



**DEFENCE FOI 134/24/25**

**STATEMENT OF REASONS UNDER THE FREEDOM OF INFORMATION ACT 1982**

1. I refer to the request by [REDACTED] dated and received on 14 August 2024 by the Department of Defence (Defence), for access to the following documents under the *Freedom of Information Act 1982* (Cth) (FOI Act):

*“I am requesting Defence FOI release the document relating to the Defence Commendation Scheme, please. As I believe this describes the levels of commendations and or the nomination and approval process is for receiving an ADF Commendation.*

*I would also like to request the official documentation relating to information relating to how a Soldiers Medallion Badge is awarded, what are the criteria and who is eligible to receive such an award (<https://armyshop.com.au/products/soldiers-medallion-badge.html>)”.*

**FOI decision maker**

5. I am the authorised officer pursuant to section 23 of the FOI Act to make a decision on this FOI request.

**Documents identified**

6. I have identified one document as falling within the scope of the request.

**Exclusions**

7. Signatures contained in documents that fall within the scope of the FOI request, duplicates of documents, and documents sent to or from the applicant are excluded from this request. Defence has only considered final versions of documents.

## Decision

8. I have decided to partially release one document on the grounds that the deleted material is considered exempt under section 22 [access to edited copies with exempt or irrelevant matter deleted] of the FOI Act.

## Material taken into account

9. In making my decision, I have had regard to:
- a. the terms of the request;
  - b. the content of the identified documents in issue;
  - c. relevant provisions of the FOI Act; and
  - d. the Guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines).

## REASONS FOR DECISION

### Section 22 – Access to edited copies with exempt or irrelevant matter deleted



10. Section 22 of the FOI Act permits an agency to prepare and provide an edited copy of a document where the agency has decided to refuse access to an exempt document or that to give access to a document would disclose information that would reasonably be regarded as irrelevant to the request for access.
11. The document as contains irrelevant material such as signatures that do not relate to the request.
12. I am satisfied that it is reasonably practicable to remove the exempt and irrelevant material and release the documents to you in an edited form.

## FURTHER INFORMATION

13. In regard to the first part of this FOI request, the information is contained in the Defence Honours and Awards Manual, Volume 1, Chapter 39. It is publicly available and can be accessed at this link.  
<https://web.archive.org/awa/20200605110750mp> /<https://www.defence.gov.au/Medals/Master/docs/DHAM/39.pdf>.



Accredited Decision Maker  
Army Headquarters  
Department of Defence

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