INTRODUCTION

The University has centrally managed mailing lists which are used to notify staff and/or certain groups of staff about matters related to the University community and workplace.

COMPLIANCE

This is a compliance requirement under the Charles Darwin University Act 2003 part 3, section 15.

INTENT

The intention of this document is to outline the mailing list services available to staff and to give guidance around types of information to be conveyed and audiences targeted by the different types of lists.

RELEVANT DEFINITIONS

In the context of this document

Moderated means determining the suitability for posting onto a mailing list based on content and audience. This allows for the moderator to accept, reject or recommend changes to a posting;

Staff member means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee; and

Subscribe means to submit details to become a member of a mailing list.

GUIDELINES

CDU-Allstaff

This list is used by the Vice-Chancellor to convey messages to all staff members. Staff members are automatically subscribed to this list.

It can also be used by other staff members to convey information that is relevant to all staff members that relates to their employment or involvement in the University for instance, graduation ceremonies, superannuation updates, major system upgrades, outages or changes to service availability.

Messages sent on the CDU-Allstaff list are moderated by the Vice-Chancellor’s personal Executive Assistant.
CDU-staff

This list is used by staff members to convey work-related information that is specific to certain groups or may be of interest to certain groups in the University. Staff members can choose to subscribe to this group.

People posting to this mailing list should note that ONLY members will receive the messages posted to this list.

Messages sent on the CDU-staff list are moderated by staff in ITMS.

CDU-General-Info

The purpose of CDU-General-Info is to provide a noticeboard-style service. Subscription to CDU-General-Info is open to staff members and students from the University or Menzies School of Health Research or a declared partner institution for instance, Flinders University.

CDU-General-Info focuses on the University community where staff members or students can ask for information or help, share useful information such as the private sale of household furniture, sale of vehicles, recommendations for services, accommodation information or upcoming community events.

As a subscriber to CDU-General-Info, posts may be made on behalf of a non-member; however, the member will be responsible for assuring any posting meets the University’s Information and Communication Technologies Acceptable Use Policy. A posting may not be considered appropriate if it breaches an existing commercial contract held by the University.

Subscribers may opt to receive each message as it is posted or a daily digest of messages.

Area specific lists

Some areas develop mailing lists to communicate with their staff or specific members of the University community (for instance EHSE-staff, OPC-staff etc.).

These lists are primarily intended for use by staff members within that particular area for sharing information at a local level. Messages that have broader appeal should be sent via CDU-General-Info or CDU-staff.

Recommended Format for Postings

Moderated mailing lists such as CDU-General-Info and CDU-staff have restrictions placed on the content and format of information being posted. To reduce the content size, no attachments are accepted on these lists. Instead, when posting it is recommended that a link to a web page or URL address should be added. Alternatively, request that interested parties contact the poster directly to request more information or photographs.

Further, it is recommended that standard size and font colour should be used. Graphics will also be restricted. Postings which are non-standard and/or utilise graphics may be delayed or may not be posted.
Internal

Email Acceptable Use Policy

Information and Communication Technologies Acceptable Use Policy

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**Document History and Version Control**

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