



3 August 2023

Mr Alex Pentland

foi+request-10506-79401b55@righttoknow.org.au

By email

Dear Alex

Your Freedom of Information Request No. PENT23-01

I refer to your email of Wednesday 26 July 2023 seeking access under the *Freedom of Information Act 1982* (the FOI Act) to the Style Guide for the Clean Energy Finance Corporation.

This letter sets out my decision on your request for access to the Style Guide for the Clean Energy Finance Corporation.

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

Timeframe for processing your request

Your request was received by the Clean Energy Finance Corporation on 26 July 2023. The statutory period for processing your request is 30 days.

Summary of Decision

I have identified one document relevant to your request. I have decided to release the document in full. I have decided that no documents are wholly exempt from disclosure.

Annexure A is a schedule which describes the relevant document and my decision about the document.

Relevant material

In reaching my decision I referred to the following:

- the terms of your request
- the documents¹ relevant to the request;
- the FOI Act.

Form of access

In accordance with section 20(3)(c) of the FOI Act, I will be providing access by way of email to you and by publication on the CEFC's FOI page.

¹ The term 'document' in this notice refers to both full documents and relevant parts of documents

Charges

No charges have been imposed for the processing of this request.

Review Rights

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

Contacts

If you have any queries about this notice, please do not hesitate to contact me on 07 3188 1651 or email matthew.hislop@cefc.com.au.

Yours sincerely



Matthew Hislop

Director – Legal

Clean Energy Finance Corporation

07 3188 1651

Annexure A – schedule of document Decision no.

Doc no	Pages	Date	Description	Decision	Exemptions Applied	Notes
1	7	January 2022	Writing style Clean Energy Finance Corporation	Disclosed with no redactions	Nil	

Annexure B - review rights

If you are dissatisfied with this decision, you have certain rights of review available to you.

Firstly, under section 54A of the FOI Act, you may apply for an internal review of the decision. Your application must be made by whichever date is the later between:

- 30 days of you receiving this notice; or
- 15 days of you receiving the documents to which you have been granted access

An internal review will be conducted by a different officer from the original decision-maker. No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned. An application for a review of the decision should be addressed to:

FOIRequest@cefc.com.au

Attention: FOI Reviewing Officer

Reference: PENT23-01

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.

Review by the Australian Information Commissioner

Alternatively, under section 54L of the FOI Act, you may seek review of this decision by the Australian Information Commissioner without first going to internal review. Your application must be made within 60 days of you receiving this notice.

The Australian Information Commissioner is an independent office holder who may review decisions of agencies and Ministers under the FOI Act. More information is available on the Australian Information Commissioner's website www.oaic.gov.au.

You can contact the Information Commissioner to request a review of a decision online or by writing to the Information Commission at:

GPO Box 2999
Canberra ACT 2601

Complaints to Ombudsman or Australian Information Commissioner

You may complain to either the Commonwealth Ombudsman or the Australian Information Commissioner about action taken by the Clean Energy Finance Corporation in relation to your request. The Ombudsman will consult with the Australian Information Commissioner before investigating a complaint about the handling of an FOI request.

Your enquiries to the Ombudsman can be directed to:

Phone 1300 362 072 (local call charge)
Email ombudsman@ombudsman.gov.au

Your enquiries to the Australian Information Commissioner can be directed to:

- Phone 1300 363 992 (local call charge)
Email enquiries@oaic.gov.au

There is no particular form required to make a complaint to the Ombudsman or the Australian Information Commissioner. The request should be in writing and should set out the grounds on which it is considered that the action taken in relation to the request should be investigated and identify Clean Energy Finance Corporation as the relevant agency.