



2 January 2025

Glenn Hamiltonshire

Our ref: 2024/15906

**BY EMAIL ONLY:** [foi+request-12523-da70b173@righttoknow.org.au](mailto:foi+request-12523-da70b173@righttoknow.org.au)

Dear Glenn

**RE: FREEDOM OF INFORMATION ACT 1982 APPLICATION – AMSA STYLE GUIDES**

I refer to your email to AMSA received on 10 December 2024 in which you sought access to documents under the *Freedom of Information Act 1982* (the FOI Act). Specifically, your request sought access to:

*‘....the Style Guides/Brand Guides/Writing Guides currently used for the Australian Maritime Safety Authority.’*

**Timeframe for processing your request**

Your request was received by AMSA on 10 December 2024. The statutory period for processing your request is 30 days which expires on 9 January 2025.

**Decision**

I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

Following the search and examination of the documents related to your request, I have identified two documents relevant to your request.

I have decided to release one document in full and one document in part. As set out in **Attachment A** deletions have been made to one document under section 22(1)(a)(ii) of the FOI Act to redact a staff member’s name.

In our email of 12 December 2024, we requested your consent to the exclude the names, contact details and signatures of AMSA employees other than Senior Executive Staff from the scope of the request. We did not receive a response from you and have proceeded on the basis that you consent to this approach and information of AMSA employees below executive level whose details are contained in the documents have been deleted under section 22(1)(a)(ii).

## Relevant material

I have taken the following material into account in making my decision:

- the terms of your request;
- the content of the documents that fall within the scope of your request;
- the FOI Act;
- Guidelines published by the Office of the Information Commissioner under section 93A of the FOI Act;
- advice from AMSA officers with responsibility for matters relating to the documents to which you sought access; and
- advice from AMSA's in-house legal team.

## Review Rights

You are entitled to seek review of this decision. **Attachment B** sets out your rights to apply for review if you are dissatisfied with my decision.

## Further information

If you have any queries about this notice, please do not hesitate to contact AMSA's FOI team at [FreedomofInformation@amsa.gov.au](mailto:FreedomofInformation@amsa.gov.au).

Yours sincerely



Ruth  
Delegate  
Australian Maritime Safety Authority

**Attachment A – Schedule of Documents**

<b>Document number</b>	<b>Description of Document</b>	<b>Release/Exemptions</b>
1	AMSA Brand Style Guide	Released in full.
2	Writing Style Manual	Released in part. Redaction made pursuant to section 22 of the FOI Act (employee details).

## **Attachment B - Review rights**

If you are dissatisfied with my decision, 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 AMSA for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter.

Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

An internal review application should be addressed to:

The Freedom of Information Officer  
Email: [FreedomOfInformation@amsa.gov.au](mailto:FreedomOfInformation@amsa.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.

### **Information commissioner review**

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

online: [https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR\\_10](https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10)  
email: [foidr@oaic.gov.au](mailto:foidr@oaic.gov.au)  
post: GPO Box 5218 Sydney NSW 2001

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/freedom-of-information-guidance-for-government-agencies/freedom-of-information-reviews/summary-of-the-freedom-of-information-review-process>

### **FOI complaints**

If you are unhappy with the way AMSA has handled your FOI request, please let us know what we could have done better. We may be able to rectify the problem. If you are not satisfied with our response, you can make a complaint to the Australian Information Commissioner. A complaint to the Information Commissioner must be made in writing. Complaints can be lodged in one of the following ways:

Online:  
[https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA\\_1](https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1)

Email to [foidr@oaic.gov.au](mailto:foidr@oaic.gov.au)

Post: GPO Box 5218, Sydney 2001, NSW

More information about complaints is available on the Office of the Australian Information Commissioner website at <https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/freedom-of-information-complaints/make-an-foi-complaint>