



# Charter of Service

AUSTRALIAN HUMAN RIGHTS COMMISSION  
NATIONAL INFORMATION SERVICE •  
INVESTIGATION AND CONCILIATION SERVICE

## What we do

The Australian Human Rights Commission is Australia's national independent human rights body.

One of our main functions is to inquire into and conciliate complaints made under federal human rights and discrimination law. As part of this function we provide a National Information Service which provides information about the law and the complaint process. We also provide a National Investigation and Conciliation Service which aims to help people resolve their disputes quickly and effectively.

## Our service commitment

We aim to provide a service that is:

- professional;
- accessible;
- fair; and
- timely.

In providing our service you can expect us to:

- treat you with respect and courtesy;
- provide you with clear and accurate information;
- collect, store, use and disclose your personal information in accordance with Australian law;
- keep those involved in a complaint informed about the progress of the complaint;
- be impartial and fair to everyone involved;
- progress enquiries and complaints in a timely manner; and
- provide reasons for our decisions.

Please note that our service is unable to:

- provide legal advice;
- advocate for a particular person or organisation;
- review or investigate the decisions of courts and tribunals;
- deal with matters that are not covered by federal human rights and discrimination law; or
- keep communicating with you if your concerns are not covered by federal human rights and discrimination law, or your complaint to the Commission has been finalised.

## How you can help us

To assist us provide the best possible service, it is expected that people using the National Information Service and the Investigation and Conciliation Service will:

- treat Commission staff with respect and courtesy;
- tell us if they have any special requirements to access the service such as a need for an interpreter or for information to be provided in an alternative format;
- keep us informed about any changes to their circumstances or contact details;
- read the information we provide;
- respond to our requests for information in a timely manner and as accurately as possible;
- attend scheduled meetings or conciliation conferences; and
- comply with reasonable requests during the process.

## Compliments and general suggestions for improvement

We are committed to continual improvement of our service and we value your feedback.

Please let us know if you think we have provided you with a good service or if you have any suggestions about how the service may be improved. You can do this by participating in our Service Satisfaction Survey or by sending your feedback directly to the officer who dealt with your enquiry or complaint.

## Raising concerns about our service

If you are unhappy with an aspect of our service, it would be helpful if you first raise the issue with the staff member who has been dealing with the enquiry or complaint. If this is not appropriate or has not addressed your concerns, you can ask to speak with that person's supervisor. Our staff will do their best to resolve your concerns.

If you are still not satisfied with the response you receive, you can make a complaint in writing to the:

Executive Director  
Australian Human Rights Commission  
GPO Box 5218  
Sydney NSW 2001

Please note that the Executive Director cannot investigate complaints about decisions made under the law by the President or the President's Delegate.

## Our contact information

<b>Postal address:</b>	<b>Street address:</b>
GPO Box 5218	Level 3, 175 Pitt Street
SYDNEY NSW 2001	SYDNEY NSW 2000

Telephone: (02) 9284 9600 or 1300 369 711  
Fax: (02) 9284 9611  
TTY: 1800 620 241

Complaints Infoline: 1300 656 419

Email: [infoservice@humanrights.gov.au](mailto:infoservice@humanrights.gov.au)

Complaints Information Homepage: [www.humanrights.gov.au/complaints\\_information/index.html](http://www.humanrights.gov.au/complaints_information/index.html)