

# Macquarie University

## Agency Information Guide 2023

This Agency Information Guide is produced pursuant to Section 20 of the Government Information (Public Access) Act 2009 (“GIPA Act”) and contains details of Macquarie University’s structure and functions, access to and availability of information. In accordance with the requirements of the Act, it is updated annually. This version was prepared by the GIPA (Right to Information) Officer in August 2023.

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# 1 Structure and functions

Macquarie University was founded in 1964. The University, consisting of Council and Convocation was established by the Macquarie University Act, 1964, which by proclamation commenced on the 12th June of that year.

Beginning as a bold experiment in higher education and built to break from traditions, the University today is recognised internationally and ranks in the top two per cent of universities in the world. The University works with many partners and has a long history of collaboration and engagement with communities, government, and organisations. Macquarie University's website facilitates open access to information.

In 2022, Macquarie University's main campus in Macquarie Park adopted a new name – Wallumattagal Campus – to recognise the Traditional Custodians of the land on which the University is situated, the Wallumattagal Clan of the Dharug Nation.

The name change recognises that First Nations peoples have a spiritual, social, cultural and economic relationship with their traditional lands and waters – and acknowledges their contribution to sustaining our local environments, education and culture for thousands of years.

It builds upon mutually respectful relationships with Aboriginal and Torres Strait Islander Communities and is one of a number of significant measures undertaken under the [Macquarie University Indigenous Strategy 2016–2025](#).

## 1.1 Organisational structure

Current information about the [University's organisational structure](#) is available on the website. Information about the University's controlled entities forms part of the [Annual Reports](#).

Further information about the Macquarie University Executive Group officers can be accessed [here](#). Macquarie University has a long history of collaboration and partnership with government, business, educational institutions and communities. More information about [partnerships](#), national and international, can be found on the website.

### 1.1.1 Macquarie University Council

The University Council is the governing authority of the University under the [Macquarie University Act 1989](#) and [Macquarie University By-Law 2005](#). 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.

On the University Council web pages you will find the [profiles of the members](#) of Council, information on the committees of council and the committees reporting to council, meetings of Council, appointments and elections, and the [2023 - 2025 Calendar of Governance pdf](#). The University Council welcomes comments from the University Community on all aspects of the governance of the University. [Digests of Council](#) meetings are posted on the web and digests of previous years are available back to 2021.

### 1.1.2 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. The administration of the business of Academic Senate is conducted by Governance Services as part of the Office of General Counsel.

You can access information regarding membership, committees and procedures of Senate via the [Welcome to the University's principal academic body](#) web site. Meeting agendas and minutes are available from these pages, as are relevant [resources and papers](#).

### 1.1.3 Executive Group

The Executive is the principal decision-making body for all significant matters of University strategy, management, administration and related policy. The Executive are bound by the [Executive Group Charter](#). Individual Executive members are responsible for specific portfolios, as described in the [Macquarie University organisation chart](#). Our Portfolios and Offices enable the University to adapt and innovate, undertake principal research, and advance our educational offerings and are detailed [here](#).

### 1.1.4 MQU Policies

[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. Policies, procedures, guidelines, or rules of the University that are not published in Policy Central have no authority. The Enquiries Contact listed in the Status and Details tab at the top of each document is your first point of contact for queries about a specific document. If you need general policy assistance, please contact the Policy team in Governance Services [policy@mq.edu.au](mailto:policy@mq.edu.au).

### 1.1.5 Faculties and departments

The University has five faculties, each with a number of departments and headed by an Executive Dean.

Current information about the [faculty structure](#) is available on the website. Further information about the Executive Deans can be accessed at –

- [Executive Dean, Macquarie Business School,](#)
- [Executive Dean, Faculty of Arts,](#)
- [Executive Dean, Faculty of Science and Engineering,](#)
- [Executive Dean of the Faculty of Medicine and Health and Human Sciences,](#)

The Macquarie University [strategic research framework](#) was developed to guide our research trajectory from 2015-2024 and into the future. It identifies five strategic research priorities. Within each priority area, there are several [Research centres, groups and facilities](#).

### 1.1.6 Functions

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 Macquarie University are those set out in the Act

- (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 the Macquarie University Act 1989, and that are sufficient to ensure the integrity of the University's academic programs.

## 2 The University and the public

Opportunities for members of the public to participate in the exercise of these functions include -

- Appointment to Senate, Council, and other bodies responsible for policy, and
- Approaching the Chair of the relevant committee that is responsible for policy formulation or change.

Any member of the public is welcome to provide input by contacting the University in relation to functions with which they may have a concern.

Macquarie University's pioneering approach is built around a connected learning community. Our students are partners and co-creators in their learning experience. Many of our degrees are designed in collaboration with industry.

Macquarie University is an open campus with educational and cultural programs that are attended by members of the public. It fosters connections with the local communities and surrounding suburbs. Its gardens and public spaces, cultural and recreational facilities are open to all visitors and local residents.

Each year there is a range of events to engage the broader community. Social media is increasingly utilised to release information about such activities and to share stories and information about what is happening on campus.

The University's theatres and galleries, including the Macquarie University Art Gallery, the Macquarie University History Museum, Lighthouse Theatre and the Macquarie Theatre, host lectures, talks, exhibitions and performances. The University's Museums house permanent collections and provide a changing program of free exhibitions.

### 3 How the University makes information available to the public

Macquarie 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 such matters as:

- Approvals for courses of study and curricula
- Staff appointments
- Student admission and progression
- Examination and assessment
- Higher Degree candidature and thesis examination
- 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
- University infrastructure

This information is located in the Records and Archives Office and in other administrative units.

The University will meet reasonable requests for access to records without the need for a formal application under the GIPA Act. Formal applications should be used as a last resort after the informal avenues have been tried. For enquiries and requests regarding University records and archives, you may phone the Records and Archives Manager, 02 9850 7362 or contact the Right to Information Officer at [gipa@mq.edu.au](mailto:gipa@mq.edu.au).

If you are considering a formal application, you can contact the Right to Information officer to determine if the information can be released ([gipa@mq.edu.au](mailto:gipa@mq.edu.au)). Note that in certain cases, an access application fee is payable, and additional processing charges may be payable as set out in the [NSW IPC Fact Sheet](#) on GIPA Act Fees and Charges.

Personal and health information is managed in accordance with [Macquarie University's Management Plan March 2022](#) and its obligations under the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and the Information Privacy Act 2002 (NSW). The University does not charge an individual who makes a request to access only their own personal information.

#### 3.1 Proactive release

Where practical, official information is proactively released. This includes strategies, reports, prospectuses, guides, and academic, employment, training and health information.

Much of this information is freely and openly available on the University's website, for example:

- The University's Strategic Plan [Our University: A Framing of Futures](#)
- [University Annual Report](#)
- [University Handbook](#)
- List of the University's [Policies](#)
- [The Controlled Entities Policy](#)
- The MQU [Glossary](#)
- [The Macquarie University Ethics Statement - Endorsed by University Council](#)
- [Staff Code of Conduct](#)
- [Student conduct and the MQ community](#)
- [The Student Code of Conduct](#)
- [Professional and Community Engagement \(PACE\)](#) and [Alumni](#) programs
- [Macquarie University Code for the Responsible Conduct of Research](#)
- Macquarie University celebrated its 40<sup>th</sup> anniversary in 2004.
- Macquarie University celebrated its 50<sup>th</sup> anniversary in 2014 and reports of the activities during the Jubilee Year are available at this [Macquarie Matters page](#)
- Macquarie University will celebrate its 60th anniversary in 2024.
- [The Lighthouse](#) is Macquarie University's showcase of world-changing research news, expert comment and data-backed opinion.
- The [Graduate Register Search engine](#) includes all Macquarie University awards conferred from year 2002 onwards. The graduate registers between 1970 - 2001 are located at [Graduate Register \(pre-2002\) Search](#).
- Information for International Students can be found [here](#).

You are welcome to use the contact information at the foot of many of the University's web pages to directly enquire about related information. If you are unable to find or access the information you are seeking through the website, the Right to Information Officer is able to assist you.

The [Contacts page](#) has a set of communication options for you.

### 3.2 Informal release

As outlined above, wherever possible information will be made available as quickly as possible without you having to make a formal request. You can email [gipa@mq.edu.au](mailto:gipa@mq.edu.au) with details of your request that can then be assessed as to whether an informal request for information is possible. This form of release does not require a fee, although there may be charges for photocopying or for documents that are for sale to the public. Information may be released with deletions. In deciding whether information can be released, the Right to Information (GIPA) officers will apply the [public interest test](#).

### 3.3 Formal release

A [formal application](#) under relevant laws may be required when information is not readily available and can't be provided informally. A fee of \$30 applies and in certain cases the University may add processing charges. The application will be deemed invalid until the fee is paid.

The public has a right to access information in this way unless there is an overriding public interest against disclosure. The GIPA office is responsible for deciding whether the information requested will be made available. The GIPA Act gives more information about how such decisions are made.

Applicants and those consulted as third parties have the right to seek a review of the University's decision. The [Information and Privacy Commission NSW \(IPC\)](https://www.ipc.nsw.gov.au) website at [ipc.nsw.gov.au](https://www.ipc.nsw.gov.au) has further information regarding access to government information and your [rights to a review](#).

### 3.4 Mandatory release

In addition to this Agency Information Guide, the GIPA Office is required to release other information

- policy documents [Policy Central](#)
- [Disclosure Log](#)
- [Register of contracts](#) valued at greater than \$150,000 and with private entities

## 4 Our contact details

### 4.1 General Enquiries

Macquarie University welcomes enquiries from the public.

#### **By mail:**

Macquarie University

Wallumattagal Campus

(street addresss, Bldg. name, & Room number are important requirements please verify)

Macquarie Park NSW 2109

#### **By phone:**

+61 2 9850 7111 (Macquarie University switchboard)

+61 2 9850 6410 (Macquarie University – Service Connect)

+61 2 9850 6767 (Future students)

#### **Ask a question:**

The [AskMQ](#) web page has a message of the day, answers to common questions, and a facility to ask questions based on a keyword search.

#### **Campus locations:**

Our Campus Locations: <https://www.mq.edu.au/about/locations>

#### **Live Chat:**

[Service Connect](#) is your first point of contact on campus for any queries

Live Chat is found in the bottom right corner of the above page during business hours.

**MQ Care:**

Macquarie University students also have access to immediate support and assistance 24 hours a day, 7 days a week, by calling 1800 MQ CARE (1800 22 7367).

## 4.2 GIPA Enquiries

**Mail:** Right to Information Officer Macquarie University NSW 2109

**Email:** [gipa@mq.edu.au](mailto:gipa@mq.edu.au)

**Phone:** +61 2 9850 7362