

Purpose

Curtin University publishes this Information Statement on its website in accordance with Section 94 of the [Freedom of Information Act 1992](#) (the FOI Act) to support the FOI Act's objectives of openness, transparency and accountability.

The Information Statement provides members of the public with an overview of the types of information maintained by the University and the various options available to access information.

Curtin Vision, Values and Strategic Plan

Curtin was established as the “Western Australian Institute of Technology” in 1966 under the *Western Australian Institute of Technology Act 1966*. It was renamed “Curtin University of Technology” in 1987 and then “Curtin University” in 2017 and its governing Act is now the [Curtin University Act 1966](#) (WA) (the **Act**). Further information about [Curtin's history](#) can be found on our website.

Information about Curtin is available at [About Us](#) and in the [Annual Report](#).

Vision

Curtin's vision is “*Through Partnership, we will make a difference for People and our Planet.*”

Values

- **Integrity** – to act ethically, honestly and with fairness
- **Respect** – to listen, value and acknowledge
- **Courage** – to lead, take responsibility and question
- **Excellence** – to strive for excellence and distinction
- **Impact** – to empower, enable and inspire

Strategic Plan

The [Curtin 2030 Strategic Plan](#) introduces a new strategic direction for the University, which focuses on how Curtin will make a difference in 2030. The strategic themes are People, Planet and Partnership.

“... above all things, the University must have a soul. In it the divine spirit of service, and sacrifice for service, must pervade all its works”

John Curtin, 1932

Legislation

The functions of the university are set out in the Act.

The Act sits at the top of Curtin's governance framework which enables effective, ethical and accountable governance and management of Curtin. The key instruments in the governance framework are:

- Curtin University Act 1966 (WA)
- University Statutes
- University Land and Traffic By-Laws
- University Rules
- Policies and Procedures

More information about Curtin's governance framework and copies of the enabling legislation and policies and procedures can be found on the [Governance](#) website.

Curtin Structure and Functions

Functions

The Act establishes Curtin as a body corporate with all the powers, rights and privileges reasonably necessary to enable it to carry out its functions which it sets out as :

- Providing courses of study and other tertiary courses appropriate to a university or as approved by Council.

- Encouraging and participating in the development and improvement of tertiary education.
- Undertaking and supporting scholarship, pure and applied research, invention, innovation, education and consultancy, and applying them to advance and apply knowledge:
 - (i) for the benefit of industry, business and government; and
 - (ii) for the benefit and wellbeing of the Western Australian, Australian and international communities.
- Commercially developing or using its facilities, resources or property (real or personal) (including, for example, study, research, knowledge and intellectual property and the practical application of any of them) for its benefit.
- Generating revenue to carry out its functions.
- Fostering the general welfare and development of its enrolled students.
- Making academic awards to enrolled students who have attained approved standards in examinations and to other persons as prescribed;
- Serving the Western Australian, Australian and international communities and the public interest by:
 - (i) enriching cultural and community life;
 - (ii) raising public awareness of educational, scientific and artistic developments; and
 - (iii) promoting critical and free enquiry, informed intellectual discussion and public debate.
- Providing the facilities for these functions as Council thinks necessary or conducive for their attainment.

Curtin's primary campus is in Bentley, Western Australia but also has campuses in Kalgoorlie, Australia, Malaysia, Singapore, Dubai, Mauritius and Sri Lanka.

Council

The Act specifies that Council:

- (a) is the governing authority of the university;
- (b) has the management and control of the property and affairs of the university and it may do all acts and things as it thinks best to promote the interests of the university;
- (c) has the entire control and management of the affairs, concerns and property of the University; and
- (d) may act in all matters concerning the University in such manner as appears to it best calculated to promote the objects and interests of the University.

The following committees are subcommittees of Council and make recommendations to Council on relevant matters:

- Executive Committee
- Audit, Risk and Compliance Committee
- Data and Digital Governance Committee
- Finance Committee
- Legislative Committee
- Nominations Committee
- University Council Health and Safety Committee
- Kalgoorlie Campus Council

More information about Council and its subcommittees can be found in our [Corporate Governance Statement](#).

Senior Executive Team

The Senior Executive Team (**SET**) is responsible for establishing and overseeing matters relating to the University's strategic positioning and strategy implementation.

Further information about SET is available on our [SET](#) website.

Organisational Chart

Curtin teaching and research is grouped into four faculties:

- Faculty of Business and Law
- Faculty of Health Sciences
- Faculty of Humanities
- Faculty of Science and Engineering

These faculties are further divided into schools, disciplines, institutes, centres and groups.

In addition, Curtin hosts the [Centre for Aboriginal Studies](#), a dedicated research and teaching area for programs including Indigenous education, health and community management.

More information about Curtin's [organisational structure](#) can be found on our website.

Effect of Curtin's Decision-Making Functions on Members of the Public

In exercising its functions under the Act, Curtin makes decisions that affect students, staff and the broader community in a variety of ways.

Curtin's strategic priorities guide its approach to decision-making across all of its core activities of education, research and engagement. These priorities act as statements of how Curtin works and set out the values and commitments that distinguish the University in the higher education sector.

Curtin's functions most directly affect its students through the delivery of education across its disciplines, including decisions about the types and content of programs offered, the standards required for the conferral of awards, and the conditions that govern student enrolment and academic progress.

Beyond its student cohort, Curtin's functions affect the wider community through the delivery of clinic and professional experience services, through the contribution of its graduates to commerce, industry and the professions, and through the University's research, consultancy and community engagement activities. These activities contribute innovative approaches and solutions to challenges facing Western Australian, national and international communities.

The University's strategic priorities guide its approach to decision-making across all of its core activities of education, research and engagement, reflecting Curtin's commitment to making a positive contribution to the community.

Public Participation in Curtin Policy and Functions

The University Council includes community members with experience in a wide variety of industries as well as staff, student and alumni representatives. Members of the Council are appointed by the Governor or co-opted by the Council in accordance with the Act. This ensures public participation and influence over strategic and policy development at a high level within Curtin's decision-making process.

New and updated University policies are distributed to staff and students for consultation before approval by the relevant authority and publication. Members of the public may also raise matters of University policy or administration by writing to the Vice-Chancellor.

Curtin also maintains a broad range of industry and community partnerships, professional relationships and alumni engagement activities that provide further avenues for community input into the University's activities and direction.

The Planning and Decision-Making Process

Curtin operates on a collegial and devolved management model in which committees form an important and integral part of its consultative and decision-making processes. Committees operate in either an advisory or decision-making capacity and are responsible for overseeing specific University roles and functions in support of effective governance.

The Council is the governing authority of the University and is responsible for determining Curtin's strategic direction and governance framework. The Vice-Chancellor serves as both the chief executive officer and principal academic officer of the University, supported by the Senior Leadership Team.

A full listing of the University's committees and their respective roles and responsibilities is available on the Curtin website. Further information about the University's governance and planning processes can be found in the Curtin Annual Report, available on the University website.

Documents held by Curtin

Curtin generates documents across all professional, teaching and research areas. Documents are stored within local areas as well as within Curtin Information Management and Archives and within various University business systems. Information is also found on Curtin's websites and the Staff Portal.

All documents created by Curtin are considered records and are therefore, subject to approved 'retention and disposal authorities' in accordance with the [State Records Act 2000 \(WA\)](#).

The FOI Act defines a document as any:

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

Documents held by Curtin may include, but is not limited to, any of the following media and locations:

- Audiotape or other audio recordings including digital recordings
- CD ROM, computer disc or removable media (including USB and external drives)

- Electronic records including email and data in the University's business systems
- Documents held in cloud storage locations
- Film, DVD, video, CCTV footage and digital recordings
- Paper and other hard copy records
- Photographs and still images including digital images, slides or negatives
- Plans and maps
- Microfiche or microfilm.

Curtin Information Management and Archives

Curtin Information Management and Archives 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 at [Curtin Information Management and Archives](#).

Curtin University Library

The Library has extensive [library services](#) available to students, staff, Alumni and the Curtin Community.

Members of the public may apply for a [Community Membership](#). Services available to Community Members include:

- Borrowing from our collections
- Access to databases
- Use of Library spaces
- Use of computers and printing

Making a Request for Access or Amendment to Documents

Access to Documents outside of the FOI Act

Disclosure of Personal Information Procedures | To ensure the privacy of student, staff and third party personal information held by the University, Curtin has published its [Disclosure of Personal Information Procedures](#) which details Curtin's obligations and requirements including the appropriate responsible officers to contact.

Student Records | Student records contain information which is obtained during a student's University career. It includes personal and academic details and associated correspondence. The confidentiality status of student records restricts access to appropriate officers, unless authorised by the student or required by law. Students may request access to the content of their student file by contacting [Curtin Connect](#) or the Information Disclosure Compliance Officer.

Personnel files | Personnel files are considered confidential and contain matters such as personal and financial details, leave arrangements and related correspondence. Access to personnel files is restricted to approved staff only, unless required by law. Staff may request access to the content of their personnel file by contacting People and Culture or the Information Disclosure Compliance Officer.

Freedom of Information at Curtin

The FOI Act gives the public a right to access Western Australian government documents, subject to some limitations. The right applies to documents held by most State government agencies including Curtin University. An individual can also apply to have their own personal information in government documents amended if that information is inaccurate, incomplete, out of date or misleading.

The Information Disclosure and Compliance Officer has delegated authority as decision maker to consider all applications for access to documents and for amendments to personal information made under the FOI Act.

More information about FOI at Curtin, including how to lodge an application, can be found on the [Freedom of Information](#) website. Enquiries and application submissions should be directed to:

Email: FOICoordinator@curtin.edu.au

Mail: Freedom of Information Coordinator
 Legal Services
 Curtin University
 GPO Box U1987
 PERTH WA 6845