DYNAMIC DISTRIBUTION LISTS, OWNERS, MANAGERS AND AUTHORISED SENDERS

Level 1 - All Staff and All Students				
GROUP	**DL NAME**	**DL OWNER**	**DL MANAGER**	**AUTHORISED TO SEND**
All Staff Professional and Academic	DL-Staff-ACU	Chief Operating Officer and Deputy Vice-Chancellor	Executive Officer, Office of Chief Operating Officer	Members of the Vice-Chancellor's Advisory Committee (VCAC)
All Staff Professional and Academic *(Campus Based)*	DL-Staff-ADE DL-Staff-BAL DL-Staff-BR DL-Staff-BTN DL-Staff-CAN DL-Staff-MEL DL-Staff-NSY DL-Staff-STR			Members of the Vice- Chancellor's Executive Board (VCEB) Critical Incident Conveners and their Proxies (as per the Critical Incident Management Policy)
All Staff Professional	DL-Staff-Professional			State Facilities Managers Director, Office of Student Success *(students only)*
All Staff Professional *(Campus Based)*	DL-Staff-Professional-ADE DL-Staff-Professional-BAL DL-Staff-Professional-BRI DL-Staff-Professional-BTN DL-Staff-Professional-CAN DL-Staff-Professional-MEL DL-Staff-Professional-NSY DL-Staff-Professional-STR			National Manager, Student Life *(students only)* ACUEvents@acu.edu.au ACU.Announcements@acu.edu.au Governance.Elections@acu.edu.au IT Advisory – TSG (Staff Only)
All Staff Academic	DL-Staff-Academic			
All Staff Academic *(Campus Based)*	DL-Staff-Academic-ADE DL-Staff-Academic-BAL DL-Staff-Academic-BRI Staff-Academic-BTN DL-Staff-Academic-CAN DL-Staff-Academic-MEL DL-Staff-Academic-NSY DL-Staff-Academic-STR			
All Students	DL-Students-AllStudents			
All Students (Campus Based)	DL-Students-ADE DL-Students-BAL DL-Students-BRI DL-Students-BTN DL-Students-CAN DL-Students-MEL DL-Students-NSY DL-Students-STR DL-Students-Online			

Level 2 - Portfolios				
PORTFOLIO	**DL NAME**	**DL OWNER**	**DL MANAGER**	**AUTHORISED TO SEND**
Vice-Chancellor and President	Portfolio DL-STAFF-VC Office DL-STAFF-OVC	Vice-Chancellor and President	Office of Vice-Chancellor and President	Vice-Chancellor and President and his office Vice-Chancellor's Advisory Committee (VCAC) and their offices Critical Incident Conveners and their Proxies (as per the Critical Incident Management Policy)
Provost	Portfolio DL-STAFF-PROV Office DL-STAFF-OPRO	Provost	Office of Provost	
Chief Operating Officer	Portfolio DL-STAFF-COO Office DL-STAFF-OCOO	Chief Operating Officer & Deputy Vice- Chancellor	Office of Chief Operating Officer and DVC	
Deputy Vice-Chancellor (Coordination)	Portfolio DL-DVCC Office TBC	Deputy Vice-Chancellor (Coordination)	Office of Deputy Vice-Chancellor (Coordination)	
Vice-President	Portfolio TBC Office DL-STAFF-OVP	Vice-President	Office of Vice-President	
Deputy Vice-Chancellor (Research)	Portfolio DL-STAFF-RES Office DL-STAFF-ORES	Deputy Vice-Chancellor (Research)	Office of Deputy Vice-Chancellor (Research)	

Level 3 - Campuses, Faculties, Directorates, Schools and Institutes					
PORTFOLIO	**Faculty / Directorate**	**DL NAME**	**DL OWNER**	**DL MANAGER**	**AUTHORISED TO SEND**
Provost	Faculty of Education and Arts	DL-STAFF-FEA	Executive Dean Education & Arts (FEA)	Office of Executive Dean FEA	
	Faculty of Health Sciences	DL-STAFF-FHS	Executive Dean, Faculty of Health Sciences (FHS)	Office of Executive Dean FHS	
	Faculty of Law and Business	DL-STAFF-FLB	Executive Dean of Law and Business (FLB)	Office of Executive Dean FLBs	
	Faculty of Theology and Philosophy	DL-STAFF-FTP	Executive Dean of Theology and Philosophy (FTP)	Office of Executive Dean FTP	
	Strategic Partnerships and Executive Education	None	Director, Strategic Partnerships and Executive Education	Office of Director Strategic Partnerships and Executive Education	
	Pro Vice-Chancellor Global and Educational Pathway	None	Pro Vice-Chancellor (Global and Education Pathways)	Office of PVC Global and Education Pathways	
	Learning and Teaching Centre	None	Director, Learning and Teaching Centre	Office of Director, Learning and Teaching Centre	
	ACU College	None	Director, ACU College	Office of Director ACU College	
	Learning & Teaching Centre	DL-STAFF-LTC	Director (Learning and Teaching Centre)	Manager (Learning and Teaching Centre)	
	School of Education and Arts	DL-STAFF-FEA-Educat			
	School of Arts	DL-STAFF-FEA-Arts			
	School of Allied Health	DL-STAFF-FHS-AH			
	School of Nursing, Midwifery & Paramedicine	DL-STAFF-FHS-NMP			
	School of Physiotherapy	DL-STAFF-FHS-Physio			
	School of Psychology	DL-STAFF-FHS-Psych			
	School of Science	DL-STAFF-FHS-Science			
	School of Exercise Science	DL-STAFF-FHS-ExScience			
	School of Law	DL-STAFF-FLB-Law			
	School of Business	DL-STAFF-FLB-Busine			
	School of Theology	DL-STAFF-FTP-Theol			
	School of Philosophy	DL-STAFF-FTP-Phil			

		Level 3 -Faculties, Directorates, Schools and Institutes			
Chief Operating Officer	Academic Registrar / Student Administration	DL-STAFF-STU	Academic Registrar and Director, Student Administration	Executive Officer, Office of Student Administration	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Academic Registrar & Director, Student Admin. Executive Officer, Office of Student Administration
	Finance	DL-STAFF-FIN	Chief Financial Officer	Executive Officer, Finance	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Chief Financial Officer Executive Officer, Finance
	General Counsel	DL-STAFF-OGC	General Counsel	Executive Officer, Office of General Counsel	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer General Counsel Executive Officer, Office of General Counsel
	Governance	DL-STAFF-GOV	Director, Governance	Executive Officer, Office of Governance	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Governance Executive Officer Office of Governance
	Human Resources	DL-STAFF-HR	Director, Human Resources	Executive Officer, Human Resources	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Human Resources Executive Officer, Human Resources
	Information Technology	DL-STAFF-IT	Director, Information Technology	Executive Officer, Information Technology	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Information Technology Executive Officer, Information Technology
	Deputy Chief Operating Officer	DL-STAFF-INFR	Deputy Chief Operating Officer	Project Officer	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer National Manager Strategic Programs Program Officer
	Marketing and External Relation	DL-STAFF-MER	Director, Marketing and External Relations	Executive Officer, Marketing and External Relations	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Marketing and External Relations Executive Officer, Marketing and External Relations

	Planning and Strategic Management	DL-STAFF-OPSM	Director, Planning and Strategic Management	Executive Officer, Planning and Strategic Management	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Planning and Strategic Management Executive Officer, Planning and Strategic Management
	Properties & Facilities	DL-STAFF-PF	Director, Properties & Facilities	Executive Officer, Properties & Facilities	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Properties & Facilities Executive Officer, Properties & Facilities
	Student Engagement Services	DL-STAFF-SES	Director, Student Engagement Services	Executive Officer, Director Student Engagement Services	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Student Engagement Services Executive Officer, Director Student Engagement Services
	Office of Student Success	DL-STAFF-OSS	Director, Office of Student Success	Manager, Office of Student Success	Chief Operating Officer Executive Officer to COO Director, Corporate Services Deputy Chief Operating Officer Director, Office of Student Success Executive Officer, Office of Student Success
DVC Coordination	Associate Vice-Chancellor QLD	DL-STAFF-AVC-QLD	Associate Vice-Chancellor (QLD)	Executive Officer, Office of the Associate Vice-Chancellor (QLD)	Associate Vice-Chancellor QLD Executive Officer, Office of the Associate Vice- Chancellor QLD
	Associate-Vice-Chancellor VIC	DL-STAFF-AVC-VIC	Associate Vice-Chancellor (VIC)	Executive Officer, Office of the Associate Vice-Chancellor (VIC)	Associate Vice-Chancellor (VIC) Executive Officer, Office of the Associate Vice- Chancellor (VIC)
	Campus Dean Ballarat	None	Campus Dean, Ballarat	Executive Officer, Office of the Campus Dean Ballarat	Campus Dean, Ballarat Executive Officer, Office of the Campus Dean Ballarat
	Campus Dean Canberra	None	Campus Dean, Canberra	Executive Officer, Office of the Campus Dean Canberra	Campus Dean, Canberra Executive Officer, Office of the Campus Dean Canberra
	Campus Dean Strathfield	None	Campus Dean, Strathfield	Executive Officer, Office of the Campus Dean Strathfield	Campus Dean, Strathfield Executive Officer, Office of the Campus Dean Strathfield
	Institute of Child Protection Studies	None			
	PM Glynn Institute	None			
	First Peoples	None	Director, First Peoples	Executive and Project Officer	
	Libraries	DL-STAFF-LIB	Director of Libraries	Library Manager (Corporate Administration)	
Vice-President	Pro Vice-Chancellor Engagement	DL-ACUengagement	Pro Vice-Chancellor Engagement		
	Identity and Mission	None			
	La Salle Academy	None			

Deputy Vice-Chancellor Research	Pro Vice-Chancellor Research	None			
	Research Reporting & Systems	DL-STAFF-RRS			
	Research Grants & Contracts	DL-STAFF-RGC			
	Graduate Research	DL-STAFF-GR			
	Ethics	DL-STAFF-ETH			
	The Mary McKillop Institute for Health Research	DL-STAFF-FHS-MMIHR			
	Institute for Positive Psychology and Education	DL-STAFF-FHS-IPPE			
	Institute for Learning Sciences and Teacher Education	None			
	Institute for Humanities and Social Sciences	None			
	Institute for Religion and Critical Enquiry	DL-STAFF-FTP-IRACI			
	Dianoia Institute of Philosophy	None			