



Mr Glenn Hamiltonshire  
By email: [foi+request-12388-3631a2f1@righttoknow.org.au](mailto:foi+request-12388-3631a2f1@righttoknow.org.au)

Dear Mr Hamiltonshire,

**Subject: your 27 November 2024 FOI request**

1. I refer to your email received by the Tertiary Education Quality and Standards Agency (TEQSA) on 27 November 2024 and 29 November 2024. You have specifically requested access under the *Freedom of Information Act 1982 (FOI Act)* to the following:

*Access to the Style Guides/Brand Guides/Writing Guides currently used by the Tertiary Education Quality and Standards Agency.*

#### Decision on access to documents

2. I am authorised to make decisions under subsection 23(1) of the FOI Act.
3. I have identified five documents, totalling 91 pages, that falls within the scope of your request. They are listed below as follows:
  - I. TEQSA Editorial Style Guide,
  - II. TEQSA Preferred Spellings and Acronyms,
  - III. TEQSA Style Council,
  - IV. TEQSA TNet and TEQSA website content creation guidelines,
  - V. TEQSA brand identity guidelines,
4. I have decided to grant access to all five documents in full. The documents for release are enclosed.

#### Rights of review

5. If you are dissatisfied with my decision, you may apply in writing within 30 days of receiving this notice for an internal review of the decision by a different decision maker within TEQSA under section 54 of the FOI Act. Applications for internal review should be sent to [foi@teqsa.gov.au](mailto:foi@teqsa.gov.au) and include any submissions regarding the reason(s) for requesting an internal review of the decision.
6. In accordance with section 54L of the FOI Act, you may also 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 using [OAIC's form](#) (OAIC's preferred option)
  - email: [foidr@oaic.gov.au](mailto:foidr@oaic.gov.au)
  - post: GPO Box 5288, Sydney NSW, 2001

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7. More information about Information Commissioner Review is available on the Office of the Australian Information Commissioner website at: [Information Commissioner review - Home \(oaic.gov.au\)](https://www.oaic.gov.au).
8. If you have any questions about this matter, please contact [foi@teqsa.gov.au](mailto:foi@teqsa.gov.au).

Yours sincerely

ALLISON BANNAN [**Signed**]

**Allison Bannan**  
**FOI Decision Maker**  
18 December 2024

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