

## APPENDIX 8

# FREEDOM OF INFORMATION

Appendix 8 has been prepared in accordance with subsection 8(1) of the *Freedom of Information Act 1982* (FOI Act). It provides information about the ARC's decision-making powers and arrangements it has for members of the public to participate in the work of the Council. It includes details about the categories of documents held by the ARC and how members of the public can obtain copies of them.

### ORGANISATION AND FUNCTIONS

Information about the organisation and functions of the ARC is provided in Chapter 2 of this report.

### POWERS

The powers and functions of the ARC (and the ARC Board) are outlined in Appendix 5.

### ARRANGEMENTS FOR OUTSIDE PARTICIPATION

The ARC has a broad stakeholder group including Commonwealth, State and Territory departments and agencies, government and non-government institutions and advisory bodies, industry groups, employer groups, unions, community groups, providers and consumers of research and research training, including the academic community, and other organisations and individuals.

The ARC provides opportunities for stakeholder groups to participate in the activities of the organisation through:

- representation on the Board and the various committees of the Board
- consultations on issues of concern—for example, as reported in the Priority section of Chapter 3, the ARC consulted extensively with the higher education sector, government agencies and industry while developing specifications for the new ARC Centres of Excellence program
- ongoing liaison with major stakeholders with regard to the conduct of the ARC's granting programs—for example, through institutional visits.

## CATEGORIES OF DOCUMENTS MAINTAINED BY THE ARC

**Table 56: Categories of Documents Maintained by the ARC**

TYPE	DESCRIPTION
Board documents <sup>1</sup>	Relating to the business of the Board including agenda, minutes and other records
Documents on internal ARC administration <sup>1</sup>	Including contractual documents, organisation and staffing records, financial and expenditure records and internal operational documentation such as internal working documents and correspondence.
Program documents <sup>1</sup>	Relating to grants provided to organisations and individuals under the programs administered by the ARC
Working files <sup>1</sup>	Relating to policy and administration in all areas in which the ARC is involved. The documents on these files may include correspondence and analysis by department officers.
Documents open to public access subject to a fee or charge	The ARC holds no documents in this category.
Documents available for purchase	The ARC holds no documents in this category. or access subject to a fee or other charge
Documents that are usually made available free of charge other than under the Freedom of Information Act	The ARC holds and makes available on request a range of documents, including promotional brochures, booklets, forms, bulletins and tabled reports of the Council (except those sold through Commonwealth Government bookshops)

<sup>1</sup> Some records are either not available or available to the public only under the FOI Act.

## FACILITIES AND PROCEDURES FOR ACCESS TO DOCUMENTS

People who wish to access documents through the *Freedom of Information Act 1982* should make inquiries to the Australian Research Council. Applications should be in writing to:

FOI Coordinator  
 Australian Research Council  
 GPO Box 2702  
 CANBERRA ACT 2601