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PORT MACQUARIE
HASTINGS

31 October 2016

Refers to: CRM: 23509/2016
GIPA: 16-70

Mr Nigel Gladstone
By Email: foi+request-2494-a1efc202@righttoknow.org.au

Dear Mr Gladstone,

Your request for access to Government information

Council acknowledges your request for information dated 28 October 2016.

Council, pursuant to section 8 of the *Government Information (Public Access) Act 2009* (GIPA Act), will deal with your request for information, as an informal request (a request that is not a formal access application under the GIPA Act).

Listed below are the criteria for a request for information to be considered a formal access application.

For an information request to be considered a formal access application it:

1. Must be in writing and sent to or lodged at the Council; and
2. Must clearly indicate it is an access application made under the GIPA Act; and
3. Must be accompanied by the \$30 application fee; and
4. Must state a postal address in connection with the application; and
5. Must include such information as necessary to enable the information applied for to be identified.

Further, Council cannot be required to disclose government information pursuant to an informal request and cannot be required to consider an informal request for government information.

Council will now begin determination of your informal request and advise you of the outcome accordingly.

If you have any questions or require any further information please call our Customer Service Centre on (02) 6581 8111.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rebecca Olsen'.

Rebecca Olsen
Director Corporate & Organisational Services