Dear [Redacted],

1. I refer to your email of 1 May 2011 in which you requested access, under the Freedom of Information Act 1982 (FOI Act), to the:


2. The purpose of this letter is to provide you with the decision relating to the documents that are the subject of your request.

   **FOI decision maker**

3. Mr P Clarke, Director Honours and Awards, is the authorised decision maker, under the FOI Act, in relation to your request.

   **Decision**

4. Mr Clarke has decided to release the document identified in response to your request intact. A copy of the document in the form approved for release is at Enclosure 1.

   **Publicly available information released following an FOI access request**

5. In accordance with the requirements of section 11C [Publication of information in accessed documents] of the FOI Act, Defence is required to publish details of information released under the FOI Act within ten working days of the applicant being given access to the documents. Members of the public may then access the released documents. Defence will publish this decision notice with your personal information deleted. A copy of section 11C of the FOI Act is at Enclosure 2.
Payment of Charges

6. In our letter dated 13 May 2011, the department estimated the cost associated with processing your request to be [redacted]. You agreed to pay charges for the administration of your request and paid the preliminary assessment deposit of [redacted] on 16 May 2011. The FOI Directorate sent you a receipt for this amount on 20 May 2011.

7. Upon completion of your request, the actual amount for processing was calculated to be [redacted], after taking into account the free decision-making time. Because the total amount you have already paid was more than the actual charges a refund of [redacted] is due. To enable us to process your refund, could you please complete the form at Enclosure 3 and return it to the address on the form via email or post.

Rights of review


Further advice

9. Should you have any questions in regard to this matter please contact this office.

Yours sincerely

Trevor Greenberg
Case Manager
Freedom of Information

07 June 2011

Enclosures:
1. Document in the form approved for release
2. Copy of section 11C of the FOI Act.
3. Freedom of Information Refund Processing Form
4. Fact Sheet: Freedom of information – Your review rights