OIR style guide

1. Purpose

This document has been developed to aid consistency across all external OIR regulatory guidance materials and communications collateral.

2. Document structure

The following headings must be applied to OIR guidance materials before getting into the subject matter specifics.

1. Background
2. Purpose
3. Scope
4. Legal disclaimer
5. Relevant legislation

The following headings should be applied to OIR guidance materials after subject matter specifics.

6. Glossary of terms (where applicable)
7. Monitoring
8. Related documents (specify relevant OIR guidance)
9. Appendices (where applicable)

3. Scoping the document

Documents should have a clear scope and be complimentary to existing OIR materials where appropriate. Document authors are encouraged to outline and discuss proposed document scope/structure with ▮▮▮▮▮▮▮ before getting too far down the development pathway such that emerging issues, stakeholder sensitivities, and broader considerations relevant to the guidance material can be taken into account particularly in the context of proposed timing for publication.

4. Grammar, punctuation and conventions

Grammar and sentence structure help people understand meaning. Documents should be developed in line with the Australian Government Style Guide.

Punctuation

Only use punctuation that makes the sentence grammatically correct and the meaning clear.

Too much punctuation makes text crowded and difficult to read. If a sentence has a lot of punctuation marks, it might be a sign that the sentence is too long or complex. Try to rewrite into shorter, clearer sentences.

To use minimal punctuation:

- Don't add full stops to the ends of headings, page headers, footers or captions.

- Don't use a semicolon at the end of each item in a bullet list.

- Unless each item is a full sentence or the last item in a list, don't use a full stop for items in bullet lists.

- Don't use full stops between letters in an acronym or initialism.

- Don't use a full stop at the end of most abbreviations.

Capitalisation

Capitalise the first word in a sentence. Use lower case for all other words, unless those words include proper nouns. This is called 'sentence case'.

For more information about grammar and punction conventions visit: Grammar, punctuation and conventions | Style Manual

5. Language

Commonly used terms

Term	Treatment
Offshore Infrastructure Regulator (OIR)	To be written out in full in the first instance with the acronym in brackets. Acronym and then abbreviated to the OIR. Do not use "the Regulator"
Elder, Traditional Owners, First Nations, Custodians, Indigenous, Sea Country, and Aboriginal and Torres Strait Islander	To be capitalised to emphasise the significance of people and place and conveys our recognition of and respect.
Application	*Application(s)* to be used rather than *submission(s)* to align with wording in the regulations.
Section(s) and regulation(s)	Use section(s) when referring to a provision in the Act. Use regulation(s) when referring to a provision in the regulations.

Commonly used phrases and descriptions

Topic	Treatment
WHS	The *Offshore Electricity Infrastructure Act 2021* applies the *Work Health and Safety Act 2011* through modified application to make it fit for purpose for the offshore environment.
Role of the OIR	The Offshore Infrastructure Regulator (OIR) was established under the *Offshore Electricity Infrastructure Act 2021* to oversee the offshore renewables industry.

	The functions of the OIR are administered by the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA), and include the regulation of work health and safety, infrastructure integrity and environmental management for offshore infrastructure activities.
Guidance/guideline	Regulatory guidance is the collective term for all external polices, guidelines, brochures etc. A guideline is a specific type of regulatory guidance document.

6. Referencing

Primary legislation

Primary legislation should be written out in full and italicised in the first instance. Future references are to be in acronym form.

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
Offshore Electricity Infrastructure Act 2021 (OEI Act)

Regulations

Regulations should be written out in full in the first instance. Future references are to be in short form.

Offshore Electricity Infrastructure Regulations 2022 (OEI Regulations)
Environment Protection and Biodiversity Conservation Regulations 2000 (EPBC Regulations)

Defined terms under the OEI Act framework

When referring to defined terms under the OEI Act framework. In the first instance the term should be bolded and italicised with a footnote inserted for where the definition can be found. See below example.

Example: The purpose of this document is to provide OEI Act licence holders with information to support the preparation of a ***management plan***[1]

Use of footnotes

In addition to using footnotes for defined terms under legislation, footnotes can also be used to direct the reader to where they may be able to find more information about particular issues or processes.

Example: EPBC Act approvals

It is a proponent's responsibility to undertake a self-assessment[2] to decide whether a proposed project, whether that is a commercial-scale offshore renewable energy infrastructure development or early stage

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[1] See section 8 of the OEI Act

[2] EPBC Act assessment process (dcceew.gov.au)

activity to assess the feasibility of a commercial development, is likely to have a significant impact on matters of national environmental national environmental significance (MNES)[3]

7. Considerations for how to present information

Use of breakout or callout boxes

Breakout boxes should be used to present and highlight key concepts within a document such as obligations under the OEI Act framework.

Breakout boxes can also be used to communicate key OEI Act framework definitions where they are fundamental to building understanding of the concept being communicated.

Example: Activities limited by the purpose of a licence.

Where a proponent has determined that an OEI Act licence is required to conduct their proposed activities, they should be aware that the type of activities that can be conducted under an OEI Act licence are limited by the purpose of that licence. For example, section 30 of the OEI Act details the purpose of a feasibility licence.

Section 30 Purpose of a feasibility licence

The purpose of a feasibility licence is to provide for the licence holder to:

*(a) assess the feasibility of an offshore infrastructure project that the licence holder proposes to carry out in the licence area under a commercial licence (the **proposed commercial offshore infrastructure project** for the feasibility licence); and*

(b) apply for a commercial licence in relation to the proposed commercial offshore infrastructure project, if the licence holder chooses to do so.

Use of tables

Tables provide a structure for complex and detailed information. Design accessible tables and organise data so it's easy for users to scan. Tables should be numbered chronologically within the document. The title of the table should be presented at the top of the table as shown below.

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[3] Matters of National Environmental Significance: Significant Impact Guidelines 1.1 (dcceew.gov.au)

Table 3 – Securities to be provided for Commercial Licence CL-1

Amount of security	Form of security	Timetable for provision
$168,936,000	Bank guarantee or Performance bond	At least 30 days prior to the commencement of construction Phase 2 as outlined in the timetable at section 4.1.2 of this management plan
$271,586,000	Bank guarantee or Performance bond	At least 30 days prior to the commencement of construction Phase 3 as outlined the timetable at section 4.1.2 of this management plan

Use of lists

Lists make it easy for users to scan and understand a series of items. Structure and style lists with the user in mind. Set up grammatical structure for list items with a lead-in.

Use of graphics

Consider using graphics to communicate key and complex concepts, and compliment concepts described in a written form. Graphics should be referred to as a figure and numbered chronologically within the document. The title of the figure is to be inserted at the bottom of the image.

Example: Whilst it's expected that each worksite will have a management structure in place, it will be the licence holder who will provide coordination and oversight across the offshore infrastructure project (see figure 1 below).
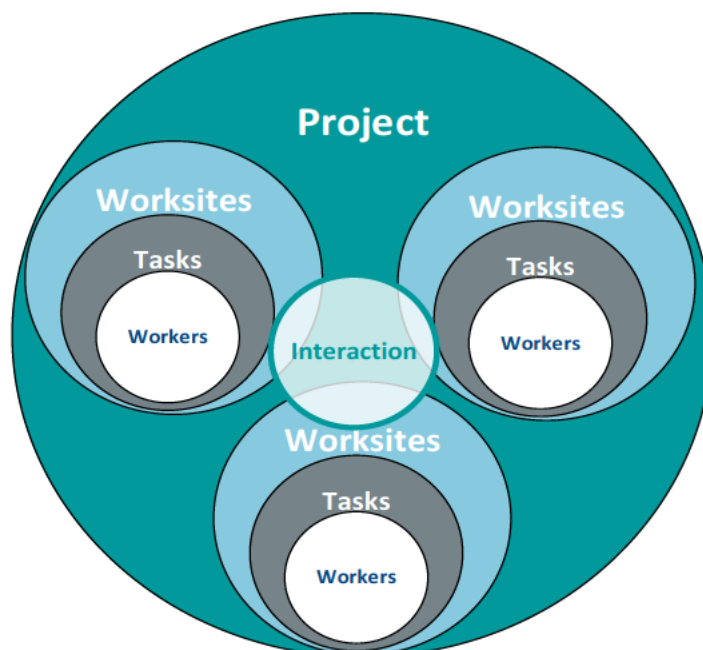

Figure 1. Worksite arrangements