



4 September 2023

Attention: Rob Cawthorn

Rob Cawthorne <foi+request-10649-8b9206f9@righttoknow.org.au>

Dear sir

Freedom of information request no. 2023 1002

I, Matthew Hislop, Director – Legal, am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

I refer to your request for access to documents requesting:

copies of all communications with Climate Active / the Department of Climate Change, Energy, the Environment and Water with regard to the calculation and approval of City of Sydney's carbon inventory for FY2022 for Climate Active Carbon Neutral Certification.

Pursuant to section 15(2) of the *Freedom of Information Act 1982* (FOI Act), to be a valid request, your request must:

(a) be in writing; and

(aa) state that the request is an application for the purposes of [the FOI Act]; and [Emphasis added.]

(b) provide such information concerning the document as is reasonably necessary to enable a responsible officer of the agency, or the Minister, to identify it; and

(c) give details of how notices under this Act may be sent to the applicant (for example, by providing an electronic address to which notices may be sent by electronic communication). [Emphasis added.]

Since your request does not state that it is for the purposes of the FOI Act, it is not a valid request and will not be processed further. If you would like to re-submit your request, please do so in accordance with the requirements of the FOI Act.

To assist any resubmitted request to comply with the above:

- state the request is an application for the purposes of the Freedom of Information Act 1982 (Cth).
- please consider narrowing the scope of your request to make it more manageable or explaining in more detail the documents you wish to access; for example, by providing more specific information about exactly what documents you are interested in and/or the date range that the documents may have been produced.
- Give details of how we should respond to you (will email to Rob Cawthorne foi+request-10649-8b9206f9@righttoknow.org.au suffice?)



Doing this will enable our agency will be able to pinpoint the documents more quickly and avoid using excessive resources to process documents you are not interested in and which may incur unnecessary costs.

Please contact me on the details below if you would like to discuss further.

Matthew Hislop

(07) 3188 1651

Matthew.Hislop@cefc.com.au

Yours sincerely

A handwritten signature in black ink, appearing to read "Matthew Hislop", is positioned above the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Director - Legal
September 4, 2023