



# Curtin University Information Statement July 2023

This statement is made in accordance with the requirements of Section 94 *Freedom of Information Act 1992 (WA)*

## Purpose

The *Freedom of Information Act 1992 (WA) (Act)* gives a right of access to documents held at Curtin University (**Curtin / University**) and enables the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

## Structure and Functions of the Agency

### Description of Curtin University - Motto, Vision, Mission and Goals

Curtin is a multi-campus university founded as the Western Australian Institute of Technology in 1967. Curtin gained university status in 1987. Information about Curtin is available at 'About Us' at [curtin.edu.au/about/](http://curtin.edu.au/about/)

Curtin maintains a strong and consistent commitment to the principles of equity and access and is especially proud of its record of collaboration with Australian Aboriginal communities.

The words "Look ever forward", taken from the writings of John Curtin in 1932 before he became Australian Prime Minister in 1941, became Curtin's motto in 1996. Curtin's Vision, Mission and Values can be found at 'Vision, Mission and Values' at [curtin.edu.au/about/values-vision-strategy/](http://curtin.edu.au/about/values-vision-strategy/).

The enabling legislation and management overview of Curtin can be found at 'Policy and Governance' at [curtin.edu.au/about/governance/](http://curtin.edu.au/about/governance/)

### Organisation and Management Structure at Curtin University

#### Council

The governing authority of Curtin is the Council. Information about the Council can be found at 'The Council' [curtin.edu.au/about/governance/governing-authority/](http://curtin.edu.au/about/governance/governing-authority/) and [Committees/SitePages/Council](http://curtin.edu.au/about/governance/committees/sitepages/council/)

#### Management Structure

Names of the Senior Officers of the University can be found at 'Senior Executive Team' at [curtin.edu.au/about/leadership/senior-executive-team/](http://curtin.edu.au/about/leadership/senior-executive-team/)

#### Organisational Chart

The major areas within Curtin are available at University Organisational Chart at [curtin.edu.au/about/leadership/organisational-structure/](http://curtin.edu.au/about/leadership/organisational-structure/)



## Effect of Curtin's Decision-Making Functions on Members of the Public

Curtin is not a regulatory agency therefore its functions have no direct effect on members of the public.

Curtin's functions mainly affect its students through its teaching programs. Under the powers given to it by the *Curtin University Act 1966* (WA) Curtin has discretion over the types and content of programs offered and the awards made to enrolled students who have attained the standards approved by the University.

Curtin's functions affect the public indirectly through clinic services offered as a part of our student's core teaching and professional experience options, through the impact of its graduates on the community during their employment in commerce, industry and professional capacities and through its services to commerce, industry and the professions in its research and development activities.

## Public Participation in Policy and University Functions

Curtin students are important participants in committees (except the Boards of Examiners) at all levels, and their participation in these committees is determined via nomination and election processes under the *Curtin University Act 1966* (WA), its Statutes, or decisions of the Council or other committees.

The wider public can participate in the formulation of policy and performance of Curtin's functions through nomination and election for membership of some of its major and most influential committees. Participation is determined by the *Curtin University Act 1966* (WA), its Statutes, or decisions of the Council or other committees.

### Strategic Plan

The Curtin University Strategic Plan is available at '*Curtin University Strategic Plan*' at [curtin.edu.au/about/values-vision-strategy/curtin-2030-strategic-plan/](http://curtin.edu.au/about/values-vision-strategy/curtin-2030-strategic-plan/) This site also contains information and links about Curtin's Strategic Themes.

### The Planning and Decision-Making Process

Curtin's management and decision-making structures give staff and students the opportunity to participate in review and planning, thereby encouraging shared commitment to agreed courses of action yet at the same time preserving appropriate accountability and control.

The Committee structure that applies within the University is available at '*University Committees*' at [Committees/SitePages/Committees](http://Committees/SitePages/Committees) This site also allows for access to certain Committee information such as meeting dates, agendas and minutes.



## Documents Held by Curtin University

### What is a Document?

The *Freedom of Information Act 1992 (WA)* defines a document as any:

- record
- part of a record
- copy, reproduction or duplicate of a record
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Documents held by Curtin may include, but is not limited to, any of the following media and locations:

- Audiotape or other audio recording including digital recordings;
- CD ROM, computer disc or removable media (including USB and external drives);
- Electronic records including email and data in the University's business systems;
- Documents held in cloud storage locations;
- Film, DVD, video, CCTV footage and digital recordings;
- Paper and other hard copy records;
- Photographs and still images including digital images, slides or negatives;
- Plans and maps; and
- Microfiche or microfilm.

### Curtin's Documents

Curtin generates documents across all professional, teaching and research areas. Documents are stored within local areas as well as within Curtin Information Management and Archives and within various University business systems. Information is also found on Curtin's websites and the Staff Portal.

All documents created by Curtin are considered records and are therefore, subject to approved 'retention and disposal authorities' in accordance with the [State Records Act 2000 \(WA\)](#).

#### Student records

Student records contain information which is obtained during a student's University career. It includes personal and academic details and associated correspondence. The confidentiality status of student records restricts access to appropriate officers, unless authorised by the student or required by law. Students may request to view the content of their student file at any time by contacting Curtin Connect or the Information Disclosure Compliance Officer.

#### Personnel files

Personnel files are considered confidential and contain matters such as personal and financial details, leave arrangements and related correspondence. Access to personnel files is restricted to approved staff only unless required by law. Staff may request to view the content of their personnel file at any time by contacting People and Culture or the Information Disclosure Compliance Officer.



## Arrangements and Facilities for Giving Access to Documents

### University Library

As a University, Curtin has an extensive academic library service. Several of the facilities and services are available to members of the public as well as the University community. The full range of services can be found at 'Curtin's Library' at [curtin.edu.au/library](http://curtin.edu.au/library).

### Curtin Information Management and Archives

Curtin Information Management and Archives is responsible for the development and maintenance of Curtin's systems for managing electronic documents, web content and paper records to ensure that information is available, accessible and preserved for as long as it is needed.

Information relating to university records and recordkeeping is available from 'Curtin Information Management and Archives' at [informationmanagement.curtin.edu.au](http://informationmanagement.curtin.edu.au)

## Making a Request for Access or Amendment to Documents

### Disclosure of Personal Information Procedures

To ensure the privacy of student, staff and third party personal information held by the University, Curtin has published its [Disclosure of Personal Information Procedures](#) which details the University's obligations and requirements including the appropriate responsible officers to contact.

### Freedom of Information at Curtin

Freedom of Information at Curtin operates under the Freedom of Information Act 1992 (WA) for the administration and processing of applications for access to documents.

The Information Disclosure Compliance Officer has delegated authority as decision maker to consider all applications for access to documents and for amendments to personal information made under the Act and can be contacted by phone on (08) 9266 1036, by email at [FOICoordinator@curtin.edu.au](mailto:FOICoordinator@curtin.edu.au) or by mail at Curtin University, Freedom of Information Coordinator, Legal Services, GPO Box U1987, PERTH WA 6845.

Information relating to Freedom of Information at Curtin can be found at 'Freedom of Information' [informationmanagement.curtin.edu.au/foi/](http://informationmanagement.curtin.edu.au/foi/).