Macquarie University
Agency Information Guide 2018

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 January 2018.

Table of Contents
1 Structure and functions ................................................................. 2
  1.1 Organisational structure ...................................................... 2
    1.1.1 Macquarie University Council ....................................... 2
    1.1.2 Academic Senate ......................................................... 2
    1.1.3 Executive Group .......................................................... 3
    1.1.4 MU Policies ................................................................. 3
    1.1.5 Faculties and departments ............................................ 3
  1.2 Functions .................................................................................. 3
2 The University and the public ...................................................... 4
3 How the University makes information available to the public ......... 4
  3.1 Proactive release ................................................................. 5
  3.2 Informal release .................................................................... 6
  3.3 Formal release ....................................................................... 6
  3.4 Mandatory release ............................................................... 6
4 Our contact details ...................................................................... 7
  4.1 General Enquiries .............................................................. 7
  4.2 GIPA Enquiries ................................................................. 7
1 Structure and functions

Macquarie University was founded in 1964. 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.

1.1 Organisational structure

Current information about the University’s organisational structure is available on the website. The organisational chart lists the major controlled entities.

Further information about senior University 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 Calendar of Governance, Legislation and Rules.

The University Council welcomes comment from the University Community on all aspects of the governance of the University. The Minutes of Council meetings are posted on the web and minutes of previous years are available back to 2011.

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 the Office of Deputy Vice-Chancellor (Academic) and Registrar.

You can access information regarding membership, committees and procedures of Senate via the Welcome to Academic Senate 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.

1.1.4 MU 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.

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 here.

The Macquarie University Strategic Research Framework 2015 – 2024: World-Leading Research; World-Changing Impact guides Macquarie University’s research trajectory over the decade 2015 – 2024. It identifies five strategic research priorities. Within each priority area, there are several Research Centres.

1.2 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
- 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 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 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). Note that in certain cases, an access application fee is payable, and additional processing charges may be payable as set out in the Fact Sheet on GIPA Act Fees and Charges (http://www.ipc.nsw.gov.au/gipa-act-fees-and-charges-o).

Personal and health information is managed in accordance with the University’s Privacy Management Plan 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 Student Handbook
- Macquarie University Calendar of Governance, Legislation and Rules
- List of the University’s Policies
- Staff Code of Conduct
- PACE and Alumni programs
- Macquarie University Jubilee Hub, a digital platform created by the University in 2014 to celebrate its 50th year, and to help its community share stories highlighting Macquarie’s unique history
- 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.

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 MQ Contact us page has a set of phone numbers and a search facility for frequently asked questions.

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.

Details of how to make an informal request for information that is not publicly available can be found here. 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 NSW Information and Privacy Commission website at 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
NSW, 2109, Australia

By phone: +61 2 9850 7111

Website enquiries form: https://ask.mq.edu.au/question.php

4.2 GIPA Enquiries

Mail: Right to Information Officer
Macquarie University NSW 2109

Email: gipa@mq.edu.au
Phone: +61 2 9850 4259