



Australian Government
Clean Energy Regulator

FOI 230817

31 August 2023

Alex Pentland
By email: foi+request-10580-88470394@righttoknow.org.au

Dear Mr Pentland

Notice of Decision

1. I refer to your request (**FOI request**) received by the Clean Energy Regulator (the **Agency**) on 17 August 2023, for access under the *Freedom of Information Act 1982* (**FOI Act**) to:

The Style Guide for the Clean Energy Regulator.

Summary of documents

2. I am satisfied all reasonable searches have been undertaken for documents relevant to your request and one document has been identified as relevant to your request.
3. This document is described in the Schedule of Documents at **Attachment A**.

Decision

4. I am an authorised decision maker under subsection 23(1) of the FOI Act.
5. I have decided to grant access to one document in full.
6. The reasons for my decision are set out below, as required by section 26 of the FOI Act.

Final decision on charges

7. Pursuant to section 29 of the FOI Act, I have decided not to impose charges in relation to your request.

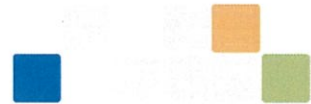
Release of documents

8. The document is now being released to you and can be found at **Attachment B**.

Reasons for decision

9. I have taken the following material into account in making my decision:
 - The FOI Act
 - your correspondence setting out the particulars of your request
 - the documents subject to your request
 - advice from Agency officers as to the nature of the documents, and
 - the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (**FOI Guidelines**).





Document 1 – CER Writing Style Guide

- 10. The information provided in Document 1 is accurate as of the date of this request and provides advice on the appropriate writing style to be used across all communication channels.
- 11. It contains a link referring staff to the Australian Government Style manual (found at <https://www.stylemanual.gov.au>). All other hyperlinks in the document direct staff to another location within the document or to the Australian Government Style manual.

Disclosure log publication

- 12. 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.
- 13. 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.

Your review rights

- 14. If you are dissatisfied with my decision, you may apply for internal review, or to the Information Commissioner for review of the decision.

Internal Review

- 15. Under section 54 of the FOI Act, you may apply in writing to the Agency for an internal review of my decision. The internal review application must be made **within 30 days of the date of this letter**. You do not have to complete a special form in order to request an internal review. There is no cost attached to an application for internal review.
- 16. 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.
- 17. An application for internal review should be directed to one of the following addresses:

By email	By post
cer-foicontactofficer@cer.gov.au	FOI Contact Officer Legal Services and Governance Branch Clean Energy Regulator GPO Box 621 CANBERRA ACT 2601

Information Commissioner Review

- 18. 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://www.oaic.gov.au/>
 - post: GPO Box 5218, Sydney NSW 2001
- 19. Please advise the Agency’s FOI Contact Officer if you make an application for review by the Information Commissioner, preferably by email (cer-foicontactofficer@cer.gov.au).
- 20. More information about Information Commissioner review is available on the Office of the Australian Information Commissioner (OAIC) website. Go to www.oaic.gov.au and search for ‘Apply for an Information Commissioner Review’ or navigate through the Freedom of Information tab.



21. If you are not satisfied with the Agency's handling of your FOI request, you may also make a complaint to the OAIC. This must be made in writing and can be lodged at www.oaic.gov.au by searching for 'Freedom of information complaints' or navigating through the Freedom of Information tab.

Questions about this decision

22. If you wish to discuss this decision, please contact the FOI Contact Officer at cer-foicontactofficer@cer.gov.au.

Yours sincerely

Karen Najjar
FOI authorised officer
Clean Energy Regulator
Phone: 1300 553 542
Email: cer-foicontactofficer@cer.gov.au
Website: cleanenergyregulator.gov.au
Postal address: GPO Box 621 Canberra ACT 2601

Attachments

- Attachment A – Schedule of Documents
- Attachment B – Document Pack



Australian Government
Clean Energy Regulator



FOI 230817 Schedule of Documents

Doc No.	Date	Number of pages	Description	Decision
1.	August 2023	4	CER Writing Style Guide	Release in full

