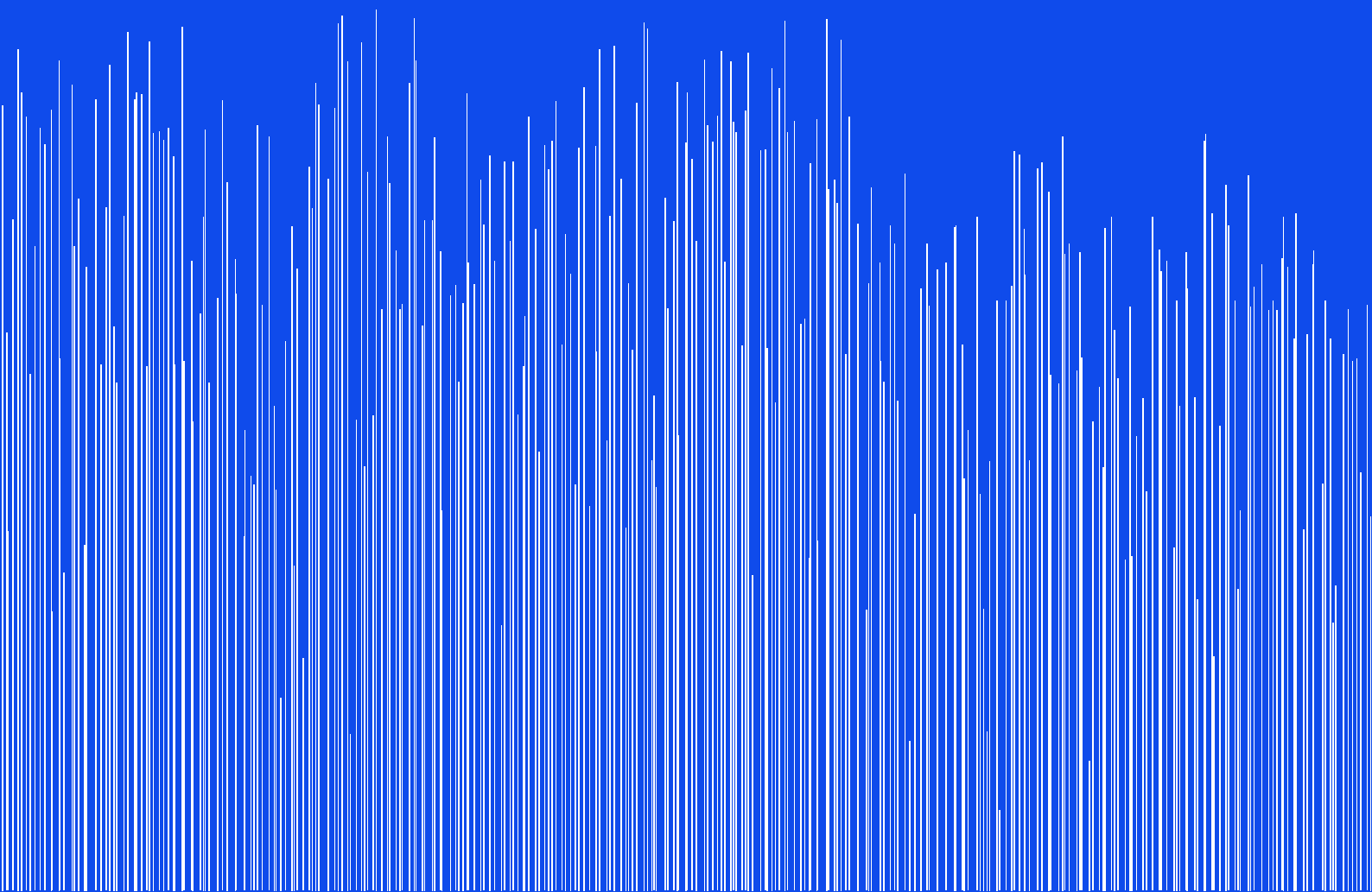
Agency Information Guide



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The UTS Agency Information Guide has been issued in accordance with section 20 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act).

Produced by the Governance Support Unit, Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services).

August 2019

About UTS

UTS is a dynamic and innovative university in central Sydney. One of Australia's leading universities of technology, and the top-ranked young university in Australia, UTS has a distinct model of learning, strong research performance and connections with industry and the professions.

The *University of Technology Sydney Act 1989* (NSW) (UTS Act) is the university's founding instrument. It outlines UTS's objectives and functions, as well as constitutional matters such as the membership and role of Council.

UTS 2027 strategy

The UTS 2027 strategy sets the university's direction for the next nine years. UTS's vision — where it wants to be by 2027 — is a leading public university of technology recognised for its global impact.

The strategy will be delivered in three year periods until 2027. We will focus on the following eight key initiatives from 2019 to 2021 to help us achieve our vision:

- learning for a lifetime
- personal learning experience
- digital partners
- new ways of working
- precinct, community and partnerships
- transforming society through connected research
- a distinctive international profile and student experience
- delivering positive social change.

Underpinning everything that we do will be our commitment to:

- social justice and accessibility
- responsible leadership of technology
- excellence in Indigenous higher education and research.

An important part of the strategy are the UTS values that guide our performance: discover, engage, empower, deliver and sustain.

Key areas

UTS is divided into the following areas (refer attachment one).

Office of the Vice-Chancellor and President

As the university's chief executive officer, the Vice-Chancellor is responsible to Council for the effective management of the university. The Vice-Chancellor is responsible for the strategic positioning of UTS, its external profile and the university's overall performance.

Division of the Provost and Senior Vice-President

As the primary academic officer, the Provost and Senior Vice-President is second-in-charge to the Vice-Chancellor and oversees the academic activities of the university, with a particular focus on Indigenous strategy and education, social justice and inclusion, and performance and strategic planning.

Division of the Deputy Vice-Chancellor and Vice-President (International)

This division is responsible for UTS's internationalisation strategy, including international partnerships and programs, international student profile and UTS's international brand.

Division of the Deputy Vice-Chancellor and Vice-President (Research)

The research division has responsibility for UTS's research strategy, including investment and performance, collaboration with industry and government, research support and postgraduate research education.

Division of the Deputy Vice-Chancellor (Innovation and Enterprise)

This division leads innovation, entrepreneurship and external engagement, including corporate and industry relationships.

Division of the Deputy Vice-Chancellor and Vice-President (Education and Students)

This division's responsibilities include ensuring an effective and innovative teaching and learning environment, using data analytics in all aspects of the university's work, and developing a university-wide student focus, including the quality of courses and teaching, student services and the student experience.

Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services)

The key accountabilities of this division include marketing, communication, work culture, human resource management, information technology, organisational capabilities, student administration, governance support and legal compliance.

Division of the Deputy Vice-Chancellor and Vice-President (Resources)

This division has overall responsibility for the efficient and effective use of the university's resources, including business and commercial management, strategic financial planning, investment and capital management, and environmental sustainability.

Controlled entities

accessUTS Pty Limited is the wholly owned consulting company of UTS.

Insearch Limited is a registered Australian higher education institution offering academic pathway programs to UTS.

UTS Global Pty Ltd provides management and administrative services to the university related to UTS representative offices overseas.

Faculties and schools

UTS conducts its teaching and research programs principally through the following:

- Faculty of Arts and Social Sciences
- UTS Business School
- Faculty of Design, Architecture and Building
- Faculty of Engineering and Information Technology
- Faculty of Health
- Faculty of Law
- Faculty of Science
- Faculty of Transdisciplinary Innovation.

How we engage with the public

Teaching and research

UTS serves the community primarily through its teaching and research.

Through its teaching, UTS produces work-ready graduates. We offer global practice-oriented learning with a strong emphasis on workplace experience and internships; incorporating the latest industry practice and professional standards into our curriculum. We have entered into a range of partnerships with industry, business, government and the community.

Our research is cross-disciplinary, innovative and collaborative with a focus on delivering a real benefit to society. We continue to improve overall research performance and standing through building researcher capacity, strengthening partnerships and developing a dynamic research culture.

Under the UTS Act the university also has power to commercialise its functions, including the commercial exploitation of intellectual property and research to benefit the university.

Direct assistance with research and development is available to industry through accessUTS Pty Limited, a wholly owned UTS company that provides professional consulting services to business, industry and government.

Community engagement

In addition to the more traditional curriculum practices, many students are involved with the community through internships with industry and business. This enables students to develop skills and attributes of relevance and value to their chosen professions and to the community.

Students and staff also interact with the community through:

- industry-funded scholarships and sponsorship of UTS events and programs
- industry participation on advisory boards
- guest lectures
- global exchange
- schools-based programs
- alumni networks
- graduate recruitment and employment services.

Members of the public may attend UTS open days and various cultural and educational events and exhibitions. UTS also hosts public talks and events for the university and the wider community to share and discuss ideas.

UTS Shopfront

UTS Shopfront, housed in the Centre for Social Justice and Inclusion, is a university-wide program that links disadvantaged and under-resourced community groups to UTS knowledge, skills, resources and professional expertise.

Shopfront aims to build strong and sustainable communities through:

- student community coursework projects
- the UTS SOUL Award for student volunteering and leadership
- *Gateways*, our peer-reviewed journal for social good.

BUiLD

BUiLD is UTS's international leadership program for students to explore issues of social enterprise, sustainability and social justice through workshops, guest lectures, international relations events, networking sessions and overseas opportunities.

Public participation in our policies and functions

Staff and students can participate in policy decisions through UTS's committee structure (refer attachment two). Bodies for public participation are the UTS Council and its committees. Staff and students also participate on Academic Board and its committees.

Community interests are represented on the university's 20-member Council through its members appointed from the professions, industry, business and the wider community.

There are also elected staff and student members on Council, Academic Board and the faculty boards.

Staff and students can also provide feedback to the university through staff forums and surveys, which may influence policy decisions.

UTS operates a range of industry advisory groups, including the Vice-Chancellor's Industry Advisory Board, and several others at the faculty level. These advisory groups allow targeted discussion and interaction with industry at a variety of levels.

There is also the Vice-Chancellor's Indigenous Advisory Committee. This committee is the primary source of consultation and advice on Indigenous education, employment and social and cultural matters of relevance to the progression of the university's Indigenous Education and Employment Policy. Committee membership is predominantly made up of external Indigenous community leaders and specialists.

UTS Council

As the governing body of the university, Council has the powers and functions conferred or imposed on it by the UTS Act. Council may act in all matters in a manner that will best promote the object and interests of the university.

Members of Council include the following:

- official members — three members, including the Chancellor (if the Chancellor is not otherwise a member of the Council), the Vice-Chancellor and the Chair of Academic Board
- appointed members — two ministerially appointed members and 10 Council-appointed members
- elected members — two academic staff members, one professional staff member, one postgraduate student and one undergraduate student.

Council is advised by its committees. Committee membership includes Council and non-Council members with relevant expertise and background. UTS Council committees are:

- Audit and Risk Committee
- Commercial Activities Committee
- Finance Committee
- Governance Committee
- Honorary Awards Committee
- Nominations Committee
- Physical Infrastructure Committee
- Remuneration Committee
- Student/Council Liaison Group.

Academic Board

The Academic Board, which is constituted under section 15 of the UTS Act and Rule G3, Division 1 of the UTS General Rules, is the principal advisory body to the Council on academic matters.

The board plays a key role in the UTS community in providing a forum for the discussion and debate of the academic directions of the university as well as the quality of its academic programs.

Academic Board comprises ex officio, elected academic staff and student members.

Information held by UTS

The *Government Information (Public Access) Act 2009* (NSW) (GIPA Act) provides for the public to have right of access to government information. Government information is defined in the GIPA Act as meaning 'information contained in a record held by an agency'.

Information identified as 'open access' information is publicly available and free of charge, primarily through the UTS website.

Types of information include:

- UTS 2027 strategy
- policies
- Code of Conduct
- Privacy Policy
- UTS Rules
- official publications
- records and archives
- agenda and papers for Council
- agenda and papers for Academic Board.

Other information may require an informal request or an access application to be made under the GIPA Act. Further details about accessing UTS information are provided on page 8.

Information about students and staff

UTS manages the personal information and health information of its students and staff in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW).

In most cases, UTS will grant access to your own personal or health information under the respective act. An application under the GIPA Act is not usually required unless providing access may breach another individual's privacy.

Further information is available from your privacy at UTS.

How to access UTS information

Under the GIPA Act, information held by UTS can be accessed in four ways:

- open access
- proactive release
- informal release
- access application.

Open access information

UTS is obliged to make the following information publicly available:

- UTS agency information guide
- disclosure log
- documents about UTS tabled in the NSW Parliament: the UTS Annual Report
- policies
- register of contracts
- register of undisclosed open access information.

Contact the Right to Information Contact Officer to ask about open access information (page 10).

Proactive release

Information decided for proactive release is publicly available UTS information. UTS is also required to consider what other types of information should be proactively released in addition to information already publicly available on the UTS website.

Each business unit is responsible for their web content. Decisions will be made by each area to release information relating to their activities on an ongoing basis. In addition, the Right to Information Coordinator will also consider the proactive release of information where warranted under delegation from the Vice-Chancellor. Contact the Right to Information Contact Officer to ask about proactive release information (page 10).

Informal release

UTS routinely provides information on request where there is no overriding public interest against disclosure. UTS may attach conditions to the use or disclosure of information that is released under an informal request.

Contact the Right to Information Coordinator if the information you are seeking is not available on the UTS website (page 10).

Access application

If information is not publicly available, or available through an informal release, a formal access application will be required. An access application must:

- be in writing and state that it is made under the GIPA Act
- include the $30 application fee
- provide enough detail to enable UTS to identify the information requested, and
- include your postal address.

In addition to the application fee, there may be a processing charge payable of $30 an hour (if you are requesting access to your own personal information the first 20 hours of processing is not charged). You will be advised of any costs or possible reductions (if you can prove financial hardship or where UTS is satisfied the information applied for is of special benefit to the public generally a reduction of 50 per cent may apply).

UTS will acknowledge receipt of the access application in writing within five working days of receipt. The university will decide whether access will be provided within 20 working days of receipt of a valid application. You will be advised as soon as possible in a notice of decision of the outcome and will be given reasons if access is denied, partially provided or deferred.

You may apply for an internal review of the decision not to provide access to information requested. An application for internal review must be made within 20 working days of the notice of decision, be in writing and accompanied by the $40 application fee. Alternatively, you have the right to external review by the NSW Information Commissioner and/or the NSW Civil and Administrative Tribunal. Applications to these bodies must be made within 40 working days of the notice of decision or of the outcome of the internal review if one was requested.

A consulted third party also has the same right to request an internal review of a decision that they do not agree with. However, they must go through an internal review process before requesting an external review by the NSW Information Commissioner and/or the NSW Civil and Administrative Tribunal.

Contact the Right to Information Contact Officer to request access to information or to ask about the process (page 10).

Contacts

Right to Information Contact Officer

The role of the Right to Information Contact Officer is to:

- respond to general questions and inquiries
- provide assistance in making an application to access information
- liaise with applicants regarding existing access applications
- provide advice regarding review rights.

Head of Corporate Information
Governance Support Unit
University of Technology Sydney
Broadway NSW 2007
telephone +61 2 9514 1245
Right.to.information@uts.edu.au

office hours Monday to Friday 9am to 4pm

Right to Information Coordinator

The role of the Right to Information Coordinator is to:

- make decisions regarding applications to access information
- make decisions regarding authorised proactive release of information (excluding contract reporting, which is delegated to the Financial Services Unit)
- ensure that UTS meets its obligations regarding reporting under the GIPA Act.

This role is delegated by the Vice-Chancellor to the director (or acting director), Governance Support Unit. In the absence of the director (or acting director), Governance Support Unit, the Deputy Vice-Chancellor and Vice-President (Corporate Services) is delegated to undertake this role. The Vice-Chancellor may also delegate responsibility for decision-making on a case-by-case basis where warranted.

Right to Information Coordinator
Governance Support Unit
University of Technology Sydney
Broadway NSW 2007
Right.to.information@uts.edu.au

Information and Privacy Commission NSW

Information and Privacy Commission

level 17, 201 Elizabeth Street
Sydney NSW 2000
telephone 1800 472 679
ipcinfo@ipc.nsw.gov.au

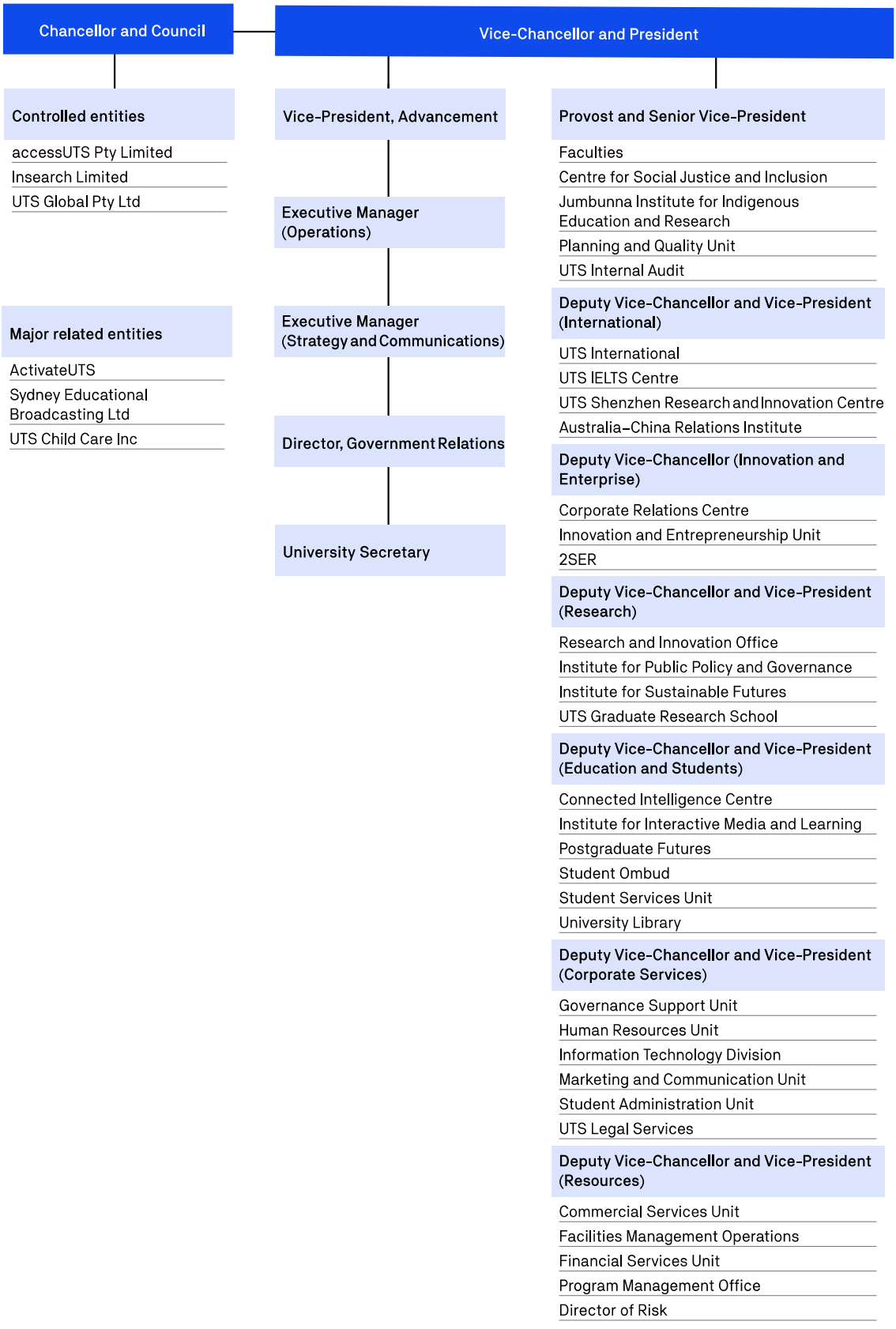
www.ipc.nsw.gov.au

Postal address

GPO Box 7011
Sydney NSW 2001

office hours Monday to Friday 9am to 5pm (excluding public holidays)

Attachment one: UTS organisational structure



Attachment two: UTS committee structure

Council

Council committees and groups

- Audit and Risk
- Commercial Activities
- Finance
- Governance
- Honorary Awards
- Nominations
- Physical Infrastructure
- Remuneration
- Student/Council Liaison Group

Boards associated with UTS

- accessUTS Board of Directors
- ActivateUTS Board of Directors
- INSEARCH Limited
- Sydney Educational Broadcasting Ltd Board of Directors
- UTS Beijing Ltd
- UTS Child Care Inc
- UTS Global Pty Ltd

Academic Board

Academic Board committees

- Executive
- Appeals:
  Admissions (Non-disclosure)
  Graduate Research Students' Professional Experience
- Courses Accreditation
- Graduate Research School Board
- Research
- Teaching and Learning

Boards of studies

- Connected Intelligence Centre
- Institute for Sustainable Futures

Faculty boards

- Arts and Social Sciences
- Business
- Design, Architecture and Building
- Engineering and Information Technology
- Health
- Law
- Science
- Transdisciplinary Innovation

Senior management committees

Vice-Chancellor and President

- Indigenous Advisory
- Indigenous Strategies
- Vice-Chancellor's Management Group
- Senior Leaders Group

Provost and Senior Vice-President

- Deans
- Fee Policy and Management
- Load Planning Advisory
- Vice-Chancellor's Social Justice and Inclusion
- Wingara Indigenous Employment

Deputy Vice-Chancellor and Vice-President (International)

- Australia–China Relations Institute Management
- International
- UTS Beijing
- UTS Global

Deputy Vice-Chancellor (Innovation and Enterprise)

- Enterprise and Engagement Advisory Group
- Sydney Educational Broadcasting Ltd

Deputy Vice-Chancellor and Vice-President (Research)

- Animal Care and Ethics
- Human Research Ethics
- Indigenous Research
- UTS Biosafety

Deputy Vice-Chancellor and Vice-President (Education and Students)

- Connected Intelligence Centre
- Courses Planning
- Management of Learning Spaces
- Student Residences — Housing
- UTS Learning and Teaching Awards

Deputy Vice-Chancellor and Vice-President (Corporate Services)

- Safety and Wellbeing Advisory

Deputy Vice-Chancellor and Vice-President (Resources)

- Capital Development Program
- Sustainability