

Our ref: CCA FOI 24010

Mr Glenn Hamiltonshire

By email: [foi+request-12362-30a82e92@righttoknow.org.au](mailto:foi+request-12362-30a82e92@righttoknow.org.au)

Dear Mr Hamiltonshire

**CCA FOI 24010 - Notice of Decision**

I refer to your email received by the Climate Change Authority (the authority) on 25 November 2024 in which you sought access under the *Freedom of Information Act 1982* to the Style Guides/Brand Guides/Writing Guides currently used for the Climate Change Authority.

**Decision**

I, Eliza Murray, General Manager, Strategy Branch, am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

I have decided that you are not liable to pay a charge in relation to this request.

I am satisfied that a reasonable search has been conducted for documents falling within your request. Two relevant documents were identified. These are the authority's Style Guide and Referencing Guide.

I have decided to grant access in full to the relevant material in the documents. In accordance with our email of 6 December 2024, we have treated the names of junior staff as being beyond the scope of your request, and have redacted them pursuant to section 22 of the FOI Act.

Please find attached copies of the two documents.

Section 11C of the FOI Act requires agencies to publish on its website documents released under the FOI Act, or details of how such documents may be obtained. As a result, details of this decision will be published within 10 days of the finalisation of your FOI request.



Eliza Murray  
General Manager  
Strategy Branch  
Climate Change Authority  
18 December 2024