



ABC Ultimo Centre 700 Harris Street Ultimo NSW 2007 GPO Box 9994 Sydney NSW 2001 Tel. +61 2 8333 1500 abc.net.au

FOI APPLICATION

Dear

I refer to your letter of 8 April 2011, which I received on 13 May 2011, in which you sought access to documents under the *Freedom of Information Act 1982* (the FOI Act). Specifically, you have requested access to records held by the ABC concerning you and which are held on your personnel file.

A request for access to personnel records can not be made under the FOI Act unless a request for access to those records has first been made in accordance with the ABC's established procedures, and either you are dissatisfied with the outcome of that request or you have not been notified of an outcome within 30 days of having requested access.

You may obtain access to your personnel records by contacting People and Learning. The NSW People and Learning Manager, Demetra Crockford, can be contacted on 8333 2416 or by email at crockford.demetra@abc.net.au. Further contact details for the People and Learning team are available from the ABC's intranet.

If, having made a request for access to People and Learning, you are dissatisfied with the outcome or are not notified of an outcome within 30 days, you may proceed with an FOI request for access to your personnel records.

I have enclosed your cheque for \$30. Following amendments to the FOI Act in 2010 there is no longer an application fee for making an FOI request.

Yours sincerely

Judith Maude FOI Coordinator Direct line 02 8333 5316