

STATEMENT OF AFFAIRS OF GRIFFITH UNIVERSITY – 2006 FREEDOM OF INFORMATION ACT 1992

The Queensland *Freedom of Information Act 1992* ("**FOI Act**") gives members of the community a right of access to documents held by Griffith University.

This Statement of Affairs is published in accordance with the requirements of section 18 of the FOI Act.

1. Structure and functions of Griffith University

The organisational structure of Griffith University is available at http://www.griffith.edu.au/about/org/org_structure.html .

The University's functions are to:

- provide education at university standard;
- provide facilities for study and research generally and in particular for the people in the cities of Brisbane, Gold Coast, and Logan;
- encourage study and research;
- encourage the advancement and development of knowledge, and its application to government, industry, commerce and the community;
- provide courses of study or instruction (at levels of achievement the University Council considers appropriate) to meet the needs of the community generally and in particular, the people in the cities of Brisbane, Gold Coast, and Logan;
- confer higher education awards;
- disseminate knowledge and promote scholarship;
- provide facilities and resources for the well being of the University's staff, students, and other persons undertaking courses at the University;
- exploit commercially for the University's benefit, a faculty or resource of the University, including for example, study, research, or knowledge, or the practical application of study, research, or knowledge, belonging to the University whether alone or with someone else; and
- perform other functions given to the University under the *Griffith University Act 1998* or any other Act.

2. The ways in which Griffith University's functions (including its decision making functions) affect members of the community

Griffith University's teaching and research have always focussed on issues of prime importance to the community. The University works with governments and industry to develop solutions for some of the world's most vexing problems and applies its knowledge, research findings, cultural and physical resources to the enrichment of national and international communities. The University also plays a vital role in ensuring that the communities in which its campuses are located become even better places to live.

The decision making functions of the University affect members of the community by determining:

- the number of students who will be admitted to the University under educational programs;
- the policies by which the University functions within the community;
- the extent to which the University will be involved in research within the wider general community; and
- the extent to which the University will develop links with the wider community and collaborate on cultural, economic and social issues.

3. Arrangements that exist to enable members of the community to participate in the formulation of Griffith University's policy and the exercise of Griffith University's functions

Members of the community may participate in formulation of the University's policies and the exercise of its functions through membership of various University committees. Membership of some committees is subject to qualification criteria, for example, some positions are only open to students or staff members of the University, or to members of the governing body. The committees upon which community membership is available are as follows:

- University Council
- Aboriginal and Torres Strait Islander Advisory Committee
- Academic Committee
- Advisory Councils for Gold Coast Campus, Queensland College of Art and Queensland Conservatorium
- Animal Ethics Committee
- Audit Committee
- Community Partnership Committee
- Council Nominations Committee
- Finance and Resources Committee
- Griffith University Foundation Board
- Honorary Degree Committee
- Human Research Ethics Committee
- Legislation Committee
- TAFE Queensland and Griffith University Links Committee

4. Description of the various kinds of documents that are usually held by Griffith University

Documents are created throughout the University's organisational structure. The majority of official records of the University are held at the University's Central Registry (known as Corporate Archives and Records Management Services or "CARMS"). Also, other records are held at individual Faculties,

Colleges, Schools and Research Centres. Below is a general description of the types of documents usually held by the University:

(a) **Official University documents**, including:

- **Annual Report**

The University's Annual Report is the University's official report to the Queensland Parliament on its activities and matters of interest affecting Griffith University in any particular year.

- **University Calendar**

The University publishes an annual calendar showing the principal dates for each academic year.

- **University Publications**, including the Griffith Gazette.

- **University Plans**

Various University Plans are available on the University's website, including the Strategic Plan, The Griffith Research Plan, The Griffith Academic Plan and University Equity Plan.

- **Policy & Procedures documents**

The University's Policy Library contains policies, guidelines and procedures on a variety of issues of an academic, staff management, research, administrative, financial, technical and physical facilities nature that have been approved by the committees of the University or designated officers. Forms that support the implementation of procedures published in the Policy Library are also included. The Library also contains a copy of the *Griffith University Act 1998* and related legislation as well as Enterprise Bargaining Agreements and Industrial Awards.

Access to the Griffith University policy library is available at <http://www62.qu.edu.au/policylibrary.nsf>

- **Equity documents**, including the University's Equity Strategy, Affirmative Action Reports and Indigenous Australian Employment Strategy.

(b) **Information for current and prospective students**, including:

- Admission Procedures
- Course and Program Catalogues
- Enrolment Guide
- Guidelines for Scholarships
- Subject Assessment Criteria
- Student Charter

(c) **Documents and records produced and held at various areas across the University:**

- Audit reports
- Budgets
- Minutes of committee meetings
- Personal records relating to employment, evaluation and careers of students, academics, research, administrative and technical Staff
- Research data collected for research projects
- Research funding applications and assessments
- Research papers, journals, articles, conference papers and reports
- Salary, superannuation and taxation records
- Staff and student newsletters
- Statistical reports
- Stock and stationery inventories
- Traffic and parking records
- Workplace Health and Safety Reports

(d) Various other documents are contained in **Griffith University's libraries** including monographs, serials, audio visual items in physical form and digital resources; and

(e) Other documents as shown available on the Griffith University Web Site.

5. Description of the kinds of documents available for inspection at Griffith University under an enactment other than the FOI Act

Many of the documents listed above are available for inspection:

- by way of the Griffith University website <http://www.griffith.edu.au>;
- at the University's library or Central Registry (known as Corporate Archives and Records Management Services or "CARMS");
- upon request to the University; or
- upon purchase from Griffith University.

Documents held by the University which are not available in any of the above ways are not available for inspection unless an application for access is made under the Freedom of Information Act.

6. Description of the kinds of documents available for purchase from Griffith University

- The Griffith Review
- Griffith Law Review
- Australian Feminist Law Journal

- Any other documents as listed for purchase on the Griffith University website

7. Description of the kinds of documents available from Griffith University free of charge

There are no fees or charges for:

- inspecting official University publications which are available in the Griffith University library;
- accessing information which is available to the public on the Griffith University website; or
- obtaining published brochures containing general University information or specific information on admission procedures or particular courses and programs.

8. Description of the literature available from Griffith University by way of a subscription service or free mailing list

The Griffith Review, Griffith Law Review and Australian Feminist Law Journal are available by way of subscription. The Griffith Gazette is available free on campus. Other documents available are shown on the Griffith University Web Site.

9. A list of all boards, councils, committees and other bodies constituted by two or more persons that:

- (i) **are part of, or have been established for the purpose of advising, Griffith University; and**
- (ii) **whose meetings are open to the public or the minutes of whose meetings are available for public inspection**

A wide range of boards, councils, committees and other bodies have been established for the purpose of advising Griffith University. However, none of these hold meetings which are open to the public.

The following advisory boards, councils, committees and other bodies publish minutes of meetings which (apart from confidential minute extracts) are available for public inspection:

(a) University Council and its Committees

- University Council
- Advisory Councils for Gold Coast Campus, Queensland College of Art and Queensland Conservatorium
- Academic Committee
- Audit Committee
- Finance and Resources Committee
- Legislation Committee

(b) **Faculty Boards and School Committees**

(i) **ARTS, EDUCATION AND LAW GROUP**

- Faculty of Arts Board
 - School of Arts
 - School of Criminology and Criminal Justice
 - School of Language and Linguistics
- Faculty of Education Board
 - School of Education and Professional Studies (Brisbane, Logan)
 - School of Education and Professional Studies (Gold Coast)
- Queensland College of Art
 - See Contemporary Arts, Music and Media Board
- Queensland Conservatorium
 - See Contemporary Arts, Music and Media Board
- Griffith Law School Board

(ii) **BUSINESS GROUP**

- Griffith Business School Board
 - Department of Accounting, Finance and Economics
 - Department of Industrial Relations
 - Department of International Business and Asian Studies
 - Department of Management
 - Department of Marketing
 - Department of Politics and Public Policy
 - Department of Tourism, Leisure, Hotel and Sport Management

(iii) **GRIFFITH HEALTH**

- Health Group Board
 - School of Anatomy
 - School of Dentistry and Oral Health
 - School of Human Services
 - School of Medical Science
 - School of Medicine
 - School of Nursing and Midwifery
 - School of Pharmacy
 - School of Physiotherapy and Exercise Science
 - School of Psychology
 - School of Public Health

(iv) **SCIENCE, ENVIRONMENT, ENGINEERING AND TECHNOLOGY GROUP**

- Science, Environment, Engineering and Technology Group Board
 - Griffith School of Engineering
 - Griffith School of Environment
 - School of Biomolecular and Physical Sciences
 - School of Information and Communication Technology

(c) **Other Committees**

- Aboriginal and Torres Strait Islander Advisory Committee
- Animal Ethics Committee
- Central Support Services Reference Group
- Community Partnership Committee
- Disability Advisory Committee
- Educational Excellence Committee
- Equity Committee
- Human Research Ethics Committee
- Internationalisation Committee
- Learning and Teaching Committee
- Learning Environment Committee
- Programs Committee
- Research and Postgraduate Studies Committee
- Staff Support and Development Reference Group
- Student Liaison Group
- Student Orientation and Engagement Committee
- TAFE Queensland and Griffith University Links Committee
- University Health & Safety Committee
- University Student Loans Panel

Full sets of the minutes of meetings are held in the University's Central Registry (known as Corporate Archives and Records Management Services or "CARMS") or in respective Faculties and Colleges.

A request for access to minutes of the meeting of any University board, council, committee or other body should be made in writing to:

The Pro Vice Chancellor (Administration)
Bray Centre
Griffith University
NATHAN QLD 4111

10. Description of the arrangements and procedures that exist to enable a member of the community to obtain access to Griffith University's documents

Requests for access to Griffith University documents should be made in writing and directed to the Pro Vice Chancellor (Administration). The University makes a variety of its documents available to the community without recourse to the Freedom of Information Act.

The University's policy and procedures in relation to requests by staff or third parties for access to their personal records are set out in the following documents:

- Accessing Staff Files policy and Procedure for Accessing Staff Files (both available at <http://www62.gu.edu.au/policylibrary.nsf>); and
- Privacy Plan and Procedures for Access to and Amendment of Personal Information / Complaints and Internal Review Procedures (both available at <http://www.griffith.edu.au/ua/aa/vc/pp/>).

Applications for access under the Freedom of Information Act should be made in writing to:

The Freedom of Information Officer
Pro Vice Chancellor (Administration)
Bray Centre
Griffith University
NATHAN QLD 4111

11. Description of the arrangements and procedures that exist to enable a member of the community to seek amendment of Griffith University's documents concerning the person's personal affairs

The University's policy and procedures in relation to requests to amend records which concern the personal affairs of staff or third parties are set out in the following documents:

- Procedure for Accessing Staff Files (available at <http://www62.gu.edu.au/policylibrary.nsf>); and
- Privacy Plan and Procedures for Access to and Amendment of Personal Information / Complaints and Internal Review Procedures (both available at <http://www.griffith.edu.au/ua/aa/vc/pp/>).

An application to amend documents which concern the personal affairs of a person should be made in writing to:

The Pro Vice Chancellor (Administration)
Bray Centre
Griffith University
NATHAN QLD 4111

12. Particulars of any reading room or other facility provided by Griffith University for use by applicants or members of the community, and the publications, documents or other information regularly on display in the reading room or other facility

An office is available for use by applicants to view documents under supervision. Official University publications and other information relating to the activities of the University are available for access in the libraries on the University's campuses.