



10 February 2024

Our ref: 25/0002

**Attention:**

**By Email Only:** [foi+request-12540-081b0ea0@righttoknow.org.au](mailto:foi+request-12540-081b0ea0@righttoknow.org.au)

Dear Glenn Hamiltonshire

**RE: Freedom of Information: National Gallery Style/ NGA Style/Writing/Brand Guides**

**Decision on your Freedom of Information request**

I refer to your request for access to documents under the *Freedom of Information Act 1982* (Cth) (**FOI Act**) received on 11 December 2024, seeking access to documents the National Gallery of Australia (the **National Gallery**) currently uses regarding Style Guides/Brand Guides/ Writing Guides

This letter sets out my decision regarding your request for documents.

I am an authorised decision-maker under section 23 of the FOI Act.

**Timeframe for processing your request**

Your request was received on 11 December 2024, and the statutory period for processing your request is 30 days, the timeframe for processing your request was due to expire on 10 January 2025.

On 18 December 2024 the National Gallery sought your approval for an extension under section 15AA of the FOI Act to extend the timeframe for release of this decision to 10 February 2025.

On 18 December 2024 you agreed to this extension. As such the decision on your request is due 10 February 2023.

**My decision**

I have found that six (6) documents (including attachments) fall within the scope of your request, and which are released to you in full.

**Attachment A** to this letter is a schedule which describes each of the relevant documents and my decision about each of them.

**How we will send your documents to you**

The documents are **attached**.

**Further assistance**

If you have any questions about this notice, please do not hesitate to email [foi@nga.gov.au](mailto:foi@nga.gov.au).

Yours sincerely,

A handwritten signature in cursive script that reads "Alison Halpin".

Alison Halpin

Chief Operating Officer