

# Information Guide

## PURPOSE

1. A Guide developed under the requirements of the [Government Information \(Public Access\) Act 2009](#), the purpose of this document is to:
  - a. ensure that Charles Sturt University's publications are clearly identified for members of the University Community and the General Public;
  - b. promote clear, honest and open communication; and
  - c. ensure compliance with the [Government Information \(Public Access\) Act 2009](#).

## SCOPE

2. This Guide applies to all staff, students and visitors of Charles Sturt University (the University).

## RELATED UNIVERSITY DOCUMENTS AND LEGISLATION

3. Related University documents and legislation:

[Charles Sturt University Policy Library](#)  
[Charles Sturt University Handbook](#)  
[Charles Sturt University Act 1989](#)  
[Charles Sturt University By-law 2005](#)  
[Government Information \(Public Access\) Act 2009](#)

## STRUCTURE AND FUNCTIONS

4. Charles Sturt University was established on 2 June 1989 by the NSW Parliament as a not-for-profit statutory corporation under the *Charles Sturt University Act 1989* (NSW).
5. The object of the University is contained in the enabling legislation and relates directly to the promotion of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.
6. The functions of the University are addressed in [Section 7](#) of the Act with the principal function being to provide facilities for education and research having particular regard to the needs and aspirations of the people of western and south western New South Wales.
7. The University is a charitable corporation under the [Income Tax and Assessment Act 1997](#) of the Commonwealth of Australia.
8. The [University Council](#) is the governing body of Charles Sturt University and is invested with all the authorities, functions and powers of the University. The Council is accountable to the University's stakeholders, and under the law, for ensuring that the University manages its resources in a manner that is best designed to fulfil the objects of the University set out in the [Act](#).

9. Performance against institutional objectives and the management of corporate level risks are monitored by the University Council in accordance with standard governance requirements. Similarly, accountability for performance and risk management within the institution is established through standard reporting lines and the Performance Management processes.

### **Vice-Chancellor and President**

10. The [Vice-Chancellor and President](#) is the chief executive officer of the University and is accountable to the [University Council](#) for the day to day management of the University.
11. The [Office of Governance and Corporate Affairs](#) responds directly to the Vice-Chancellor and President.
12. The [Vice-Chancellor's Leadership Team](#) is composed of the:
  - a. Vice-Chancellor;
  - b. Deputy Vice-Chancellor (Academic);
  - c. Deputy Vice-Chancellor (Research, Development and Industry);
  - d. Deputy Vice-Chancellor (Students);
  - e. Chief Financial Officer;
  - f. Executive Director, Human Resources;
  - g. University Secretary and Director, Office of Governance and Corporate Affairs;
  - h. Director, Office of Strategic Planning and Information;
  - i. Director, Office of Government and Community Relations; and
  - j. Executive Officer to the Vice-Chancellor.

### **Academic Management**

13. The University has three Faculties each lead by an Executive Dean:
  - a. [Faculty of Arts and Education](#);
  - b. [Faculty of Business, Justice and Behavioural Sciences](#); and
  - c. [Faculty of Science](#).

14. These are supported by many administrative areas but primarily the:

- a. [Division of Library Services](#); and
- b. [Division of Learning and Teaching](#).

## Administrative Management

15. Divisions and Offices make up the administrative unit of the University as follows:

- a. [Corporate Services Group](#);
- b. [Division of Facilities Management](#);
- c. [Division of Human Resources](#);
- d. [Division of Information Technology](#);
- e. [Division of Marketing and Communication](#);
- f. [Division of Student Administration](#);
- g. [Division of Student Services](#);
- h. [Office of Governance and Corporate Affairs](#);
- i. [Office of Government and Community Relations](#); and
- j. [Office of Strategic Planning and Information](#).

16. As a unified institution, campus management is distributed among the academic and administrative units of the University. For more information on each of the Heads of Campus please click on the relevant campus location below:

- a. [Head of Campus, Albury-Wodonga Campus](#);
- b. [Head of Campus, Bathurst Campus](#);
- c. [Head of Campus, Dubbo Campus](#);
- d. [Head of Campus, Orange Campus](#);
- e. [Head of Campus, Port Macquarie Campus; and](#)
- f. [Head of Campus, Wagga Wagga Campus](#).

## Academic Senate

17. The [Academic Senate](#) is established in accordance with Part 3, Division 2, Section 16 of the [Charles Sturt University Act 1989](#), and is a committee of the University Council.

18. The principal functions of the Academic Senate are prescribed in the [Charles Sturt University By-law 2005](#) include, but are not limited to:

- a. advising the [University Council](#) and [Vice-Chancellor](#) on all matters relating to teaching, scholarship and research conducted at or in connection with the University;
- b. ensuring the high quality of teaching and learning within the University by developing and implementing appropriate policies;
- c. determining lists of graduands of the University specifying the award and the level of award that each of the graduands is to receive;
- d. advising the Vice-Chancellor on the teaching and research activities of the University and on the allocation of teaching and research responsibilities within the University's faculties;
- e. considering and reporting on all matters referred to it by the Council or the Vice-Chancellor; and

- f. making recommendations to the Council or the Vice-Chancellor about academic standards or facilities at the University.

## **MANNER IN WHICH THE OPERATIONS OF THE UNIVERSITY AFFECT THE PUBLIC**

19. The University undertakes teaching of students leading to a professional qualification.
20. The University undertakes research with a particular reference to regional and rural spheres of interest.

## **MANNER IN WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE EXERCISE OF THE UNIVERSITY'S FUNCTIONS**

21. [Regional Consultative Committees](#) are set up to support the consultation and community engagement processes at the six main campuses.
22. Membership of these committees is by invitation through the [Office of Government and Community Relations](#).
23. Student participation in the functions of the University is achieved through the Student Senate, [Student Representative Committee](#) and the presence of elected students on the membership on the [University Council](#) and [Academic Senate](#).

## **INFORMATION HELD BY THE UNIVERSITY**

24. The University holds the personal and demographic information of students.
25. The University holds human resources personal and demographic information of staff.
26. The University holds research data.
27. The University holds financial data relating to the management of grant funds.
28. The University holds compliance data.
29. The University holds the [rules and policies](#) governing employment by the University and candidature for study at the University.

## PROVISION OF INFORMATION TO THE PUBLIC

30. The University makes available compliance data and activity through its [Annual Reports](#).
31. Application for access to information may be made under the auspices of the [Government Information \(Public Access\) Act 2009](#) by contacting the [University Ombudsman](#).
32. Course and Subject information and general information about the University is available in the [University Handbook](#) through the publicly accessible home page of the University.
33. Academic and administrative rules and policies are published in the [CSU Policy Library](#) and available to the public.

### Summary of Status and Details

Responsible Office	Responsible Officer	Review Date
Office of Governance and Corporate Affairs	University Ombudsman	June 2018

Version number	Date	Short description of amendment
1	05/2011	
2	06/2018	Review of content in aligning with current organisational structure and management