



Mr Nigel Gladstone

Email: [foi+request-2422-4bd70774@righttoknow.org.au](mailto:foi+request-2422-4bd70774@righttoknow.org.au)

TRIM No:16/56276

22 November 2016

Dear Mr Gladstone

**ACCESS TO INFORMATION REQUEST  
FOOD SAFETY INSPECTIONS - 2014, 2015 and 2016**

I refer to your recent email of 15 November 2016 seeking access under the *Government Information (Public Access) Act 2009*, as an informal request, to the following:

- Number of food safety inspections carried out in your area annually, for the last three years?
- Number of warnings issued each year and how many fines each year?
- The percentage of all food outlets did the council inspect each year?
- The number of outlets shut down for non-compliance and if so what for and how many?
- The worst offences/biggest fines for each year?

As previously advised, under the *Government Information (Public Access) Act 2009*, Council may request this type of Application where the information sought is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure.

Should you wish to continue with a Formal Application (application form attached), the \$30.00 application fee is payable prior to Council determining your Application.

Council will take no further action unless a Formal Application is lodged with the statutory fee of \$30.00.

Yours sincerely

  
**PINA VINEY** 22/11/2016  
Public Officer  
Governance Coordinator



## ACCESS TO INFORMATION (GIPA ACT 2009) – ACCESS FORMAL APPLICATION

Please complete this form to apply for formal access to Government information under the *Government Information (Public Access) Act 2009* ("GIPA Act"). If you need help in filling out this form, please contact the Right to Information Officer on 9911 9911, or visit our website at [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au).

### YOUR DETAILS

Surname: ..... Title: Mr / Ms

Other names: .....

Postal address: ..... Postcode: .....

Day-time telephone: ..... Facsimile: .....

Email: .....

*The questions below are optional and the information will only be used for the purposes of providing better service.*

Place of Birth: ..... Main language spoken: .....

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application? .....

.....  
.....

☐ I agree to receive correspondence at the above email address.

### GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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.....  
.....  
Are you seeking personal information? **Yes / No** (circle one)

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### FORM OF ACCESS

How do you wish to access the information?

☐ Inspect the document(s) ☐ A copy of the document(s)

☐ Access in another way (please specify).....  
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### APPLICATION FEE

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

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### DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No** (circle one)

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### DISCOUNT IN PROCESSING CHARGES

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour). An applicant may apply for a 50 per cent reduction in processing charges on the following grounds:

- ☐ Financial hardship (section 65) – please attach supporting documentation as follows:
- a. the holder of a Pensioner Concession card issued by the Commonwealth that is in force
  - b. a full-time student
  - c. a non-profit organisation, including a person applying for or on behalf of a non-profit organisation

**AND / OR**

☐ Special benefit to the public (section 66) – please specify why below:  
.....

Applicant's signature: .....

Date: .....

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Please post this form or lodge it at:

SUITE 1, LEVEL 2, 1-17 ELSIE STREET, BURWOOD, NSW 2134 or  
PO BOX 240, BURWOOD NSW 1805

*General information about the GIPA Act is available by calling the Office of the Information  
Commissioner on free call 1800 194 210 or at its website:*

[www.informationcommissioner.nsw.gov.au](http://www.informationcommissioner.nsw.gov.au)

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**OFFICE USE ONLY**

Date application received: .....

File reference:

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**Burwood Council**

heritage • progress • pride

**PRIVACY STATEMENT**

If you are making this application as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*.

You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application.

Council is collecting this personal information from you in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council's Public Officer