

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).

October 2011

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 Act).

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 15 kilometres north of the city.

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.

Central to the strategic plan, and in support of UTS's vision, are four objectives:

- strengthen the standing of the UTS model of global practice-oriented learning
- increase the scale, quality and impact of research in our discipline fields
- enhance our strong, inclusive university environment through state-of-the-art learning, research and social spaces, infrastructure and highly responsive services
- build the capabilities of our people and processes to sustain and improve performance into our third decade and beyond.

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.

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 UTS 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 the strategic positioning of the University, UTS's external profile, 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, indigenous education, 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; the alumni program; relations with industry, community and government; and enterprise development and fundraising.

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

The research division has responsibility for research activities and research policy development, 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, developing a University-wide student focus and promoting 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, sustainability and crisis management.

Faculties

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

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

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. In support of this, UTS has adopted a teaching model of global practice-oriented learning.

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 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 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 (see appendix two). 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 events and exhibitions, which are held throughout the year.

UTS operates a range of industry advisory groups, one of which is hosted by the Vice-Chancellor, and several others at the faculty level. These advisory groups allow targeted discussion and interaction with industry at a variety of levels.

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; the alumni speaker series Own Your Future; and presentations from UTS staff and the wider community through the University Library's 'markets forums'.

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 — 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.

The committee is chaired by an external member of Council who is not a member of the Finance Committee and is appointed for their expertise in audit and risk.

Membership includes four other 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.

The committee is chaired by one of the external members of Council who has been appointed to Council for their expertise in commercial activities.

Membership includes four other 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. The Vice-Chancellor is also a member.

Finance Committee

This 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 is chaired by an external member of Council appointed for their expertise in financial matters.

Membership includes four other 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. The Vice-Chancellor is also a member.

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.

The committee is chaired by the Chancellor and membership includes two or three members, who may also be members of Council, with particular skills and experience in governance matters. The Vice-Chancellor and Registrar are also members.

Honorary Awards Committee

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

The committee is chaired by the Chancellor and membership includes three external members of Council, the Deputy Chancellor and one academic staff member of Council. The Vice-Chancellor, a Deputy Vice-Chancellor, the Registrar and Chair of Academic Board are also members.

Nominations Committee

This committee recommends to Council candidates whom Council may either nominate to the minister for appointment as Council members or appoint as Council members.

The committee is chaired by the Chancellor and membership includes three members appointed by Council, one of whom must be a ministerial nominee and one of whom is either a Council-nominated member or a Council Convocation member. The Vice-Chancellor is also a member.

Physical Infrastructure Committee

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

The committee is chaired by an external member of Council appointed for their expertise in strategic capital development and management.

Membership includes four other members, of whom up to two may also be members of Council with qualifications and experience related to the operations of the University; and all should have strategic skills and experience involving capital development and management. The Chair of the Finance Committee and the Vice-Chancellor are also members.

Remuneration Committee

This committee advises Council on the Vice-Chancellor's and Senior Deputy Vice-Chancellor's performance.

The committee is chaired by the Chancellor and membership includes the Deputy Chancellor and one other member appointed by Council whose term of appointment is not about to expire.

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.

The group is chaired by an external member of Council and membership includes:

- Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)
- Director, Student Services, or nominee
- Director, Equity and Diversity Unit
- Equity and Diversity Coordinator
- Director, Human Resources Unit, or nominee
- Director, Jumbunna Indigenous House of Learning
- 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
- elected representative of academic staff
- elected representative of support staff
- President, Students' Association, or nominee
- President, UTS Union, or nominee.

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.

The group includes two external members of Council, as the chair and deputy chair, and membership includes:

- two student members of Council
- Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)
- Director, Student Services
- an Associate Dean, nominated by the associate deans
- 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
- 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 GIPA 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

Some information, such as publications, is available for purchase; other information may require an informal request or an access application to be made under the GIPA Act.

Further details about requesting access to information are 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

UTS updated its access directions in the first half of 2011.

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 are provided on page 12).

Contact

Manager Corporate Information
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 are provided on page 12).

Contact

Right to Information Contact Officer
Manager Corporate Information
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 provides a review of the University's operations, performance and financial position for the year. It is compiled under the *Annual Reports (Statutory Bodies) Act 1984* (NSW).

Availability

Official publications are available at:

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

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

Editor

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

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

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

Manager Corporate Information

Governance Support Unit

Promotional information

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

Availability

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.

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

www.uts.edu.au

www.uts.edu.au/international

www.alumni.uts.edu.au

Contact

UTS Student Centres
telephone +61 2 9514 1222
www.ask.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

Academic Board papers are available at:

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 act. An application under the GIPA Act is not usually required unless providing access may breach another individual's privacy.

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 relevant privacy 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
Manager Corporate Information
Governance Support Unit

or

For students

UTS Student Centres
telephone +61 2 9514 1222
www.ask.uts.edu.au

For staff

Staff Services
Human Resources Unit
telephone +61 2 9514 1060
www.hru.uts.edu.au/services

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

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. The Right to Information Coordinator will make this decision under delegation from the Vice-Chancellor.

Information decided for proactive release will be available at:

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.
- 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 (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).

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

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

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

Deborah Naray
Manager Corporate Information
Governance Support Unit
University of Technology, Sydney
Broadway NSW 2007
telephone +61 2 9514 1245
email Deborah.Naray@uts.edu.au
office hours Monday to Friday 9am–4pm
www.gsu.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 principal officer of UTS, the Vice-Chancellor, to the Director or acting Director
Governance Support Unit
University of Technology, Sydney
Broadway NSW 2007

General inquiries

The University welcomes inquiries from the public.

telephone +61 2 9514 2000

www.uts.edu.au

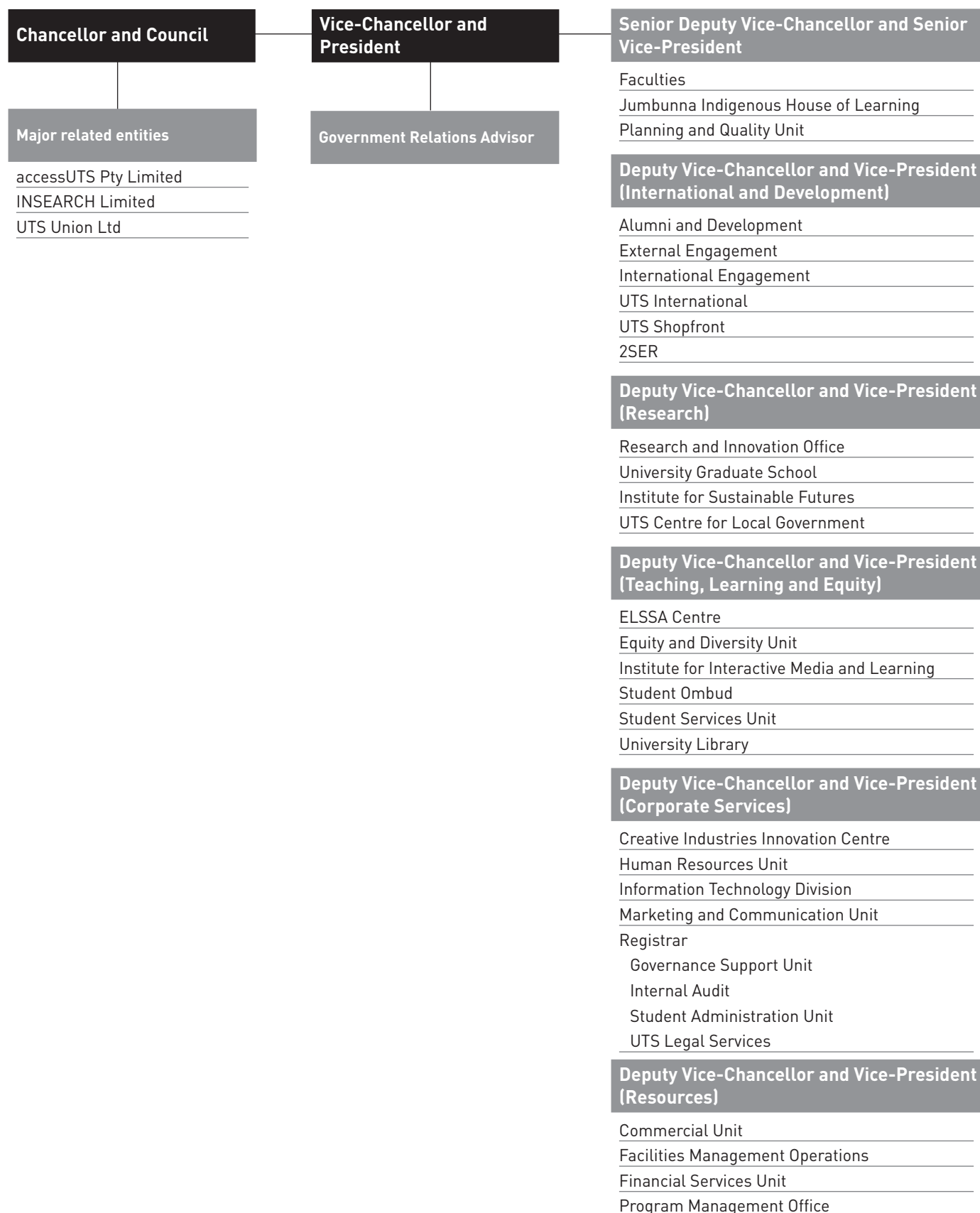
www.ask.uts.edu.au

Postal address

University of Technology, Sydney
PO Box 123
Broadway NSW 2007

Appendices

Appendix 1: UTS organisational structure



Appendix 2: UTS committee structure

