

SCHEDULE 11 – INFORMATION AND TECHNOLOGY (IT) DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN
CHANCELLOR

| No | Category | Function | Delegate | Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | Reference |
|-------|---------------------------------|--|-------------------------|--|---|
| IT1 . | Agreements and Contracts | AUTHORITY TO negotiate IT software and service agreements. | Band 5 | | Schedule 7: Legal and Contract Delegations |
| IT2 . | | AUTHORITY TO execute (sign) new IT agreements and services, internally or externally hosted, or change IT agreements and services. | Executive Director, DIT | | Telecommunications (Interception and Access) (New South Wales) Act Privacy and Personal Information Protection Act Computing and Communications Facilities Use Policy |
| IT3 . | | AUTHORITY TO approve renewal of IT service and software agreements. | Band 6 | Provided that the delegate has been designated as custodian of the IT Service and access to funds to support. | |
| IT4 . | | AUTHORITY TO execute purchase of IT infrastructure and devices (including, but not limited to: network, desktop, phone system and mobile devices). | Directors, DIT | Not including consumables. | |
| IT5 . | | AUTHORITY TO approve the allocation of a standard mobile phone for staff. | Band 7 | The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 16 of the Policy. | Information Technology Equipment Purchasing Policy (<i>currently under development</i>) |

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|-------|---------------------|--|---|---|--|
| IT6. | | Repealed | | | |
| IT7. | Domain Names | AUTHORITY TO register and renew a domain name on behalf of the University. | Executive Director, DIT Senior Manager, Web Strategy | | |
| IT8. | Security | Repealed | | | |
| IT9. | | Repealed | | | |
| IT10. | | AUTHORITY TO suspend a user from accessing CSU IT services and infrastructure for up to 14 days. | Directors, DIT Head of Campus Executive Director, Division of Human Resources | | Computing and Communications Facilities Use Policy |
| IT11. | | AUTHORITY TO approve access privileges for authorised users of CSU IT Services. | Band 6 | Provided that the delegate has been designated as custodian of the IT Service. | Computing and Communications Facilities Use Policy |
| IT12. | | AUTHORITY TO approve the creation of a staff member login account. | Directors, Division of Human Resources | If under 18 requires guardian authorisation. | |
| IT13. | | AUTHORITY TO approve the creation of a student login account. | Director, Division of Student Administration | If under 18 requires guardian authorisation. | |
| IT14. | | AUTHORITY TO create a temporary login account for individually named users to access a limited set of information and technology services. | Band 1 | If under 18 requires guardian authorisation. Limited IT services is defined on the Temporary Access Request webpage by the Division of Information Technology. | Computing and Communications Facilities Use Policy |
| IT15. | | AUTHORITY TO approve access to Computer rooms, Network rooms and similar for staff and third parties. | Band 4 | | |

| No | Category | Function | Delegate | Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | Reference |
|-------|--------------------------|--|--|--|--|
| IT16. | | AUTHORITY TO approve vendors and external agents' access to CSU systems and information. | Directors, DIT | | |
| IT17. | Service Standards | AUTHORITY TO approve creation of generic email addresses, generic user names and system email distribution lists. | Band 4, DIT | | |
| IT18. | | AUTHORITY TO approve the removal of devices, software and IT services. | Directors, DIT | | Computing and Communications Facilities Use Policy |
| IT19. | | AUTHORITY TO approve removal of IT services and software not hosted on CSU network. | Directors, DIT | | Records Management Policy State Records Act |
| IT20. | | Repealed | | | Refer to IT28 |
| IT21. | | AUTHORITY TO approve the removal of any offensive or inappropriate material. | Senior Manager, Web Strategy Directors, DIT | Where the delegate has been designated custodian of the relevant infrastructure or application. | Web Policy Computing and Communications Facilities Use Policy |
| IT22. | Privacy | AUTHORITY TO approve the release of information created by an individual, stored within CSU IT facilities, to police or appropriate authority. | Executive Director, DIT Legal Officer University Secretary and Director, Governance and Corporate Affairs Executive Director, HR Director, Workplace Relations | | |

| No | Category | Function | Delegate | Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | Reference |
|--------|-------------------------------|--|---|--|--|
| IT23 . | | AUTHORITY TO approve data classifications and standards for information and IT applications. | Executive Director, DIT | On recommendation of the Data Governance Committee. | Privacy and Personal Information Protection Act |
| IT24 . | Copyright | AUTHORITY TO approve the removal of electronically stored material that may be in breach of Copyright. | Executive Director, DIT | Assessment by University Copyright Officer may be sought. | Computing and Communications Facilities Use Policy |
| IT25 . | Records | AUTHORITY TO approve the removal of electronically stored records. | Executive Director, DIT University Secretary and Director, Governance and Corporate Affairs Records Manager | | Records Management Policy State Records Act |
| IT26 . | Plant and Equipment | AUTHORITY TO approve disposal of technology (hardware and software). | Executive Director, DIT Directors, DIT | | |
| IT27 . | Staff email disclaimer | AUTHORITY TO determine wording of staff email disclaimer. | University Secretary and Director, Governance and Corporate Affairs | | |
| IT28 . | University websites | AUTHORITY TO approve web standards used in the web environment. | Senior Manager, Web Strategy | | |
| IT29 . | | AUTHORITY TO approve new websites. | Senior Manager, Web Strategy | | |
| IT30 . | | AUTHORITY TO approve web content. | Web Content Lead Web Content Editors Band 5 | Where the delegate has been designated as custodian of the website. | |

| No | Category | Function | Delegate | Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | Reference |
|--------|----------|--|------------------------------|--|-----------|
| IT31 . | | AUTHORITY TO approve changes to homepage look and feel, functionality or navigation. | Senior Manager, Web Strategy | On approval of the Web Strategy Committee. | |
| IT32 . | | AUTHORITY TO approve joint Third Party/Partner websites. | Chief Financial Officer | All requests to be submitted to the Senior Manager Web Strategy who will prepare a recommendation for approval by the Chief Financial Officer. | |