

FOR OFFICIAL USE ONLY



Australian Government
Australian Renewable
Energy Agency

ARENA

31 August 2023

Alex Pentland
By email: foi+request-10523-e0967d61@righttoknow.org.au

Ref: LEX-74668

GPO Box 643
Canberra ACT 2601
Tel: +61 2 6276 1000
ABN 35 931 927 899
www.arena.gov.au

Dear Alex Pentland,

Re: Decision on your Freedom of Information request

I refer to your request dated 3 August 2023 and received by the Australian Renewable Energy Agency (ARENA) on 3 August 2023 for access under the *Freedom of Information Act 1982* (Cth) (**FOI Act**) to the following documents:

'I request access to the Style Guide for the Australian Renewable Energy Agency'

My decision

ARENA holds 6 documents (totalling 90 pages) that relate to your request.

I have decided to grant you **full access** to the documents.

On 3 August 2023, the Department of Climate Change, Energy, Environment and Water (the Department) on behalf of ARENA acknowledged your request and advised you that we would not include personal details about our staff. You did not contact the Department or ARENA again about this. Staff details and information that is outside the scope of your request have therefore been deleted in accordance with section 22(1) of the FOI Act.

How we will send your documents to you

The documents are attached.

Further assistance

If you have any questions, please email foi@dcceew.gov.au.

Yours sincerely,

A handwritten signature in black ink that reads 'Ian Kay'.

Ian Kay
Chief Financial Officer
Australian Renewable Energy Agency



Australian Government
Australian Renewable
Energy Agency

Attachment A:
LIST OF DOCUMENTS FOR RELEASE

LEX-74668

Doc No.	Pages	Date	Description	Comments
1	1-38	March 2018	ARENA Brand Guidelines	NA
2	39	Unknown	ARENA Intranet Style Guide Intranet Page	s 22(1)(a)(ii) – information deleted (irrelevant)
3	40-44	26/06/2023	ARENA Intranet Style Guide cheat sheet	NA
4	45-82	March 2018	ARENA Brand Guidelines MARKUP	NA
5	83-89	July 2021	ARENA Report Writing Guide	NA
6	90	October 2018	ARENA Brand Guidelines	NA