

Schedule 7: Information and communication technology delegations

General conditions of exercising these delegations

- Where a decision under a delegation in this schedule involves financial expenditure or a commitment to financial expenditure, either:
 Appendix A: the delegate must hold the financial delegation to approve the expenditure/commitment (see schedule 5: financial delegations), or
 Appendix B: the expenditure/commitment must first have been approved separately by a delegate who holds the financial delegation to approve the expenditure/commitment (see [schedule 5: Financial delegations](#)).
- Delegates must also comply with requirements for exercising all delegations stated in the Delegations Procedure above.

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
7.1	Approve the University's enterprise architecture and the Certified Technology Products list.	CIO		
7.2	<p>Approve the acquisition of and/or sign a document in relation to acquiring an ICT product or service that is on the Certified Technology Products list (other than an ICT product or service for the purpose of supporting research).</p> <p><i>ICT products or services supporting the handling, storage, or accessing of research data are within scope of this clause. For all other ICT products and services supporting research, refer to delegation 7.4</i></p>	<p>CIO Deputy CIO Any position in the Information Technology Division that starts with the word "director" DVC Dean of faculty Divisional operations director Faculty executive director.</p>	<p>Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.</p>	<p>Finance Policy Procurement Procedure</p> <p>The authority to sign is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).</p>
7.3	Approve the acquisition of, and sign a document in relation to acquiring an ICT product or service not on the Certified Technology Products list.	<p>Architecture Review Board CIO Deputy CIO</p>	<p>Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.</p>	<p>Finance Policy Procurement Procedure</p> <p>The authority to sign is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).</p>

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
7.4	<p>Approve the acquisition of and/or sign a document in relation to acquiring an ICT product or service for supporting research.</p> <p><i>ICT products and services supporting the handling, storing or accessing of research data are within the scope of delegation 7.4.</i></p>	<p>DVC PVC Research PVC Research Infrastructure Divisional operations director Dean of faculty Faculty executive director Head of school Director Research Analytics, Data and Reporting Director Research Grants and Contracts Director Mark Wainwright Analytical Centre Director Research Technology.</p>	<p>This delegation may be exercised only where the acquisition is consistent with the relevant enterprise research architecture guidelines (if any) and where no equivalent ICT product or service exists on the Certified Technology Products list.</p> <p>Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.</p>	<p>Finance Policy Procurement Procedure</p> <p>The authority to sign is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>
7.5	<p>Sign a document in relation to acquiring an ICT product or service where the acquisition has been approved by a delegate exercising delegation 7.3.</p>	<p>CIO Deputy CIO Any position in the Information Technology Division that starts with the word "director".</p>	<p>Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.</p>	<p>Finance Policy Procurement Procedure</p> <p>The authority to sign is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
Access to storage services and storage devices				
7.6	<p>Approve access by a person other than the owner or custodian to UNSW storage services and storage devices such as mailboxes, Microsoft 365 services, hard drives and file shares that may also contain personal information:</p> <p>a. when required for legal proceedings or as required by law (such as to comply with a notice to produce a subpoena)</p> <p>b. for cyber security purposes</p> <p>c. When UNSW reasonably suspects that an individual(s) is not complying with legislation or a UNSW code, policy or procedure</p> <p>d. When an employee is absent from work and access is required for legitimate business purposes (for example, work continuity) or occupational health and safety reasons (for example, where there are reasonable concerns about the individual's health and safety)</p> <p>e. When a student or researcher is absent from study or research and access is required for legitimate business purposes (for example, work continuity) or occupational health and safety reasons (for example, where there are reasonable concerns about the individual's health and safety)</p> <p>f. When an identified approver has a conflict of interest</p>	<p>Two delegates acting together:</p> <p>a. Chief Legal Officer and any one of: CPO Director, Conduct and Integrity CIO</p> <p>b. CIO, or Director, Cyber Security and any one of: Chief Legal Officer CPO Director, Conduct & Integrity</p> <p>c. Chief Legal Officer, and any one of: CPO Director, Conduct & Integrity CIO</p> <p>d. CPO and the relevant: Provost Dean DVC VP or CALO or Chief of Staff VCO</p> <p>e. DVC Education and Student Experience or where relevant the DVC Research and Enterprise and the relevant Dean</p> <p>f. Any two of the following: VC Chief Legal Officer a member of Council who does not have a conflict of interest</p>	<p>The exercise of this delegation can only occur with two approvers.</p> <p>An authorisation from only one person (regardless of the seniority of the person or the role that they perform) is insufficient to provide access.</p>	