



Australian Government
Digital Transformation Agency



PO Box 457
CANBERRA ACT 2601
dta.gov.au

Email: Glenn Hamiltonshire <foi+request-12429-8266b717@righttoknow.org.au>

FOI Ref: 026/2024

Dear Glen Hamiltonshire

The Digital Transformation Agency (DTA) refers to your Freedom of Information request (FOI request) received on 1 December 2024 in which you sought access to documents under the provisions of the Freedom of Information Act 1982 (FOI Act).

The scope of the request was for access to the Style Guides/Brand Guides/Writing Guides currently used for the Digital Transformation Agency.

I have decided to produce a document under s 17 of the FOI Act in order to provide the documents.

Section 26 of the FOI Act requires the DTA to provide a statement of reasons in support of a decision. In depth reasons for this decision is set out in **Attachment A**.

The FOI Act also provides a number of avenues for review set out in **Attachment B** if you are dissatisfied with any aspect of this decision.

If you have any questions or require further information, please contact the DTA FOI Officer on 02 6120 8595 or via email at foi@dta.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tom Gilmartin'.

Tom Gilmartin
FOI Decision Maker
Digital Transformation Agency (DTA)

ATTACHMENT A - STATEMENT OF REASONS**Decision**

I, Tom Gilmartin, am an officer authorised to make decisions under subsection 23(1) of the *Freedom of Information Act 1982 (FOI Act)*

I have decided to produce the documents under section 17 of the FOI Act.

Reasons for decision***Section 17 - Requests involving use of computers etc.***

(1) *Where:*

- (a) *a request (including a request in relation to which a practical refusal reason exists) is made in accordance with the requirements of subsection 15(2) to an agency;*
 - (b) *it appears from the request that the desire of the applicant is for information that is not available in discrete form in written documents of the agency; and*
 - (ba) *it does not appear from the request that the applicant wishes to be provided with a computer tape or computer disk on which the information is recorded; and*
 - (c) *the agency could produce a written document containing the information in discrete form by:*
 - (i) *the use of a computer or other equipment that is ordinarily available to the agency for retrieving or collating stored information; or*
 - (ii) *the making of a transcript from a sound recording held in the agency;*
- the agency shall deal with the request as if it were a request for access to a written document so produced and containing that information and, for that purpose, this Act applies as if the agency had such a document in its possession.*

(2) *An agency is not required to comply with subsection (1) if compliance would substantially and unreasonably divert the resources of the agency from its other operations.*

A discrete document does not exist which fits the scope of your request, I therefore considered whether we could create a document under section 17 of the FOI Act to satisfy your request. This section of the FOI Act requires agencies to produce a written document of information that is stored electronically and not in a discrete written form. That obligation arises if:

- The agency could produce a written document containing the information by using a computer or other equipment that is ordinarily available to the agency for retrieving or collating stored information, and
- Producing a written document would not substantially and unreasonably divert the resources of the agency from its other operations.

I have decided that the information could be retrieved using a computer and it would not divert substantial resources to produce.

ATTACHMENT B – REVIEW RIGHTS

If you are dissatisfied with this decision, you have certain rights of review available to you. Firstly, under section 54 of the FOI Act, you may apply to DTA for an internal review of the decision. Your application must be made by whichever date is the later between:

- 30 days of you receiving this notice; or
- 15 days of you receiving the documents to which you have been granted access.

An internal review will be conducted by a different officer from the original decision-maker.

No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned. An application for a review of the decision should be addressed to: foi@dta.gov.au

If you choose to seek an internal review, you will subsequently have a right to apply to the Australian Information Commissioner for a review of the internal review decision.

Review by the Australian Information Commissioner

Alternatively, under section 54L of the FOI Act, you may seek review of this decision by the Australian Information Commissioner without first going to internal review. Your application must be made within 60 days of you receiving this notice.

The Australian Information Commissioner is an independent office holder who may review decisions of agencies and Ministers under the FOI Act. More information is available on the Australian Information Commissioner's website www.oaic.gov.au.

You can contact the Information Commissioner to request a review of a decision online or by writing to the Information Commission at:

Director of FOI Dispute Resolution
GPO Box 5218
SYDNEY NSW 2001

Complaints to the Australian Information Commissioner

You may complain to the Australian Information Commissioner about action taken in relation to your request.

Your enquiries to the Australian Information Commissioner can be directed to:
Phone 1300 363 992 (local call charge)
Email: enquiries@oaic.gov.au

There is no particular form required to make a complaint to the Australian Information Commissioner. The request should be in writing and should set out the grounds on which it is

considered that the action taken in relation to the request should be investigated and identify the DTA as the relevant agency.

Contacts

If you have any queries about this notice, please contact the DTA FOI team by email foi@dta.gov.au