

Our ref: ID : **A1161379**

Mr Glenn Hamiltonshire

Email: [foi+request-12506-932d51cc@righttoknow.org.au](mailto:foi+request-12506-932d51cc@righttoknow.org.au)

Dear Mr Hamiltonshire

**FREEDOM OF INFORMATION REQUEST RECEIVED – F289**

I refer to your request for access to documents relating to *NOPSEMA Style Guides* under the *Freedom of Information Act 1982* (FOI Act). You have requested:

- *access to the Style Guides/Brand Guides/Writing Guides currently used for the National Offshore Petroleum Safety and Environmental Management Authority.*

We received your request on 9 December 2024 and the 30 day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by 8 January 2025. The period of 30 days may be extended if we need to consult third parties, or for other reasons. We will advise you if this happens.

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 note that information released under the FOI Act may later be published online on our disclosure log <http://www.nopsema.gov.au/resource-centre/foi/disclosure-log/>, subject to certain exceptions (for example, personal information will not be published where this would be unreasonable).

We will contact you using the contact details you provided. Please advise if you would prefer us to use an alternative means of contact. If you have any questions, please contact the following officer:

*Mandy Fittock, FOI Authorised Officer, [foi@nopsema.gov.au](mailto:foi@nopsema.gov.au)*

Yours sincerely

Mandy Fittock

**Freedom of Information Authorised Officer**

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10 December 2024