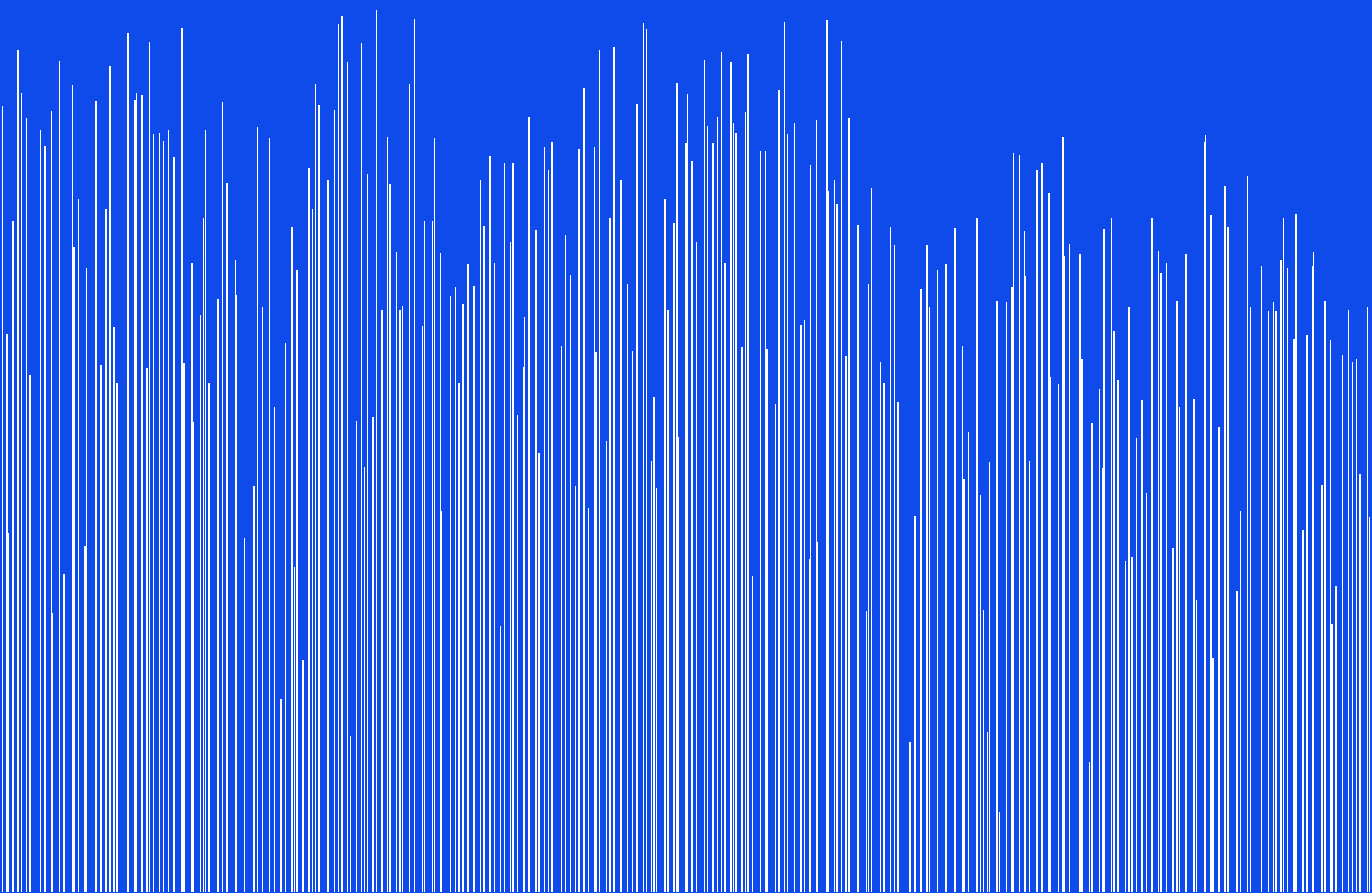




Agency Information Guide

Governance Support Unit



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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).

July 2017

Structure and functions of UTS

UTS is a dynamic and innovative university in central Sydney. One of Australia's leading universities of technology, UTS has a distinct model of learning, a strong research performance and a leading reputation for engagement 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 Strategic Plan

The UTS Strategic Plan 2009–2018 provides a strong statement about the university's aspirations for its third decade and outlines UTS's vision to be a world-leading university of technology. Four key strategic objectives form the foundation of the plan.

The strategic objectives are as follows.

- Inspire graduate success: Engage our students in creative and inspiring learning that enables them to build strong professional identities, future-focused graduate capabilities and global citizenship.
- Enhance our research performance: Increase the scale, quality and impact of research in our discipline fields.
- Connect and engage: Leverage our environment to connect students, staff, alumni, industry and the community to create sustained opportunities for collaborative learning, innovative research and enduring relationships.
- Adapt and thrive: Lead UTS into a sustainable future; fostering creativity, agility and resilience in our people, processes and systems.

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

Key areas

UTS is divided into the following areas.

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 overall performance of the university.

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, equity and diversity, innovation and creative intelligence, and performance and strategic planning.

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

This division is responsible for the international and advancement portfolios, including UTS's internationalisation strategy; international partnerships, recruiting and marketing; relations with industry, community and government; alumni relations; and university fundraising and philanthropy.

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

The research division has responsibility for research activity and research policy development, postgraduate education, industry liaison, intellectual property and commercialisation.

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

This division's responsibilities include ensuring an effective teaching and learning environment 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 the financial, commercial, building, maintenance and sustainability activities. An additional key responsibility is the creation and management of UTS's Capital Development Program.

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.

Pivot Pty Ltd is a proprietary company limited by shares whose objectives include the facilitation and support of new startups and entrepreneurs.

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
- Graduate School of Health.

Effect of UTS functions on the public

Teaching and research

UTS serves the community primarily through its teaching and research.

Through its teaching, UTS aims to produce work-ready graduates with an appreciation of the practical, social and ethical dimensions of their chosen professions, and with the skills and knowledge to operate effectively in a global workplace.

UTS has adopted a teaching model of global practice-oriented learning with a strong emphasis on workplace experience; incorporating the latest industry practice and professional standards into its curriculum. To achieve this, UTS has entered into a range of partnerships with industry, business, government and the community.

UTS's research is cross-disciplinary, innovative and collaborative with a focus on delivering a real benefit to society. The university continues 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 and take part in professional experience placements and 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.

UTS Shopfront

UTS Shopfront is a university-wide program that links disadvantaged and under-resourced community groups to UTS knowledge, skills, resources and professional expertise. Through Shopfront, community-based projects are carried out by students under the supervision of academics.

UTS: SOUL

UTS: SOUL is a social leadership and volunteer program for students. It supports students to venture beyond their degree and into the community, applying the skills and knowledge learnt at UTS.

BUiLD

BUiLD is the university'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 UTS policies and functions

Staff and students can participate in policy decisions through the university'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 the 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, which 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.

Members of the public may attend UTS open days and various cultural and educational events and exhibitions. UTS also hosts a range of public talks and events for the university and the wider community to share and discuss ideas. The public can also connect with the university through [The Conversation](#): an online independent source of news and views. UTS is a founding partner of *The Conversation* and has more than 100 contributing authors.

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
- Social Justice 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 is concerned with policy development as it relates to the university's academic programs in education, scholarship and research, and community service. Academic 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.

Members of the UTS community that may be elected to Academic Board comprise:

- members elected by and from the academic staff of each faculty on the basis of one member for every 30 equivalent full-time (continuing and fixed term) academic staff members (rounded to the nearest whole number), with a minimum representation of two members a faculty
- one student elected from each faculty, and an alternate nominated by the faculty board
- one postgraduate research student elected by and from the postgraduate research students of the university.

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 strategic plan](#) (PDF)
- [policies](#)
- [Code of Conduct](#)
- [Privacy Vice-Chancellor's Directive](#)
- [Privacy Management Plan](#) (PDF)
- [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 9.

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](#).

Accessing 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](#).

To make inquiries regarding open access information, contact the Right to Information Contact Officer (page 11).

Proactive release

UTS is also required to consider what 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 the public website on an ongoing basis as part of their normal business. In addition, the Right to Information Coordinator will also consider the proactive release of information where warranted under delegation from the Vice-Chancellor.

Information decided for proactive release will be [publicly available UTS information](#). To make inquiries regarding proactive release information, contact the Right to Information Contact Officer (page 11).

Informal release

UTS routinely provides information on request where there is no overriding public interest against disclosure. If the information you are seeking is not available on the UTS website, contact the Right to Information Coordinator (page 11).

UTS may attach conditions to the use or disclosure of information that is released under an informal request.

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 an 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.

To request access to information or to make an inquiry about the process, contact the Right to Information Contact Officer (page 11).



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.

Manager, 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–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

Office of the Information Commissioner NSW

Level 17, 201 Elizabeth Street
Sydney 2000 NSW
telephone 1800 472 679
ipcinfo@ipc.nsw.gov.au
GPO Box 7011, Sydney NSW 2001

Office of the Privacy Commissioner NSW

Level 5, 47 Bridge Street
Sydney NSW 2000
telephone 1800 472 679
privacy@ipc.nsw.gov.au
PO Box R232, Royal Exchange NSW 1225

www.ipc.nsw.gov.au

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

Attachment one: UTS organisational structure



Attachment two: UTS committee structure

Council	Academic Board	Senior management committees
Council committees and groups	Academic Board committees	Vice-Chancellor and President
Audit and Risk	Executive	Vice-Chancellor's Management Group
Commercial Activities	Academic Administration	Senior Leaders Group
Finance	Appeals: (Non-disclosure)	
Governance	Graduate Research Students'	
Honorary Awards	Professional Experience	
Nominations	Courses Accreditation	
Physical Infrastructure	Graduate Research School Board	
Remuneration	Research and Research Training	
Social Justice	Teaching and Learning	
Student/Council Liaison Group		
	Boards of Studies	Provost and Senior Vice-President
Boards associated with UTS	Connected Intelligence Centre	Academic Management
accessUTS Board of Directors	Graduate School of Health	Equity and Diversity
ActivateUTS Board of Directors	Institute for Sustainable Futures	Fee Policy and Management
INSEARCH Limited		Indigenous Advisory
Sydney Educational Broadcasting Ltd Board of Directors		Indigenous Strategies
UTS Beijing Ltd	Faculty Boards	Planning and Quality
UTS Child Care Inc	Arts and Social Sciences	Wingara Management
UTS Global Pty Ltd	Business	
	Design, Architecture and Building	Deputy Vice-Chancellor and Vice-President (International and Advancement)
	Engineering and Information Technology	Australia-China Relations Institute Management
	Health	External Engagement Advisory International
	Law	International Student Liaison
	Science	Sydney Educational Broadcasting Ltd
		UTS Beijing
		UTS Global
		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
		Indigenous Studies
		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)
		Campus Master Plan
		Sustainability