

PUBLICATION GUIDE – UNIVERSITY OF NEW ENGLAND
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1. Structure and functions of UNE

UNE is a statutory body established under the *University of New England Act 1993* (NSW). An organisational chart of UNE can be found at <http://www.une.edu.au/vc/vcoffice/orgchart.pdf>. There is a hierarchy of information that prescribes how UNE is governed and managed:

- Legislation – *University of New England Act 1993* (NSW) No 68 as updated 24 November 2005; *Higher Education Support Act 2003* (Commonwealth).
- By-Laws – made under authority of the *University of New England Act 1993* (NSW) and approved by the Governor of NSW.
- Rules – power is given by the Act/By Laws to the UNE Council to make rules, and to empower the Vice-Chancellor to make rules (a rule is an instrument of governance).
- Policies – policies are made in respect of matters that are within the powers under which rules are made. The Council has outlined the matters on which it retains authority and outlined the powers of the Vice-Chancellor to establish policies. A policy is a formal statement outlining how a matter is to be administered and/or regulated.
- Management plans – describe how a matter or a policy is to be arranged and/or managed, and are made by a director or a senior executive and approved by the supervisor of that office.
- Guidelines – are generally shorter documents that explain how a policy is to be enacted, and are made by a director or a senior executive and approved by that office’s supervisor.
- Operating procedures – describe how a matter (which need not be a policy) is to be administered. These are made by a director or a senior executive and approved by that office’s supervisor.

As stated in section 6 of the *University of New England Act 1993* (NSW), the object of UNE 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. To achieve this object, UNE has the following principal functions:

- (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; and
- (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 this subsection, and that are sufficient to ensure the integrity of the University's academic programs.

Other functions are that UNE:

- (a) may exercise commercial functions comprising the commercial exploitation or development, for UNE's benefit, of any facility, resource or property of UNE or in which UNE has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others;
- (b) may develop and provide cultural, sporting, professional, technical and vocational services to the community;
- (c) has such general and ancillary functions as may be necessary or convenient for enabling or assisting UNE to promote the object and interests of UNE, or as may complement or be incidental to the promotion of the object and interests of UNE; and
- (d) has such other functions as are conferred or imposed on it by or under this or any other Act.

The functions of UNE may be exercised within or outside the State, including outside Australia.

2 How UNE's functions affect the public

UNE affects the public through its major functions such as the conferring of degrees, enrolment of students, employment of staff, the promotion of research and its involvement in the general community.

The public is defined here as the staff and students (past, present and future) of UNE, along with those people who have previously or who are presently serving on committees and any interested members of the community.

3 How the public may participate in UNE's policy development

Any member of the public can influence UNE's policy development by:

- (a) becoming a member of the relevant committee that is responsible for policy formulation and change; or
- (b) approaching the Chair of the relevant committee and through them seeking to change policy; or
- (c) applying to the Vice-Chancellor in writing, requesting that a certain matter be raised or a policy be changed.

Members of the University community may attend the open sessions of the meetings of Council as observers. Currently the Council has established the Standing Committee, Audit and Risk Committee, Finance Committee, Honorary Degrees, Titles and Tributes Committee, Infrastructure Committee, Investment Committee, Nominations Committee, Remuneration Committee and Tender Committee.

4 Kinds of information UNE holds

Information held by UNE is located primarily in the Records Management Office and also in central administration, faculties and schools. Much of this information may be accessed through UNE's home web page free of charge at <http://www.une.edu.au/> and most UNE policies are available via the policy web page at <http://www.une.edu.au/rmo/policies/>. UNE information includes:

- (a) University-wide plans such as the *2007-2010 Strategic Plan*;
- (b) Policies relating to areas such as academic governance, research, consulting and outside earnings, equity, the library, human resources, information technology and communications, finance, facilities management, risk management and Freedom of Information;
- (c) Minutes and agendas such as:
 - (i) University of New England Council (open sessions) and its Committees (available from the Office of the Secretariat);
 - (ii) Vice-Chancellor's Committees and the Equal Employment Opportunity Committee (available through the Vice-Chancellor's Unit);
 - (iii) Academic Board and its Committees (available from the Office of the Secretariat);
 - (iv) Other University Committees such as the Space Management Committee (held in Facilities Management Services) and meetings of faculties and research centres (held in the office of the appropriate Dean of the Faculty or the Director of the Research Centre);
- (d) Reports such as the *Annual Report* and reports produced by the Equity Office, Research Services, Counselling Service, Sport UNE, residential colleges and various research centres. Copies of these reports may be obtained by approaching the relevant office or organisation.
- (e) Files. These are the major method of documentation and are held in a number of locations:

- (i) Records Management Office is the central depository of files and holds student records, records on administration, correspondence, minutes of committees (including those of the University Council and Academic Board), policy files, research grant information, legal files, lease agreements and GIPA Access Applications;
- (ii) Council Services Unit holds rules for conduct of elections for members of Council; rules for the use of the University Seal and Arms; Standing Orders for Council; Council Policies, terms of reference and membership of Council committees; minutes of Council and its committees, Constitution of the Academic Board, minutes of Academic Board and its committees.
- (iii) Faculties and Schools hold files on courses; individual departments; attendance in classes and practicals; applications for special examinations; applications for extensions for written and practical work; examination results; higher degree progress report forms; order of merit lists for prizes and scholarships; show cause lists; graduation identification listings; research proposals and grants; correspondence; and information on faculty committees and their members;
- (iv) Student Administration and Services holds information on selection criteria, academic progress of students, examination results, examination timetables, details of examination venues and supervisors, information relating to agendas and minutes of committees, biographical data of students, information of counselling sessions;
- (v) Human Resource Services holds files on individual staff members relating to their employment history at UNE, specific policy and working files and the functions managed by Human Resource Services (Equity, Industrial Relations, Organisational Development, Personnel Services);
- (vi) Research Services holds information relating to research grants and contracts, research ethics information relating to humans and animals, information relating to the administration of PhD candidature and postgraduate scholarships and advice to external supervisors and examiners;
- (vii) Marketing and Public Affairs holds publicity information, marketing plans and policies, events information, information relating to alumni of UNE, fundraising and community liaison matters.
- (viii) Financial Services holds financial information;
- (ix) College Residences hold resident files, correspondence, financial information;
- (x) Services UNE and Sport UNE hold information relating to their administration, membership, accounts and budget papers, constitutions and regulations, agenda and minutes and membership of committees, inventories, staff information, annual reports, correspondence, research projects and details of elections and referenda;

- (xi) Medical Centre holds information relating to medical histories, purchasing, administration and general correspondence; and
 - (xii) Yarm Gwanga Childcare Centre holds individual client files and minutes of the Advisory Committee meetings.
- (f) Newsletters such as UNE's official newsletter *Smith's* and the Alumni Office's *Afterthoughts*. All these publications are available free of charge.
- (g) Information and advertising brochures. Marketing and Public Affairs, Student Administration & Services and some individual faculties, schools and departments have publications available which contain more specific details on courses, prerequisites and enrolment procedures for students. The Teaching and Learning Centre and the faculties hold leaflets and handouts pertaining to external students. The International Office holds comprehensive brochures on all courses available to overseas students and various publications designed to assist such students. All these are available free of charge upon application to the appropriate department.

5 Access arrangements, procedures and points of contact

General information about UNE is contained in UNE's Handbook and Annual Report. The Handbook contains the *University of New England Act 1993 (NSW)*, By-laws, a list of degrees, diplomas and certificates, principal officers and staff of UNE, members of the University Council and Academic Board and specific information about the institution. The Annual Report lists all UNE's major activities, statistics, financial statements, services and community involvement. The University of New England Handbook may be purchased through the United Campus Bookshop. Office hours are from 9.00am-5.00pm Monday to Friday and they can be contacted on (02) 6773 2289 or (02) 6772 3468, or by email at armidale@ucb.net.au or via the web at www.ucb.net.au. Copies of the University of New England Handbook are also held in Dixson Library and the Records Management Office.

Marketing and Public Affairs Office is able to answer enquiries of an informal nature and provide details of UNE's publications. Office hours are from 9.00am-5.00pm Monday to Friday and they can be contacted on (02) 6773 3909 or email director-mpa@une.edu.au.

Enquiries about access to policy information or student files should be made to the Manager, Records Management Office during office hours (normally 9.00am to 5.00pm) on (02) 6773 2140 or email rmo@une.edu.au.

Enquiries about access to staff employment files should be made to the Director, Human Resources Division during office hours (normally 9.00am to 5.00pm) on (02) 6773 2100 or email directorofhr@une.edu.au.

A GIPA Access Application is usually not necessary for an individual to access their own personal files.

Applications under the Government Information (Public Access) Act 2009 (NSW) GIPA Act

For access to information which is not available to the general public, a person may make an application to UNE under the GIPA Act.

There are four ways that information may be made available under the GIPA Act (open access, authorised proactive release, informal release, access application) and a formal access application is usually the last resort.

You may obtain further information about your rights under the GIPA Act by contacting the Office of the Information Commissioner on freecall 1800 463 626 or at the following website: www.oic.nsw.gov.au.

How to lodge an application

All applications must be in writing using the GIPA Access Application Form located at <http://www.une.edu.au/vc/legaloffice/pdfs/GIPA%20Application%20Form.pdf> accompanied by an application fee and directed to:

GIPA Access Officer
 Legal Office
 University of New England
 Armidale NSW 2351

A table of the relevant fees are listed below.

Processing of applications

UNE must make a decision on an access application and give the applicant notice of its decision within 20 working days after receiving the application, as per s57 of the GIPA Act. In addition to the application fee a processing charge may also be levied, although every effort will be made to minimise the cost of processing an application. If the applicant feels that the processing charges are unreasonable the fees may be challenged. The right to challenge is not abrogated if the charges are paid; this allows the applicant to proceed with the enquiry pending the outcome of the challenge.

Schedule of charges

Nature of Application	Application	Processing Charge
Access to records by natural person about their personal affairs	\$20 for up to 20 hours processing ¹	\$30 per hour after first 20 hours processing ¹
All other requests	\$30 for up to 20 hours processing ¹	\$30 per hour after first 20 hours ¹
Internal review	\$20 - \$40 ^{1,2}	Nil
Amendment of records	Nil ²	Nil

Notes:

1. Subject to 50% reduction for financial hardship and public interest reasons.
2. Refunds may apply as a result of successful internal reviews and successful applications for amendment of records.
3. No application fees may be charged for internal reviews in relation to amendment of records.