

INFORMATION STATEMENT

Made under the *Freedom of Information Act 1992*

CONTENTS

1. ABOUT THE UNIVERSITY

- 1.1 [Introduction](#)
- 1.2 [University Mission, Vision and Strategic Priorities](#)
- 1.3 [Applicable legislation](#)
- 1.4 [Structure and functions of the University](#)
- 1.5 [Details of functions, including decision-making functions, affecting the public](#)
- 1.6 [Public participation in the formulation of policy and performance of agency functions](#)
- 1.7 [Documents held by the University](#)

2. THE OPERATION OF FOI AT THE UNIVERSITY

- 2.1 [Introduction](#)
- 2.2 [Accessing Documents](#)
- 2.3 [Access arrangements](#)
- 2.4 [Notice of Decision](#)
- 2.5 [Charges](#)
- 2.6 [Personal Information](#)
- 2.7 [Deposits](#)
- 2.8 [Review of Decisions](#)
- 2.9 [Amendment of Personal Information](#)
- 2.10 [Further information](#)

Strategic and Governance
Services
Edith Cowan University
270 Joondalup Drive
JOONDALUP WA 6027

Published July 2020

1. ABOUT THE UNIVERSITY

1.1 INTRODUCTION

Edith Cowan University (ECU) was established on 1 January 1991 under legislation enacted by the Western Australian parliament. Built upon a strong tradition of teacher education dating from 1902, the University has since developed courses across a wide range of disciplines and established a strong research culture.

The University has metropolitan campuses at Joondalup, Mount Lawley and also has a regional campus at Bunbury, 200 kilometres south of Perth – South West Campus.

ECU offers high quality education across a broad discipline range. More than 400 courses are offered through eight Schools:

1. Arts and Humanities;
2. Business and Law;
3. Education;
4. Engineering;
5. Nursing and Midwifery;
6. Medical and Health Sciences;
7. Science; and
8. Western Australian Academy of Performing Arts.

In addition, [Kurongkurl Katitjin](#) is ECU's Centre for Indigenous Australian Education and Research. This Centre plays a vital role in assisting ECU to meet its commitment to Indigenous peoples, supporting University-wide activities and programs, as well as activities specific to Aboriginal and/or Torres Strait Islander people and their cultures.

A number of administrative centres support the University's core activities of teaching and research through the provision of professional expertise in areas such as Information Technology, Facilities' Management, Risk and Audit Assurances, Governance, Planning, Finance, Student Support, International and Research.

Further information regarding the University can be found on the ECU web site at <https://www.ecu.edu.au/about-ecu/welcome-to-ecu> and in the Annual Report which may be found via the link on ECU's Homepage at <https://www.ecu.edu.au/about-ecu/reports-and-plans/annual-reports>

1.2 UNIVERSITY PURPOSE, VISION AND STRATEGIC PRIORITIES

ECU STRATEGIC PLAN, 2017-2021 *World Ready*

PURPOSE

ECU's purpose is to transform lives and enrich society through education and research.

VISION

ECU's vision is to be recognised for our world ready graduates and leading-edge research.

1.3 APPLICABLE LEGISLATION

The University's enabling legislation is the *Edith Cowan University Act 1984* ("ECU Act"). The ECU Act establishes the University as a corporate body consisting of the Council, the members of staff and the enrolled students. The ECU Act provides for the governance, staffing and financial management of the University and establishes the Student Guild as a corporate entity.

The internal legislation of the University consists of By-laws (relating to lands and traffic), and Statutes and Rules that regulate various aspects of the University's affairs.

The Act, By-laws, Statutes and Rules may be accessed at <http://www.ecu.edu.au/centres/strategic-and-governance-services/our-services/policy-and-legislation/university-statutes-rules-and-by-laws>

1.4 STRUCTURE AND FUNCTIONS OF THE UNIVERSITY

The organisational structure of the University is set out at http://www.ecu.edu.au/_data/assets/pdf_file/0007/659689/organisational-structure.pdf

1.4.1 University structure

University Council

Edith Cowan University's enabling Act provides that the Council is the governing authority of the University. The fundamental responsibilities of the Council are to determine the strategic direction and governance framework of the University. The Council is chaired by the Chancellor and consists of the Vice-Chancellor (*ex-officio*) and members drawn from the community and the University's alumni, staff and students. Council members fulfil an important duty for the University and the community and do so on an honorary basis. In accordance with the Corporate Governance Statement endorsed by Council in December 2002 (and most recently updated by Council in April 2017), Council's responsibilities include the following:

- (a) appointing the Vice-Chancellor as the chief executive officer of the University, and monitoring their performance;
- (b) approving the mission and strategic direction of the University, as well as the annual budget and business plan;
- (c) overseeing and reviewing the management of the University and its performance;

- (d) establishing policy and procedural principles, consistent with legal requirements and community expectations;
- (e) approving and monitoring systems of control and accountability, including general overview of any controlled entities. A controlled entity is one that satisfies the test of control in s.50AA of the Corporations Act;
- (f) overseeing and monitoring the assessment and management of risk across the University, including commercial undertakings;
- (g) overseeing and monitoring the academic activities of the University; and
- (h) approving significant commercial activities of the University.

The responsibilities above are high order responsibilities and should be read in conjunction with the functions and duties of Council as specified in the ECU Act. Further information about Council is available at: <http://www.ecu.edu.au/centres/strategic-and-governance-services/our-services/university-council-its-committees-and-boards/university-council>

Committees

The University operates on a collegial and devolved management model with committees being an important and integral part of the consultative and decision-making process. Further information on the operation of key committees is set out at: <http://www.ecu.edu.au/centres/strategic-and-governance-services/our-services/university-council-its-committees-and-boards>

1.4.2 University functions

The functions of the University as set out in section 7 of the ECU Act include the following:

- (a) to provide, on a full-time or part-time basis, courses of study appropriate to a university, and other tertiary courses;
- (b) to encourage and participate in the development and improvement of tertiary education;
- (c) to provide other courses of study approved by the Council;
- (d) to undertake, aid or support scholarship, pure and applied research, invention, innovation, education and consultancy, and to apply those matters to the advancement and application of knowledge —
 - (i) to the benefit of industry, business and government; and
 - (ii) to the benefit and wellbeing of the Western Australian, Australian and international communities;
- (e) to commercially develop or commercially use, for the University's benefit, any facility, resource or property (real or personal) 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;
- (f) to generate revenue for the purposes of funding the carrying out of its functions;
- (g) to foster the general welfare and development of all enrolled students;
- (h) to promote and encourage collaboration and consultation between the University and other institutions and authorities to ensure the greatest effectiveness and

- economy in expenditure and the most beneficial relationship between the University and other educational institutions within and outside the State;
- (i) to serve the Western Australian, Australian and international communities and the public interest by —
- (i) enriching cultural and community life; and
 - (ii) raising public awareness of international, scientific and artistic developments; and
 - (iii) promoting critical and free enquiry, informed intellectual discussion and public debate within the University and in the wider society; and
- (j) to provide whatever facilities relating to its functions the Council thinks necessary or conducive to their attainment.

1.4.3 Further Information

Further information regarding the University and its activities may be found in the University's Annual Report. Copies of the current and previous Annual Reports may be found at: <http://www.ecu.edu.au/about-ecu/reports-and-plans/annual-reports>.

1.5 DETAILS OF FUNCTIONS, INCLUDING DECISION-MAKING FUNCTIONS, AFFECTING THE PUBLIC

ECU has identified five strategic themes that guide our endeavours at all levels and are enduring statements of how we work. They act as continuing reminders of the ethos of the University, and the way we set ourselves apart from other universities. These strategic themes will influence our approach to the achievement of our strategic goals over the term of this Strategic Plan, so that growth and change builds on the firm foundations of our current strategic position and past successes.

- **Theme 1**
Dedicated to our students;
- **Theme 2**
Connecting with our community and the world;
- **Theme 3**
Building strategic partnerships and collaborations;
- **Theme 4**
Fostering strong alumni relations;
- **Theme 5**
Promoting equality, diversity and social responsibility.

The University's decision-making powers stem from the ECU Act and internal legislation, Council resolutions and policies.

1.6 PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF AGENCY FUNCTIONS

In exercising its functions, the University involves members of the general and professional community who participate as members of the Council, Council Committees and Boards and other committees, including Industry Reference Groups as may be utilised by Schools to inform the delivery of academic programs. Community members serving on ECU's committees are able to influence strategic and policy development at a range of levels within the University's decision-making processes.

The University Council includes members of the community with experience in corporate governance, research, internationalisation and tertiary education as well as staff, student and alumni representatives. The Advisory Boards of the Western Australian Academy of Performing Arts and the South West Campus (Bunbury) include members of the community with relevant expertise. In addition, members of the public with experience in particular discipline areas contribute to course development through membership of course review panels.

Community members of the Council are appointed by the Governor or co-opted by the Council in accordance with the ECU Act. The Council appoints community members to Council committees and to the Advisory Boards of the South West Campus (Bunbury) and the Western Australian Academy of Performing Arts. Schools and Centres may invite members of the community to participate in course review panels and other community projects.

ECU also maintains a range of industry and community partnerships, engagement with the professions, relations with the University's alumni and community engagement through arts, culture and sport.

The University has developed collaborative arrangements with other universities and industry participants. Details of ECU Research Services are available at:
<https://www.ecu.edu.au/centres/research-services/overview>

1.7 DOCUMENTS HELD BY THE UNIVERSITY

A substantial amount of information about ECU is available on the University's web site at:
<http://www.ecu.edu.au/>

The FOI Act does not apply to documents that are already available to members of the public. For applicants seeking general information about the University and its operations it is recommended that they search the ECU website in the first instance. The search utility on the ECU website is readily accessible, included in the banner of the ECU corporate website.

1.7.1 University administration

University records are subject to the *State Records Act 2000*.

The University's Information Management & Archive Service is responsible for the organisation and management of documents relating to the administration of the University. Information on records management and the University's archives collection is available at:
<https://intranet.ecu.edu.au/staff/centres/library-services/our-services/record-keeping-information>

1.7.2 Student records

Records relating to students' enrolment, academic progress and related matters are held on the Callista database and in hard copy files held in Student Administration.

1.7.3 Library

ECU has an extensive academic library. A number of the facilities and services are open to members of the public as well as the University community. Further details can be found at the Library website: <http://www.ecu.edu.au/centres/library-services/overview>

2. THE OPERATION OF FOI AT THE UNIVERSITY

2.1 INTRODUCTION

It is the aim of the University to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* (“**FOI Act**”) provides the right to apply for documents held by the University and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Further Information about the operation of Freedom of Information within the University may be obtained from ECU's FOI Coordinator.

2.2 ACCESSING DOCUMENTS

Access applications have to:-

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

The application form is attached.

A telephone contact number or e-mail address is not essential, but it is helpful in cases where the FOI Coordinator needs to contact the applicant to clarify any aspect of the application.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:

Address: FOI Coordinator
 Strategic and Governance Services Centre
 Edith Cowan University
 Joondalup Campus
 270 Joondalup Drive
 JOONDALUP WA 6027

Telephone Enquiries: (08) 6304 2627

Applications will be acknowledged in writing and applicants will be notified of the access decisions within 45 days, and requests for amendment of personal information within 30 days.

2.3 ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection, viewing of an audio or video tape, provision of a copy of a document, a copy of an audio or video tape, a computer disk, or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

2.4 NOTICE OF DECISION

A notice of decision will include details such as -

- the date on which the decision was made;
- the name and designation of the officer who made the decision;
- if access is refused, or if edited access only is given the reasons for claiming the document and/or section of the document is exempt;
- information on the rights of review and the procedures to be followed to exercise those rights.

2.5 CHARGES

A scale of fees and charges is set under the *Freedom of Information Regulations 1993*. The fees and charges are as follows.

2.5.1 Personal Information

- Personal information about the applicant No fee and no charges

2.5.2 Non-Personal Information

- Application Fee (for non-personal information) \$30.00
- Charge for time dealing with the application
 - (per hour, or pro rata) \$30.00
- Access time supervised by staff
 - (per hour, or pro rata) \$30.00
- Photocopying staff time (per hour, or pro rata) \$30.00
- Per photocopy \$0 .20
- Transcribing from tape, film or computer
 - (per hour, or pro rata) \$30.00
- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

2.6 PERSONAL INFORMATION¹

The term “personal information” is defined in the FOI Act as: information or an opinion, whether true or not, about an identifiable person, whether living or dead whose identify can be reasonably ascertained from the information, or who can be identified from the information provided (for example, from a student or staff ID number).

Information that is personal information about a third party will generally be redacted unless consent is given for its disclosure, subject to the provisions of the FOI Act. Information may be also be redacted if it deals with subject matter that is outside the scope of the application.

2.7 DEPOSITS

- Advance deposit may be required in respect of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application. 75%

For impecunious applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

2.8 REVIEW OF DECISIONS

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Application should be made in writing to the FOI Coordinator within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

An applicant who disagrees with the result can apply to the Information Commissioner for an external review. An application for external review should be made within 60 days of receiving notice of the internal review decision.

2.9 AMENDMENT OF PERSONAL INFORMATION

An individual has the right to apply to an agency for amendment of their personal information, if the information contained in a document is deemed to be inaccurate, incomplete, out of date, or misleading. An application for amendment must be lodged with the FOI Coordinator (details above). The Application Form for Amendment of Personal information is attached.

In support of the amendment request, the application should include the following information:

- Sufficient details to enable the document that contains the information to be identified;
- Details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading;
- The person's reasons for holding that belief;
- Details of the amendment that the person wishes to have made;
- An address in Australia to which notices under this Act can be sent;
- Any other information or details required under the regulations; and
- Lodged with, posted or emailed to FOI Coordinator.

¹ See also the Office of the Information Commissioner website for further information.

Applicants must also indicate how they wish the amendment to be made with the options set out in the Act, for example:

- Altering information;
- Striking out or deleting information;
- Inserting information;
- Inserting a note in relation to information; and/or
- In 2 or more of those ways.

If the University refuses to amend an individual's personal information applicants have the same rights of review as outlined above in *2.7 Review of Decisions*.

No fees or charges apply for requests to amend personal information.

2.10 FURTHER INFORMATION

2.10.1 FOI Co-ordinator and Enquiries

Further information about the operation of FOI at ECU can be obtained by emailing the FOI Coordinator at integrity@ecu.edu.au

2.10.2 Office of the Information Commissioner

Further information about the *Freedom of Information Act 1992* or the operation of FOI in Western Australia may be obtained from the Office of the Information Commissioner or through the Office's website <http://www.foi.wa.gov.au/>.

Address:	
Office of the Information Commissioner Albert Facey House 469 Wellington Street PERTH WA 6000	
Telephone:	(08) 6551 7888
Fax:	(08) 6551 7889
Request Information Via- Email:	advice_and_awareness@foi.wa.gov.au
Website:	http://www.foi.wa.gov.au

FOI application for access to documents

(Under s12, Freedom of Information Act (1992))

1. Applicant Details

Surname:..... Given Names:.....

If applicable, Student Number:..... Student Date of Birth:.....

Australian Postal Address:

.....State: Post Code:

Contact phone number: Email:.....

IF APPLICATION IS ON BEHALF OF AN ORGANISATION or ANOTHER PERSON:

Name of organisation/person:

NOTE: If you are seeking access to documents on behalf of an individual whose personal information may be contained in the documents we will require a signed authority from your client to expedite processing your request.

2. Documents to which access is sought (please give enough information to enable the correct documents to be identified)

.....

.....

.....

.....

NOTE: If you require more space for your request description than provided above you may attach extra page(s) to this application and leave this section blank

3. Details of request

Access to **Non-personal Information** (Applicant for documents which are non-personal in nature require a \$30 application fee)

OR

Access to **Personal Information Only** (No fees or charges apply for personal information or amendment of personal information about yourself)

Do you have any objection to being identified as the FOI applicant to any third parties? yes no

NOTE: If applying for personal information it is possible that your identity will become self-evident to those assisting with searches or the provision of documents which relate to you.

4. Exclusion of Third Party Personal Information

Please advise if you agree to delete from the scope of your request any third party personal information, i.e. names, positions, signatures, contact details and identifying matter. This removes the necessity to consult with third parties whose personal information is contained in the documents, the need to claim any exemption against release of personal information and reduces the amount of processing time required to deal with your application.

NOTE: we will still need to consult third parties in relation to any commercial/business information contained in such documents.

I agree to the removal of third party information.

5. Form of access requested

I wish to inspect document(s) yes no (please tick appropriate box)

I require a copy of the document(s) yes no

Applicant's Signature:..... **Date:**

6. Notes

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary;
- The University may request proof of your identity;
- If you are seeking access to a document(s) on behalf of another person, the University will require written authorisation;
- Your application will be dealt with as soon as practicable (and in any case within 45 days) after it is received;
- Further information can be obtained from the FOI Coordinator on 6304 2627, via our website: <http://www.ecu.edu.au/centres/strategic-and-governance-services/our-services/freedom-of-information> or from the Office of the Information Commissioner: <http://www.foi.wa.gov.au>.

7. Fees and charges

Application Fee

- The application fee for non-personal information is \$30.00 as prescribed by the FOI Regulations. The appropriate amount must accompany the application. Please refer to our Freedom of Information website *Fees and charges* where an online payment can be made via our payment online system: <https://www.ecu.edu.au/centres/strategic-and-governance-services/our-services/freedom-of-information>
- No application is payable for personal information relating to the applicant or for applications to amend personal information.

Charges

- **Personal information** about the applicant No fee and no charges

Non-Personal Information

- Application Fee (for non-personal information) \$30.00
- Charge for time dealing with the application (per hour, or pro rata) \$30.00
- Access time supervised by staff (per hour, or pro rata) \$30.00
- Photocopying staff time (per hour, or pro rata) \$30.00
- Per photocopy \$0.20
- Transcribing from tape, film or computer (per hour, or pro rata) \$30.00
- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

DEPOSITS

- Advance deposit may be required in respect of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application. 75%

For impecunious applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

8. Lodgement and payment of applications

- Payment can be made via our [payment online system](#)

By Post:

FOI Coordinator
 Strategic and Governance Services
 Edith Cowan University
 270 Joondalup Drive
 JOONDALUP WA 6027

By email: integrity@ecu.edu.au

OFFICE USE ONLY

Received on: / /

Proof of Identity (if applicable) Type:

Sighted by:

Application for Amendment of Personal Information

Freedom of Information Act, 1992 (FOI Act) (s.46)

1. Applicant Details

Surname:..... Given Names:.....

Australian postal address:

..... State: Post Code:

Contact phone number: Email:.....

2. Amendment of Personal Information

In accordance with section 46 of the FOI Act, I seek amendment of personal information held by Edith Cowan University (ECU).

I claim that the document/s described below, contain personal information relating to me that is: *(Please tick)*

- Inaccurate
- Incomplete
- out of date
- misleading

A description of the document/s that contain this information is:

.....

.....

.....

.....

NOTE: Please note that an amendment to personal information relates to information that is contained in specific documents, not information at large.

The information I believe is inaccurate, incomplete, and out of date or misleading is:

.....

.....

.....

.....

The reason why I hold this belief is:

.....

.....

.....

.....

The details of the amendment I wish to make is:

.....
.....
.....
.....

Please attach any supporting documentation (copy is sufficient) that would assist in your claim.

(If there is insufficient space on this form, please attach separate sheets.)

In accordance with section 49(1) of the FOI Act, ECU will advise you of its decision within 30 days of receipt of this application.

APPLICANT'S SIGNATUREDATE:

3. Notes

- Please provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary;
- The University may request proof of your identity;
- Your application will be dealt with as soon as practicable (and in any case within 30 days) after it is received;
- Further information can be obtained from the FOI Coordinator on 6304 2627, or via our website: <http://www.ecu.edu.au/centres/strategic-and-governance-services/our-services/freedom-of-information> or from the Office of the Information Commissioner: <http://www.foi.wa.gov.au>.

4. Fees and charges

There is no fee or charges for the lodgement or processing of this application.

5. Lodgement and payment of applications

Applications may be lodged:

By Post:

FOI Coordinator
Strategic and Governance Services Centre
Edith Cowan University
270 Joondalup Drive
JOONDALUP WA 6027

By email: integrity@ecu.edu.au

OFFICE USE ONLY

Received on: / /

Proof of Identity (if applicable) Type:

Sighted by: