

Our ref: A1167258

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 – NOTICE OF DECISION - F289**

This notice contains my decision in relation to access to documents in the possession of the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) that were requested under the *Freedom of Information Act 1982* (the FOI Act).

On 7 December 2024, you wrote to NOPSEMA requesting access to the Style Guides / Brand Guides / Writing Guides currently used for NOPSEMA.

On 24 December 2024, I wrote to you requesting that personal information (being NOPSEMA staff names) be excluded from the scope of the request. By return, you agreed to exclude this information from your request.

### **Decision**

I am the decision maker in this matter, having been authorised under section 23 of the FOI Act.

I identified four documents which fall within the scope of the request.

NOPSEMA is required to undertake reasonable searches to find requested documents in accordance with the agreed scope. What constitutes a reasonable search will depend on the circumstances of each request. Comprehensive steps were taken to locate relevant documents, having regard to:

- The subject matter of the documents;
- The record management systems in place; and
- The individuals within NOPSEMA who may be able to assist with the location of any documents.

NOPSEMA enters and retains records through an electronic record-keeping system in compliance with the *Commonwealth Archives Act 1983*.

As the request was for specific documents (Style Guides / Brand Guides / Writing Guides), I first spoke to the relevant NOPSEMA officers who are responsible for these internal documents. The responsible officers provided me with links to these documents on NOPSEMA's record-keeping system. Additionally, I undertook searches of NOPSEMA's record-keeping system using terms 'Style Guide', 'Brand Guide' and 'Writing Guide' to ensure that I had captured all documents within the scope of the request.

In addition to the four documents captured on NOPSEMA's record-keeping system, NOPSEMA also uses the Australian Government Style Manual accessible at [www.stylemanual.gov.au](http://www.stylemanual.gov.au).

I have decided to grant access to the four documents with irrelevant matter excluded from the scope of the request (personal information) deleted under section 22 of the FOI Act. A schedule of documents which includes information in relation to the redactions is enclosed at Attachment A. I will be releasing the documents with this decision.

## **Your rights of review**

If you are dissatisfied with the searches we did to locate documents related to your request, you may apply for internal review or Information Commissioner review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

### ***Internal review***

Under section 54 of the FOI Act, you may apply in writing to NOPSEMA for an internal review of my decision. The internal review application must be made within 30 days of receipt of this decision. No fee is required for an application for internal review. A request for internal review should be directed to the following address:

The Internal Reviewer, Freedom of Information  
NOPSEMA  
GPO Box 2568  
PERTH WA 6001  
Email: [information@nopsema.gov.au](mailto:information@nopsema.gov.au)

No particular form is required but it is desirable to set out in the application the reasons why you believe that the decision should be reviewed.

### ***Information Commissioner review***

Under section 54L of the FOI Act, you may apply to the Information Commissioner to review my decision in relation to charges or inadequate searches. An application for review to the Information Commissioner must be made in writing within 60 days of receipt of this decision. An application can be made in one of the following ways:

online: [Information Commissioner Review Application form \(business.gov.au\)](#)  
email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
post: GPO Box 2999, Canberra ACT 2601  
in person: Level 3, 175 Pitt Street, Sydney NSW

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to <https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/freedom-of-information-reviews>

If you wish to discuss this decision, please do not hesitate to contact me.

Yours sincerely

Mandy Fittock

**Freedom of Information Authorised Officer**

wA914934

03 January 2025

#### Attachments

- A. Schedule of documents
- B. A1033721 – NOPSEMA Brand Guide – November 2023
- C. A1042705 – OIR Brand Guide – December 2023
- D. A855595 – Style Guide – NOPSEMA
- E. A1086555 – Style Guide - OIR