



## PART EIGHT ANNEXURE A





## FREEDOM OF INFORMATION

*The High Court administration routinely includes information in its annual and financial reports consistent with the reporting requirements of the Freedom of Information Act 1982 (Cth) (FoI Act).*

The Act applies only to administrative, non-judicial documents held by the Court, and does not apply to the holder of a judicial office or other office pertaining to the Court. The officers of the Court who are exempt under the Act include:

- the Chief Executive and Principal Registrar of the High Court
- the officers performing the duties of Senior Registrar, Senior Executive Deputy Registrar, Deputy Registrars, and the Court Marshal.

As noted above, the Act does not apply to Registry documents that are not of an administrative nature.

In 2011 the primary source of public information made available to the public was the Court website. It provides a wide range of information related to the core business of the Court, an overview of which is provided in the annual and financial reports accessible on the website, and in hardcopy on request. These reports include organisation charts.

The website provides access to documents related to legal matters filed or lodged at the High Court Registry, such as parties' submissions; the High Court Registry Service Charter; and information about cases before the Court; special leave short particulars; the results of applications for

special leave; appeal short particulars; judgments and judgment summaries. Some of these documents are published on the Court, AustLII and BarNet websites and are also distributed through subscription email lists. Transcripts of both special leave hearings and final hearings are also accessible on the website. The website provides links to relevant legislation, Court rules, forms, the library catalogue, and the library's current year's new books notification service. The website also provides information about fees for filing, issuing or sealing a document or obtaining a service, pursuant to Schedule 1 of the *High Court of Australia (Fees) Regulations*, and the Scale of Professional Costs, pursuant to Schedule 2 of the *High Court of Australia (Fees) Regulations*.

The website provides access to many of the speeches delivered by the Justices of the Court, and to speeches of former Chief Justices and Justices.

The website also provides information about the history, role and function of the Court and the Court building in Canberra – the competition for its design, the materials used in its construction, its heritage listing and the features of each courtroom. It also provides information about visiting the Court.

The website also includes a site map and search function to assist individuals to access information from the site, and includes a 'contact us' webpage and dedicated email address for inquiries, including a link for making FoI inquiries and lodging requests for information.

Other information that the Court makes available includes:

- the *High Court Bulletin* is produced by the High Court library. It provides a record of recent High Court cases: decided, reserved for judgment, awaiting hearing in the Court's original jurisdiction, granted special leave to appeal, and refused special leave to appeal. It is published in hard copy and is also available via the Court's website, and the AustLII and BarNet websites.
- the Conservation Management Plan for the Court under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth)
- two brochures, including a general overview titled 'High Court of Australia', and a more specialised 'Visitors' Guide to Oral Argument' which explains what happens in the courtroom during a hearing. These brochures were made available in the Mandarin language in March 2011
- the Court sitting calendar business lists and daily court lists
- venue and safety information for school excursions
- information transmitted orally by Court Guides stationed in the Public Hall and courtrooms to pre-booked school groups, other groups and visitors at large. Visitors are given an overview of the history, role and powers of the High Court and an explanation of the workings of each courtroom they visit. If the court is sitting, school groups watch proceedings for a short time and debrief in another courtroom about what they have observed
- tailored guided tours for official visitors
- information about functions such as Sunday concerts, moots and public lectures.

- some documents that are open to public access under the High Court Rules subject to the payment of a fee or other charge. The categories of documents available for purchase by the public from the Court registry include:

- transcripts of proceedings before the Court
- reasons for judgment
- photocopies of Court documents which are available for search under Rule 4.07.4 of the High Court Rules.

The Court works with other institutions in the Parliamentary Zone to facilitate public access to information about the Court. For example, the Court has an established partnership with the National Archives of Australia (NAA). The NAA includes in its permanent exhibitions and on its website information about the Court, as do other national institutions, including the Australian Parliament. As noted earlier in the report, the Manager, Public Information also maintains appropriate channels of communication with the media, relevant agencies and the public about the operations of the Court.

## FOI procedures and initial contact points

Inquiries concerning access to documents or other matters relating to freedom of information should be directed to:

The Manager, Public Information  
High Court of Australia  
PO Box 6309  
Kingston ACT 2604

**Telephone:** (02) 6270 6998  
**Fax:** (02) 6270 6868  
**Email:** [enquiries@hcourt.gov.au](mailto:enquiries@hcourt.gov.au)

## Facilities for access

Facilities for examining documents and obtaining copies are available at the addresses shown below. Information about the facilities available to assist people with disabilities to obtain access to documents can be obtained from the offices of the Court Registry.

The Principal Registry of the High Court of Australia is located at the seat of the Court in Canberra. There are offices of the Registry at the capital city of each State and in Darwin.

The Registry services in Adelaide, Brisbane, Darwin and Perth are provided by staff of the Federal Court of Australia. Registry services in Hobart are provided by the Supreme Court of Tasmania.

### Canberra

Parkes Place, Parkes, ACT, 2600  
Postal Address: PO Box 6309, Kingston,  
ACT 2604

Registry telephone: (02) 6270 6857  
Registry facsimile: (02) 6273 3025

## Registries around Australia



### Sydney

Level 23, Law Courts Building,  
Queens Square, Sydney, NSW, 2000

Registry telephone: (02) 9230 8369

Registry facsimile: (02) 9230 8376



### Melbourne

Level 17, Law Courts Building,  
305 William Street, Melbourne, VIC, 3000

Registry telephone: (03) 8600 3001

Registry facsimile: (03) 8600 3007

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### Brisbane

Federal Court of Australia  
Level 6, Commonwealth Law  
Courts Building  
119 North Quay, Brisbane, QLD, 4000

Registry telephone: (07) 3248 1100

Registry facsimile: (07) 3248 1260



### Perth

Federal Court of Australia  
Level 6, Commonwealth Law  
Courts Building  
1 Victoria Avenue, Perth, WA, 6000

Registry telephone: (08) 9268 7100

Registry facsimile: (08) 9221 3261



### **Adelaide**

Federal Court of Australia  
Level 5, Commonwealth Law Courts  
3 Angas Street, Adelaide, SA, 5000

Registry telephone: (08) 8219 1000  
Registry facsimile: (08) 8219 1001



### **Hobart**

Supreme Court of Tasmania  
Salamanca Place, Hobart, TAS, 7000

Registry telephone: (03) 6233 6245  
Registry facsimile: (03) 6223 7816



### **Darwin**

Federal Court of Australia  
Level 3, Supreme Court Building  
State Square, Darwin, NT, 0800

Registry telephone: (08) 8941 2333  
Registry facsimile: (08) 8941 4941