# Council Secretariat

### REQUEST FOR AUTHORITY APPROVAL FORM

This form must be used when applying for approval or amendment of an authority **NOT** contained in a University Policy.

The University’s Authorities Database should be used as a model for assigning authorities.   
It may be accessed at: <http://www.adelaide.edu.au/governance/delegations>. Information is organised according to the following headings: Authority Category, Authority Sub-Category, Authority, Delegation Holder, Limits.

When drafting authorities, it is advisable to contact the Council Secretariat for advice.

Please complete the following table:

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| **Authority Category** | **Authority Sub‑Category** | **Authority** | **Delegation Holder *(Position)*** | **Limits** |
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| Please outline the reason for this request |  |

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| Relevant file number(s) |  |

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| *Name and Signature of Applicant* | DVC&VP(A) / DVC&VP(R) / DVC(EE) / COO / EXECUTIVE DEAN |

Please submit this form to:

Council Secretariat, Room G10, Mitchell Building – [council.secretary@adelaide.edu.au](mailto:council.secretary@adelaide.edu.au)

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| *Checked:* | DIRECTOR, GOVERNANCE SERVICES |
| ***Financial Delegations only***  *Checked and Endorsed:* | CHIEF FINANCIAL OFFICER |
| *Approved by:* | VICE-CHANCELLOR AND PRESIDENT **Date:** |

*Office use only:*

*For Financial Delegations only, copy of form to be forwarded to Finance and Procurement Services.*