



31 October 2016

Reference: Informal Request
Contact: Kirsty Callander

Mr Nigel Gladstone

foi+request-2430-fd239cd4@righttoknow.org.au

Dear Mr Gladstone,

RE: Request for Information - food safety inspections

Reference is made to your email dated 28 October 2016.

To obtain the information requested you will need to submit a formal access application under the *Government Information (Public Access) Act 2009* ("GIPA Act") or arrange for a Subpoena for Production to be served on Council's Proper Officer, at Council's office at 2 Prince Street, Grafton.

The relevant GIPA application forms and information about completing the forms can be found on Council's website www.clarence.nsw.gov.au.

If you require further information please contact me on telephone 66430 200.

Yours faithfully

Kirsty Callander
Legal Officer