

Information Statement 2023

Prepared in accordance with Section 94
Freedom of Information Act 1992



1. INTRODUCTION

Since foundation, Murdoch University has been associated with environment and conservation, social justice and inclusion, and providing pathways into and through a university education for people who have previously been excluded.

Murdoch was formally established as Western Australia's second university in 1973 by an Act of the State Parliament to meet the growing higher education needs of the community. Named after prominent Australian author and philosopher, Sir Walter Murdoch, the University officially opened on the centenary of his birth, September 17, 1974.

Today, with more than 21,000 students and 1,700 staff across our campuses in Perth, Singapore and Dubai, Murdoch is committed to delivering contemporary, accessible and inclusive education, while increasing impactful and progressive research in our areas of strength. With more than 90,000 alumni, Murdoch graduates can be found all over the world, contributing to society and making a positive difference.

The University's Strategy [Ngala Kwop Biddi: Building a brighter future, together](#) is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

The success of the Strategy is measured through levels of student satisfaction and success; reputation; staff satisfaction; the proportion of First Nations students as a percentage of the domestic student cohort; research publications; the net carbon emissions of operations; and proportion of waste going to land fill.

Murdoch University is also distinguished by a long and proud tradition of delivering quality research, with a commitment to fostering ongoing research partnerships and collaborations. We have established four interdisciplinary research institutes aligned with each of our major research strengths in food, health, the environment and First Nations knowledges. As the global population grows towards 10 billion over the next 30 years, we continue to undertake world-leading translational research that contributes innovative approaches and solutions to some of the world's greatest challenges.

The University's long history of providing access to higher education to prospective students via non-traditional pathways is reflected in our student profile, with the highest score in enrolments for Low SES students across WA universities at 22.9% and the highest share in WA for students who identify as Indigenous at 2.6% of the domestic student cohort. Murdoch University consistently works to provide a vibrant, inclusive and diverse learning experience for students. Our objective in our core activity of Education is to deliver contemporary, accessible and inclusive education, with a high quality and engaging student experience, producing graduates who are adaptable, have fresh perspectives and a social conscience.

The University also serves a global cohort of learners across three continents and is active in local, regional and international community engagement to cultivate knowledge partnerships. These collaborations aim to promote discussion and debate

on matters such as food security, sustainability, health futures and cultural enrichment through the arts, humanities and social sciences.

2. LEGISLATION

The management of the University is executed in accordance with the [Murdoch University Act 1973](#) (the Act). The internal legislation of the University consists of:

- Statutes
- By-Laws
- Regulations
- Rules
- Policies

Published versions of these documents are available on the University Legislation page located at <http://www.murdoch.edu.au/Legislation/>.

The University also operates under State and Federal legislation.

3. FUNCTIONS OF THE UNIVERSITY

The functions of the University as stated in Section 6 of the Act are:

- to provide courses of study appropriate to a university, and other tertiary courses;
- to encourage and participate in the development and improvement of tertiary education to meet the needs of the community;
- to undertake and support scholarship, pure and applied research, invention, innovation, education and consultancy, and to apply those matters to the advancement and application of knowledge –
 - to the benefit of industry, business and government; and
 - to the benefit and wellbeing of the Western Australian, Australian and international communities;
- 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;
- to generate revenue for the purposes of funding the carrying out of its functions;
- to serve the Western Australian, Australian and international communities and the public interest by —
 - enriching cultural and community life; and
 - raising public awareness of educational, scientific and artistic developments; and
 - promoting critical and free enquiry, informed intellectual discussion and public debate within the University and in the wider society;
- to provide the facilities that are necessary or conducive to the attainment of the objects of the University and the performance of its functions.

The University serves the community by developing and promoting its strengths as a research and teaching university, focusing on high quality teaching and scholarship,

flexible degree programs, close and effective interaction between staff and students, and providing an international perspective.

4. OUR STRATEGY

To achieve our purpose and our vision, in our [Strategy](#) we set out the three Strategic Themes of Sustainability; Equity, Diversity and Inclusion; and First Nations – and these guide our activities.

4.1 Our Vision

Our vision is that Murdoch University will be widely recognised as the university of choice for people who care, who value inclusion, curiosity and innovation, and who desire to make a positive social impact. We will be a leading university in education, teaching and research in sustainability; a thriving, welcoming, diverse and inclusive community. Murdoch University will be the university of first choice for First Nations peoples, promoting and benefiting from Indigenous knowledges. Our quality education will be contemporary, accessible and inclusive. Our graduates will be keenly sought by employers and will be known for having adaptability, fresh perspectives, practical skills and a social conscience. Our research will be impactful, and we will have strong industry and institutional collaborations.

4.2 Strategic Themes

These strategic themes will guide and shape much of our activity over the lifetime of the Strategy. In addition, we have identified a specific objective for each theme, and key actions we will undertake to meet that objective. Each theme will be led by a Pro Vice Chancellor, who will be member of the Senior Leadership Team and chair a University-level working group to operationalise these and other actions in support of the objective.

4.2.1 Sustainability

Be a leading university in education, teaching, and translational research in sustainability, nurturing mindsets and creating solutions for a better and more sustainable world, a university renowned for its commitment to, and expertise in, sustainability and environmental, social, and corporate governance (ESG), providing a model and the tools for behaving and operating sustainably.

4.2.2 Equity, Diversity and Inclusion

Build a welcoming, diverse and inclusive community and environment that is equitable and safe, and that provides a culturally safe and supportive environment where all members of our community can realise their potential.

4.2.3 First Nations

Become the university of first choice for First Nations peoples, and an exemplar in embracing and promoting and benefiting from Indigenous knowledges and cultural inclusivity.

4.3 Core Activities

Under the Murdoch University Act, the University is committed to core activities that can be broadly categorised as Education, Research, and Engagement. These activities are common to all research-led universities, and the distinctiveness of Murdoch University comes from the way the three strategic themes flow through these activities. To support the realisation of our vision, we have identified an overarching objective for each of our core activities and actions to support the achievement of the objective. Each core activity will be led at Senior Leadership Team level by a Deputy Vice Chancellor (DVC) who will chair a university-level committee to oversee the core activity and alignment with the Strategy.

4.3.1 Education

Deliver contemporary, accessible and inclusive education, with a high quality and engaging student experience, producing graduates who are adaptable and have fresh perspectives and a social conscience.

4.3.2 Research

Increase our impactful and progressive research in our areas of strength and excellent research across our disciplines.

4.3.3 Engagement

Build engagement with our local community, our State, our Nation and our global society, creating mutually beneficial partnerships at all levels.

5. ORGANISATIONAL STRUCTURE

Our organisation comprises people who are committed to Murdoch University's success.

Under the [organisational structure](#) of Murdoch University, the Vice Chancellor is the most senior executive position at Murdoch University – serving as both the principal academic officer and chief executive officer for the University. The Vice Chancellor embodies the values of Murdoch and promotes the University's external goals, including stakeholder relations and community engagement. The Vice Chancellor encourages, promotes and facilitates the very best academic and organisational performance across the whole University.

Our five colleges work together, with similar aims and interests to enable collaboration across multiple disciplines.

6. GOVERNANCE

Governance structures at Murdoch University comprise a committee structure and a management structure.

Main committees:

- [Senate](#) (the governing body; Chancellor as Chair);

- Senate sub-committees;
- [Academic Council](#) (principal academic governance committee);
- Academic Council sub-committees; and
- School committees.

Management:

- Vice Chancellor;
- Deputy Vice Chancellors;
- Pro Vice Chancellors;
- College Deans;
- Chief Financial Officer;
- Chief People Officer;
- Chief Experience Officer; and
- Directors and other senior managers.

7. ARRANGEMENTS FOR PUBLIC PARTICIPATION IN POLICY MAKING

Provision is made for the University's students and staff to be involved in the decision-making processes of the University on which there are elected representatives.

Members of the public can write to the Vice Chancellor and raise any issue or concerns about university policy or administration.

The Alumni Association provides an avenue for graduates to maintain active links with the University; remain informed of activities and have an input on policy. Two members of Senate are elected by and from the Graduates of the University.

The student population of the University can participate in the decision-making processes through the various committees that provide for student representation and via the Student Guild that is established under section 20(2) of the Act as the recognised means of communication between Students and the Senate.

The University also consults the local council and community on matters concerning the physical development of the campus, transport, safety and security issues, and how these impinge on the local community.

8. DOCUMENTS/INFORMATION HELD BY THE UNIVERSITY

Documents and records of the University are held in Central Administration, the Academic Schools, Offices, Centres and Institutes. Only a small proportion of the University's records are retained indefinitely – principally for their ongoing historical value.

All records, hardcopy and electronic, created by the University are subject to its *Retention and Disposal schedules* in accordance with the *State Records Act 2000*. These schedules set out the minimum period that the various records series generated by the University must be kept before they can be legally destroyed.

Further information regarding the retention and disposal of University records is available at <http://our.murdoch.edu.au/University-Secretarys-Office/Records-Management-and-Archives/Retention-and-disposal-of-University-records/>.

8.1 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 the student and appropriate officers, unless authorised by the student.

8.2 Records Management and Archives

The University Secretary's Office, through the Records Management and Archives Office has responsibility for the University's records management and archival programs. Schools and Offices create and maintain records that are relevant to their functions, in particular, standard accounting and financial records are kept by the Finance Office and standard employment records are kept by the People and Culture Office.

As with most organisations the University operates in a hybrid environment with records being created and received in paper as well as electronic format. Consequently, the Records Management and Archives Office maintains hardcopy files as well as databases, spread-sheets, word processing documents, digital images, records that appear solely on the University's Intranet, and other electronic content.

The University Archives house records that fall within the scope of the Archives collection strategy. These are records that have continuing administrative, legal, financial or historical value to the University and/ or to the broader community. They include records that document the establishment of the University, the drafting of its legislation, major organisational decision making, significant projects, policy and procedures, minutes and agendas of the University's major committees and working parties, architectural drawings and photographs.

The right of access to information is limited by a number of factors including legislation, legal and commercial reasons, privacy considerations (personal information about individuals), and official university policy.

8.3 Library Services

The Murdoch University Library service spans three locations across two campuses. This includes:

- the Geoffrey Bolton Library;
- the Veterinary Library; and
- the Mandurah Campus Library.

Visitors from other universities and members of the community are encouraged to take advantage of our world class print collections, facilities and study spaces.

Further information regarding the University's library services is available at <http://www.murdoch.edu.au/library>.

8.4 Documents Available Free of Charge

A significant amount of information is held on the University's website, including a large number of documents, information, pamphlets, brochures and booklets which are available free of charge.

You can search for information through the University website located at <http://www.murdoch.edu.au/>.

Graduates of the University receive a graduation package that contains their Testamur and Statement of Academic Record free of charge.

8.5 Documents/Information Available at a Cost

There are a number of documents that are available upon application and payment of a fee.

Those available through the University's [document ordering service](#) are:

- Statement of Academic Record;
- Confirmation of Completion of Studies;
- GPA Letter; and
- Certified Copies.

You can search for other documents/information through the University website located at <http://www.murdoch.edu.au/>.

9. OPERATION OF FREEDOM OF INFORMATION IN THE UNIVERSITY

The Western Australian [Freedom of Information Act 1992](#) (the FOI Act) gives the public a right to access documents held by most State Government agencies, including public universities, subject to some limitations.

Documents accessible under the FOI Act include (but are not limited to) maps, plans, diagrams, graphs, drawings, photographs, videos, audiotapes, CCTV footage, reports, handwritten file notes, tables, letters, memorandums, and electronic records including emails.

Anyone can also apply to have personal information about themselves in government documents amended if that information is inaccurate, incomplete, out of date or misleading.

The University's Freedom of Information Coordinator can be contacted by phone on (08) 9360 6544 or by email at foi@murdoch.edu.au.

Further information regarding Murdoch University's Freedom of Information processes can be found at <https://www.murdoch.edu.au/about-us/governance/freedom-of-information>.

