

**CURTIN UNIVERSITY**

**INFORMATION STATEMENT**

**July 2017**

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Records & Information Management  
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 2017**

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 <http://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 <http://about.curtin.edu.au/who/vision.cfm>.

The enabling legislation and management overview of Curtin can be found at Policy and Governance at <http://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 <http://about.curtin.edu.au/our-profile/policy-governance/> and <https://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 <http://about.curtin.edu.au/our-profile/senior-executive-team/>

### **Organisational Charts**

The major areas within Curtin are available at University Organisational Chart at [http://hr.curtin.edu.au/organisational\\_chart.cfm](http://hr.curtin.edu.au/organisational_chart.cfm)

## **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 <http://library.curtin.edu.au/>.

## **RECORDS AND INFORMATION MANAGEMENT**

Curtin's Record and Information Management service 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 Records and Information Management at <http://rim.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 <https://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 <http://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

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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**

Curtin generates documents which are located in various areas, such as administration, faculties, schools, institutes, departments and individual offices. Information is also found on Curtin's websites.

All documents created by Curtin are subject to approved 'disposal authorities' and this is 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](mailto:FOICoordinator@curtin.edu.au). Information relating to Freedom of Information at Curtin can be found at <http://rim.curtin.edu.au/foi/>.