents are identified as relevant and if the decision maker chooses to impose a charge. While a specific form is not required, it would assist the decision maker if your application specifies the grounds on which you consider the decision should be reviewed.

Application for a review of a decision should be addressed to:

FOI Coordinator
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

or by e-mail to: FOI@industry.gov.au.

Review by the Australian Information Commissioner

If any decision on internal review were not satisfactory to you, section 54L of the FOI Act gives you the right to apply for review of my decision by the Information Commissioner.

An application for review by the Information Commissioner may be made regardless of whether the decision was the subject of a departmental internal review. An application for review by the Information Commissioner must be made within 60 days of receipt of this notice. There is no fee for review by the Information Commissioner.

You must apply in writing and you can lodge your application in one of the following ways:

Online: www.oaic.gov.au
Post: GPO Box 5218, Sydney NSW 2001
Fax: +61 2 9284 9666
Email: enquirxxx@xxx.xxx.xx

An application form is available on the website at www.oaic.gov.au. Your application should include a copy of this notice and your contact details. You should also set out why you are objecting to the decision.

Complaints to the Australian Information Commissioner

You may make a complaint to the Australian Information Commissioner concerning action taken by an agency in the exercise of powers or the performance of functions under the FOI Act. There is no fee for making a complaint. The Australian Information Commissioner will make a completely independent investigation of your complaint. A complaint to the Australian Information Commissioner must be made in writing and can be lodged online using the Information Commissioner Complaint Application form on the Australian Information Commissioner's website at www.oaic.gov.au.

Request for Access under the *Freedom of Information Act 1982 (Cth)*
Department of Industry, Science and Resources
FOI Applicant: Glenn Hamiltonshire – FOI 76272
SCHEDULE OF DOCUMENTS

Doc No	Description of document	Decision	Reasons
1.	ARWA_style guide update 2023.pdf	Release in part	Section 22 (Irrelevant Material)
2.	Australian_Space_Agency_Style_Guide_FA.pdf	Release in part	Section 22 (Irrelevant Material)
3.	NAIC visual guide.pdf	Release in part	Section 22 (Irrelevant Material)
4.	DISR_CRC Brand Guidelines V1.1.pdf	Release in part	Section 22 (Irrelevant Material)
5.	Sponsorships visual guide.pdf	Release in part	Section 22 (Irrelevant Material)
6.	DISR-corporate-brand-and-visual-identity-manual.pdf	Release in part	Section 22 (Irrelevant Material)
7.	Ausindustry VI guidelines & First Nations artwork v6.2.5.pdf	Release in part	Section 22 (Irrelevant Material)
8.	CCH visual identity cheat sheet.pdf	Release in part	Section 22 (Irrelevant Material)
9.	NMI visual identity guidelines WEB.pdf	Release in part	Section 22 (Irrelevant Material)
10.	OCS_Brand_guide_V1_July2021.pdf	Release in part	Section 22 (Irrelevant Material)