



THE UNIVERSITY OF
SYDNEY

Information Guide 2021

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Background

This is the University's information guide as required by section 20 of the *Government Information (Public Access) Act 2009* ("the GIPA Act").

This Information Guide was adopted by Richard Fisher, General Counsel, on 1 July 2021

Structure and Functions

About the University

The University of Sydney was established by the [Sydney University Act 1850](#).

Information about the history of the University is available on the [Our Story](#) pages of the University website.

The University's campuses and teaching and research locations are listed on the University [campus locations](#) webpage. Campus maps are available on the [Campus maps](#) webpage.

Functions

The functions of the University are prescribed in the [University of Sydney Act 1989](#) ("the Act").

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.

The principal functions of the University for the promotion of its object are set out in section 6(2) of the Act as follows:

- 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 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.

The University has other functions set out in section 6(3) of the Act:

- 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.

Organisational Structure and University Governance

Organisation Chart

The University is a body corporate under the name of The University of Sydney. The [current organisation chart](#) can be accessed through the University's website.

Further information on the structure of the University, including portfolios of responsibility, faculties, centres, international and local partnerships, and campuses, can be accessed through the [About Us](#) tab on the University's website.

The Senate

The Senate is the governing authority of the University of Sydney and has the functions conferred or imposed on it by or under the Act. The statutory powers and responsibilities of Senate are defined by [section 16](#) of the Act.

Further details of the Senate and its committees can be found on the [Senate and its Committees](#) webpages.

The Chancellor

The Chancellor is elected by Senate for a four-year term of office. The statutory powers and responsibilities of the Chancellor are defined by [section 10](#) of the Act.

Further details about the Chancellor and her role can be found on the [Chancellor](#) webpage

Academic Board

The Academic Board is established by [section 15](#) of the Act. The structure and role of the Academic Board are prescribed by [clause 49 of the University of Sydney By-law 1999](#).

Further details about the Academic Board can be found on the [Academic Board](#) webpage.

The Vice-Chancellor and Principal

The Vice-Chancellor is the University's principal executive officer. The Vice-Chancellor leads the University and determines its overall direction in consultation with the Senate, the University Executive and Academic Board. The statutory powers and responsibilities of the Vice-Chancellor are defined by [section 12](#) of the Act.

Further details about the Vice-Chancellor and their role can be found on the [Vice-Chancellor and Principal](#) webpage.

Senior Leadership Team

The University's senior leadership team contributes to decision-making across the University on strategy, management, administration and related policy. Led by the Vice-Chancellor, each member of our leadership team furthers the development of the University through the management of a specific portfolio.

Further details about the senior leadership team can be found on the [senior leadership team](#) webpage.

The University and the public

The University impacts on members of the public through the opportunities it offers for higher education, short and professional development courses and undertaking research. There is a section of the University's website devoted to [public engagement](#) and collaboration with the University .

Opportunities exist for public participation in policy formulation through appointment to bodies and associated organisations which contribute to the University's affairs, including the University Senate, [Alumni Council](#) and various foundations and subsidiaries or joint ventures. At Senate meetings, members of the University Community or other observers may be present for the consideration of non-confidential items.

Members of the public, groups or organisations are also able to provide input by contacting the University with submissions, proposals or suggestions on any matters pertaining to the functions of the University.

Enquiries or comments can be made to the University on 1800 063 487 (free call 24 hours) or by email info.centre@sydney.edu.au or through the [Contacts page](#).

The University is a cultural and educational hub, but is also part of the local communities and surrounding suburbs. Its gardens and public spaces and, subject to any necessary COVID_19 restrictions, its cultural and recreational facilities are open to all visitors and local residents.

The University's [museums, theatres and galleries](#), host lectures, talks, exhibitions and performances and provide opportunities for the public to be involved..

The new [Chau Chak Wing Museum](#) unites the University's Nicholson, Macleay and University Art collections under one roof, with new research facilities, engaging programs for the public and learning opportunities for students. Members of the public may also contribute to the collections and creation of exhibitions, and through donation to the University.

The University has programs contributing to a more [sustainable future](#) including a community garden, focusing on growing sustainable produce.

Further information is available in the [Visit the University](#) page on the University's website.

The University provides live or online music performances open to the public on its campuses including [Carillion and Great Hall Organ](#) recitals and [musical events](#) at the Sydney Conservatorium of Music.

The [Centre for Continuing Education](#) provides short courses to the public on wide variety of subjects. The [Sydney Ideas](#) program provides a lecture program, some free of charge, to the public. Many of the sessions are via Zoom, or videoed or podcast.

The University's libraries are also open to for browsing by the public and membership cards can be requested through the [Library's website](#).

Information held by the University

The University is required to keep full and accurate records of its business activities. It holds records of its teaching and research functions and associated governance and administrative activities. The records deal with matters such as:

- Approvals for courses of study and curricula
- Staff appointments
- Student admission and progression
- Examination and assessment
- Quality assurance and professional development
- Course delivery
- Fellowships and scholarships
- Donations
- Research administration and data
- Intellectual property administration and management
- Research centres
- Student and staff support
- Student and staff discipline
- Convocation
- Operation of faculties and other business units
- University governance
- Policies, strategies and plans
- University infrastructure.

Making information publicly available

The University makes information publicly available in the following ways:

Open Access Information & Proactively Released Information

(accessible free of charge on the [website](#))

- This *Information Guide*
- Information about the University contained in any document [tabled in Parliament](#) by or on behalf of the University other than any document tabled by order of either House of Parliament
- The following University information (in alphabetical order):

[Academic Board Agenda and Minutes](#)

[Annual Reports](#)

[Archives](#)

[Calendar](#)

[Contracts register](#)

[Current open tenders](#) (access requires registration which is free of charge)

[Delegations of authority](#)

[Disclosure log](#)

[Faculty Handbooks](#)

[Heritage Register](#) (available on the NSW Office of Environment and Heritage website)

[Information about University research](#)

[Information for current students](#)
[Information for prospective students](#)
[Information published on the University website](#) (excluding the University intranet)
[Leadership and organisational structure](#)
[Policy Register and policies](#)
[Publicly available research data in the e-Scholarship Repository](#)
[Strategic Plan](#)
[University Act](#)
[University By-Law](#)
[University Rules](#)

The University releases an extensive amount of information into the public domain about its research. Much of this is [summarised on the University website](#), with relevant contact details for people to request additional information.

The University also proactively makes available very large amounts of data that are used as inputs to University research. These are made available to the public through the University's [research data repositories](#).

Information Available through Informal Release

The University will generally provide the following types of information in response to an informal request, without the need make a formal access application under the GIPA Act:

- documents that have already been made public in some other way
- other reasonable requests for information, which are not excessive, and the release of which would not require third party consultation or raise concerns in terms of public interest considerations against disclosure. Current staff and enrolled students may request access to their routine files without the need for a formal access application

This form of release may require a fee or an application form. Information may be released with deletions, released subject to reasonable conditions, or released in a preferred form. There may be fees for accessing some information, photocopying and for documents available for sale to the public. Details of fees are available on the University's website in relation to those services to which they apply.

Information Available through Formal Access Applications

(fees apply)

In some circumstances, access to information will require a formal application under relevant laws. The public has a right to access information in this way unless there is an overriding public interest against its disclosure.

Further information on how to make a formal access application (including information on fees), or to contact the University's Right to Information Officer, can be accessed through the University's [Right to Information website](#).

Information regarding access to government information may also be obtained from the NSW [Information and Privacy Commission](#), or phone: 1 800 472 679.