**Delegations Request Template**

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This form is used to update records in the [Delegations Register](https://delegations.westernsydney.edu.au/search.php) for **approved** Positions and Categories as referenced in the [Delegations of Authority Policy](https://policies.westernsydney.edu.au/document/view.current.php?id=87) – [Delegate Category Table](https://policies.westernsydney.edu.au/document/associated-information.php?id=87).

Complete this form to request:

* a new delegation record
* an acting delegation record
* amendments to an existing delegation record

**NOTE**: If you need to request amendments to a [Delegation Schedule](https://policies.westernsydney.edu.au/document/associated-information.php?id=87) (e.g. to add positions to a specific delegation function), or the [Delegate Category Table](https://policies.westernsydney.edu.au/document/associated-information.php?id=87) (e.g. add or change the category of a Position), please email delegations@westernsydney.edu.au.

**Approval Required**

You must obtain written approval from the relevant Unit Head who currently holds a Category 6 or above delegation before you complete this form. Written approval or a Higher Duties Allowance (HAD) form must be attached to this request.

The [Delegations Register](https://delegations.westernsydney.edu.au/search.php) is compliant with the [Delegations of Authority Policy](https://policies.westernsydney.edu.au/document/view.current.php?id=87). An extensive [Frequently Asked Questions](https://delegations.westernsydney.edu.au/faq.php) section is available for reference.

**Need help?**

If you have any problems completing this form, please contact the Delegations Officer or the [Policy and Governance Unit](https://directory.westernsydney.edu.au/schools/POLGOV/staff).

Please note: Fields with ‘\*’ are mandatory and must be filled in.

Bottom of Form

### Delegate’s Details Person whose delegation record needs to be created or amended

|  |  |
| --- | --- |
| **\*First Name** |  |
| **\*Last Name** |  |
| **\*Staff ID** |  |
| **\*Contact Number** |  |
| **\*Email Address** |  |
| **\*Division/Unit** |  |
| **\*Position Title** |  |
| **\*Position Number** |  |
| **\*Line Supervisor** |  |
| **\*Reason for Amending Record** (if applicable) |  |

### Position Details

|  |  |  |
| --- | --- | --- |
| \***Type/Category of delegation required***Please indicate Y / N*Refer to the [Delegate Category Table](https://policies.westernsydney.edu.au/document/associated-information.php?id=87) if required. |  | CAT1A |
|  | CAT1B |
|  | CAT2 |
|  | CAT3 |
|  | CAT4 |
|  | CAT5 |
|  | CAT6 |
|  | CAT7 |
|  | CAT8 |
|  | CAT9 |
| \***Individual Named Position Title** (if applicable)**Note:** The Position Title must be entered for Cat4 to CAT9 delegations, otherwise enter N/A). A list of CAT4 – CAT9 and individually named position titles can be found in the Delegate Category Table. If the Position holds a CAT4 or higher and is not referenced in the [Delegate Category Table](https://policies.westernsydney.edu.au/document/associated-information.php?id=87) the [Delegate Category Table](https://policies.westernsydney.edu.au/document/associated-information.php?id=87), please email delegations@westernsydney.edu.au. |  |
| **\*Cost Centre/Project Codes** relating to delegation | **Cost Centre** | **Project Code OR All** |
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|  |  |
|  |  |
| **\*Date of Effect** (Date/Month/Year) |  |
| **\***Is this an Acting Position? *Please indicate which applies with “ Y ”*  |  | Yes – Please provide end date (if known) |
|  | No – This is an ongoing position |
|  | No – Amending current delegation record |
| **\*End Date** (Date/Month/Year) *Acting Records only* |  |
| **\*Name of Person in Substantive Position** (If Acting/HDA record) |  |

### Contact Details Person completing the form (if not the delegate)

|  |  |
| --- | --- |
| **\*Name** |  |
| **\*Contact Number** |  |
| **\*Email Address** |  |

### Submission

**Send** your completed Delegations Request to delegations@westernsydney.edu.auwith **evidence of written approval** from appropriate approver (CAT6 or higher).