



FOI Number: FOI 23-24(14)

Mr Alex Pentland

Email: [foi+request-10930-f34a4d36@righttoknow.org.au](mailto:foi+request-10930-f34a4d36@righttoknow.org.au)

Dear Mr Pentland

### **Freedom of Information Act 1982 – Notice of Decision**

I refer to your 30 November 2023 request to the Australian Transport Safety Bureau (the ATSB) to seek access under the *Freedom of Information Act 1982* (the FOI Act) to:

*The Style Guides/Brand Guides/Writing Guides currently used for the Australian Transport Safety Bureau.*

### **Decision**

I am an authorised decision maker under section 23 of the FOI Act.

I have decided not to impose any charges for the processing of your request.

I am satisfied that all reasonable searches have been undertaken for documents relevant to your request. I am advised that the ATSB has in its possession one document that is relevant to your request. This document is described in the Schedule of Documents at **Attachment A**.

I have decided to grant access to one document in full with irrelevant information removed under section 22 of the FOI Act.

### **Section 22 – Deletion of irrelevant material**

Under section 22 of the FOI Act, the ATSB may delete material from documents that it considers irrelevant to the scope of your request.

I have identified material within the document that does not relate to the scope of your request. This information has been deleted as irrelevant under section 22 of the FOI Act.

## Publication

Section 11C of the FOI Act requires agencies to publish documents released through an FOI request on our website within 10 days of release, except in certain circumstances including when the documents contain personal or business information that would be unreasonable to publish.

The document being released to you does not contain any personal or business information that would be unreasonable to publish. As a result, it will be published on our disclosure log within 10 days of the document being released to you.

## Review Rights

If you are dissatisfied with my decision, your review rights are set out in Attachment B.

Yours sincerely



Lloyd Petty  
Authorised Decision Maker  
Australian Transport Safety Bureau

19 December 2023

## Enclosures

Attachment A – Schedule of Documents

Attachment B – Review rights

ATTACHMENT A

Request for Access under the *Freedom of Information Act 1982* (Cth)  
Australian Transport Safety Bureau  
FOI Applicant: Alex Pentland – FOI 23-24(14)  
SCHEDULE OF DOCUMENTS

Doc No	Description of document	Decision	Reasons
1.	<i>Guide</i> The ATSB's little book of style	Release in full	

12 Moore Street  
Canberra ACT 2601  
Australia

GPO Box 321  
Canberra ACT 2601

1800 020 616  
+61 2 6122 1600  
atsbinfo@atsb.gov.au

www.atsb.gov.au  
@atsbgovau

## **Review Rights**

If you are dissatisfied with my decision, you may apply for an internal review or Information Commissioner review of the decision. We encourage you to seek an internal review, in the first instance, 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 the ATSB for an internal review of my decision. The internal review application must be made within 30 days after the date of receipt of this letter.

The internal review will be carried out by another decision maker, usually someone at a more senior level, who will make a completely fresh decision on the merits of the case. While a specific form is not required, it would assist the decision maker if your application specifies the grounds on which you consider the decision should be reviewed.

Application for a review of a decision should be addressed to:

Freedom of Information Coordinator  
Australian Transport Safety Bureau  
GPO Box 321  
Canberra ACT 2601

or by email to: [FOI-ATSB@atsb.gov.au](mailto:FOI-ATSB@atsb.gov.au)

### **Review by the Australian Information Commissioner**

If any decision on internal review were not satisfactory to you, section 54L of the FOI Act gives you the right to apply for review of my decision by the Information Commissioner. An application for review by the Information Commissioner must be made in writing within 60 days of the receipt of this letter, and be lodged in one of the following ways:

**Online:** [www.oaic.gov.au](http://www.oaic.gov.au)  
**Post:** GPO Box 5218, Sydney NSW 2001  
**Fax:** +61 2 9284 9666  
**Email:** [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
**In person:** Level 3, 175 Pitt Street, Sydney NSW 2000

More information about an Information Commissioner review is available on the Office of the Australian Information Commissioner website at [www.oaic.gov.au](http://www.oaic.gov.au).