

Agency Information Guide 2021

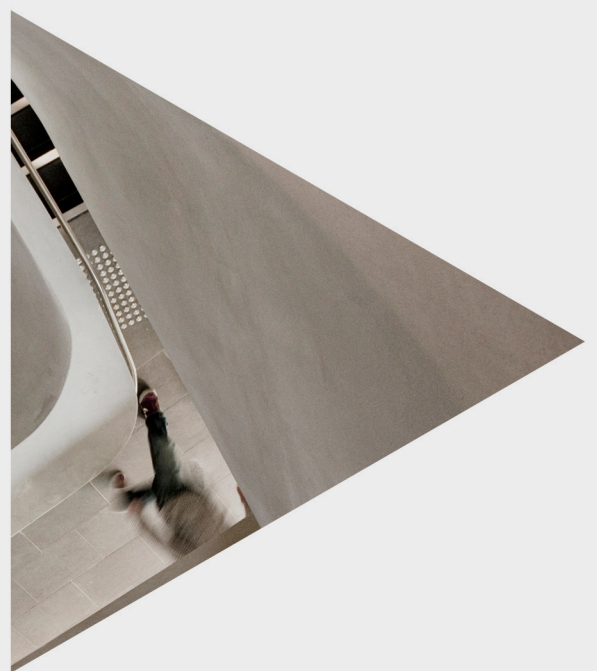
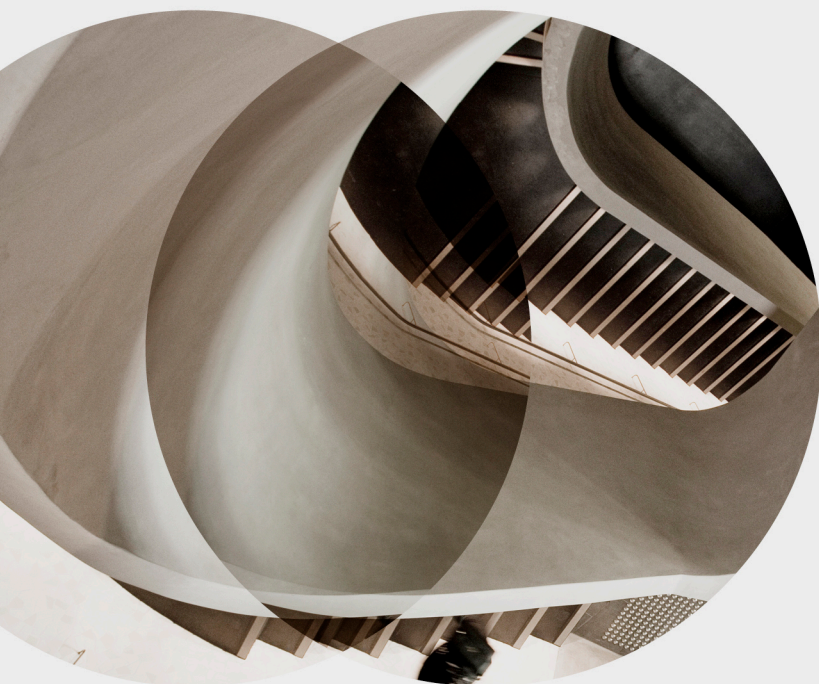


Table of contents

About UTS	3
Functions of UTS	3
Vice-Chancellor and Senior Executive	3
UTS 2027 strategy	4
Faculties and schools	4
UTS organisational structure	5
How UTS engages with the public	6
Teaching and research	6
Community, industry and government engagement	6
Public participation in UTS decision-making	6
UTS committees and boards	7
UTS Council	7
Academic Board	7
UTS rules and policies	7
How to access UTS information	9
Open access	9
Proactive release	9
Informal release	10
Access application	10
Information about students and staff	11
Feedback and questions	12
Right to Information Contact Officer	12
Right to Information Coordinator	12
The public's rights, UTS responsibilities and the role of the Information Commissioner under the GIPA Act	13
Changes made to this version	14

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).

October 2021

About UTS

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

Functions of UTS

The [University of Technology Sydney Act 1989 \(NSW\)](#) (UTS Act) outlines UTS's objectives and functions ([section 6](#)), as well as constitutional matters such as the membership and role of Council, the university's governing body.

UTS's purpose is to advance knowledge and learning through research-inspired teaching, research with impact of benefit to society, and partnerships with industry, government and the community.

The role of the Vice-Chancellor and the Senior Executive is to provide effective operational management of the university to achieve its strategic vision.

Vice-Chancellor and Senior Executive

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)¹

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)¹

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.

Note 1: In late October 2021, UTS will undergo a structural change to its Senior Executive. A Chief Operating Officer role will replace the Deputy Vice-Chancellor (Corporate Services) and Deputy Vice-Chancellor (Resources) roles.

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.

UTS 2027 strategy

The [UTS 2027 strategy](#) outlines where we want to be by 2027. UTS's vision is to be a leading public university of technology recognised for its global impact.

We will focus on the following eight key initiatives 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.

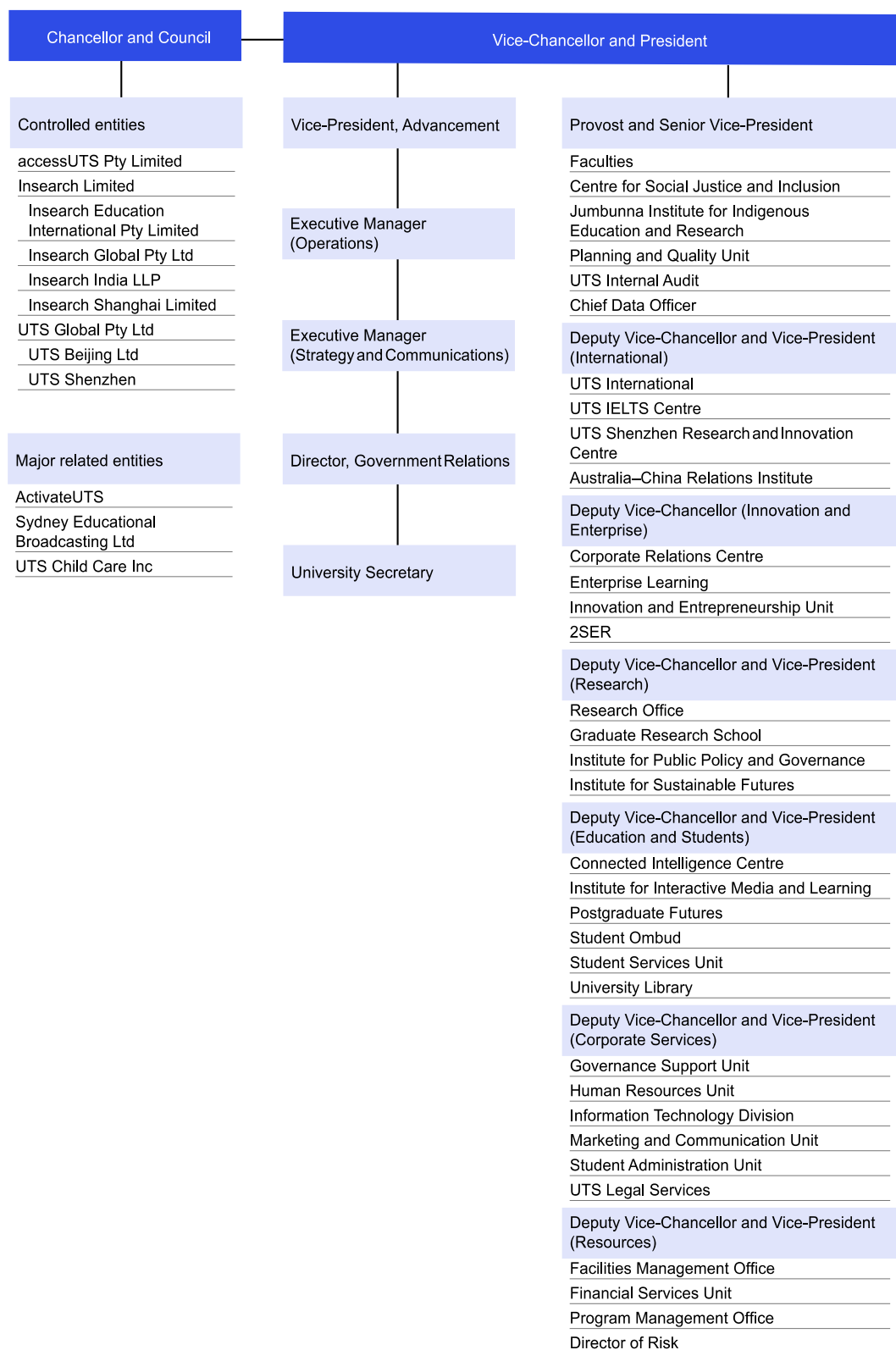
An important part of the strategy are the UTS values that guide our performance: discover, engage, empower, deliver and sustain.

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
- TD School.

UTS organisational structure



How UTS engages with the public

As a public institution, UTS's activities and functions have an impact on the community. In particular, UTS engages with its students, staff, alumni, lifelong learners, partners and visitors.

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. We have a range of partnerships with industry, business, government and the community.

Our researchers, academics and students work with industry to solve society's pressing problems. UTS research is cross-disciplinary, innovative and collaborative with a focus on delivering a real benefit to society.

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, industry and government engagement

Our students have direct contact with the public 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
- guest lectures
- global exchange
- schools-based programs
- alumni networks
- graduate recruitment and employment services.

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.

Precinct and partnerships

UTS works in partnership with the New South Wales Government and industry to enhance the local area and provide opportunities for engagement and development.

Public participation in UTS decision-making

UTS works closely with its stakeholders and the wider community to improve services and outcomes. We also seek public participation in decision-making around our functions and activities.

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 committees and boards

Staff and students can participate in policy decisions through UTS's committee structure (refer attachment one). 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.

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 for input from industry into faculty and university direction in its teaching, research and engagement.

UTS has a [Vice-Chancellor's Indigenous Advisory Committee](#) to provide a source of consultation and advice on Indigenous education, employment and social and cultural matters. 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.

Council is comprised predominantly of members external to UTS. Members 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.

UTS rules and policies

UTS policies are high-level statements that guide university decision-making. There is the opportunity for participation and feedback in policy development.

UTS has recently improved its policy presence and communications on the [UTS Policies website](#). This is to further transparency and make it easier for community participation (which, primarily, is the UTS community).

The UTS Council is the approving body for the UTS Rules and many university-level policies. UTS Rules apply to all students (including some sections that apply to external participants of UTS short forms of learning and microcredentials), staff, affiliates and visitors to the university and detail the mandatory functions, actions, responsibilities and obligations for the UTS community.

Staff and students can also provide feedback to the university through staff forums and surveys, which may influence university decision-making.

Further to this, information is also provided on our public website in relation to [academic freedom and freedom of speech](#).

UTS 2027 strategy

The UTS 2027 strategy (see page 4) was approved by the UTS Council in October 2018 and came into effect at the beginning of 2019.

The strategy was developed in collaboration with the wider community, including the opportunity for public participation. Staff, students, alumni and industry partners were asked to contribute to the formation of the strategy. UTS used idea management software to capture more than 2000 suggestions and ideas. This allowed UTS to create a strategy that reflected the perspectives and priorities of the wider UTS community.

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 identified as 'open access' information is publicly available and free of charge, primarily through the [UTS website](#). Open access information is available at [Publicly available UTS 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 12).

Other types of open access information include:

- [UTS 2027 strategy](#)
- [UTS policies](#)
- [Code of Conduct](#)
- [UTS Rules](#)
- [official publications](#)
- [agenda and papers for Council](#)
- [agenda and papers for Academic Board](#).

Information that may require a charge

There may be a charge to access some information, including:

- hard copy authoritative versions of formal academic records (for the individual the record relates to)
- copies of records held in [UTS archives](#) that are open to public access under the [Register of Access Directions](#) issued under the State Records Act 1998 (NSW).

Formal access applications require payment of a \$30 application fee. Additional processing charges may also be applied (see page 10).

Proactive release

Information decided for proactive release is [publicly available UTS information](#). UTS must also consider what other types of information should be proactively released.

Each business unit is responsible for their 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 consider the proactive release of information on an at least annual basis, and, where warranted, under

delegation from the Vice-Chancellor. This includes an annual assessment of any trends in access applications or informal requests that may indicate information should be proactively released.

Contact the Right to Information Contact Officer to ask about proactive release information (page 12).

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. This may include requests by an individual for their own information, so long as there is no overriding public interest against disclosure, such as breaching someone else's privacy.

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

Access application

Applying for access

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 either a postal address or an email address (the latter being the preferred method of communication).

UTS provides applicants with an online application form that includes a secure payment gateway for credit card payment. The PDF version of the form can also be used, or an application can be made by email or letter so long as the required information is provided. However, if submitting an application by email, credit card details should not be included in the email or attached document. Payment of the application fee should be arranged by contacting the Right to Information Contact Officer.

These forms, and information about applying for information, are available on UTS's [applying to access information](#) page. Contact the Right to Information Contact Officer for further information (page 12).

Processing charges

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 if processing charges are applied. A possible reduction of 50% may apply if you can prove financial hardship or where UTS is satisfied the information applied for is of special benefit to the public generally.

Timelines

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.

A deadline for processing an application may be extended by 10 working days to allow for consultation or to retrieve records from archives. If both actions are required, an application may be extended by 15 working days.

An application may also be extended by mutual agreement between the university and the applicant. This may be required in some cases, in particular where lockdowns or COVID-19 restrictions impact on how the university can process an information request.

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.

Consultation and affected third parties

In some cases UTS may need to consult with affected third parties before making a decision on whether information will be released. Third parties may be consulted on the grounds that the information concerns:

- their personal, business, commercial, professional or financial interests, or
- research that has been, is being, or is intended to be, carried out by or on behalf of the person, or
- the affairs of the Commonwealth or a state government (and the consulted party is that government).

The views of consulted third parties are taken into account when deciding whether information will be released. If a decision is made to release information, but a consulted third party had objected, UTS will not be able to release the information until the third party has had their opportunity to have the decision reviewed.

Review rights

You may apply for an internal review of any reviewable decision made on your access application. You can apply for a review even if access to information was provided. The 13 reviewable decisions under an access application are listed in [section 80](#) of the GIPA Act and will be identified where applicable in the notice of decision (or relevant communication).

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 reviewable decision. 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.

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](#).

Feedback and questions

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

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

The public's rights, UTS responsibilities and the role of the Information Commissioner under the GIPA Act

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 is considered to be 'held' by UTS where:

- it is contained in a record held by UTS or a private sector entity to which UTS has an immediate right of access, or
- it is contained in a record that is in the possession, or under the control, of a person in their capacity as an officer or member of staff of UTS.

Under the GIPA Act, UTS has a responsibility to make certain types of information publicly available (outlined on page 9).

Information Commissioner

You can complain to the Information Commissioner about UTS's conduct (including action or inaction) in the exercise of functions under the GIPA Act, including conduct that is alleged by the person to constitute a contravention of the GIPA Act.

You can lodge a complaint by:

- post: GPO Box 7011, Sydney NSW 2001
- fax: +61 2 6446 9518
- email: ipcinfo@ipc.nsw.gov.au
- in person: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000

The Information Commissioner may decide to investigate, not to continue to investigate, or not investigate a complaint.

More information regarding complaints is available from the [IPC website](#).

Changes made to this version

- Adopted feedback from the Information and Privacy Commission based on 2020 Agency Information Guide, including use of recommended headings (as per Information Access Guideline 6)
- Improved section on UTS's decision-making functions and opportunities for public participation (pages 6 to 8)
- Further outlined when a charge for information may be imposed and the types of information that attract a charge (page 9).

Reviewed and approved October 2021.