Structure and functions

Macquarie University was originally established in 1964 at North Ryde. Macquarie University began as a suburban university located in Northern Sydney. The campus, which is the largest in New South Wales, includes classrooms, computer services, living quarters, and sporting, recreation and leisure facilities. With its location, services and facilities, Macquarie University is a highly sought-after campus. Macquarie University is located within Australia’s premier high-technology precinct and is surrounded by the local headquarters of numerous multinational corporations.

Macquarie University is a multi-campus university spread over two locations in the Sydney metropolitan area: Macquarie City Campus located above Wynyard train station.

The Macquarie University Research Park, located at North Ryde is the first privately funded Research and Development Park on an Australian campus.

Vision and purpose

Macquarie University is about discovery, learning and participation in a borderless world.

We are a dynamic, flexible and engaged university committed to excellence in research, teaching and global citizenship. Macquarie University is on track to becoming one of Australia’s leading research universities. It’s our goal that by 2014 – our 50th anniversary – Macquarie will be among the top eight research universities in Australia and one of the top 200 in the world.

Macquarie’s 126-hectare park-like campus is an ideal setting in which to discover and learn. Our location within the high-technology corridor of Sydney’s northwest enables us to establish close relationships with some of the world’s most successful companies, many of whom are located in the University’s research park, and allows a collaborative approach to research and teaching to ensure Macquarie graduates are highly sought-after and command high starting salaries. It also provides our students with first class internship opportunities with world leading companies from a range of industries.

Our Values

At Macquarie University, our values determine how we behave toward our students, our staff and our community. We are:

Ethical

We are ethical. Ethical behaviour is paramount: our Ethics Framework Project aims to promote a collegial community and to foster a culture within the University that is responsible, respectful and reflective.

Enquiring

We pride ourselves on being enquiring, open to new ideas and new ways of thinking and new ways of ensuring we create a sustainable institution.

Creative

We are creative in our response to opportunities and challenges.

Inclusive

We are inclusive. Inclusiveness is about making the system fairer and providing access to everyone, no matter what their background, who has potential to benefit from higher education.

Agile

We are agile. Agility is our willingness and our ability to be responsive, to listen and act, and not to be bound to traditional approaches where these are no longer relevant to the student of today.

Excellent

We are committed to excellence. This is the standard to which we aspire in everything we do. We are asked to offer our best even when something less may be acceptable to others; and to always uphold the standards relevant to our discipline or practice.

These values are what Macquarie University stands for. We will bring these values to life in everything we do.

What makes Macquarie Different?

We are ambitious. Our ambition is obvious in the range of initiatives we have underway, from a new library, a private hospital, and a new undergraduate curriculum in 2010.

We are contemporary in our outlook, in the way we communicate, in the way our staff and students interact.

We are friendly. Friendliness is an important characteristic in a university. Our academics and professional staff are accessible and informal in their interactions with students.
Key areas

The University is divided into the following areas:

### Macquarie University Council

The University Council is the governing authority of the University under the Macquarie University Act 1989. Under Part 4 of the Act, the Council takes primary responsibility for the control and management of the affairs of the University, and is empowered to make by-laws and rules to give effect to its functions under the Act. With the exceptions of matters reserved to the Council, and those matters that are not delegable under the Macquarie University Act 1989 and Macquarie University By-Law 2005, the Council may also delegate its functions as appropriate.

### Academic Senate

The Academic Senate is the primary academic body of the University. The constitution and functions of the Academic Senate are prescribed in the Macquarie University By-Law 2005, and the Rules of the University. While the Academic Senate is an independent body, it is required to make recommendations to the University Council in relation to matters outside its delegated authority.

### Policy Central

Policy Central is the official University repository for all approved institutional policies, procedures and guidelines. It is a publicly accessible site that provides policy information for students, staff and visitors. It includes details of the University's policy framework, instructions and templates for drafting policies.

### Faculties

- Arts
- Business and Economics
- Human Sciences
- Science

Information held

The Government Information (Public Access) Act 2009 (NSW) (GIPA Act) provides for the public to have right of access to government information. Government information is defined in the Act as meaning 'information contained in a record held by an agency'.

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

Most Macquarie University information is 'open access' information, which is publicly available and free of charge, primarily through the University's website: www.mq.edu.au

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

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 Macquarie University under the State Records Act:


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 Macquarie University Archives. Inquiries should be directed to the contact listed below.

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

Where information falls within the restricted 30-year period, or where it has a closed to the public access direction, an informal request or an access application will be required under the GIPA Act (further details about requesting access to information is provided on page 4).

Contact

Coordinator, University Records Governance Support Unit at rashelp@mq.edu.au

Records

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

### Availability

Access may be available through an informal request or an access application made under the GIPA Act (further details about requesting access to information is provided on page 4).

Contact

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

The Macquarie University Calendar of Events can be found at the main university council website (universitycouncil.mq.edu.au) and contains the Macquarie University, Sydney, Act 1989 (NSW), the student and general Rules of the University, and information on the University’s senior executive, staff and Council and its committees.

The Macquarie University handbooks contain comprehensive information on all courses and units offered by the University.

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

Availability

Official publications are available at: www.mq.edu.au/university/about/reports.html

Hard copies of the handbook and calendar are available from the marketing unit: www.pr.mq.edu.au

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

Copies of the official publications can also be viewed in the Macquarie University Archives: www.mq.edu.au/university/about/reports.html.

Contact

www.mq.edu.au/contact

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 policy central: www.mq.edu.au/university/policy.html

Some planning information, including the University's strategic plan, is available at: www.vc.mq.edu.au/reports.php

Contact

Right to Information Officer at gipa@mq.edu.au

Promotional information

Information relating to promotion of Macquarie University is contained in a range of promotional documents, including Study at Macquarie for undergraduate and postgraduate studies, scholarships, Macquarie International undergraduate and postgraduate guides, Macquarie City Campus publications (www.city.mq.edu.au/guide_sections.html), Quest magazine and the University’s alumni magazine Macquarie Matters.

Availability

Most of this information is available on the University’s websites:

www.mq.edu.au
www.international.edu.au
www.alumni.mq.edu.au

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

Contact

Macquarie University Student Centre
(t) 02 9850 7111
(e) mqinfo@mq.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: universitycouncil.mq.edu.au

Contact

Policy@mq.edu.au
(t) 02 9850 4791 or 02 9850 1088

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 Macquarie University staff are available on the Macquarie University staff directory at: www.mq.edu.au/staff

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

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

Access to another person’s personal information requires an access application under the GIPA Act. The other person’s privacy will be taken into account and, where possible, the individual concerned will be consulted.
Applications to amend personal information considered incomplete, incorrect, out of date or misleading must be made under the Privacy and Personal Information Protection Act. If the University does not agree that the information needs amendment, the applicant is entitled to have a notation added to the record.

Accessing Macquarie University information

Under the GIPA Act, information held by Macquarie University 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 Macquarie University tabled in the NSW Parliament
• open access information not disclosed

This information is available at: disclosure.mq.edu.au

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

Information decided for proactive release will be available at: disclosure.mq.edu.au

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

Applying for access to information

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

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

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

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

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

Macquarie University 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 XX).

Contacts

Right to Information Contact Officer
Dr Neil Fraser
Right to Information Contact Officer Coordinator
Informatics, Macquarie University
Sydney Broadway NSW 2109
(t) 02 9850 1561
(e) gipa@mq.edu.au
Office hours: Monday to Friday 9am – 4pm
disclosure.mq.edu.au

General inquiries

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

Macquarie University
Sydney NSW 2109
(t) 02 9850 7111
www.mq.edu.au/contact