



Information Statement

(Freedom of Information Act 1991)

Introduction

This Information Statement is a requirement under Section 9 of the *Freedom of Information Act 1991* (SA).

University Structure

The University of Adelaide was established by Act of Parliament in 1874 and operates in accordance with the *University of Adelaide Act 1971* (SA).

The Act designates the Council as the governing body of the University with the following as its primary responsibilities:

- a) *appointing the Vice-Chancellor as the chief executive officer of the University, and monitoring his or her performance;*
- b) *approving the mission and strategic direction of the University, as well as the annual budget and business plan;*
- c) *overseeing and reviewing the management of the University, and its performance;*
- d) *establishing policy and procedural principles, consistent with legal requirements and community expectations;*
- e) *approving and monitoring systems of control and accountability, including general overview of any entities controlled by the University (within the meaning of section 50AA of the Corporations Act 2001);*
- f) *overseeing and monitoring the assessment and management of risk across the University, including commercial undertakings;*
- g) *overseeing and monitoring the academic activities of the University;*
- h) *approving significant commercial activities of the University.*

The Vice-Chancellor and President is the principal academic and chief executive officer of the University and is responsible to the Council for the academic standards, management and administration of the University.

There are four senior managers responsible for administering particular portfolios: the Provost; Deputy Vice-Chancellor and Vice-President (Academic); Deputy Vice-Chancellor and Vice-President (Research); and Chief Operating Officer (University Operations).

The academic functions of the University are organised into five faculties: the Faculty of Engineering, Computer and Mathematical Sciences; Faculty of Health and Medical Sciences; Faculty of Arts; Faculty of the Professions; and Faculty of Sciences.

University Functions and Their Effect

In line with section 4A of the *University of Adelaide Act*, the object of the University of Adelaide is '*the advancement of learning and knowledge, including the provision of university education*'. Its functions are to deliver education; to encourage and undertake research; and to engage with the community.

The University's functions affect members of the public through the processes of admission to and delivery of its programs; assessment of its students; the performance of fundamental and applied research; and the application of these for the advancement of the wider community.

The University also:

- conducts courses for organisations and individuals to meet their business, professional and personal development objectives
- conducts vacation courses for senior secondary school students
- allows public access to facilities such as the library, grounds, conference rooms, sporting and child care services
- presents music and drama productions that are open to the public
- conducts Open Days for potential students and interested members of the public
- holds tours of the University
- operates numerous volunteer programmes

Public Participation in Decision Making

Provision is made for the University's students, staff and members of the wider community to be involved in the decision-making processes of the University by participating in a range of committees on which there are elected representatives.

The constitution of the Council also allows for seven appointed members who are recommended by the Council Selection Committee. Many committees have membership categories for persons external to the University.

Students of the University are able to participate in its operation through involvement in a range of committees at all levels, including the Council.

Members of the public can write to the Vice-Chancellor and President and raise any issue or concerns about university policy or administration.

Documents Held by the University

The University of Adelaide holds a variety of records relating to its functions. These include:

- student records
- staff records
- statistics
- correspondence
- minutes and agendas
- financial records
- policies and procedures
- administrative records
- reports
- publications

Records of the University are held in the central administration, divisions, schools, units and centres. Some of this information is not held permanently and retention periods are determined by the University's records disposal schedules.

A large amount of information and documents are publicly available for free from the University's web site that can be accessed at www.adelaide.edu.au. The University's policies are listed on the University's Policy Directory at www.adelaide.edu.au/policies. The majority of policies are publicly accessible on the website. For those policies that are not publicly accessible, requests to inspect the documents during regular business hours may be made to the Council Secretary.

Historical documents are stored in the University Archives and the Barr Smith Library holds copies of formal university publications. Many University Corporate publications, including the University Calendar, are available online: www.adelaide.edu.au/publications.

Accessing and Amending University Records

Most information within the University can be obtained by contacting the area responsible for the activity in which you are interested. Alternatively, inquiries can be made to the FOI Officer who will assist in determining if the request will require a formal FOI application.

Students and staff of the University may access their personal records in accordance with the University's Privacy Policy which is available online at www.adelaide.edu.au/policies/62/

In most instances, access to records containing personal details will only be granted to the individual to whom the records relate. A person has the right to apply for amendment of the person's personal information in a document held by the University if the person believes the information is inaccurate, incomplete, out-of-date or misleading.

Applications made under the FOI Act must:

- be in writing, giving enough information to enable the requested documents to be identified
- include an address at which you can be contacted in Australia
- indicate the type of access being sought eg. inspection of a document or a copy of the document
- be accompanied by the appropriate application fee.

Processing charges may also apply. There are provisions in the Act for all fees to be waived for concession card holders or if financial hardship can be demonstrated to the satisfaction of the University.

Assistance with any of these matters can also be obtained by contacting the FOI Officer from 9.00am to 5.00pm on weekdays at:

Freedom of Information Officer
Legal and Risk Branch
University of Adelaide SA 5005
Tel: 08 8313 5804 or Email: foi@adelaide.edu.au