

## *Appendix 3*

### **Freedom of Information**

The Freedom of Information Act gives the general public legal access to government documents.

#### ***Freedom of Information statistics***

During 2005–06, the Commission received 13 requests for access to documents under the Freedom of Information Act. All 13 applications related to access to documents relating to complaint files of the Commission.

A total of 13 applications were processed in this financial year.

#### ***Categories of documents***

Documents held by the Commission relate to:

- administration matters, including personnel, recruitment, accounts, purchasing, registers, registry, library records and indices;
- complaint handling matters, including the investigation, clarification and resolution of complaints;
- legal matters, including legal documents, opinion, advice and representations;
- research matters, including research papers in relation to complaints, existing or proposed legislative practices, public education, national inquiries and other relevant issues;
- policy matters, including minutes of Commission meetings, administrative and operational guidelines;
- operational matters, including files on formal inquiries; and
- reference materials, including press clippings, survey and research materials, documents relating to conferences, seminars and those contained in the library.

#### ***Freedom of Information procedures***

Initial inquiries about access to Commission documents should be directed to the Freedom of Information Officer by either telephoning (02) 9284 9600 or by writing to:

Freedom of Information Officer  
Human Rights and Equal Opportunity Commission  
GPO Box 5218  
Sydney, NSW 2001

Procedures for dealing with Freedom of Information requests are detailed in section 15 of the Freedom of Information Act. A valid request must:

- be in writing,
- be accompanied by a payment of \$30 application fee,
- include the name and address of the person requesting the information, and
- specify the documents to be accessed.