



UNIVERSITY
OF WOLLONGONG
AUSTRALIA



AGENCY INFORMATION GUIDE

Prepared in accordance with Section 20 of the *Government Information (Public Access) Act 2009*
(NSW)



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INTRODUCTION TO THE AGENCY INFORMATION GUIDE

This Agency Information Guide is produced pursuant to Section 20 of the *Government Information (Public Access) Act 2009* (“GIPA Act”) and contains details of the University of Wollongong’s (“UOW”) structure and functions, access to and availability of information.

The University of Wollongong has a comprehensive website which facilitates open access to information. All relevant information and documents can be found at the University’s website address <http://www.uow.edu.au>.

All information outlined in this Agency Information Guide can be downloaded free of charge from our website. Alternatively, you may contact the Manager, Information Compliance on (02) 4221 4368 or email gipa-enquiry@uow.edu.au to request a hardcopy (a fee may apply).

STRUCTURE AND FUNCTIONS OF UOW

About UOW

The object of UOW is the promotion, within the limits of UOW’s resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

Visit UOW’s website ‘[About UOW](#)’ for details on UOW’s history, vision, global connections, planning and governance and statistics.

Organisational Structure

UOW’s [organisational structure](#) provides information on UOW’s roles and functions by clicking on the relevant area within the organisational structure.

Details of senior university officers can also be found on the ‘[Leadership](#)’ section of the UOW website.

Controlled Entities

Information relating to UOW’s controlled entities can be found at the following sites:

UOW Global Enterprises at: <http://www.uowenterprises.com.au/>

UOW Pulse at: <https://pulse.uow.edu.au/>

Engagement

Details of UOW’s strong engagement with its community and business, both locally and internationally, can be found on our website. Find out the latest news on UOW Partnerships, International research, education and business, as well as connecting with our communities on our [Community members](#) page.

Services and Facilities

UOW offers a wide range of [services and facilities](#) for staff, students and members of the public.

Contact Directory and other UOW Directories

Contact information for UOW, including its staff directory and various location maps can be found on UOW’s [Contacts](#) page. This page also provides a list of UOW’s other directories such as the Events Calendar, the Campus Map and UOW’s Policy Directory.



GOVERNANCE

Legislation

UOW was established under various Acts, the latest of which is the *University of Wollongong Act 1989* (NSW) and provides for its governance. There are a number of other legislative instruments specific to UOW's operation.

Information about specific legislative instruments can be found at:

<https://www.uow.edu.au/about/governance/legislation/>.

Council and its Committees

Under the *University of Wollongong Act 1989* (NSW), Council is UOW's governing authority. The University Council acts for and on behalf of UOW and is responsible for the control and management of UOW's affairs.

The University Council has established a number of Committees which perform specific functions, consider detailed issues and make recommendations to Council. Under the University of Wollongong Act, Council can delegate all but its power of delegation. The two major Council Committees are the Finance & Resources Committee and the Risk, Audit and Compliance Committee. The Academic Senate is the peak body for advising the University Council and the Vice-Chancellor on academic matters and broad issues which affect UOW's academic excellence.

Information on the roles and functions of the University Council and its Committees can be found on UOW's Governance pages at <https://www.uow.edu.au/about/governance/governance-structure/>

Council meetings are open to members of the UOW community on request. Council Meeting Summaries can be found at the following site:

<https://www.uow.edu.au/about/governance/governance-structure/university-council/>

Other Committees

Details of UOW's Governance Structure including the UOW Committee Structure Diagram and other UOW Committees can be found at: <https://www.uow.edu.au/about/governance/governance-structure/>

UOW Policies

For the purpose of this guide, UOW's policy documents include all documents which have a bearing on UOW affairs and which contain:

- interpretations, rules, guidelines, statements of policy, practices or precedents;
- particulars of any administrative scheme;
- manner of administration of any legislative instrument or administrative scheme; or
- procedures for investigation of any contravention of any legislative instrument or administrative scheme.

These policies affect the rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject.

A complete list of all UOW policy documents is located on the [Policy Directory](#) at the UOW website.

[Draft policy documents](#) which are under review or development are published on the web for information and consultation purposes. Members of the public are able to provide comments on draft policies prior to their approval.



Official Publications

All of UOW's key publications, policy documents and organisational information are available electronically, free of charge to the public, via UOW's website and include:

- University Council Handbook
- University Strategic Plan
- Annual Report
- University Policy Documents
- University Course Handbook
- Student Guide and Prospectus
- Application Forms

The [UOW Archives](#) site holds a large range of records documenting UOW's corporate, academic and social history.

Public Participation

Opportunities exist for staff, students and members of the community to participate in all facets of the governance of UOW through its Council, Committees and forums.

Apart from the formal structures for participation in decision-making, UOW is always pleased to receive petitions, submissions, proposals or suggestions on any matters pertaining to the functions of UOW from individuals, groups or organisations.

UOW also has an extensive program of surveys for staff, students and the community to gain feedback in relation to its functions and activities. Visit UOW's Statistics portal <https://www.uow.edu.au/about/reputation/statistics/> for further information.

UOW Records

UOW is required to comply with the *State Records Act 1998* (NSW) in the creation, management and protection of its records.

Records exist in relation to UOW's business activities and include the functions of individual units, schools, departments, institutes, centres, faculties and divisions. They include information relating to administrative activities, staff, students, courses, grants, research, employment and training.

Personal information and health information is managed by UOW in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW), the *Health Records and Information Privacy Act 2002* (NSW) and other relevant legislation.

UOW does not provide third party access to an individual's personal information without the knowledge or permission of the individual concerned, unless there is a legal requirement to do so, or an exemption under the Privacy laws applies.

WAYS OF ACCESSING GOVERNMENT INFORMATION

Under the *Government Information (Public Access) Act 2009* ('GIPA Act'), there are four ways that the public may access government information, unless there is an overriding public interest against disclosure. These include:

- Mandatory Disclosure
- Proactive Release
- Informal Release



- Formal Access

Visit UOW's [Access to Information](#) site for further information.

Mandatory Disclosure

UOW is required to publish 'open access information'. This information comprises:

- Information about UOW's structures and functions;
- Policy documents;
- General details of unpublished open access information (information that UOW cannot publish because it would be against the public interest);
- Agency Information Guide;
- Disclosure Log;
- Register of UOW Contracts
- Annual Reports.

Visit UOW's Open Access Information section on the [Access to Information](#) site for further information.

Proactive Release

UOW is authorised to make information publicly available unless there is an overriding public interest against disclosure. UOW publishes a range of information that may be of interest to the public on its website.

Informal Release

Where information can be readily provided by UOW, such as responding to requests for an individual's own personal or health information, there is no need to formally apply for that information under the GIPA Act. If records are required other than those in the Agency Information Guide or on the website, you should contact UOW.

Formal Access

Information that is not readily available and cannot be accessed through an informal request, will require a formal application to be lodged with UOW's Manager, Information Compliance.

Visit UOW's [Access to Information](#) page for full details.

Right to Information Officers

Right to Information Officers ("RIOs") are staff members who have been given authority and responsibility by the Vice Chancellor to meet UOW's obligations under the *Government Information (Public Access) Act 2009* ("GIPA Act"). UOW's RIOs are located in the Governance and Legal Division.

The Office of the Information and Privacy Commissioner (IPC)

The NSW Information and Privacy Commission (IPC) is an independent statutory authority that champions privacy and information rights.

The IPC brings together two functions:

- right to government information functions, in particular, oversight of the operation of the *Government Information (Public Access) Act 2009* and review of decisions made by agencies and ministers under that Act; and
- privacy functions, conferred by the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.



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The Information Commissioner is responsible for promoting public awareness and understanding of the new right to information law, and providing information, support, advice, assistance and training to agencies and the general public.

Visit the [Information and Privacy Commission](#) website for further information.

OUR CONTACT DETAILS

Access to Personal Records

Members of staff who wish to obtain access to their personal staff records should contact the University's HR Division via the HR Helpdesk.

Students who wish to obtain access to their personal student records should contact Student Central on 1300 275 869 or email askuow@uow.edu.au.

Manager, Information Compliance

The Manager, Information Compliance is the designated representative of UOW who manages access to UOW information under the *Government Information (Public Access) Act 2009* ("GIPA Act"). Any requests or enquires can be made during office hours (Monday to Friday, 9.00 am to 5.00 pm) to:

Manager, Information Compliance
Legal Services Unit
Building 22, Room 103
University of Wollongong NSW 2522

Telephone: (02) 4221 4368
Email: gipa-enquiry@uow.edu.au

General Enquiries

UOW welcomes enquiries from the public. Please direct all general enquiries:

By mail:
University of Wollongong
NSW 2522
By telephone:
From Australia: (02) 4221 3555
International: +61 2 4221 3555
Via email at:
www.uow.edu.au