Information Guide

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Section 20 of the NSW Government Information (Public Access) Act 2009 (the GIPA Act) requires that the University produces a guide that:

(a) describes the structure and functions of the agency, and  
(b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and  
(c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency’s policy and the exercise of the agency’s functions, and  
(d) identifies the various kinds of government information held by the agency, and  
(e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and  
(f) specifies the manner in which the agency makes (or will make) government information publicly available, and  
(g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

This guide is structured in three parts to assist individuals to identify the section of the University which holds information of relevance to them:

Part 1 deals with the structure and statutory functions of the University and its governance;

Part 2 deals with the University’s functions including its decision-making, the kinds of information they generate and how they affect the public;

Part 3 deals with how the University makes its information available to the public.
The University of Sydney was incorporated by an act of the Legislature of New South Wales on 1 October, 1850. The act of incorporation was amended by subsequent acts enlarging the scope of the University and the whole was consolidated in the University and University Colleges Act 1900, as amended.

By a Royal Charter issued 27 February, 1858, the degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine and Doctor of Medicine granted by the University of Sydney are entitled to rank, precedence and consideration as if the degrees had been granted by any university of the United Kingdom.

Following the Higher Education (Amalgamation) Act 1989, three formerly independent colleges of advanced education were amalgamated with the University. They were:
• the Cumberland College of Health Sciences;
• the Sydney College of the Arts;
• the Sydney Conservatorium of Music.

In 1991 Cumberland College became the Faculty of Health Sciences.

In addition two sections of Sydney College of Advanced Education were amalgamated with the University:
• the Institute of Nursing Studies;
• the Sydney Institute of Education.

Orange Agricultural College on 1 January 1994 became an academic college of the University, changing to the Faculty of Rural Management in 2000. In 2005 the Orange Campus became a part of Charles Sturt University.

The structure and functions of the University are prescribed in the University of Sydney Act 1989 (as amended) (the Act) as follows:

Establishment of University

4. A University, consisting of:

(a) a Senate;
(b) Convocation;
(c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe; and
(d) the graduates and students of the University,

is established by this Act as a continuation of the University of Sydney established by Act 14 Vic. No. 31.

Incorporation of University

5. The University is a body corporate under the name of The University of Sydney.

Object and functions of University

6. (1) The object of the University is the promotion, within the limits of the University’s resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

(2) The University has the following principal functions for the promotion of its object:
   (a) the provision of facilities for education and research of university standard,
   (b) the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry,
   (c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,
   (d) the participation in public discourse,
   (e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,
(f) the provision of teaching and learning that engage with advanced knowledge and inquiry,

(g) the development of governance, procedural rules, admission of policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University’s academic programs.

(3) The University has other functions as follows:

(a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,

(b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,

(c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,

(d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.

(4) The functions of the University may be exercised within or outside the State, including outside Australia.
The governing authority of the University is the Senate, constituted of official, appointed and elected members. Full details of membership are below. The governance roles and relationships of the Senate and the executive were established by resolution of the Senate in November 2001.

The Senate is accountable for the delivery of teaching, learning and research outcomes which extend the knowledge base of the wider community taking into account the resources available to the University. The executive is accountable to it. The statutory powers and responsibilities of the Senate are defined under Section 16 of the Act (and elsewhere in the Act, By-laws and Rules). The Senate is charged by the resolution to undertake the following:
1.1 Accept the fiduciary responsibilities and accountability of Fellows as derive from the office while respecting academic freedom, ethical standing and legal requirements.

1.2 Ensure that academic standards are maintained, working through the Academic Board and the Vice-Chancellor.

1.3 Set and continually review the relevance of important policy and strategy, ensuring that it is properly informed about matters pertaining to its governance functions.

1.4 Appoint the Vice-Chancellor, agree on limitations to executive authority and regularly evaluate performance.

1.5 Set strategic direction within overall University policy on the advice of the Vice-Chancellor.

1.6 Reconcile capital plans and operating budgets against the strategic direction agreed with the Vice-Chancellor.

1.7 Monitor the progress of plans and audit compliance with overall policy.

1.8 Deepen and widen the links and communication between the University and the wider community.

1.9 Report formally to the wider community on strategic direction and outcomes.

1.10 Develop the collective knowledge of the Senate through a process of comprehensive induction of Fellows and ongoing learning.

1.11 Seek out expert advice from knowledgeable authorities on major issues to complement the skill base and experience of the Fellows and from within the University.

1.12 Formally review the collective performance of the Senate in discharging its responsibilities.

1.13 Elect the Chancellor in accordance with the Act.

Insofar as certain of these functions may from time to time be properly carried out in Committee, this is only to be done under that authority and without detracting from the Senate’s ultimate accountability.

Governance is vested solely in the Senate through the collective action of the Fellows, presided over by the Chancellor, and supported and advised by the Vice-Chancellor, directing the development of policy, assessing strategy, monitoring performance and reporting to the community.

**Membership of Senate**

Of the 22 Fellows of the Senate, all except the Vice-Chancellor and Chair of the Academic Board are either Fellows by virtue of election or by appointment by the responsible Minister or by the Senate itself. This arrangement gives the public (the general community, the graduates, the staff and the students) with the opportunity to participate in the University decision- and policy-making at the highest level.

The categories of membership are:

1. Official members:
   - Chancellor (if not already a Fellow);
   - Vice-Chancellor and Principal;
• Chair of the Academic Board.

2. Appointed Fellows:
   • Six external persons appointed by the Minister;
   • One external person appointed by the Senate.

3. Elected Fellows:
   • Four persons elected by and from the academic staff of the University;
   • One person elected by and from the non-academic staff of the University;
   • One person elected by and from the undergraduate students of the University;
   • One person elected by and from the postgraduate students of the University;
   • Five external persons elected by and from the graduates of the University.

Records of the Senate

There are summaries of the Agenda and Minutes of the Senate meetings available from the Senate’s website, together with records of the decisions of the current year’s meetings, arranged alphabetically under each meeting date – see sydney.edu.au/senate/senate_agendas_minutes_decisions_index.shtml

For more information see: sydney.edu.au/senate

The Chancellor

The Chancellor is elected by the Senate to facilitate its work and collegiality by effective and ethical means, providing a focal point to ensure the high standing of the University in the wider community. The statutory powers and responsibilities of the Chancellor are defined under Section 10 of the Act (and elsewhere in the Act, By-laws and Rules). The following is from the resolution of the Senate in November 2001.

The Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

2.1 Preside over Senate meetings, oversee the development of Senate agendas and exercise the functions conferred by the By-laws working collaboratively with the Senate, the Vice-Chancellor and the University community; promoting the aims, ethos, independence, morale and spirit of the University and encouraging high standards.

2.2 With the Vice-Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity, respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to act in the best interests of the University owed by its members both individually and collectively. (See 3.6)

2.3 Preside on important ceremonial occasions such as graduation ceremonies, public lectures or seminars, sharing that responsibility as the Chancellor judges appropriate and facilitating the visibility and accessibility of the Senate within the University community and in particular to staff, students and alumni.
2.4 Work co-operatively with the Vice-Chancellor, available to give counsel and encouraging free, trusting and frank communication on all issues concerning the well being of the University.

2.5 In consultation with the Vice-Chancellor, provide a high level bridge to members of the wider community, promoting the aims of the University and responding to interest and concerns of society.

2.5.1 Preside at graduation ceremonies.

2.5.2 Regarding reporting of the Chancellor’s role:
   (a) the personal assistant to the Chancellor will keep a record of public appearances by the Chancellor and Senators in a representative role for tabling at Senate meetings.

2.5.3 Regarding communications about University matters:
   (a) the overriding principle is that the Senate should be properly informed on all important matters or matters pertaining to the exercise of the Senate’s functions.
   (b) the Vice-Chancellor is free to communicate directly to Senate Fellows keeping the Chancellor informed.
   (c) sensitivity in particular cases may justify communication first to the Chancellor, then at an appropriate time for the Senate to be informed, by the Chancellor or as agreed by the Vice-Chancellor, although this and other communications may be with safeguards to maintain confidentiality, where this is warranted.

Pro-Chancellor

At its meeting held on 5 May 2003, Senate agreed in principle to establish the position of Pro-Chancellor to be occupied by a small number of Fellows of Senate chosen by Senate on the recommendation of the Chancellor as persons who may properly carry out the functions of delegate of the Chancellor to preside at graduation ceremonies when the Chancellor is not available, in addition to the Deputy Chancellor, and Chair of the Academic Board.

At its meeting held on 2 June 2003, consistent with the Resolutions of the Senate quoted above, Senate resolved there could be up to 2 Pro-Chancellors to carry out the functions of delegate of the Chancellor to preside at graduation ceremonies when the Chancellor is not available, in addition to the Deputy Chancellor, and Chair of the Academic Board.

Vice-Chancellor

The Vice-Chancellor is appointed by the Senate and is the Chief Executive Officer of the University. The statutory responsibilities of the Vice-Chancellor are defined under Section 12 of the Act (and elsewhere in the Act, the By-laws and Rules). The Vice-Chancellor is charged by the resolution of the Senate of November 2001 and should, without fettering such powers and discretions as derive from that office, do the following:

3.1 Promote the interests of and further the development of the University through prudent, effective and ethical means as chief executive and Fellow of the Senate and as the senior representative of its academic body, participating in ceremonial occasions.
3.2 Manage all the business of the University except where the Senate has explicitly determined limitations, such as:
   - matters of self interest or reward;
   - the appointment and termination of particular officers serving the Senate (the Secretariat);
   - the composition of the Academic Board; and
   - the work of the internal auditor and audit committee.

3.3 Delegate to senior officers and academics the conduct of that business as appropriate and ensure that such delegations are effectively monitored.

3.4 Ensure that the Senate is thoroughly informed of administrative or academic implications and fiduciary risks or legal constraints which affect policy recommendations and strategic direction.

3.5 Establish supporting systems to monitor the performance of the University against agreed strategic direction and operating plans.

3.6 With the Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to the University to act in the best interests of the University owed by its members both individually and collectively. (See 2.2)

3.7 Provide Senate with the particular background knowledge to support Fellows in the discharge of their governance responsibilities.

3.8 Act as the key representative of the University with the wider community; sharing that responsibility with nominated officers and Fellows as appropriate and, in particular, with the Chancellor. (See 2.5).

The Academic Board

The Academic Board, the senior academic body within the University, is responsible for furthering and coordinating the work of the faculties, academic colleges, departments and schools, and for encouraging teaching, scholarship and research. It is accountable to the Senate. The following is from University of Sydney (Academic Governance) Rule 2003 (as amended)

Part 2 – Functions and membership of the Academic Board

4.1 General functions

   Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the Academic Board has principal responsibility:

   4.1.1 to maintain the highest standards in teaching, scholarship and research and, in that process, to safeguard the academic freedom of the University;
   4.1.2 to oversee and monitor the development of all academic activities of the University; and
   4.1.3 to communicate with the academic community through the Faculties, colleges and boards of studies and similar organisational units.

4.2 Advisory functions
The Academic Board will provide advice to the Senate and the Vice-Chancellor on:

4.2.1 academic matters relating to and affecting the University’s teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University;
4.2.2 academic aspects of the formulation and review of the University’s strategic plan;
4.2.3 policies concerning the academic aspects of the conditions of appointment and employment of academic staff;
4.2.4 any academic matters it considers to be of strategic importance, including any Faculty plans; and
4.2.5 the maintenance of academic standards.

4.3 Specific functions

Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the functions of the Academic Board are to:

4.3.1 exercise authority as delegated to the Academic Board to approve new academic courses and changes to existing courses, the delegation being subject to:

4.3.1.1 the Academic Board’s reporting to the Senate on important implications of the proposals; and
4.3.1.2 the final endorsement of proposals by Senate, it being intended that Senate would:

4.3.1.2.1 normally endorse the Academic Board’s decisions;
4.3.1.2.2 ordinarily give its endorsement promptly;
4.3.1.2.3 refer decisions back to the Academic Board only in exceptional circumstances; and
4.3.1.2.4 exercise its capacity for independent decision again only in exceptional circumstances;

4.3.2 determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies and within such policy, determine requirements to be satisfied by candidates for the award of degrees, diplomas or certificates;
4.3.3 determine the terms and conditions of awards, scholarships and prizes established within the University and make awards;
4.3.4 formulates and review policies, guidelines and procedures in relation to academic matters;
4.3.5 request reports from, or refer matters to Faculties, colleges and boards of studies and similar organisational units for consideration and action as required;
4.3.6 consider and take action as required on reports or academic submissions from Faculties, colleges or boards of studies or similar organisational units;
4.3.7 play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of Faculties, colleges and boards of studies and similar organisational units;
4.3.8 initiate and oversee a formal and regular program of review of academic activities of Faculties, colleges and boards of studies, and similar organisational units;
4.3.9 provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community;
4.3.10 make regular reports on the range of its activities to the Senate after each meeting of the Academic Board and make a formal, annual report on its activities and its assessment of its performance to the Senate;
4.3.11 consider and report on all matters referred to it by the Senate or the Vice-Chancellor; and
4.3.12 exercise any powers and perform any other duties delegated to it by the Senate.

Membership of the Academic Board

The Academic Board is composed of a chair elected by the members, 30 ex- officio, 66 elected staff members, 17 elected student members, up to 4 appointed and up to 4 co-opted members. This arrangement gives the academic staff and the student body substantial involvement in the proceedings of the senior academic council of the University.

Records of the Academic Board

The primary records of the Academic Board are its meetings papers – the agendas and minutes – which are available on its website for each meeting of the current year and back to 1996, see sydney.edu.au/ab/about/agendas.shtml

For more information see: sydney.edu.au/ab
Organisational structure

Note: The role of DVC (Education) and Registrar is currently under review.
Senior Executive Group

The Senior Executive Group (SEG) is responsible for University-wide planning, decision-making and oversight. It is accountable to the University’s Senate for the implementation of the Strategic Plan 2011–2015, and for the academic and financial health of the University.

SEG, which meets fortnightly, is broadly representative of the diverse academic and administrative communities in the University at the level of senior management. A number of committees provide expert, high-level strategic advice to SEG, and engage SEG members, along with other experts, in the detailed preparation of matters for SEG consideration.

Terms of reference
SEG will:

- oversee the implementation of the University’s strategic plan
- account to Senate for the financial and academic viability and sustainability of the University
- protect and enhance the position and reputation of the University
- oversee performance monitoring and improvement, regulatory compliance and quality assurance processes
- maintain the University’s risk register and ensure appropriate risk mitigation within the context of the overall Risk Framework
- oversee the University’s curriculum, teaching, research and research training, in conjunction with the Academic Board
- oversee the University’s human resources management and capability planning
- review the University’s budget prior to its presentation for Senate approval
- prioritise digital and physical infrastructure projects
- oversee, in conjunction with the Academic Board, the programs of faculty reviews conducted jointly by the Curriculum Committee and the Academic Board
- review and approve SEG committee and divisional board recommendations regarding policies, procedures, programs and initiatives.
- negotiate compacts with divisions regarding their research and teaching excellence strategies.

Membership of SEG

SEG is broadly representative of the diverse academic and administrative communities in the University at the level of senior management. The committees provide expert, high-level strategic advice to SEG, and engage SEG members, along with other experts, in the detailed preparation of matters for SEG consideration. There are student members of all SEG committees.
Composition

- Ex-officio members
- Vice-Chancellor and Principal (chair)
- Provost and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Education)
- Deputy Vice-Chancellor (Indigenous Strategy and Services)
- Deputy Vice-Chancellor (International)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Strategic Management)
- Chair, Academic Board
- Chief Financial Officer
- Human Resources
- Representatives of the divisional boards
- Three representatives from the Division of Architecture and Creative Arts
- Two representatives from the Division of Business
- Two representatives from the Division of Engineering and Information Technologies
- Four representatives from the Division of Humanities and Social Sciences
- Two representatives from the Division of Health Sciences
- Four representatives from the Division of Medicine, Dentistry, Nursing and Pharmacy
- Four representatives from the Division of Natural Sciences

Principles for membership of SEG, Committees and Divisional Boards

- The chair of each committee and divisional board will be a member of SEG. The Vice-Chancellor will designate which SEG member will chair each of the committees.
- All deans will be members of SEG.
- Divisional boards may decide the method by which they appoint members of committees. However, committee members appointed by divisional boards will preferably be members of those boards.
- Divisions will appoint members to the committees not as representatives of the division, but on the basis of their capacity to advise the expert group regarding the particular circumstances of their division.
- Student members of SEG committees will be nominated by the SRC and SUPRA.
- Committees may have other officers of the University in attendance to provide expertise, or invite members to join them for a specified time or for particular projects.
- Committees and boards can establish, as they see fit, sub-committees or working parties either to conduct specific projects or to ensure that the views of relevant staff are represented in committee deliberations.
- The Deputy Vice-Chancellor, Indigenous Strategy and Services may attend any SEG committee meetings.
- The General Counsel (or nominee) has a standing invitation to attend all meetings of SEG and each of its committees.
The committees of SEG and their primary purposes are:

The **Aboriginal and Torres Strait Islander Strategy and Services Committee** will develop strategies, policies and procedures and coordinate activity across the University to implement, monitor and refine the integrated Indigenous Participation, Engagement, Education and Research Strategy.

The **Alumni, Development and Marketing Committee** will develop strategies, policies and procedures, and coordinate activity across the University to further its reputation, to generate financial support, advocacy and alumni engagement, and to communicate strategic messages to a wide variety of audiences.

The **Charles Perkins Centre Governing Committee** provides the forum for discussion and input to the centre's executive on its high-level objectives to ensure alignment with the University, division and faculty strategic and operating plans.

The **Colleges Consultative Committee** has been established to provide a more formal forum for meetings of residential colleges with the University's senior management, and a stronger relationship between the colleges and the University’s governance mechanisms.

The **Cultural Resources Committee** will develop strategies, policies and procedures and coordinate activity to ensure that the University’s cultural resources, including the library, museums, galleries, theatres and performance programs, are integrated into teaching and research and support the University’s goals, including those relating to community and international engagement.

The **Curriculum and Course Planning Committee** will support the University to achieve its strategic aims by embedding research-enriched and community-engaged teaching and learning in a renewed curriculum; in furthering its social inclusion agenda; in recommending student load targets, and in overseeing the development and refinement of new and existing degree programs.

The **Education Committee** will develop strategies and co-ordinate activity across the University to ensure alignment of policies and procedures, consistency of practice, and high quality outcomes in the education of all students and in the development of all teachers.

The **Finance and Infrastructure Committee** will advise SEG on the financial viability and sustainability of the University in alignment with academic goals. It will make recommendations to SEG on the most appropriate strategies for managing, resourcing and prioritising its digital and physical infrastructure needs. It will assist in the development and implementation of the University Economic Model, and advise SEG regarding the University’s budget.

The **Human Resources and Equity Committee** will oversee the successful management of the University's human resources by developing strategies, policies and
procedures to attract, retain and reward high quality staff, and to ensure that the University meets its gender and other equity goals.

The International Committee will develop strategies, policies and procedures and coordinate activity across the University to advance international engagement and support internationalisation.

The Research Committee will develop a comprehensive, detailed and evidence-based understanding of the University’s research enterprise. It will provide advice on all research matters, including strategy, policy, support processes, resource allocation and research integrity.

The Research Training Committee will develop strategies, policies and procedures and coordinate activity across the University to enhance research training throughout all undergraduate and graduate programs. This shall include undergraduate honours programs and all higher degrees by research.

The University Services Steering Committee will provide strategic direction to services reform, and monitor its performance. It has a University-wide remit and will oversee the Work Slate projects aimed at strengthening the University’s capacity for service delivery to the divisions and assuring effective interface between central and distributed services, as well as overall successful implementation of services reform as required.

The Work Health and Safety Committee monitors WHS performance, ensures a co-ordinated approach to WHS and deals with University-wide WHS issues. The SEG WHS Committee makes recommendations on systematic management of WHS risks for adoption by senior management and co-ordinates approaches to health and safety within the University.

For more information see:
sydney.edu.au/senior_executive_group/committees/index.shtml

Vice-Chancellor’s Senior Officers Group

The Vice-Chancellor's Senior Officers Group (VSOG) provides an opportunity for the Vice-Chancellor and members of his senior management team to share information about key activities directly with senior administrators from the central portfolios.

VSOG meets quarterly to:

- discuss issues that have come before the senate and the Senior Executive Group
- provide a forum for raising concerns
- share occasional presentations on key issues and activities
- update senior administrators on key issues arising in one portfolio that might have broader implications.
Attendance at VSOG is limited to members of VSOG. Staff who have a project or initiative they would like presented and discussed at VSOG should present a paper to their manager who can then take it to the relevant VSOG member for tabling at the next meeting if appropriate.

*For more information see: sydney.edu.au/about/leadership/vsog.shtml*

**Divisions**

**Division of Architecture and Creative Arts**, the Faculty of Architecture, Design & Planning, the Sydney College of the Arts and the Sydney Conservatorium of Music.

**Division of Business**, the University of Sydney Business School.

**Division of Engineering and Information Technologies**, the Faculty of Engineering and Information Technologies.

**Division of Health Sciences**, the Faculty of Health Sciences.

**Division of Humanities and Social Sciences**, the faculties of Arts and Social Sciences, Education and Social Work, and Law.

**Division of Medicine, Dentistry, Nursing and Pharmacy**, the faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy.

**Division of Natural Sciences**, the faculties of Agriculture and Environment, Science, and Veterinary Science.

**Divisional Boards**

Underpinning SEG’s decision making are committees and divisional boards that undertake detailed analysis and planning.

The divisional boards are charged with detailed strategic planning, portfolio analysis, and educational and research reform for groups of cognate faculties. Their focus is not on University-wide strategies, but on the particularities of diverse educational and research communities.

The following principles apply to committee and divisional board operations:

- All committees and divisional boards are accountable to SEG, and thus to Senate.
- In their work, all committees and boards are expected to give consideration to matters relating to Indigenous and international strategy, staff and students regardless of whether they are specifically addressed in their terms of reference.
- Each committee will take care to ensure that, when an area of their deliberation touches on the remit of another committee, that committee is consulted.
Committee and board members will consult widely in preparation for meetings, and committees and boards will give consideration to the communication of the outcomes of their deliberations to stakeholders. Committees may choose to revisit and refine their terms of reference, subject to SEG approval. If a divisional board is unable to reach an agreement regarding an issue, it may be referred to SEG for a binding decision.

For further information see: sydney.edu.au/senior_executive_group/divisional_boards/

The Academic Faculties, Colleges and Board of Studies

The faculties, academic colleges, and board of studies of the University are:

- Agriculture and Environment;
- Architecture, Design and Planning;
- Arts and Social Sciences;
- Business School;
- Dentistry;
- Education and Social Work;
- Engineering and Information Technologies;
- Health Sciences;
- Sydney Law School;
- Sydney Medical School;
- Sydney Conservatorium of Music;
- Sydney Nursing School;
- Pharmacy;
- Science;
- Veterinary Science;
- Sydney College of the Arts;
- Board of Studies in Indigenous Studies.

Membership of Academic Colleges, Faculties and Boards of Studies

Generally, these academic bodies comprise the academic staff of the faculty, or college and elected student members. In addition it is common for there to be external members with expertise in the discipline concerned.

Functions of faculty boards

Faculty or college boards exercise their powers and functions subject to the authority of Senate and the Academic Board. The boards determine all matters concerning the degrees and diplomas in their college or faculty, generally through committees established for specific purposes. These include admission and determination of candidature; appointment of supervisors and examiners for higher degrees; approve courses of study on the recommendation of the relevant professor of head of department; determination of the nature and extent of examining; determination of grades of pass to be awarded and conditions for supplementary examinations;
supervision of the work of departments and schools and members of the faculty or college.

**Membership of faculty boards**

Faculty or college boards consist of the full-time permanent and fractional permanent members of departments and schools in the faculty or college and such other persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate. Senate has made resolutions regarding the appointment of students to membership of the faculties, colleges and boards of study.

*For more information see: sydney.edu.au/about/faculties_schools.shtml*

**Convocation and Alumni Council**

The graduates, and certain other classes of persons specified in the *University of Sydney Act, 1989* and By-laws, constitute Convocation which is one of the components of the body corporate under the name of the University of Sydney. The affairs of Convocation are managed in accordance with the Act by Sydney Alumni Council which comprises:

- 36 members elected by graduates on a Faculty basis,
- 5 Fellows of Senate elected from and by the graduates, and
- 9 members of executives of alumni associations/chapters appointed by the Vice-Chancellor on the recommendation of the President of the University of Sydney Alumni Council and the Director of Alumni Relations.

*For more information see: sydney.edu.au/convocation*

**The Foundations**

The University of Sydney is unique in having 25 internal foundations whose objects are to increase the resources of the University (or by otherwise securing gifts and grants or by securing the provision of services or other non-financial contributions) to assist the Senate and the Vice Chancellor in the promotion of the object of the University in relation to research, education and scholarship across a wide range of fields through many of the University’s faculties.

*For more information see: sydney.edu.au/legal/foundations/index.shtml*

**The University's physical locations**

The Camperdown and Darlington Campus, covering a total area of about 72 hectares, (50.6 hectares administered by the University, and 21 hectares granted to the six affiliated residential colleges) is located on blocks adjoining Parramatta Road and City Road.
Other sites of the University are:

- the Sydney Conservatorium of Music – Macquarie Street, City
- Former Faculty of Law Building - 173 Phillip Street, City
- the Faculty of Dentistry – at the United Dental Hospital, 2 Chalmers Street, Surry Hills and at the Westmead Hospital, Darcy Road, Westmead
- the Faculty of Health Sciences – Cumberland Campus, at East Street, Lidcombe
- the Sydney College of the Arts – Rozelle Campus, off Balmain Road, Rozelle
- Sydney Nursing School – Camperdown
- the Faculties of Veterinary Science and Agriculture and Environment (the Rural Veterinary Centre and teaching and research facilities) – Camden
- the University Farms – at Marulan and Camden

The University also owns a number of residential, research and commercial properties, mainly within NSW.

Statistics

In 2013:

- Student enrolments: 51,394
- Academic staff: 3,350 General: 4,019
- Number of alumni worldwide: 270,000+

For more information see: sydney.edu.au/strategic_planning/information/

Subsidiaries, associates and joint ventures

The University has a number of subsidiaries which are bodies incorporated in Australia. These bodies promote the University’s objects such as education and research, fostering innovation and excellence, commercialising the products of research or providing employment opportunities for students. The University also has associates, entities over which the University has significant influence but not control. The University is also involved in joint venture partnerships. Details regarding all these bodies and relationships may be found in the University’s Annual Report.

For more information see: sydney.edu.au/about/publications/annual_report/

Organisations related to the University.

There are a number of organisations related to the University which are not legally a part of it such as the residential colleges (with the exception of International House).

For more information see: sydney.edu.au/current_students/accommodation

Student organisations such as:

- the Students Representative Council - srcusyd.net.au
- Sydney University Undergraduates Association supra.net.au
• University Union – usu.edu.au
• Cumberland Student Guild - cumberlandstudentguild.com.au
• Sydney University Sports and Fitness - www.susf.com.au
Part 2 The University's functions, the kinds of information held, decision making, and effects on members of the public

The Government Information (Public Access) Act (GIPA Act) requires the University to describe the ways in which its functions affect members of the public.

The University's functions as set out in section 6 of the University of Sydney Act (referred to above) may be grouped together under the following headings:

- Teaching
- Research
- Administration and support
- Community engagement.

The “government information” held by the University is contained in its records, defined by the GIPA Act as “…any document or other source of information compiled, recorded or stored in written form or by electronic process, or in any other manner or by any other means.”

The principle governing the University’s recordkeeping is that records of the decisions of the University, and the basis on which the decisions were made, will be created and maintained for as long as they are needed in accordance with the NSW State Records Act of 1998.

While some categories of records – eg, the finalised results of students and the degrees which are awarded – are retained by the University on a continuing basis, others are destroyed after regulated periods of time in accordance with the General Records Disposal Authority for University Records, GDA23.

For more information see:

The following describes decision-making related to the broad functions and how those decisions affect the public and the kinds of information held.

Teaching

The University makes decisions on –

- approval of courses of study;
- resource allocation;
- teaching staff to be appointed;
- numbers of students to be admitted;
- admission and determination of candidature;
- credit for prior study;
- progress of students;
- certification of satisfactory completion by students;
- determination of the nature and extent of examining;
- assessment and grading of students;
• academic and disciplinary appeals;
• evaluation of performance of its teaching staff.

The decisions the University makes in each of these areas are of significance to the community, as well as to students and to those appointed to teach.

Information related to teaching

Records of teaching-related matters are made by a large range of people, from the University’s individual teaching staff, to the Senate, including the Academic Board, Senior Executive Group and its committees, Deputy Vice-Chancellor (Education), divisional boards, the academic colleges, faculties, board of studies, departments and schools, and their committees including appeal committees, and student proctorial panels.

The records consist of:

1. the proceedings of the decision-making bodies about courses, curricula, units of study, allocation of resources, assessment rules, assessment and appeals;
2. applications for admission, enrolment, changes to enrolment, progression, deferral, withdrawal and graduation;
3. teaching materials and publications; curricula and syllabuses (see faculty handbooks); administration of practicum and professional placements;
4. assessment records including examinations, appeals, special consideration applications, academic misconduct, and exclusion;
5. Learning management systems (Blackboard Learn).

In addition the University conducts quality assurance and other reviews of its teaching activities and conducts professional development programs for its staff.

Students

The major series of records relating to students of the University are held in:

• the student records business system (FlexSIS, but progressively being replaced by SydneyStudent); and
• the student files.

The major student related business systems (FlexSIS and SydneyStudent) hold the official results of all University of Sydney students, the degrees awarded, the prizes and scholarships awarded, and associated assessment data. FlexSIS will be replaced by SydneyStudent. The new system allows a great degree of self-service by students and online access to information about their candidature that was not possible under the previous system.

All current students have an electronic student file and may also have a hardcopy file. There may also be administrative files on specific aspects of an individual student’s candidature. The University Archives holds paper-based records on former students of the University and of the amalgamated colleges and their predecessors.
The public records of graduates are accessible through the search facility *Alumni Sidneienses*, which allows for searching by name and year of graduation for all who graduated more than 30 years ago, see: sydney.edu.au/arms/archives/grads.shtml

Faculties and departments also hold records relating to students. The Student Centre holds records regarding graduates of the University and the University Card Centre holds data used to create student identity cards.

**Research**

Universities extend knowledge. The decisions a university makes on research have a fundamental bearing on the public and on the academic environment within which teaching occurs.

The University makes research-related decisions on:
- the responsibilities of academic staff to conduct research within their discipline;
- appointment of supervisors and examiners of candidates for higher degrees;
- the securing of funds for research;
- the allocation of resources in support of research;
- the publication, commercialisation and application of the results of research.

All University of Sydney staff and students who intend to conduct research involving human participants as part of Honours, Diploma, Masters, Doctorate or other higher degree must seek approval from the University’s Human Research Ethics Committee (HREC).

Research involving humans may include:
- Administering questionnaires/surveys;
- Conducting interviews or focus groups;
- Investigating or observing human behaviour;
- Routine testing of human participants;
- Administering drugs, ionising radiation, chemical agents or vaccines;
- Any other experimentation involving human beings.

Research involving humans undertaken at any of the University’s affiliated research institutes - Research Centres – must also approved by the HREC.

All research (and teaching) at the University which involves animals requires ethical approval from the Animal Ethics Committee.

**Information related to research**

Records are held on research-related matters made by the Senate, the Academic Board, Senior Executive Group and its committees, Deputy Vice-Chancellor (Research), the academic colleges, faculties and boards of studies, departments and schools, centres, services and units, Research Office, Human Research Ethics Committee and Animal Ethics Committee, and Foundations as well as individual staff engaged in research. Their records consist of primarily the proceedings of the decision-making bodies and the
research materials produced or acquired by staff. The range of records held by the University includes:

- applications for and administration of research funding, fellowships and scholarships;
- research administration and management;
- research data;
- research papers and reports;
- intellectual property administration and management;
- commercialisation of research output;
- publications.

Research grant application and management processes are managed in the Research Information Management System (RIMS) and on administrative files for ethical approval and research project administration.

Research data which has been made publicly available can be searched for in the University Library's Sydney eScholarship Repository.

For more information see: ses.library.usyd.edu.au

Note that there are student and other files related to research students.

Centres, research institutes, and teaching hospitals

There are many entities beyond the faculties, such as cooperative research centres, centres of research excellence, National Collaborative Research Infrastructure Strategy facilities and other similar units, which contribute to the research function of the University. While these units are often administered directly by the University, in many cases their affairs are managed or monitored by joint councils or boards. These provide opportunities for staff, students and the general community to participate. The University's Sydney Medical School also has an association with many hospitals for clinical teaching.

For more information see: sydney.edu.au/research/about/research_centres/index.shtml
sydney.edu.au/medicine/about-the-school/schools/clinical-schools.php

University Library

Faculties have Library Committees which are broadly representative and provide advice and information to the University Library.

For more information see: sydney.edu.au/library

Administration and support

Decisions on the personnel, financial and general administration and management of the University are made directly by the Senate, committees of the Senate, the Vice-Chancellor, the Senior Executive Group and its committees, divisional boards and the
Principal Officers of the University. These bodies maintain records of their deliberations and decisions.

Decisions which have a bearing on the administration and management of the University are also made by the various academic units and are contained in their records.

Transactions are processed and recorded in the University financial and payroll systems. Policies and procedures relating to purchasing including tendering requirements are accessible on the Purchasing website, see: sydney.edu.au/finance/purchase_pay_lease/

Contracts which have been completed are published on the Contract Reporting website as required under Division 5 of the Government Information (Public Access) Act, see: sydney.edu.au/arms/gipa/conrep.shtml

A range of other records are generated from administrative and management decisions are managed through systems maintained by Archives and Records Management Services within the University. In addition, the administration produces a range of periodic publications, hardcopy and electronic for the information of students, staff and the general community.

Campus Infrastructure Services plans for, provides and maintains the buildings and grounds of the University with all associated services from cleaning, security to heritage preservation and tree maintenance. CIS holds a number of records systems including building plans and registers, some of which are available for public access, for example, the Heritage Register, required under section 170 of the NSW Heritage Act of 1977.

For more information see: sydney.edu.au/about/heritage/index.shtml

Staff records

To the extent that the general body of staff of the University constitutes part of the community, the University may make decisions on:

- terms and conditions of work;
- support facilities and access to them;
- social and welfare facilities and access to them.

The major series of hardcopy records relating to current University staff are the Personnel Files, which were replaced in 2008 by a standard suite of electronic files for all current employees. The University Archives holds a variety of records relating to former members of staff. Faculties and some departments may also hold local copies of records relating to staff. The University Card Centre holds data used to produce Staff Identity Cards.

There are the major business systems applications relating to University staff: the human resources system and the recruitment system. Staff members are able to access much information about themselves through the MyHR page on the University’s web site.
Staff records are held to enable the University to manage its current staff, to protect the rights and entitlements of current and former staff and to comply with the NSW State Records Act 1998.

In addition, the University’s Calendar, Faculty Handbooks and other publications also contain lists of the University’s staff and the University’s web-based internal phone directory contains the names and public contact details of staff.

Community engagement

The community engagement and cultural life of the University complements its function as a centre of learning. Members of the public contribute to exhibitions, attend the theatres, museums, galleries and libraries.

Centres of cultural activities within the University include the University Library, the Archives, the Macleay and Nicholson Museums and the small museums located in various departments, the University Art Gallery, the Carillon, the Seymour Theatre Centre, Sydney College of the Arts and the Sydney Conservatorium of Music.

In this context the University makes decisions on:

- allocation of resources in support of the cultural fabric of the institution;
- public access to these facilities.

In addition the University produces and makes available, free and for purchase, a range of publications of an educational nature and about the University. It also presents events such as public lectures, seminars, concerts and performances related to the teaching and research conducted by the University.

In its cultural and extension activities, and its support for the student body, Alumni Council and its staff, the University generates or acquires records.

Records of these activities are made by the Senate, the Academic Board, Senior Executive Group and its committees, divisional boards, the academic colleges, faculties and boards of studies, departments and schools, centres, services and other units, museums, galleries and libraries including their management committees and the Alumni Council.

A range of records are held, including:

- guides, prospectuses, catalogues and other informational electronic and hardcopy publications;
- management guidelines,
- constitutions;
- registers;
- client records;
- contributor records;
- applications for services, entitlements, benefits and support;
- commercial contracts, including leases;
- financial records, including records of purchases, sales and course registration;
- inventories and catalogues.
The Foundations

The University’s 25 Foundations play a role in support of the University, mainly by raising funds for research, teaching and the provision of other resources. A Foundation is governed by foundation rules which are established under the Senate’s Rules for Foundations, and acts through a council comprised predominantly of external members. The functions are contributed to by members of the public who may be members of the Foundations.

In this framework, the University makes decisions on -

- the structure and purposes of such organisations;
- conditions of membership;
- privileges of members;
- expenditure of funds raised.

The Foundations and similar groups provide an opportunity for public participation in the affairs of the University.

Records on matters related to the Foundations are made by the Senate, by officers of the University and by the Foundations themselves.

A range of records are held, including:

- constitutions and equivalent articles of association;
- membership and donor records;
- annual reports and other periodic publications;
- research and commercial contracts and agreements;
- financial statements, including funding agreements;
- submissions to other funding bodies.


Convocation and Alumni Council

The graduates, and certain other classes of persons specified in the University of Sydney Act 1989 and By-laws, constitute Convocation which is one of the components of the body corporate under the name of the University of Sydney. The affairs of Convocation are managed in accordance with the Act by Sydney Alumni Council which comprises:

- 36 members elected by graduates on a Faculty basis,
- 5 Fellows of Senate elected from and by the graduates, and
9 members of executives of alumni associations/chapters appointed by the Vice-Chancellor on the recommendation of the President of the University of Sydney Alumni Council and the Director of Alumni Relations.

The Sydney Alumni Council and the University may make decisions which affect the rights and privileges of members of Convocation.

The Alumni Relations Office holds information relating to alumni and friends of the University. The information is used to conduct the alumni relations activities of the University and to keep alumni informed of University matters that may be of interest to them. In addition, the University holds the records of the Sydney Alumni Council.

For more information see: sydney.edu.au/convocation and sydney.edu.au/alumni/

Donors to the University

The University Development Office holds records relating to donors to the University, as do the various foundations within the University.

For more information see: sydney.edu.au/supportsydney/index.shtml

Museums and Galleries

Members of the public with specialist knowledge or interests often participate in the development and display of the collections which are held by the museums and galleries within the University. In general, the day-to-day management of these collections is the responsibility of one or more appointed staff of the University.

For more information see: sydney.edu.au/museums/

University Library

Faculties have Library Committees which are broadly representative and provide advice and information to the University Library.

The University Library has records identifying those persons entitled to use its services.

For more information see: sydney.edu.au/library

University's collections of records and manuscripts

A number of the University's collecting institutions hold deposited records on a wide variety of topics including personal papers of individuals associated with the University. Deposited records are held in the University Archives, the Macleay Museum and the University Library, to name the most prominent. Access to these records is available by contacting each office. Details of any restrictions relating to the records may be found in the relevant finding aids, guides or catalogues.

For more information see:

University Archives - sydney.edu.au/arms/archives/about.shtml
University Library, Rare Books and Special Collections:
www.library.usyd.edu.au/libraries/rare/3.1mainc.html

University Museums, Collections: sydney.edu.au/museums/collections
Part 3 Publicly available University Information and how to access it

Information available for purchase

Much of the information described in the previous sections is contained in hardcopy publications available for purchase from the University through Sydney University Press:

www.sup.usyd.edu.au

Most of these publications are also available free of charge in electronic form (see below).

Information available free of charge

The University's web site contains a large amount of freely available information about its functions. It is the main way that the University makes information about itself public. From the home page sydney.edu.au there are links to the major parts of the site which provide information for future and current students, alumni, staff and members of the public.

A number of key University publications are available free of charge through the University’s web site, including:

University Calendar: sydney.edu.au/calendar

Faculty Handbooks: sydney.edu.au/handbooks

Annual Reports: sydney.edu.au/about//annual_report

International Guide: sydney.edu.au/future-students/international/undergraduate/

Graduate Studies Handbooks: sydney.edu.au/handbooks/postgrad_hb/

In addition, each of the faculties has their own UG and PG Student prospectus which may be accessed from the respective faculty’s webpage.

General information about news and events at the University can be found at:

sydney.edu.au/news

Accessing University Information

Under the Government Information (Public Access) Act 2009 there are 4 ways to access University information unless there is an overriding public interest against disclosure:

• Mandatory disclosure;
• Proactive disclosure;
• Informal release; and
• Formal access.

Mandatory Disclosure

Section 6 of the GIPA Act requires the University to make publicly available certain information free of charge. The information, termed "open access information", is
detailed in section 18 of the Act. Below are the kinds of information, followed by the relevant links:


Information the University tabled in Parliament: sydney.edu.au/arms/gipa/tabled.shtml

Policy documents: sydney.edu.au/arms/gipa/policies

Disclosure log of access applications: sydney.edu.au/arms/gipa/disclog.shtml

Register of government contracts: sydney.edu.au/arms/gipa/conrep.shtml

Open access information not publicly available – currently none, see:
sydney.edu.au/arms/gipa/notavai.shtml

“Such other government information as may be prescribed by the regulations as open access information.” – currently none.

**Proactive Disclosure**

In addition to the mandatory release of certain government information, the University is authorised under section 7(1) of the GIPA Act to make any information it holds publicly available unless there is an overriding public interest against public disclosure of the information. The University must at intervals of not more than 12 months, review its program for the release of information pursuant to section 7(3) of the GIPA Act.

This **Information Guide** provides links to many of the University’s key information sources.

**Informal Release**

Section 8 of the GIPA Act allows the University to release information held by it to a person in response to an informal request by the person unless there is an overriding public interest against public disclosure of the information under section 8 of the GIPA Act.

The University’s students are able to access their routine student file under this provision. See: sydney.edu.au/arms/privacy/stuapp.pdf

In addition, staff are able to access their routine staff file. See: sydney.edu.au/arms/privacy/stfapp.pdf

**Formal Access**

Section 9 of the GIPA Act provides that a person who makes an access application has a legally enforceable right to be provided with access to government information in accordance with Part 4 unless there is an overriding public interest against disclosure of
the information. The application must be made in accordance with section 41 of the GIPA Act, meaning it must be a written application accompanied by the relevant fee.

The application fee is $30. The application fee for personal affairs\(^1\) documents includes 20 hours processing time. Any additional time may be charged at $30 per hour if no reduction is applicable. The application fee for non-personal information includes two hours processing time, after that there is an hourly processing charge of $30, assuming no reduction in fees. Processing fees cover time for locating the information, decision-making, consultation where necessary and any copying. Reductions of 50% in the processing charges are available as set out in the application form.

Details, including an application form, can be found at:
sydney.edu.au/arms/gipa/index.shtml

The Office of the Information Commissioner has produced a Fact Sheet on fees and charges under the Act: www.ipc.nsw.gov.au/privacy/ipc_resources/ipc_factsheets.html

\(^1\) The University encourages such applications to be made under the Privacy and Personal Information Protection Act, which have no cost. See: sydney.edu.au/arms/privacy/forms.shtml