

10 January 2025

Mr Glenn Hamiltonshire

E: foi+request-12524-594343c2@righttoknow.org.au

Dear Mr Hamiltonshire

Re: Freedom of information request

The purpose of this letter is to give you a decision about access to documents that you requested under the *Freedom of Information Act* 1982 (FOI Act).

I, Susan Davidson, Head of Governance and Planning, am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

In your request of 10 December 2024, you sought documents relating to the Style Guides/Brand Guides/Writing Guides currently used for the Australian National Maritime Museum.

In reaching my decision I have taken into account the:

- terms and date of your FOI request
- documents relevant to the request
- relevant provisions of the FOI Act
- Guidelines published by the Office of the Information Commissioner (OAIC) under section 93A of the FOI Act.

The museum has undertaken a search of its records and I have identified 3 documents within the scope of your request. Attachment A is the Schedule of Documents listing the documents being provided to you. The museum also uses the Australian Government Style Manual, which is available at <https://www.stylemanual.gov.au/>

I have decided not to impose a charge for processing your request.

If you are dissatisfied with my decisions, 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.

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. If you are unhappy with the way the museum has handled your FOI request, please let me know what could have been 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.

If you are not sure whether to lodge an Information Commissioner review or an Information Commissioner complaint, the Office of the Australian Information Commissioner has more information at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/>

I have attached the documents you requested. Please contact me at FOI@sea.museum if you wish to discuss your request and this decision.

Yours sincerely

A handwritten signature in black ink, appearing to read 'SDavidson', written in a cursive style.

Susan Davidson

Head of Governance and Planning

Attachment A
Schedule of Documents

Document no.	Description	Decision on access	Exemption
1	Australian National Maritime Museum Brand Guidelines May 2022	Release in full	Nil
2	Australian National Maritime Museum Tone of Voice Guidelines 2019	Release in full	Nil
3	Australian National Maritime Museum Long written Style Guide March 2020	Release in full	Mil