

AGENCY INFORMATION GUIDE

This Agency Information Guide has been developed to satisfy the requirements for the University to make certain information publicly available in accordance with section 20 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act).

Contact

→ Requests for information or enquiries about this Guide can be directed to the [Right to Information Office](#).

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Section 1: Structure and Functions

Establishment of the University

Western Sydney University is established under the [Western Sydney University Act 1997 \(NSW\)](#) (WSU Act). Under the WSU Act, the University is constituted as a body corporate and has the functions and powers conferred by the Act.

Official Name of the University

The official name of the University, as prescribed by the WSU Act, is **Western Sydney University**.

Business and Trading Names

The University may operate under registered business or trading names associated with its teaching, research, commercial, and engagement activities.

Information about registered business names is available through the [Australian Business Register](#).

Regulatory Status of the University

The University is registered:

- as a higher education provider under the *Tertiary Education Quality and Standards Agency Act 2011 (Cth)* (TEQSA Act) as a self-accrediting authority and may self-accredit its own courses
- on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), permitting the university to enrol and deliver education services to students in Australia on a student visa; and
- as a charity with the Australian Charities and Not-for-profits Commission.

→ The University's provider ID, CRICOS ID, and Australian Business Number are found on its website home page, and the University's entries on the [TEQSA website](#) and [CRICOS website](#).

The object and functions of the University

The object of Western Sydney University, as set out in section 8(1) of the WSU Act, is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

The principal functions of the University are set out in sections 8(2) and 8(3) of the WSU Act.

The functions of the University may be exercised within or outside New South Wales, including outside Australia.

Governance of the University

Western Sydney University is governed by a Board of Trustees representing University and community interests and led by the Chancellor. The Vice-Chancellor and President is the principal executive officer of the University and is responsible for the overall leadership, management, strategic direction, and administration of the University.

The University's governance framework also includes the Academic Senate, executive leadership, and administrative divisions responsible for academic, operational, financial, and corporate functions.

Further information about the University's governance arrangements, including the Board of Trustees, Chancellor, Vice-Chancellor and President, Academic Senate, executive leadership, and governance structure, is available on the [Leadership and Governance webpage](#).

→ Information about the University's executive leadership is available on the [Executive webpage](#).

Faculties and Schools

The University is organised into faculties, which are groupings of schools according to academic disciplines, through which academic staff undertake teaching, learning, research, and scholarly activities across undergraduate, postgraduate, and higher degree research programs.

The University also undertakes teaching and research activities through institutes, research centres, clinical schools, laboratories, community partnerships, and affiliated organisations.

→ Find information relating to the [faculties](#), [schools](#) and [disciplines](#).

Institutional Frameworks

- [Mission, Goals and Strategic Plan](#)
- [Organisational Chart](#)
- [Governance Structure](#)
- [Data Office](#)

Locations

The University operates across a number of campuses, teaching locations, research facilities, and partnership sites in Greater Western Sydney, Sydney, and other locations in Australia and overseas.

The University also undertakes activities through affiliated institutes, clinical schools, research partnerships, online delivery arrangements, and collaborative teaching and research programs.

→ Further information relating to [campuses and locations](#).

Section 2: Effects of Functions and Decisions on the Public

Services, Facilities, and Community Services

The University's services, facilities and community engagement functions involve decision-making processes that affect members of the public by influencing access to education, student support, campus infrastructure and operational services, including decisions about enrolment, participation in University programs, access to services, continuation of study, and opportunities to engage in University-led community initiatives and partnerships.

Western Sydney University engages with local, national, and international communities through teaching, research, partnerships, events, outreach activities and community initiatives, which may affect members of the public through access to programs, collaboration opportunities and participation in University activities delivered in partnership with external organisations.

Community Services and Engagement

The University's object under the WSU Act includes the promotion of scholarship, research, free enquiry, the interaction of research and teaching, and academic excellence. Consistent with this object, the University provides facilities for education and research of university standard, having particular regard to the needs and aspirations of residents of Western Sydney.

The University engages extensively with its community through teaching, research, partnerships, outreach activities, events, and industry collaboration. This engagement is reflected in the University's strategic planning framework, including the WESTERN 2030 (2025–2030) Strategic Plan.

Western Sydney University has more than 44,000 students across its campuses in Western Sydney, with approximately 66% of students coming from the region. The University's teaching programs emphasise engaged learning, including student placements and industry experience, and its research priorities are directed toward addressing the needs of the communities it serves.

→ Further information regarding the University's community engagement activities is available on the University's [In the Community](#)

Student Services

- [Services and Facilities](#)
- [Student Services Hub](#) (contact point for current students)
- [Counselling Services](#)
- [Disability Services](#)
- [Welfare Services](#)
- [International Students](#)
- [Aboriginal and Torres Strait Islander Students](#)
- [Courses](#)
- [Health and Safety](#)
- [IT Services](#) (student login required)

Staff Services

- [Services and Facilities](#) (staff login required)
- [Human Resources](#)
- [Disability Services](#) (staff login required)
- [IT Services](#) (staff login required)

Section 3: Public Participation in Policy Development and Functions

Our Decisions and External Participation

Staff, students, and the public may participate in Western Sydney University's decision-making and functions in a number of ways.

The majority of members of the Board of Trustees and its committees are drawn from the professions, industry, business, and the wider community. These external members provide direct and valued input into the decision-making of the University. There is also substantial engagement and input from the professions related to the University's teaching programs and research. The University regularly conducts a range of on-campus events, including lectures, open days, and exhibitions, to which the public are invited.

Public Participation in Governance and Representation

Staff and students participate in decision-making through elected representatives and are represented on a range of internal committees, most notably the Academic Senate, which is the authority for academic policies affecting students in their courses of study.

Staff and students are also able to nominate for elected representative positions, with opportunities communicated through mail outs, email, posters, and other channels depending on the nature of the position.

Policy Development and Feedback

University policies are published on a [central website](#), and members of the University community are able to provide feedback on published and draft policies. The University also operates an extensive program of surveys for staff, students, and the community to obtain feedback on its functions and activities.

Section 4: Types of Information Held

Information Held by the University

Western Sydney University holds information commensurate with a large, complex higher education agency. The University maintains a continuously growing website and extensive repositories of information relating to its core [teaching, research, governance, and administrative functions](#).

Records held by the University include:

- academic program approvals and curriculum records;
- student admissions, enrolment, and progression data;
- assessment and examination records;
- staff employment and HR records;
- financial, procurement, and contracting records;
- research data, grants, and ethics approvals;
- governance, policy, and strategic planning documents;
- risk, compliance, and legal records; and
- infrastructure and asset management information.

The University website also contains a substantial volume of published information relating to courses, teaching, research, and the structure and functions of the University's administration. This information is accessible through the website search function and relevant pages.

Where University Information is Held

University information is held across a range of systems and formats, including:

- electronic records and business systems;
- document and records management systems;
- the University website and digital repositories; and
- physical records and archives.

→ Find information relating to the [Records and Archives Management Services \(RAMS\)](#).

Archives

The University maintains an archives collection of official records and publications, including an extensive historical collection primarily related to the Hawkesbury campus. Information about archival holdings and access arrangements can be obtained from the University Archives.

Section 5: Publicly Available Information

Most information for students, staff, and the community is published via the University's web site, the University also holds information in various electronic and hard copy files, records, archives and University systems.

The University publishes a wide range of information free of charge, including:

- [Agency Information Guide](#)
- [Annual Reports](#)
- [Strategic Plans](#)
- [Indigenous Strategy](#)
- [Decadal Strategies](#)
- [Policy Register](#)
- [Delegations of Authority](#)
- [Contract Registers](#)
- [Disclosure Logs](#)
- [Research Funding](#)
- [Course information](#)
- [Western Growth](#)
- [Education Quality](#)
- [Future-Makers](#)
- [Library](#)
- [Library FAQs](#)

Section 6: How Information is Made Available

How to access information

In most cases, information can be accessed without a formal access application.

1. Search existing information

Individuals are encouraged to search existing published information, including:

- [the University website](#);
- [University policy documents](#);
- [the Agency Information Guide](#);
- [the Disclosure Log](#); and
- [the Register of University Contracts](#).

2. Request information informally

Where possible, the University provides information informally through relevant Schools or Divisional Units. Contact details for relevant information holders are often published on the University website, and enquiries may be directed to those areas.

Where information is not readily available or requires significant collation or review, applicants may be advised to submit a formal access application under the *Government Information (Public Access) Act 2009 (NSW)* (GIPA Act).

3. Access your own personal information

Requests for access to personal information should be directed as follows:

- Staff records: [Office for People](#)

- Student records: [School](#) or [Student Services Hub](#)

4. Formal GIPA application or internal review (if required)

A formal access application may be made under the GIPA Act where information cannot be accessed through other means.

Applications are assessed in accordance with the public interest test under the GIPA Act, which determines whether information is released or withheld. The Act also provides for internal review of decisions relating to access applications.

Formal applications and internal review requests can be submitted via the [Online GIPA Register](#).

Certain categories of information are excluded or restricted from access under the GIPA Act or other legislation, including:

- excluded information under [section 43](#) of the GIPA Act;
- information relating to HSC ranking or tertiary admissions assessment processes (as excluded under Schedule 2); and
- information where there is an overriding [public interest against disclosure](#).

Section 7: Free and Charged Access to Information

Most publicly available information is provided free of charge.

Charges may apply for:

- formal access applications under the GIPA Act;
- processing time (in accordance with the Act);
- copying or retrieval where applicable.

Any charges are applied in accordance with NSW Government guidelines and the GIPA Act.