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**Delegation of Authority Request Form**

This form is designed to request approval of delegated authority for **newly created positions**. The form should be used regardless of whether the position sits within an existing position group (e.g. Director, PVC, etc).

This form is not to be used for any other purpose. Enquiries related to delegations of authority can be made to: delegations@newcastle.edu.au.

Please note, persons other than those noted in the Act who are not employees of the University (e.g. contractors, agency staff, visiting or adjunct appointments) are not able to exercise delegations unless they have been specifically authorised under rules made as per Section 42 of the University of Newcastle By-Law.

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| **DETAILS OF POSITION**  |
| **Position Title (in full):** |  |
| **HEW Level:** | [ ]  Not Applicable |
| **Faculty / Division & Unit:** |  |
| **Reports to (Position Name):** |  |
| **Date Position Approved:** | Click or tap to enter a date. |
| **Position Approved by:** |  |
| **Position Description Attached:** | [ ]  Yes | [ ]  No | A decision may not be able to be made without provision of the position description. |
| **Has the position been filled?** | [ ]  Yes [ ]  No (If yes, please complete the incumbents’ details below) |
| **Expected date of appointment (if known):** | Click or tap to enter a date. |
| **Incumbent Full Name:** |  |
| **Commencement Date:** | Click or tap to enter a date. |

**Important:**

Assurance Services will make contact to discuss the delegation requirements of the role. Where a position requires delegation of authority specific to the role the request must be supported by Assurance Services, and then submitted to the Vice Chancellor, via the Executive Committee. Requests of this kind are consolidated and submitted on a quarterly basis.

The person who has been appointed to a new position cannot exercise any delegated authority until this request or other notice to Assurance Services has been processed, approved, and entered in the Delegations Register (“register”). An email will be forwarded to the delegate to confirm their delegation of authority has been entered in the register.

Requests for addition of holders to an existing delegation of authority are subject to review by the Director, Assurance Services and will only be granted where the request is in line with the existing Schedule of Operational Sub-delegations made by the Vice Chancellor and associated legislation, rules, policies, guidelines and schedules. Where the request is assessed to be outside of existing requirements the application will be declined, and the requestor notified accordingly.

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| **REQUEST MADE BY: (This person will be contacted should further information be required)** |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

Please forward this completed FORM to delegations@newcastle.edu.au