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Ref: F11/102

2 December 2016

Mr Nigel Gladstone  
[foi+request-2411-5a4aad19@righttoknow.org.au](mailto:foi+request-2411-5a4aad19@righttoknow.org.au)

Dear Mr Gladstone

**Invalid government information access application**

We received your access application under the *Government Information (Public Access) Act 2009* (GIPA Act) on 28 October 2016.

Your application is invalid because you have not paid the application fee. Please organise payment of \$30. Furthermore you have not included an Australian postal address within your application, which is a requirement under the GIPA Act.

I have attached a copy of Council's GIPA Application form for you to complete. Once we have the required details recorded on this form we will be able to process your request.

Please note in this instance Council will waive the mandatory application fee.

***Rights of review***

If you do not agree that your application is invalid, you may seek a review of this decision. Your review rights are summarised in the enclosed leaflet. You have 4 weeks from the date of this letter to apply for an internal review, or 8 weeks to apply for an external review.

If you do not wish to seek a review or amend your application, you are entitled to a refund of the application fee.

If you have any questions, please contact me on 02 6499 2222.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nina Churchward".

Nina Churchward  
Public Officer

