

Ms [REDACTED]

Via email: [REDACTED]

21 May 2020

Dear [REDACTED]

Freedom of Information (FOI) Application Ref: 200191

I refer to your application under the [Freedom of Information Act 2016 \(ACT\)](#) (the Act), received by the University of Canberra (the University) on Wednesday, 22 April 2020, for access to the following information:

1. *The official description of the role of the Inclusion and Engagement Unit, specifically regarding registered students with a disability.*
2. *The official description of the various roles within the Inclusion and Engagement Unit and their responsibilities in regard to registered students with a disability.*
3. *Staff Code of Conduct and/or any related Policy that details specific expectations of staff conduct beyond that outlined in the Charter for teaching staff generally, for unit and course convenors.*
4. *Staff disciplinary policy.*

Decision

I am authorised under section 33 of the Act to make decisions in respect of FOI applications.

I have decided to give you access to all information you have requested with minor redactions made to protect the privacy of individuals. An assessment of the information I have considered in scope of your application is at **Attachment A**, and the information released to you is at **Attachment B**.

Your rights of review

You may apply to the ACT Ombudsman for a review of a decision not to release information to you, within 20 working days of that decision.

If you are not satisfied with the University's administration of your application, you may submit a complaint to the ACT Ombudsman in accordance with section 69 of the Act. You can access the Act and the Ombudsman's website via the University's FOI webpage at <http://www.canberra.edu.au/about-uc/policy-and-legislation/freedom-of-information>.

If you have any questions, please email foi@canberra.edu.au.

Kind regards



Mr Eric Wells
FOI Information Officer
General Counsel and University Secretary
University of Canberra

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Australian Government Higher Education
Registered Provider Number (CRICOS) #00212K

Attachment A

The table below categorises the information we have identified as being within scope of your application. In relation to the information provided, please note the following.

Scope 1 – *The role of the Inclusion and Engagement Office*

There is additional information about reasonable adjustment plans and accessibility services which are available through the Inclusion and Engagement Office on the student intranet (MyUC).

Scope 3 – *Staff code of conduct and related policies*

There may be additional policies which relate only to staff in specific business units or with specific responsibilities. Policies which apply to staff (including those provided to you) are publicly available in the University's Policy Library, you may access the Policy Library via this link <https://www.canberra.edu.au/policies/>.

Attachment	Description of Information	Scope of Requested Information	Decision and Reasons
1. The role of the Inclusion and Engagement Office			
1.1	University of Canberra website introduction to the Inclusion and Engagement Office	1	Release
1.2	Student intranet (MyUC) – general information	1	Release
1.3	Student intranet (MyUC) – your support team	1	Release
	Note: <i>Whilst not exclusive to the Inclusion and Engagement Office, Attachments 2.1, 2.2, 2.3, 2.4 and 2.5 below, provide context around the larger team within which the Inclusion and Engagement Office functions.</i>		
2. The roles and responsibilities within the Inclusion and Engagement Office			
2.1	Position Description of Manager, Inclusion and Engagement	2	Release with redaction

Attachment	Description of Information	Scope of Requested Information	Decision and Reasons
2.2	Position Description of Senior Inclusion Advisor	2	Reason Release without redaction would, on balance, be contrary to the public interest as the document contains personal information individuals who may be identified. There are no relevant factors <u>favouring disclosure</u> . Relevant factors <u>favouring nondisclosure</u> include, the reasonable expectation that disclosure of the information could prejudice the protection of an individual's right to privacy.
2.3	Position Description of Inclusion Advisor	2	
2.4	Position Description of Student Support Officer	2	
2.5	Additional information about the roles within the Inclusion and Engagement Office	2	Release
3. Staff code of conduct and related policies			
3.1	Charter of Conduct and Values	3	Release
3.2	The University of Canberra Enterprise Agreement 2019 – 2022 In particular, the following sections: <ul style="list-style-type: none"> • 17 – Performance and Development • Part C – Academic Staff • Schedule 3 – Professional Staff Position Classification Standards • Schedule 4 – Minimum Standards for Academic Levels 	3	Release
3.3	Performance Expectations Policy	3	Release
3.4	Respect at Work (Prevention of Bullying) Policy	3	Release

Attachment	Description of Information	Scope of Requested Information	Decision and Reasons
3.5	Human Rights and Discrimination Policy	3	Release
3.6	Disability Policy	3	Release
3.7	Work Health and Safety Policy	3	Release
4. Staff disciplinary policy			
(see 3.2)	<p>The University of Canberra Enterprise Agreement 2019 – 2022</p> <p>In particular, the following sections:</p> <ul style="list-style-type: none"> • 40 – Handling Serious Misconduct • Part C – Academic Staff • Part D – Professional Staff • Schedule 6 – Handling Misconduct Procedure • Schedule 7 – Managing Underperformance Procedure 	4	Release