

21 December 2017

The Berry Forum
BERRY NSW 2535

Attention: David Carter (Chair), Stuart Coughlan
(Secretary)

Lawyer Max Dalton
Direct Line (02) 8083 0403
Email Max.Dalton@holdingredlich.com
Partner Greg Wrobel
Our Ref MGD 17680243

By email berryforum@hotmail.com

Dear the Berry Forum

The Berry Forum - Request for information

We act for Mark Cornish, a business owner and resident of Berry, NSW.

As you will know, the *Guidelines for the Conduct of Community Consultative Bodies 2016* (**Guidelines**) sets out Shoalhaven City Council's (**Council**) guidelines for how Community Consultative Bodies (**CCBs**) are to conduct themselves. A CCB's failure to comply with the Guidelines may lead the Council to withdraw its recognition of that CCB.

Section 3.3 of the Guidelines provides that the role of the Secretary of a CCB is to ensure that certain information regarding the activities of the relevant CCB are recorded and made publically available. Our client is concerned by the lack of publically available records regarding The Berry Forum's activities and has instructed us to obtain the following information from you:

1. Copies of the Minutes of all Forum Meetings held to date;
2. Copies of Minutes of all Committee Meetings held to date;
3. Copies of all correspondence and submissions made by The Berry Forum to the Council;
4. Copies of all correspondence between the Committee Members of The Berry Forum and any other party or interest group related to The Berry Forum;
5. Copies of all correspondence between the Committee Members of The Berry Forum regarding The Berry Forum;
6. Copies of The Berry Forum's annual financial reports, tax returns and the contact details for the independent accountant tasked with auditing The Berry Forum; and
7. A description of The Berry Forum's corporate structure (if any). If The Berry Forum is not incorporated, please provide an explanation for why this is the case.

Additionally, we understand that The Berry Forum accepts donations but is not currently registered for charitable status with the Australian Charities and Not-For-Profits Commission. Please can you explain the reason for this in your response to this letter.

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Please provide us with the information requested above within **28 days** of this letter.

Yours faithfully

A handwritten signature in blue ink that reads "Holding Redlich". The signature is written in a cursive, flowing style.

Holding Redlich