Resource and Assets Delegations Schedule (Council approved - 15 April 2024)

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
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	In accordance with the Official Information Act 1982	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA13	Information, records and technology systems	Information Management Manager	5	Obtain from any part of the University information requested pursuant to an Official Information Act (OIA) request		Sub-delegation to Information Records Management Team Members permitted
RA14	Information, records and technology systems	General Counsel / Registrar	2	Act as Executive Sponsor	In accordance with Public Records Act 2005	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA15	Information, records and technology systems	Human Research Ethics Committee		Authorise access or use of objectionable material for academic/research purposes	Must include specified time limit for access/use. In accordance with Internet Usage Policy. Must also have approval of Chief Digital Officer or Chief Digital Officer's delegate	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA16	Information, records and technology systems	Level 7 Staff	7	Publish and edit information on University websites	As authorised content administrator	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor

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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 or waive library fines		Sub-delegation permitted to Associate University Librarians and Library Managers
RA29	Library and collections	University Librarian	3	Approve acquisition of new library subscriptions and/or resources	In accordance with Information Resources Policy	Sub-delegation permitted to Associate University Librarians and Library Managers
RA30	Library and collections	University Librarian	3	Approve library collection relegations or withdrawals	In accordance with Information Resources Policy	Sub-delegation permitted to Associate University Librarians and Library Managers
RA31	Library and collections	University Librarian	3	Decide whether to accept donations to the library	In accordance with Gifts Policy and Art Collection Policy where applicable	Sub-delegation permitted to Associate University Librarians and Library Managers
RA32	Library and collections	University Librarian	3	Decide to digitise or otherwise reformat donated resources	Where copyright allows, for preservation or access purposes	Sub-delegation permitted to Associate University Librarians and Library Managers
RA33	Library and collections	University Librarian	3	Grant permission to use University owned copyright materials		Sub-delegation permitted to Associate University Librarians and Library Managers
RA34	Library and collections	University Librarian	3	Enter into copyright agreements on behalf of the University and determine action to be taken in relation to any copyright breaches		Sub-delegation permitted to Associate University Librarians and Library Managers
RA35	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Authorise an event or function (outside the usual teaching, learning and operational activities of the University) on University premises	In accordance with the Event Management Policy	Sub-delegation permitted
RA36	Campus services and facilities management	Security Manager	4	Authorise an event or function (outside the usual teaching, learning and operational activities of the University) on University premises	In accordance with the Event Management Policy. Must consult with Director - Facilities Management	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA37	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Decline authorisation of or cancel or terminate an event or function (outside the usual teaching, learning and operational activities of the University) on University premises	In accordance with the Event Management Policy	Sub-delegation permitted

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RA38	Campus services and facilities management	Security Manager	4	Decline authorisation of or cancel or terminate an event or function (outside the usual teaching, learning and operational activities of the University) on University premises	In accordance with the Event Management Policy. Must consult with Director - Facilities Management	No sub-delegation permitted unless authorised in writing by Vice-Chancellor
RA39	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Set campus rules (e.g. alcohol, animals, etc).		No-sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA40	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Set parking rules and procedures		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA1	Campus services and facilities management	Security Manager	4	Determine appeal outcome of parking fine or other penalty		Sub-delegation down one tier permitted
RA42	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Set fees for parking		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA43	Campus services and facilities management	Director - Facilities Management	3	Apply for and seek amendments to resource/building consent	Must consult with Legal Services for resource consents	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA44	Campus services and facilities management	Security Manager	4	Issue trespass notice to any student, non-student and/or non-staff member		Sub-delegation down one tier permitted
RA45	Campus services and facilities management	General Counsel/Registrar	2	Issue trespass notice to University staff and/or University students		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA46	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Issue trespass notice to University staff and/or University students		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA47	Campus services and facilities management	Security Manager	4	Approve access to campus buildings and facilities	In accordance with Building Access Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA48	Campus services and facilities management	Director - Facilities Management	3	Approve erection or demolition/removal of structures on University campus (including but not limited to bike stands, telecommunications, trees)		Sub-delegation permitted
RA49	Campus services and facilities management	Director - Facilities Management	3	Approving all changes to University campus maps	In accordance with Campus Maps Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA50	Campus services and facilities management	Director - Facilities Management	3	Approve space allocation (e.g. make decisions in relation to assigning lease of space centrally or to Faculties, schools, departments, units)	In accordance with Space Allocation Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA51	Campus services and facilities management	Scheduling Services Manager	5	Make decisions in relation to centrally managed bookable space	In accordance with Bookable Space Management Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA52	Campus services and facilities management	Administrator	7	Make decisions in relation to department bookable space	In accordance with Bookable Space Management Policy	No sub-delegation permitted unless authorised in writing by Vice-Chancellor
RA53	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Determine appeals in relation to bookable space	In consultation with the Deputy Vice-Chancellor Academic where relevant and in accordance with Bookable Space Management Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor

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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
RA55	Campus services and facilities management	Vice-Chancellor	1	Make decisions and issue directions in accordance with the Emergency Management Policy *(Note - in an emergency (as defined in the Emergency Management Policy) if the Executive Committee of Council cannot meet in a timely manner (virtually or in person), the Vice-Chancellor is authorised to act independently and report actions back to the Executive Committee.)*		Sub-delegation permitted
RA56	Campus services and facilities management	Support Services Manager	4	Approve disposal of University furniture	In accordance with Furniture Policy, Principles and Procedures,and Furniture and Storage Policy and Asset Management Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA57	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Determine appeal of decision made in relation to disposal of University furniture	In accordance with Furniture Policy, Principles and Procedures and Furniture and Storage Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA58	Campus services and facilities management	Director of Facilities Management	3	Approve procurement and disposal of fleet vehicles	In accordance with Vehicle Use and Fleet Management Policy and Procurement Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA59	Campus services and facilities management	Director - Facilities Management	3	Approve traffic management plans	In accordance with Traffic Management Policy	Sub-delegation permitted to roles with appropriate traffic management qualification
RA60	Campus services and facilities management	Executive Director - People, Culture and Campus	2	Approve memorials on campus	In accordance with Memorials Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA61	Campus services and facilities management	Vice-Chancellor	1	Determine appeals of memorial decisions	In consultation with Chancellor and in accordance with Memorials Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA62	Campus services and facilities management	Director - Facilities Management	3	Approve requests for flying of drones on or over campus	In accordance with Drones Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA63	Health and Safety	Line Manager		Authorise action to prevent harm to individual(s) and/or member(s) of the University community	Any manager may exercise if unable to contact a more senior manager	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA64	Health and Safety	Executive Director - People, Culture and Campus	2	Make decisions on behalf of the University on health and safety issues and the management of such issues	Following consultation with the Vice-Chancellor or other members of the University management where appropriate in the circumstances	Sub-delegation permitted to Director - Health and Safety
RA65	Health and Safety	Executive Director - People, Culture and Campus	2	Notify WorkSafe of notifiable event	In accordance with legal requirements	Sub-delegation permitted to Director - Health and Safety
RA66	Health and Safety	Level 4 Staff	4	Approve and/or determine health and safety training for staff in relevant area	In consultation with Health and Safety Business Partner and in accordance with budget	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA67	Health and Safety	Level 3 Staff	3	Determine level of investigation of health and safety incident	In consultation with Health and Safety Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA68	Health and Safety	Security Manager	4	Determine whether intervention in a case of potential harm is justified (based on risk notification) and take steps to address safety concerns		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA69	Health and Safety	Student Care Manager	4	Determine whether intervention in a case of potential harm is justified (based on risk notification) and take steps to address safety concerns	In relation to University students	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
RA70	Health and Safety	Student Care Manager	4	Require a University student to attend a clinical assessment in the case of suspected suicidal behaviour		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor

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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