

2008 STATEMENT OF AFFAIRS OF JAMES COOK UNIVERSITY 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 James Cook University.

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

1. Structure and functions of James Cook University

The organisational structure of James Cook University is available at http://www.jcu.edu.au/org/idc/groups/public/documents/organisational_chart/jcuprd_015366.pdf

JCU is a statutory body within the meaning given in the *Financial Administration and Audit Act 1977*.

The functions of the University are defined under Section 5 of the James Cook University Act 1997 (Qld) as follows:

- (a) to provide education at university standard; and
- (b) to provide facilities for study and research generally and, in particular, in subjects of special importance to the people of the tropics; and
- (c) to encourage study and research generally and, in particular, in subjects of special importance to the people of the tropics; and
- (d) to provide courses of study or instruction (at the levels of achievement the council considers appropriate) to meet the needs of the community; and
- (e) to confer higher education awards; and
- (ea) to disseminate knowledge and promote scholarship; and
- (eb) to provide facilities and resources for the wellbeing of the university's staff, students and other persons undertaking courses at the university; and
- (f) to exploit commercially, for the university's benefit, a facility 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
- (g) to perform other functions given to the university under this or another Act.

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

James Cook University is dedicated to working with other organisations wherever possible to ensure the common goal of improving the quality of life for the people of the region is reached. This cooperation takes many forms, from formal Memoranda of Understanding and conjoint appointments, through to membership of advisory committees, or community organisations or associations; the establishment of formal visiting or advisory committees; the provision of information, advice, assistance and access to university facilities and services; participation, organisation and sponsorship for special events; and the formation of commercial companies and joint ventures. Members of the public, members of staff, and students are able to participate in policy decisions through membership of university committees.

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 James Cook University's policies and the exercise of James Cook 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.

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

Documents are received and created throughout JCU. The university's Corporate Information Section is the primary holder of the files on which the university depends as instruments of administrative action. It also maintains a register of legal documents.

In addition, many faculties, schools and other units maintain their own internal files. For the purposes of the FOI Act, such files are deemed to be university files.

The University Archives and the special collections housed in The Eddie Koiki Mabo Library (both on the Townsville campus) contain older material of historical importance, some of which has been donated by external organisations.

Annual Report

The university's annual report is published in accordance with the university's reporting requirements to the Queensland Minister for Education. It provides a comprehensive summary of the university's operations, achievements, activities and utilisation of its resources. Copies are available to view at The Eddie Koiki Mabo Library, and can also be accessed via the university's web page at:

<http://www.jcu.edu.au/div1/registry/annualreport/>

Student Handbook

The university's student handbooks contain important information concerning principal dates, Council, staff and officers of the university, university services, student rules, policies and procedures, the university's awards and academic programs, and details of scholarships, bursaries and awards. The university's handbooks can be viewed on the university's web page at:

<http://www.jcu.edu.au/handbooks/>

Policies, Procedures, Guidelines and Manuals

The university's decisions are based on approved policies, procedures and guidelines, and they provide the framework for the university's activities, academic organisation, administration, research and development, financial practices, personnel, health and safety, communication and physical resources.

The Policy Library serves as a single point of access for all official university policies, rules, codes of practice, constitutions, charters, guidelines and procedures (which support policy) and can be accessed at:

<http://www.jcu.edu.au/policy/index.htm>

Equity Documents

Equity documents can be accessed through the following links:

- Aboriginal and Torres Strait Island Student Services:
http://www.jcu.edu.au/future/idc/groups/public/documents/information_about/jcudev_002627.pdf
- Disability Resources Centre: <http://www.jcu.edu.au/disability/>
- Equal Opportunity Unit: <http://www.jcu.edu.au/eo/>
- Privacy Plan:
<http://www.jcu.edu.au/div1/registry/records/Privacy%20Plan.pdf>
- Student Equity: <http://www.jcu.edu.au/studentequity/>

Academic Calendar

The university's 2008 **academic calendar** can be viewed at:
<http://www.jcu.edu.au/div1/registry/Academic%20Calendar%202008%20.pdf>

Library

The university welcomes members of the community who wish to access its library resources. Some facilities are freely available. Information about the services available is on the university's web page at:
<http://www.library.jcu.edu.au/Services/services.shtml>

Magazines, Newspapers, Media Releases, Divisional Newsletters

- **JCU Outlook** is the newspaper of James Cook University. Print copies are available by contacting jcuoutlook@jcu.edu.au. In addition, pdf versions can be downloaded from <http://www.jcu.edu.au/div1/marketingandpr/mediaoutlook.html>
- **On Campus** is JCU's staff newspaper. Copies can be downloaded from <http://www.jcu.edu.au/div1/marketingandpr/mediaoncampus.html>
- Copies of the university's **media releases** are available from Media Liaison and also via the JCU website at:
<http://cms.jcu.edu.au/news/index.htm>

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

Many of the documents listed above are available for inspection:

- via the university's website at <http://www.jcu.edu.au/>;
- at the university's Corporate Information Section, University Archives or The Eddie Koiki Mabo Library;
- upon request to the university; or
- upon purchase from the university.

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

Academic record

An official academic record costs \$10.00 for one copy, \$15.00 to three copies or \$20.00 for six copies. See http://www.jcu.edu.au/student/JCUDEV_007393.html for further details.

Replacement testamurs

Replacement testamurs are available on request at \$40. See http://www.jcu.edu.au/div1/registry/graduation/idc/groups/public/documents/form_download/jcudev_007476.pdf for more information.

Documents available by subscription or mailing list

A number of university documents are available by subscription or mailing list. Subscription to some of these documents may involve a charge and arrangements should be made with the department or school concerned.

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

There are no fees or charges for:

- inspecting official university publications which are available in The Eddie Koiki Mabo Library;
- accessing information which is available to the public on the James Cook University website;
- obtaining published brochures containing general university information.

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

Documents available are shown on the James Cook University website and arrangements should be made with the department or school concerned.

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, James Cook 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 has been established for the purpose of advising James Cook 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:

University Council and its Committees

- University Council
- Finance Committee
- Remuneration and Human Resources Committee
- Strategy Committee

- Ceremonial and Honorary Degrees Committee
- Audit and Compliance Committee
- Academic Board
- Education Committee
- Research Committee
- Higher Degrees by Research Sub-Committee

Other James Cook University Committees

- Vice-Chancellor's Advisory Committee
- Bookshop Management Committee
- Faculty of Arts, Education and Social Sciences
- Faculty of Science, Engineering and Information Technology
- Faculty of Law, Business and the Creative Arts
- Faculty of Medicine, Health and Molecular Sciences
- Workplace Health & Safety Committee
 - Biosafety Advisory Committee
 - Diving & Boating Safety Committee
 - Radiation Safety Committee
 - Cairns Campus Safety Committee

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

- Requests for access to James Cook University documents should be made in writing and directed to the Registrar.
- The university's privacy plan and procedures for access to and amendment of personal Information are available at <http://www.jcu.edu.au/div1/registry/records/Privacy%20Plan.pdf>
- Information regarding access to staff files is available at: http://www.jcu.edu.au/policy/allatoh/JCUDEV_008633.html
- Applications for access to documents under the Freedom of Information Act should be made in writing to:

Freedom of Information Coordinator
 Corporate Information Section
 James Cook University
 Townsville QLD 4811

See <http://www.jcu.edu.au/div1/registry/records/> for links to the JCU FOI application form and JCU's FOI Policy and Procedure.

11. Description of the arrangements and procedures that exist to enable a member of the community to seek amendment of James Cook 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 document: <http://www.jcu.edu.au/div1/registry/records/Privacy%20Plan.pdf>.

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

Privacy Contact Officer
Corporate Information Section
James Cook University
Townsville QLD 4811

12. Particulars of any reading room or other facility provided by James Cook 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

- A desk is available in the Corporate Information Section 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 at The Eddie Koiki Mabo Library.
