

Agency Information Guide

Legal office

On 6 July 2012 Southern Cross University (“the University”) adopted this agency information guide in accordance with section 20 of the [Government Information \(Public Access\) Act 2009](#) (NSW) (“GIPA Act”). This guide was last reviewed on 17 July 2017 in accordance with section 21 of the GIPA Act. The content of this agency information guide satisfies the University’s obligations pursuant to Part 3 Division 2 of the GIPA Act.

The structure and functions of the University

The University is a body corporate established under the [Southern Cross University Act 1993](#) (NSW) (“SCU Act”). 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. This is set out in section 6(1) of the SCU Act.

The University has been established with the following principal functions, as set out in section 6(2):

- (a) the provision of facilities for education and research of university standard, having particular regard to the needs of the north coast region of the State;
- (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.

Pursuant to section 6(3) of the SCU Act, the University has other functions as follows:

- (a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University 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) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community;

- (c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University; and
- (d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.

Governance

The University is governed by a Council to which its Chief Executive Officer, the Vice Chancellor, reports. Council is responsible for the management of the University's affairs. The major academic body providing advice to Council on academic matters is the Academic Board. For more information on the University's governance, please click [here](#).

More information about the [University's organisational structure](#) is available on the SCU website.

Public Participation

Arrangements exist for staff, students and members of the community to participate in policy decision and the exercise of the University's functions through the University's Council and Committee structure.

Further, the University always welcomes letters, submissions, proposals and suggestions on any matters pertaining to the University's functions from interested individuals, groups or organisations. [University Council](#) has its own section on the SCU website.

Community Involvement

The University is committed to constructive engagement with its various local, regional, national and global communities. The University is an integral part of its regional community. It nurtures a deliberate culture of mutually active collaboration. By connecting the resources of the University with the community through strong and enduring partnerships, the University aims to positively contribute to the economic prosperity, socio-cultural well-being and environmental sustainability of the region through the quality of its students and the knowledge it disseminates.

For more information on the University's community engagement, please click [here](#).

Information held by the University

The University complies with the [State Records Act 1998](#) (NSW) in the creation, management and protection of its records. The University has a central recordkeeping system for its key policy-making and critical reports. In addition, there are a number of corporate systems used within the University which hold information regarding the University's business activities. Such information includes matters pertaining to administration, staff, students, courses, grants, research, employment and training.

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).

How the University makes its information publicly available

The following information is freely available on the University's website:

- The University's [Strategic Plan 2011-2015](#);
- The University's [Annual Report](#) on the 2014 calendar year;
- The University's [Student Handbook](#);
- [List of the University's Policies](#);
- [Disclosure Log](#); and
- [Register of contracts](#) valued at \$150,000 or more and with private entities,

and, of course, this Agency Information Guide.

The University will meet reasonable requests for access to information 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. There is a \$30 application fee for formal applications and processing charges may also apply. The University does not charge an individual who makes a request to access only their own personal information.

For information relating to making a formal request for government information please access the "[Formal Access Applications](#)" page and the Legal Office's [FAQs webpage](#).

The Application for Personal Information form is accessible [here](#).