

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>)

No	Category	Function	Delegate	Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	Reference
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		Repealed			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	Security	Repealed			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		Repealed			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

No	Category	Function	Delegate	Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	Reference
IT15.		AUTHORITY TO approve access to Computer rooms, Network rooms and similar for staff and third parties.	Band 4		
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		

No	Category	Function	Delegate	Special Conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	Reference
			Director, Workplace Relations Executive Director, DSA Directors, DSA		
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		

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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.	
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.	Deputy Vice-Chancellor (Administration)	All requests to be submitted to the Senior Manager Web Strategy who will prepare a recommendation for approval by the Deputy Vice-Chancellor (Administration).	