



## REQUEST FOR A NEW BUSINESS UNIT

|                                  |                      |                  |                      |
|----------------------------------|----------------------|------------------|----------------------|
| <b>New Business Unit Name</b>    | <input type="text"/> |                  |                      |
| <b>Requested By</b>              | <input type="text"/> | <b>Date</b>      | <input type="text"/> |
| <b>Position</b>                  | <input type="text"/> | <b>Telephone</b> | <input type="text"/> |
| <b>Reason/Notes for New BU</b>   | <input type="text"/> |                  |                      |
| <b>Commencement Date Req</b>     | <input type="text"/> |                  |                      |
| <b>Reporting Hierarchy BU ID</b> | <input type="text"/> | <b>Name</b>      | <input type="text"/> |

(Faculty/School/Area that the new BU will report to. Must enter 5 digits)

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### Authorisation for New Business Unit (Dean/Equivalent):

|                  |                      |                  |                                |       |
|------------------|----------------------|------------------|--------------------------------|-------|
| <b>Name</b>      | <input type="text"/> | <b>Telephone</b> | <input type="text"/>           |       |
| <b>Position</b>  | <input type="text"/> | <b>MBDP</b>      | <input type="text" value="M"/> |       |
| <b>Email</b>     | <input type="text"/> |                  |                                |       |
| <b>Signature</b> | _____                |                  | <b>Date</b>                    | _____ |

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### Authorisation of Reporting Hierarchy Business Unit (Head of School/Equivalent):

|                  |                      |                  |                                |       |
|------------------|----------------------|------------------|--------------------------------|-------|
| <b>Name</b>      | <input type="text"/> | <b>Telephone</b> | <input type="text"/>           |       |
| <b>Position</b>  | <input type="text"/> | <b>MBDP</b>      | <input type="text" value="M"/> |       |
| <b>Email</b>     | <input type="text"/> |                  |                                |       |
| <b>Signature</b> | _____                |                  | <b>Date</b>                    | _____ |



**Planning Services Approval:**

**New BU ID** (5 digits)  **Short Name** (max 10 chars)

**BU Name** (max 30 chars)

**Commencement Date**  **Reporting Hierarchy BU ID**

**Approved by**

**Name**  **Telephone**

**Position**  **MBDP**

**Email**

**Signature**  **Date**

**Areas to be notified by Planning Services:**

| Area                              | Position  | MBDP |                          |
|-----------------------------------|---|------|--------------------------|
| Administrative Computing Services | Office Administrator                              | M463 | <input type="checkbox"/> |
| Financial Services                | Manager, Client Services                          | M449 | <input type="checkbox"/> |
| Human Resources                   | Senior Information Systems Officer                | M350 | <input type="checkbox"/> |
| Office of Facilities Management   | Business Manager                                  | M458 | <input type="checkbox"/> |
| Records                           | University Secretary/Director, Registrar's Office | M456 | <input type="checkbox"/> |
| Research Services                 | Research Grants and Finance Office                | M459 | <input type="checkbox"/> |
| Student Services                  | Director  | M302 | <input type="checkbox"/> |