

Records of exercise of delegated authority

Submit a Record of Exercise in Attain

Attain provides the ability to record the use of a delegation. This is useful to keep track of the times a delegation is exercised on behalf of the officer with the delegate authority. In other words, when the 'acting through' principle is being used. Attain employs a workflow process to ensure the record being created records the delegation being used and can only be submitted for approval to the officer assigned the authority to exercise this delegation.

Officers with delegated powers or duties have the option to manage all records that relate to the exercise of any delegation that is assigned to them. These Users will see a table showing all *Active* and *Submitted* records that relate to themselves. That is, they can see those records that they have created or submitted. In this way a User, can monitor records they have submitted for approval, and see those that have been returned for further attention.

To enter a record of the use of a delegation follow these steps:

1. Log into Attain - <https://app.attain.au/>
2. From the Home Screen, select *Submit a New Record of Exercise*
3. You will be presented with a list of delegations applicable to your organisation. From the list, choose the relevant delegation you are exercising. You may use the search function to assist in locating the relevant delegation.
4. Next select the officer or committee (the entity) that has been delegated the authority to exercise the delegated powers or duties.

IMPORTANT: If you (or the position you occupy) has been delegated the authority to exercise powers under this delegation, select your name from this list as the person exercising the delegated powers or duties. If your name does not appear and you have been formally delegated authority to exercise this delegation, contact your organisation's Administration Support Person to have the list amended. You can do this using the *Get Help* option located on the *Home* screen.

If you have not been delegated the authority to exercise this delegation (you are using the 'acting through principle'), you will need to select the name of the officer from this list, who will be receiving this form and formally exercising the authority under this delegation.

5. Next enter the details of the Record of Exercise, after which you will be brought to the *Review and Submit* page.
6. The record can now be sent to the intended recipient for their review and final submission as a record of the exercise of this delegation. Please ensure you have verified that the information is correct before sending the form.
7. You have the option here to *Add a Note* to the Record, and to send an email notification to the recipient before selecting *Send for Review and Submission*.

IMPORTANT: If you choose to tick the box to send a notification to the recipient, an email will be sent to the delegate you have selected (the person that has the authority to exercise this delegation), alerting them that a new record has been submitted for their review and final submission.