



DPC/P5.3

ACROSS GOVERNMENT POLICY

# Government domain management policy

## Purpose

This policy describes the conditions for the allocation and management of Internet domain names used by South Australian Government public sector agencies.

The policy aims to ensure that domain names registered with 'sa.gov.au' comply with the National Policy and Governance Framework that governs all 'gov.au' domain names.

## Scope

### Inclusions

This policy applies to:

- all South Australian Government public sector agencies
- the registration and management of all 'sa.gov.au' domains for internal (government only) and external use (public)
- the structure of domain names used by local government authorities;
- all 'sa.gov.au' domain names registered for any purpose, i.e. website access, applications etc.

### Exclusions

The following are excluded from the scope:

- the creation and use of 'sa.edu.au' by educational institutions<sup>1</sup>
- the registration and management of domains other than 'sa.gov.au', e.g. com.au, org.au, net.au etc.;
- the creation of domains by non-government entities.

## Background

For federal, state and local government bodies, the domain 'gov.au' is managed on behalf of the Australian government sector by the [Digital Transformation Agency](#) (DTA).

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<sup>1</sup> Education.au is the owner and registrar for the sa.edu.au domain. DECD is the administrator of the sa.edu.au domain for DECD schools, preschools and other educational institutions.

DTA is the approving authority for all requests associated with the 'gov.au' domain and manages the 'gov.au' policies and administration in consultation with the inter-jurisdictional Domain Consultative Committee comprising of representative domain providers from each jurisdiction.

In South Australia, the Approving Authority for requests associated with the 'sa.gov.au' domain is the Office of the Chief Information Officer, Department of Premier and Cabinet (DPC). The South Australian Domain Provider has the delegated authority to assess individual domain name applications for the 'sa.gov.au' domain.

## Policy statement

### Objective

This policy aims to:

- manage the creation of 'sa.gov.au' domain names
- administer the use of the 'sa.gov.au' domain names in the SA public sector
- promote the SA Government brand for all SA Government online information and services and present them as the authoritative source of trusted and accurate content.

### Policy Details

The following policy conditions apply:

- Government agencies, statutory authorities and local government in South Australia must read and understand and comply with all [policy](#) conditions applying to 'gov.au' domains.
- Potential registrants must ensure they are a SA Government Government Public Sector agency.
- Before registering a domain name for the purpose of creating a new website, SA Government Public Sector agencies must first check the suitability of <http://www.sa.gov.au/> for hosting the content.
- SA Government Public Sector agencies must register their Internet domain names through the 'sa.gov.au' jurisdiction via <http://www.domainname.gov.au>.
- Consideration must be given to appropriately naming the domain to ensure it will maintain or enhance the image of the SA Government and aligns with naming conventions.

## Implementation

### Implementation Considerations

Refer to [Government Domain Management Guidelines](#).

### Exemptions

South Australian Government Public Sector agencies seeking exemption from this policy are referred to <https://dpc.sa.gov.au/digital/exemption>.

## Roles and responsibilities

The DPC **CIO** is delegated as the Approval Authority for SA Government domains. **SA.GOV.AU – Major Programs, DPC** is responsible for the management of <http://www.sa.gov.au/> as a whole of government website.

| Position title or unit/team                      | Listed responsibilities  |
|--|--|
| <b>Chief Executive</b>                           | Responsible for the effective implementation of, and compliance, with this policy within their agency.   |
| <b>Senior Executives, Directors and Managers</b> | Responsible for ensuring <ul style="list-style-type: none"> <li>the policy is implemented and observed by staff</li> <li>staff are fully informed of their obligations and responsibilities under the policy, and trained where required</li> <li>contracts and agreements with service providers require adherence to DPC policies whilst conducting DPC business</li> <li>any reporting requirements are met.</li> </ul> |
| <b>Team leaders and Supervisors</b>              | Responsible for ensuring that the policy is observed by staff and that business processes support the policy requirements.   |
| <b>All staff</b>                                 | Required to comply with the policy and any related procedures, and to play an active role in ensuring the compliance of others.  |

## Reporting

Not relevant.

## Definitions

| Term                                 | Definition  |
|--------------------------------------|---|
| <b>Approving Authority</b>           | Officer or organisation empowered to approve the allocation of government domain names.   |
| <b>Compliant Authority</b>           | A South Australian Government instrumentality that is required to adhere to Government policies, standards, procedures and notifications in relation to Information and Communication Technology. |
| <b>Domain Consultative Committee</b> | A group of representative domain providers or Approving Authorities from each State and Territory in Australia.   |

| Term   | Definition  |
|--|---|
| <b>Domain Name</b>                               | Unique text descriptor for a service, website, application or network.  |
| <b>Domain Provider</b>                           | Representative Officer for the Approving Authority in each State.   |
| <b>Statutory Authority</b>                       | A body set up by law which is authorised to enforce legislation on behalf of the relevant state.  |
| <b>Registrant</b>                                | A registrant is the individual or organization that holds the right to use a specific domain name. This person or organization is the "domain license holder" or legal entity bound by the domain policy and agreement. |
| <a href="http://www.sa.gov.au">www.sa.gov.au</a> | South Australia's whole of government website.  |

## Related documents

- [Governance – Exemptions](#)
- [Government Domain Management Guidelines](#)

## Document Control

### DOCUMENT CONTROL

Approved by: OCIO Policy Review Group

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