

CURTIN UNIVERSITY

INFORMATION STATEMENT

July 2021

Curtin Information Management and Archives
Curtin University
Kent Street
Bentley WA 6845

This statement is published in accordance with the *Freedom of Information Act 1992 (WA)*

INFORMATION STATEMENT AS AT JULY 2021

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

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

DESCRIPTION OF CURTIN UNIVERSITY - MOTTO, VISION, MISSION AND GOALS

Curtin University (Curtin) is a multi-campus university founded as the Western Australian Institute of Technology (WAIT) in 1967. Curtin gained university status in 1987. Information about Curtin is available at About Curtin University at about.curtin.edu.au.

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

The words "Look ever forward", taken from the writings of John Curtin in 1932 before he became Australian Prime Minister in 1941. These words 'look ever forward' became Curtin's motto in 1996. Curtin's Vision, Mission and Values can be found at Vision, Mission and Values at about.curtin.edu.au/who/vision.

The enabling legislation and management overview of Curtin can be found at Policy and Governance at about.curtin.edu.au/our-profile/policy-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 <https://about.curtin.edu.au/leadership/university-council/> and secretariat.curtin.edu.au/Committees/Committee/1.

Management Structure

Names of the Senior Officers of the University can be found at Senior Executive Team at about.curtin.edu.au/our-profile/senior-executive-team/

Organisational Chart

The major areas within Curtin are available at University Organisational Chart at <https://about.curtin.edu.au/leadership/organisational-structure/>

EFFECT OF CURTIN'S DECISION-MAKING FUNCTIONS ON MEMBERS OF THE PUBLIC

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

Curtin's functions mainly affect its students through its teaching programs where, 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 general public indirectly through the impact of its graduates on the community in commerce, industry and the professions, and through its services to commerce, industry and the professions in its research and development activities.

LIBRARY SERVICES

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

CURTIN INFORMATION MANAGEMENT AND ARCHIVES

Curtin Information Management and Archives is responsible for the development, implementation and monitoring of policies, procedures, best practice guides, tools and training for the management of information at Curtin thus ensuring the University's information is available, accessible and preserved for as long as it is needed regardless of its format.

Information relating to University information and recordkeeping is available from Curtin Information Management and Archives at informationmanagement.curtin.edu.au

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 secretariat.curtin.edu.au/Committees/Committee/1.

This site also allows for access to certain Committee information such as meeting dates, agendas and minutes.

PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF THE UNIVERSITY'S FUNCTIONS

Students are important participants in committees (except Boards of Examiners) at all levels, and their participation in these committees is determined by various means, in some cases the *Curtin University Act 1966 (WA)*, its Statutes, or decisions of the Council or other committees.

The wider public is able to participate in the formulation of policy and performance of Curtin's functions through 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 planning.curtin.edu.au/strategic/. That site also contains information and links to supporting Curtin's plans and planning framework.

DOCUMENTS HELD BY CURTIN UNIVERSITY

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

- record
- part of a record

- copy, reproduction or duplicate of a record
- part of a copy, reproduction or duplicate of a record.

Documents held by Curtin may be recorded in any of the following media:

- audio-tape
- computer disc
- compact disc
- electronic records
- films
- paper
- photographs
- plans
- maps
- microfiche
- microfilm
- tape recordings
- videotape

Curtin's documents

Information is received and generated by Curtin across all areas of the University, such as administration, faculties, schools and institutes, in the course of conducting Curtin activities. Hard copy documents are stored on campus or at contracted storage facilities. Digital information is stored on onsite or cloud-based servers. Some information is openly available to the public, such as information on the University's website, and some information must be requested.

All documents created and managed by Curtin are 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 the course of a student's University career. It includes personal and academic details and associated correspondence.

The confidentiality status of student records restricts access to the student and appropriate officers, unless authorised by the student.

Personnel files

Personnel files are considered confidential and contain matter such as personal and financial details leave arrangements and related correspondence. Access to personnel files is restricted.

FREEDOM OF INFORMATION AT CURTIN

Curtin's Freedom of Information Coordinator can be contacted by phone on (08) 9266 1036 or by email at FOICoordinator@curtin.edu.au. Information relating to Freedom of Information at Curtin can be found at informationmanagement.curtin.edu.au/foi/.

Reviewed: 19 July 2021