



Australian Government
Australian Skills Quality Authority

ASQA

29 January 2025

Mr Glenn Hamiltonshire

By email: foi+request-12409-04f2bf7b@righttoknow.org.au

Dear Mr Hamiltonshire

Freedom of Information (FOI) request – [24-25-0030]

I am writing in my capacity as an officer authorised by the principal officer of the Australian Skills Quality Authority (ASQA) under section 23(1) of the *Freedom of Information Act 1982* (Cth) (FOI Act) to make decisions in respect of FOI requests.

Summary of your FOI request

On 29 November 2024, ASQA received your valid FOI request. You confirmed you are seeking access to the following under the *Freedom of Information Act 1982*:

- *the Style Guides/Brand Guides/Writing Guides currently used for the Australian Skills Quality Authority.*

On the same date you also consented to an extension of 30-days for ASQA to process your request.

Decision on request

I have identified 5 documents that fall within the scope of your request.

I have decided to grant access in full to the documents.

Material taken into account

I have taken the following material into account in making my decision:

- the content of the documents that fall within the scope of your request;
- the FOI Act;
- the guidelines issued by the Office of the Australian Information Commissioner (OAIC) under section 93A of the FOI Act;
- the advice of ASQA's Governance, Communication & Parliamentary team;
- the advice of ASQA's FOI Officer.

If you are dissatisfied with my decision, you may apply to have it reviewed, either through an internal review or a review by the Information Commissioner. I encourage you to seek internal review as a first step as that mechanism may provide a more rapid resolution of your concerns. Further details of these review processes are provided below:

- Internal review:

Under section 54 of the FOI Act, you may apply in writing to ASQA for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter.

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.

- Information Commissioner review

Under section 54M 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 30 days of the date of this letter, and be lodged in one of the following ways:

online: <https://webform.oaic.gov.au/prod?entitytype=ICReview&layoutcode=ICReviewWF>
email: foidr@oaic.gov.au
post: GPO Box 5288 Sydney NSW 2001

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to [Apply for an Information Commissioner review | OAIC](#).

FOI Complaints

If you are unhappy with the way we have handled your FOI request, please let us know what we could have done better. We may be able to rectify the problem. If you are not satisfied with our response, you can make a complaint to the Australian Information Commissioner. A complaint to the Information Commissioner must be made in writing. Complaints can be lodged in one of the following ways:

online: [Freedom of information complaints | OAIC](#)
email: foidr@oaic.gov.au
post: GPO Box 5288 Sydney 2001

More information about complaints is available on the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/make-an-foi-complaint/>.

If you are not sure whether to lodge an Information Commissioner review or an Information Commissioner complaint, the Office of the Australian Information Commissioner has more information at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/>

If you wish to discuss this decision, please email ASQA's FOI Contact Officer, Rebecca Rahim at foi@asqa.gov.au and refer to reference number [24-25-0030].

Yours sincerely



John Pritchard
Freedom of Information Officer

*Attachments:
Document for release*