

(Council approved - 15 April 2024)

RA01	Information, records and technology systems	Information Management Manager	5	Authorise corporate records destruction	In consultation with Manager in relevant area and in accordance with the Information, Records and Data Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA02	Information, records and technology systems	Information Management Manager	5	Authorise disposal of corporate records identified as being orphan (with no business owner)	In accordance with the Information, Records and Data Policy	No sub-delegation permitted unless authorised in writing by Vice-Chancellor
RA03	Information, records and technology systems	Vice-Chancellor	1	Approve the external release of performance data about the University		Sub-delegation permitted one tier down
RA04	Information, records and technology systems	Senior Leadership Team Member	2	Approve conducting University-wide surveys (including staff or students)		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA05	Information, records and technology systems	Level 3 Staff	3	Authorise access to University databases and systems containing information	As authorised database/system owner. In conjunction with Digital Services and in accordance with the Privacy Policy	Sub-delegation down one tier permitted
RA06	Information, records and technology systems	Senior Leadership Team Member	2	Approve non-standard use of information held in University databases and systems (for example match NCEA data to first year performance)	In accordance with the Privacy Policy. If specific Faculty data, then Executive Dean of relevant Faculty approves	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA07	Information, records and technology systems	Level 5 Staff	5	Determine appropriate classification for University databases and systems	As authorised information/database/system owner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA08	Information, records and technology systems	General Counsel / Registrar	2	Approve disclosure of personal information under the Privacy Act 2020	As Privacy Officer	Sub-delegation permitted to Information Management Manager
RA09	Information, records and technology systems	Executive Director - People, Culture and Campus	2	Approve disclosure of staff data (not containing personal or identifying information) to a third party		Sub-delegation down one tier permitted
RA10	Information, records and technology systems	Senior Leadership Team Member	2	Approve disclosure of student data (not containing personal or identifying information) to a third party		Sub-delegation down one tier permitted
RA11	Information, records and technology systems	Information Management Manager	5	Obtain from any part of the University personal information (pursuant to a Privacy Act 2020 request) and determine course of action for privacy breaches, privacy complaints and other privacy issues	In accordance with the Privacy Policy	Sub-delegation to Information Records Management Team Members permitted
RA12	Information, records and technology systems	Senior Leadership Team Member	2	Approve disclosure of information requested pursuant to an Official Information Act (OIA) request		

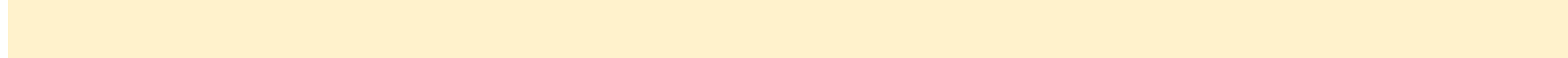
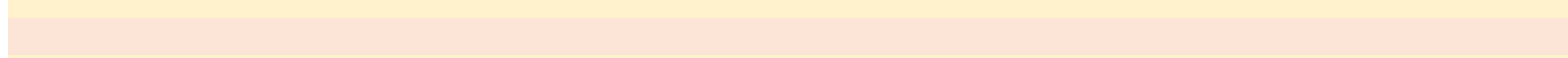
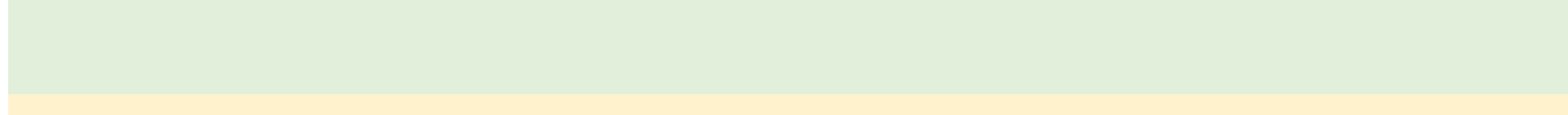
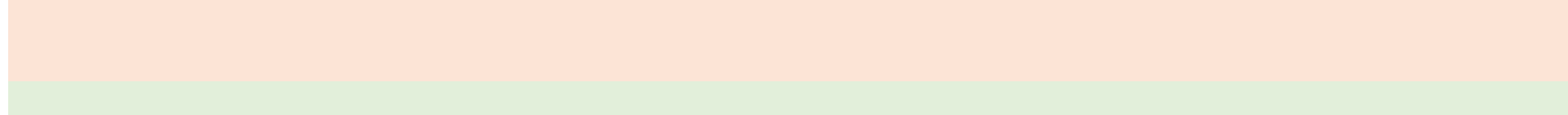
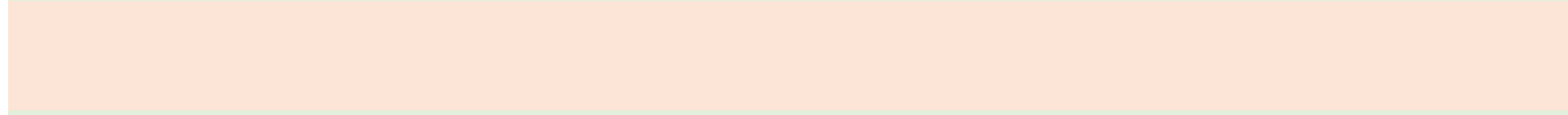
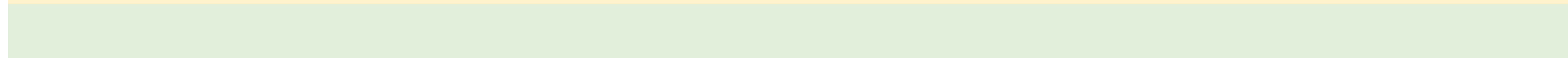
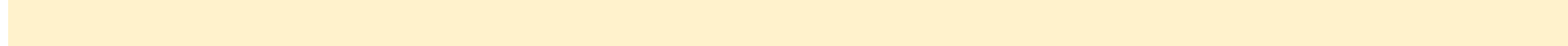
RA17	Information, records and technology systems	Chief Digital Officer	3	Review or monitor any aspect of any University information system		Sub-delegation permitted
RA18	Information, records and technology systems	Chief Digital Officer	3	Take action as deemed necessary in relation to suspected, potential or actual breaches of University information and technology policies or threats to University information or technology (e.g. exclude a user, remove offending material, etc)	Where user is staff member. Must consult with Legal Services and People and Culture Business Partner	Sub-delegation permitted
RA19	Information, records and technology systems	Chief Digital Officer	3	Take action as deemed necessary in relation to suspected, potential or actual breaches of University information and technology policies or threats to University information or technology (e.g. exclude a user, remove offending material, etc)	Where user is non-staff member. Consult with Information Systems Owner and Information Management Manager as needed	Sub-delegation permitted
RA20	Information, records and technology systems	Chief Digital Officer	3	Approve purchase of new software and/or hardware selection and integration		Sub-delegation permitted
RA21	Library and collections	University Librarian	3	Determine discretionary library services to be offered to other users		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA23	Library and collections	University Librarian	3	Direct the behaviour of library users as deemed appropriate		Sub-delegation permitted to Associate University Librarians and Library Managers
RA24	Library and collections	Deputy Vice-Chancellor (Academic)	2	Decide how library space will be used		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA25	Library and collections	University Librarian	3	Determine library opening hours	In consultation with Deputy Vice-Chancellor Academic	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA26	Library and collections	University Librarian	3	Withhold, restrict, limit circulation of, or recall any library item		Sub-delegation permitted to Associate University Librarians and Library Managers
RA27	Library and collections	University Librarian	3	Suspend access to digital library resources		Sub-delegation permitted to Associate University Librarians and Managers
RA28	Library and collections	University Librarian	3	Set, vary		





RA54	Campus services and facilities management	Executive Committee of Council	0	In an emergency, direct any of the following: (1) close all or part of the University campus; (2) evacuate non-essential personnel; (3) suspend business activity; (4) suspend the application of all or any part of any University Regulation or Statute; and/or (5) grant waivers to any student or group of students	On advice of Vice-Chancellor. In accordance with Emergency Management Policy	No sub-delegation permitted, unless authorised in writing by Council
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RA55	Campus services and facilities management	Vice-Chancellor	1	Make decisions and issue directions in accordance with the Emergency Management Policy <i>(Note - in an emergency (as defined in the Emergency Management Policy) if the</i>		
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RA71	Health and Safety	Executive Director - People, Culture and Campus	2	Approve initiating incident response plan (SIRP)	In relation to University students	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor