



2 February 2024
FOI ref: 3507

Alex Pentland
By email: foi+request-10999-xxxxxxx@xxxxxxxxxxx.xxx.xx

Dear Alex Pentland

FREEDOM OF INFORMATION REQUEST – DECISION

I refer to your request to Treasury on 4 January 2024 for access, under the *Freedom of Information Act 1982 (FOI Act)*, to the following:

I request access to the Style Guides/Brand Guides/Writing Guides currently used for the Department of the Treasury

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

Decision

The Treasury has identified three documents within scope of your request, listed in the attached schedule. I have decided to release two documents in full (documents 2 and 3). I have decided to release one document in part (document 1). Irrelevant information in the documents has been deleted under section 22 of the FOI Act. My decision on each document is shown in the schedule.

The documents for release are attached.

Further information regarding my decision is set out below.

Material Considered

The material to which I have had regard in making this decision includes the scope of the request and content of the documents subject to your request, the relevant provisions in the FOI Act and Guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines), and advice from subject matter experts within the Treasury.

Reasons for decision

Material deleted pursuant to Section 22

Section 22 of the FOI Act allows information that is irrelevant to your request to be deleted. The documents contain material that is irrelevant to your request. This material has been deleted under section 22 of the FOI Act.

Operations of an agency – Section 47E(d)

Section 47E(d) of the FOI Act provides that a document is conditionally exempt if its disclosure would, or could reasonably be expected to, have a substantial adverse effect on the proper and efficient operations of an agency.

Document 1 contains an internal Treasury email address which is not publicly known. As the Treasury has established channels of communication with members of the public, I consider disclosure of the email address could result in unwarranted interference with the Treasury's internal and external communication processes to a substantial adverse degree.

Accordingly, I find that the document is conditionally exempt in part under section 47E(d) of the FOI Act. My consideration of the public interest is set out below.

Public interest

Section 11A(5) of the FOI Act provides that, if a document is conditionally exempt, it must be disclosed unless, in the circumstances, access to the document at that time would, on balance, be contrary to the public interest. This requires consideration of factors for and against disclosure.

In favour of disclosure, I consider that release of the internal Treasury email address would promote the objects of the FOI Act given its inherent pro-disclosure position. However, ultimately, I discern no specific public interest in the release of this information as it does not speak to the substance of your request.

Against release of the internal treasury email address, I consider there is an overriding public interest in government agencies being able to maintain their confidential internal communication channels to ensure the efficient discharge of their functions and operations.

On balance, I have decided that the public interest in disclosing the conditionally exempt material is outweighed by the public interest factors against disclosure. I have therefore decided that Document 1 is exempt in part under section 47E(d) the FOI Act. I have not taken into account any of the irrelevant factors set out in section 11B(4) of the FOI Act in making this decision.

Rights of Review

A statement setting out your rights of review in this matter is attached.

Disclosure Log

The Treasury publishes documents disclosed in response to FOI requests on the Treasury website. This is consistent with the arrangements established by section 11C of the FOI Act. In this instance, I consider that the documents released to you are appropriate for publication on the Treasury's FOI disclosure log. This is consistent with the arrangements established by section 11C of the FOI Act.

Yours sincerely

FOI 3507 Document Schedule

Doc No.	Description	Decision
1.	Corporate Brand	Release in part - Section 47E(d) – operations of agencies - Section 22 – irrelevant information
2.	Budget Brand	Release in full - Section 22 – irrelevant information
3.	Budget Style Manual	Release in full - Section 22 – irrelevant information

INFORMATION ON RIGHTS OF REVIEW

1. APPLICATION FOR INTERNAL REVIEW OF DECISION

Section 54 of the FOI Act gives you the right to apply for an internal review of the decision refusing to grant access to documents in accordance with your request.

An application for a review of the decision must be made in writing within 30 days of receipt of this letter.

No particular form is required but it would assist the decision-maker if you could set out in the application the grounds on which you consider that the decision should be reviewed.

An application for a review of the decision should be emailed to FOI@Treasury.gov.au.

OR

2. APPLICATION TO AUSTRALIAN INFORMATION COMMISSIONER (INFORMATION COMMISSIONER) FOR REVIEW OF DECISION

Section 54L of the FOI Act gives you the right to seek a review of the decision from the Information Commissioner. An application for review must be made within 60 days of receiving the decision.

An application for review must be in writing and must:

- give details of how notices must be sent to you; and
- include a copy of the notice of decision.

You should send your application for review to:

The Information Commissioner
Office of the Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

AND/OR

3. COMPLAINTS TO THE INFORMATION COMMISSIONER

Section 70 of the FOI Act provides that a person may complain to the Information Commissioner about action taken by an agency in the exercise of powers or the performance of functions under the FOI Act.

A complaint to the Information Commissioner must be in writing and identify the agency the complaint is about. It should be directed to the following address:

The Information Commissioner
Office of the Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

The Information Commissioner may decline to investigate the complaint in a number of circumstances, including that you did not exercise your right to ask the agency, the Information Commissioner, a court or tribunal to review the decision.