

UTS: GOVERNANCE SUPPORT UNIT

# UTS: PUBLICATION GUIDE

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UNIVERSITY OF  
TECHNOLOGY SYDNEY

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This publication 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 2010

## Structure and functions of UTS

The University of Technology, Sydney, is committed to freedom of inquiry, equality of opportunity, the pursuit of excellence in teaching, research and scholarship, and interaction with the professions.

The object and functions of the University are outlined in section 6 of the *University of Technology, Sydney, Act 1989* (NSW).

UTS was originally established as the New South Wales Institute of Technology in 1965. In 1988 it attained university status and was joined by the School of Design of the Sydney College of the Arts. The University resulted from amalgamations brought about by the restructuring of the higher education sector in the late 1980s. In January 1990, the Kuring-gai College of Advanced Education, the Institute of Technical and Adult Teacher Education of the Sydney College of Advanced Education and the 'old' UTS formed the new University of Technology, Sydney.

The University consists of its Council, convocation, staff, students and graduates.

UTS is a multicampus university spread over two locations in the Sydney metropolitan area: City campus incorporates buildings at a number of locations close to the Central railway station; Kuring-gai campus is in a bushland setting on Eton Road, Lindfield, 15 kilometres north of the city.

### Vision and purpose

UTS's purpose as a university is to advance knowledge and learning to progress the professions, industry and global communities.

UTS shall achieve its purpose by being internationally renowned for:

- practice-oriented and research-integrated learning that develops highly valued graduates
- research which is at the cutting edge of creativity and technology
- a university experience that is intellectually vibrant and socially engaging
- enduring relationships with the professions, industry and communities
- globally relevant academic achievements and outlook.

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'.

### Key areas

The University is divided into the following areas.

#### Council

Council is the governing body of the University and is constituted in accordance with the provisions of the *University of Technology, Sydney, Act*. Council is responsible for the control and management of the affairs and concerns of the University.

#### Related entities

accessUTS Pty Limited is the dedicated commercial consulting company of UTS.

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

#### 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's role includes responsibility for strategy, external relations, planning, oversight of senior executive, establishing annual priorities and the overall performance of UTS.

#### Division of the Senior Deputy Vice-Chancellor and Senior Vice-President

Responsible for the academic operations of the University, this division handles strategic planning, target setting, quality assurance, performance reporting and review.

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

This division is responsible for UTS's international strategies and partnerships; relations with industry, community and government; and enterprise development.

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

The University's research division has responsibility for research policy development and oversight of research activities, postgraduate education, industry liaison, intellectual property and commercialisation.

### **Division of the Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)**

This division is responsible for ensuring an effective teaching and learning environment, student focus, and equity and diversity.

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

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

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

This division is accountable for financial and commercial services, facilities management, campus and property development, building services and crisis management.

### **Faculties**

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

- Faculty of Arts and Social Sciences
- Faculty of Business
- Faculty of Design, Architecture and Building
- Faculty of Engineering and Information Technology
- Faculty of Law
- Faculty of Nursing, Midwifery and Health
- Faculty of Science.

Each faculty is responsible for teaching courses across a number of key disciplines, and all faculties offer courses in conjunction with other faculties.

# Effect of UTS functions on the public

## Teaching and research

UTS serves the community through its scholarship, teaching and research.

Through its teaching, the University 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 culturally diverse workplaces.

With around 30,000 students, UTS is one of the largest universities in Australia. UTS places a strong emphasis on workplace experience, incorporating the latest industry practice and professional standards into its curriculum. To achieve this, the University has entered into partnership with a range of industry bodies, corporations and government authorities.

The University continues to improve overall research performance and standing to complement the high regard for its teaching and learning programs by a continued focus on collaborative research of benefit to society, building researcher capacity, strengthening linkages nationally and internationally, and developing a dynamic research environment. The University is renowned in its areas of concentration and research strengths.

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

Many of the University's activities are directly concerned with the applications of science and technology to industry and commerce. 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 in industry. This enables graduates to develop skills and attributes of relevance and value to their chosen professions and to the community.

UTS, and its students, work with a number of communities for mutual benefit, including industry (incorporating business, government, professional and peak bodies), the local community (Sydney-based not-for-profit organisations, agencies and collectives) and the broader community.

There are other ways in which students and staff interact with the community, including:

- student placements, work-based learning and structured internships
- industry-funded scholarships and sponsorship of UTS events and programs
- industry participation on faculty advisory boards
- guest lectures, case-study provision and evaluation of student work by individuals from industry and the community
- tailored short courses
- collaborative research
- staff exchanges with industry
- schools-based programs to support careers advice
- 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 University knowledge, skills, resources and professional expertise. Through Shopfront, community-based projects are carried out by students in their subjects under the supervision of academics. The process is collaborative: students and community groups are involved in all facets of a project's development. Projects are initiated by the community and can range from large undertakings to small projects.

## Public participation in UTS policies and functions

Staff and students can participate in policy decisions through the University's committee structure. Bodies for public participation are the UTS Council, committees and Academic Board.

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 student and staff members of the Academic Board and the faculty boards.

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

Members of the public may attend UTS open days and various cultural and educational activities, which are held throughout the year.

UTS also hosts a range of public talks and events for the University and the wider community to share and discuss ideas in a public forum. These talks include UTSpeaks, a public talks series, and the University Library's 'markets forums' — presentations from UTS staff and the wider community.

### UTS Council

As the governing body of the University, Council has the powers and functions conferred or imposed on it by the University of Technology, Sydney, 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 — six members being external persons appointed by the minister, each with experience in one of the following categories: education, technology, industry, business, human services, industrial relations, a profession, or other appropriate experience or qualifications, who are likely to contribute to the cultural diversity of the University; and six external persons appointed by Council, including two members of Convocation
- elected members — two academic staff members, one non-academic staff member, one postgraduate student and one undergraduate student.

### Academic Board

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

As such, it is concerned with policy development as it relates to the University's academic programs in education, scholarship and research, and community service. It refers policy recommendations to Council and discusses matters referred to it by Council.

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 member (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.

### Council committees and groups

The Council is assisted in its role by the following bodies.

#### Audit and Risk Committee

This committee provides independent assurance and assistance to the Council in relation to the University's risk, control and compliance framework, and its external accountability responsibilities.

Membership includes four external members, of whom all should have strategic management expertise and experience in accounting, auditing or risk; up to two should be members of Council with qualifications and experience related to the operations of the University; and at least one should be a member of the Finance Committee (whether or not they are also a member of Council).

### **Commercial Activities Committee**

This committee advises Council on all matters relating to the University's commercial activity. It takes action, as appropriate, to assess, approve and monitor commercial activity.

Membership includes four external members, of whom all should have strategic commercial skills and experience; and up to two may also be members of Council with qualifications and experience related to the operations of the University.

### **Equity Reference Group**

This group reports to Council on the University's equity and diversity performance and provides advice on any action that might be taken by Council in terms of the University's equity and diversity policy.

It includes the following members:

- president, NTEU UTS branch, or nominee
- chair, CPSU UTS branch, or nominee
- a staff and student representative of equity target groups: women, Australian Indigenous people, people of non-English-speaking background, people with disabilities, and gay and lesbian people
- president, Students' Association, or nominee
- president, UTS Union, or nominee.

### **Finance Committee**

The Finance Committee advises Council on matters relating to the distribution and supervision of University finances and acts on behalf of Council in areas of delegated authority.

The committee includes four external members, of whom all should have strategic financial expertise and experience; and at least two should be members of Council with qualifications and experience related to the operations of the University.

### **Governance Committee**

This committee advises Council on matters relating to University governance, in particular on the planning and development of Council's skills, knowledge and experience.

It includes two or three members external to the University (who may also be members of Council), with particular skills and experience in governance matters, appointed by Council.

### **Honorary Awards Committee**

This committee advises Council on policy relating to honorary awards and recommends nominations for honorary awards.

Membership includes three external members of Council and one academic staff member of Council.

### **Nominations Committee**

The Nominations Committee recommends to Council candidates whom Council may either nominate to the minister for appointment as Council members or appoint as Council members.

Members include three persons appointed by Council, including one ministerial nominee and one Council appointee whose terms of appointment are not about to expire.

### **Physical Infrastructure Committee**

This committee advises Council on capital development and management matters within the context of the capital works budget.

It includes four external members, of whom up to two may also be members of Council with qualifications and experience related to the operations of the University; at least one should be a member of the Finance Committee, whether or not also a member of Council; and all should have strategic skills and experience involving capital development and management.

### **Remuneration Committee**

The Remuneration Committee advises Council on the Vice-Chancellor's and Senior Deputy Vice-Chancellor's performance.

The committee includes one person appointed by Council, whose term of appointment is not about to expire.

### **Student/Council Liaison Group**

This group is a forum for UTS students, members of the University Council and senior management to discuss matters of UTS policy and governance relevant to the student body.

It includes the following members:

- two external members of Council
- two student members of Council
- president, Students' Association, or nominee
- overseas students officer of the Students' Association
- president, UTS Union, or nominee
- student representative of UTS Union clubs
- UTS student elected by and from the UTS students resident in University accommodation
- Indigenous student representative
- elected student members of Academic Board, one from each faculty
- the elected postgraduate research student member of Academic Board.



## 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 Act as meaning 'information contained in a record held by an agency'.

Types of information held by UTS include policies, reports, prospectuses, guides, and academic, employment, training and health information.

Most UTS information is 'open access' information, which is publicly available and free of charge, primarily through the University's website:

[www.uts.edu.au](http://www.uts.edu.au)

Some information, such as publications, is available for purchase; while some information may require an informal request or an access application to be made under the GIPA Act (further details about requesting access to information is provided on page 12).

## Information contained in the UTS Archives

Archives are records required for the University's ongoing administrative needs, as well as records classified as state archives under the *State Records Act 1998* (NSW). This includes files, minutes, agenda and reports, as well as past copies of official University publications.

### Availability

Under Part 6 of the State Records Act, public access is available to many of the University's records after 30 years. Some records will be available earlier, whereas some records will be closed for a longer period of time. Decisions regarding access are specified in access directions lodged by UTS under the State Records Act:

[www.records.nsw.gov.au/state-archives/register-of-access-directions](http://www.records.nsw.gov.au/state-archives/register-of-access-directions)

Information contained in records that have an open to the public access direction do not require a request under the GIPA Act. This information can be accessed through an application to the UTS Archives. Inquiries should be directed to the contact listed below.

Where information is contained in a record that is over 30 years of age, and an access direction has not yet been applied, a request to apply an access direction should first be made under the State Records Act as the information may be open to public access. Inquiries and requests should be directed in the first instance to the contact listed below.

Where information falls within the restricted 30-year period, or where it has a closed to the public access direction, an informal request or an access application will be required under the GIPA Act (further details about requesting access to information is provided on page 12).

### Contact

Coordinator, University Records  
Governance Support Unit

## Information contained in the University's records

An official record is the University's original or primary record of its business activities. Records exist in relation to the functions of individual units, schools, departments, institutes, centres, faculties and divisions. They include information relating to administrative activities, legal issues, students, staff, courses, student discipline, grants, research, etc.

### Availability

Access may be available through an informal request or an access application made under the GIPA Act (further details about requesting access to information is provided on page 12).

### Contact

Right to Information Contact Officer  
Coordinator, University Records  
Governance Support Unit

## Official publications

The UTS: Calendar contains the *University of Technology, Sydney, Act 1989* (NSW), the University of Technology, Sydney, By-law 2005, the student and general Rules of the University, and information on the University's senior executive, staff and Council and its committees.

The UTS: Handbook contains comprehensive information on all courses and subjects offered by the University.

The UTS Annual Report is a review of the University's operations and financial statements, compiled under the *Annual Reports (Statutory Bodies) Act 1984* (NSW).

### Availability

Official publications are available at:

[www.gsu.uts.edu.au/publications/official.html](http://www.gsu.uts.edu.au/publications/official.html)

Hard copies of the UTS: Handbook and UTS: Calendar are available for purchase at:

[www.handbook.uts.edu.au/order\\_form.html](http://www.handbook.uts.edu.au/order_form.html)

A hard copy of the UTS Annual Report is available free, on request.

Copies of the official publications can also be viewed in the UTS Archives (see above).

### Contact

Coordinator, Publications  
Governance Support Unit

## Policy information and plans

The University has developed policies for specific matters, and planning documents that outline the strategic direction of the University.

### Availability

Policies are available at:

[www.gsu.uts.edu.au/policies](http://www.gsu.uts.edu.au/policies)

Some planning information, including the University's strategic plan, is available at:

[www.pqu.uts.edu.au/planning\\_quality\\_management\\_uts](http://www.pqu.uts.edu.au/planning_quality_management_uts)

This information may also be inspected free of charge, but a photocopying charge of 20 cents a page is payable on copies provided.

### Contact

Right to Information Contact Officer  
Coordinator, University Records  
Governance Support Unit

## Promotional information

Information relating to promotion of UTS is contained in a range of promotional documents, including the *UTS Undergraduate Guide*, *International Undergraduate Student Prospectus*, *International Postgraduate Student Prospectus*, the *Study Abroad Prospectus*, *U: magazine* and the University's alumni magazine *TOWER*.

### Availability

Most of this information is available on the University's website:

[www.uts.edu.au](http://www.uts.edu.au)

[www.uts.edu.au/international](http://www.uts.edu.au/international)

[www.alumni.uts.edu.au](http://www.alumni.uts.edu.au)

Print copies of these documents are available free of charge, on request. The course guides are also distributed at school visits, careers markets, UTS open days and through mail outs.

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## Contact

UTS Student Centres  
telephone (02) 9514 1222  
<https://servicedesk.uts.edu.au>

## Information about decisions and decision-making processes

Information relating to decisions and decision-making processes is contained in agenda and minutes of Council and its committees, the Academic Board and its committees, and other committees.

### Availability

Council meeting resolutions and papers are available at:

[www.gsu.uts.edu.au/council](http://www.gsu.uts.edu.au/council)

Academic Board papers are available at:

[www.gsu.uts.edu.au/academicboard](http://www.gsu.uts.edu.au/academicboard)

## Contact

Manager, Policy and Secretariat  
Governance Support Unit

## Information about students and staff

Personal information, health information and privacy issues are managed by the University in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW).

### Availability

Work contact details for most UTS staff are available on the UTS directory at:

<http://email.itd.uts.edu.au/webapps/directory/byname>

In most cases, UTS will grant an individual access to their own personal or health information under the respective Privacy and Personal Information Protection Act or the Health Records and Information Privacy Act. An application under the GIPA Act is not usually required.

The University does not provide a third party access to an individual's personal information without the permission of the individual concerned, unless there is a legal requirement to do so or a specific exemption from the legislation.

Access to another person's personal information requires an access application under the GIPA Act. The other person's privacy will be taken into account and, where possible, the individual concerned will be consulted.

Applications to amend personal information considered incomplete, incorrect, out of date or misleading must be made under the Privacy and Personal Information Protection Act. If the University does not agree that the information needs amendment, the applicant is entitled to have a notation added to the record.

## Contact

Privacy Officer  
Coordinator, University Records  
Governance Support Unit

UTS Student Centres  
telephone (02) 9514 1222  
<https://servicedesk.uts.edu.au>

## Accessing UTS information

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

- open access ('publicly available information' below)
- proactive release ('publicly available information' below)
- informal release ('applying for access to information' below)
- access application ('applying for access to information' below).

### Publicly available information

The University is obliged to provide open access to the following information:

- publication guide
- policy documents
- register of contracts
- disclosure log
- documents about UTS tabled in the NSW Parliament
- open access information not disclosed.

This information is available at:

[www.gsu.uts.edu.au/gipa/public](http://www.gsu.uts.edu.au/gipa/public)

The University is also required to consider what types of information should be proactively released in addition to information already publicly available on the University's website. This decision will be made by the Right to Information Coordinator under delegation from the Vice-Chancellor.

Information decided for proactive release will be available at:

[www.gsu.uts.edu.au/gipa/public](http://www.gsu.uts.edu.au/gipa/public)

To make inquiries regarding open access information, or proactive release information, contact the Right to Information Contact Officer (page 13).

### Applying for access to information

A person wishing to access information under the GIPA Act must apply to the Right to Information Coordinator.

The Right to Information Coordinator may decide that the application can be dealt with as an informal request and informally release the information. In such cases, the application fee, timeframes and review rights will not apply.

If the information is not already available, and cannot be accessed through an informal request, a formal access application will be required. To lodge an access application, the following is required:

- The application must be in writing and state that it is made under the GIPA Act.
- It must be accompanied by the \$30 application fee (a reduction of 50 per cent may be applicable in circumstances where an applicant can prove financial hardship, or where UTS is satisfied the information applied for is of special benefit to the public generally).
- The application needs to provide sufficient detail to enable the University to identify the information requested.
- An Australian postal address must be provided.

In addition to the application fee, there may be a processing charge payable of \$30 an hour (after the first 20 hours where the individual's personal information is requested). Where applicable, the applicant will be advised of costs or possible reductions.

UTS will acknowledge receipt of the access application in writing. The University will decide within 20 working days of receipt of an application whether access will be provided. The applicant will be advised as soon as possible of the outcome and given reasons if access is denied, partially provided or deferred.

An applicant may apply for an internal review of the decision. An application for internal review must be made within 20 working days of the determination, be in writing and accompanied by the \$40 application fee. Alternatively, the applicant has the right to external review by the Information Commissioner and/or the Administrative Decisions Tribunal.

To request access to information, or to make an inquiry about the process, contact the Right to Information Contact Officer (page 13).

## Contacts

### Right to Information Contact Officer

Deborah Edwards  
Right to Information Contact Officer  
Coordinator, University Records  
Governance Support Unit  
University of Technology, Sydney  
Broadway NSW 2007  
telephone (02) 9514 1245  
email [Deborah.Edwards@uts.edu.au](mailto:Deborah.Edwards@uts.edu.au)  
office hours Monday to Friday 9am–4pm  
[www.gsu.uts.edu.au](http://www.gsu.uts.edu.au)

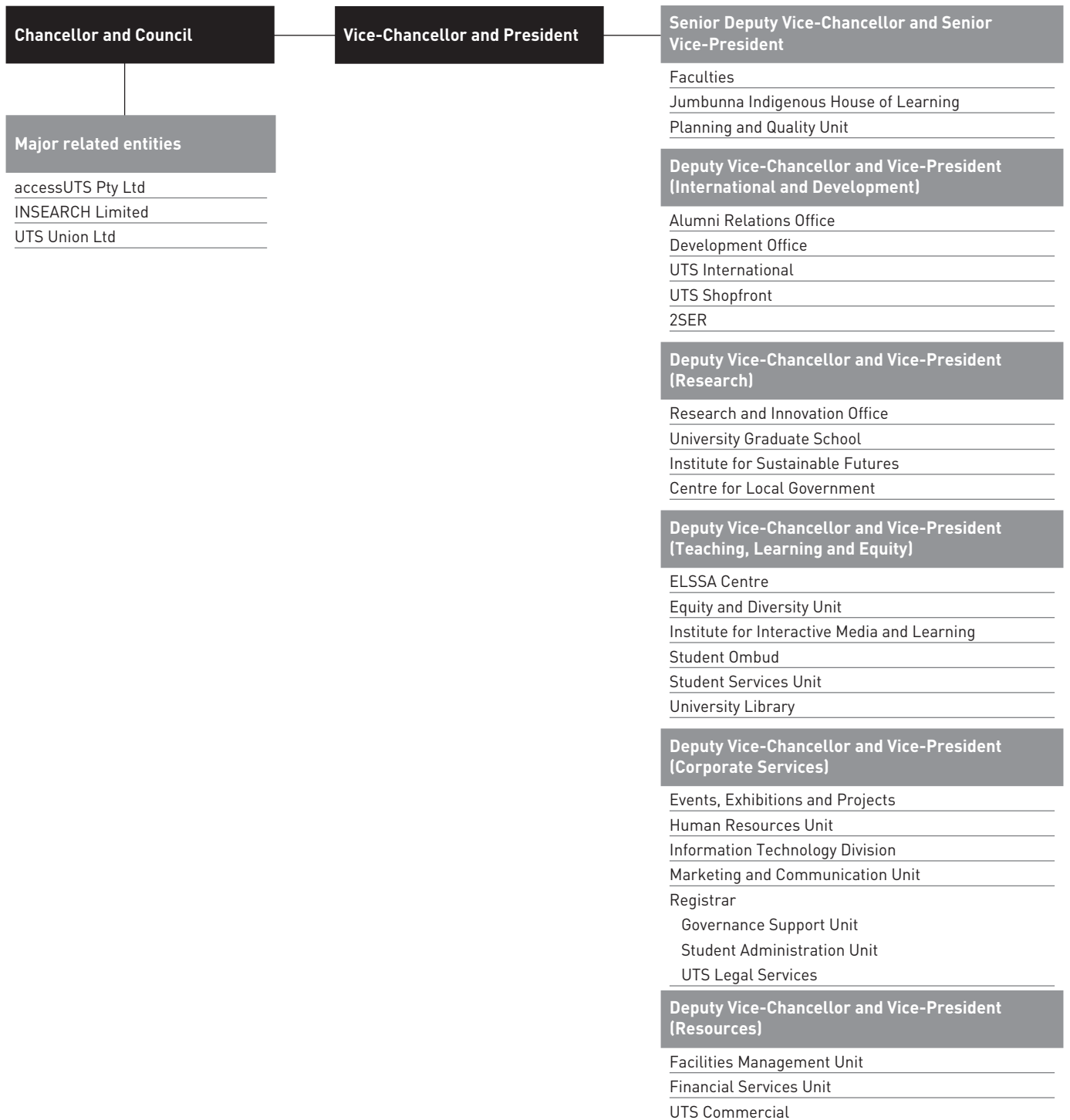
### General inquiries

The University welcomes inquiries from the public. The primary contact details, and postal address, are as follows:

University of Technology, Sydney  
PO Box 123  
Broadway NSW 2007  
telephone (02) 9514 2000  
[www.uts.edu.au](http://www.uts.edu.au)  
Service Desk <https://servicedesk.uts.edu.au>

# Appendices

## Appendix 1: UTS organisational structure



## Appendix 2: UTS committee structure

