Recommendation of Custodian Form

This form is to be completed in line with the requirements in the Information Management Governance Policy.

# Information Asset Details

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| **Information Asset Details** | |
| Information Asset Name | Enter asset name |
| Information Asset Allocation | Select allocation. |

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| **Steward Details** | | | |
| Position | Enter position title | | |
| Occupant Name | Enter Steward name | | |
| Division /  Health Service Provider | Select division / HSP | Division name | Enter division name |
| Email | @health.wa.gov.au | | |
| Phone | (08) 0000 0000 | | |

# Custodial Candidate Details

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| --- | --- | --- | --- |
| **Appointment Terms** | | | |
| Reason for appointment | Select reason | | |
| Appointment type | Select appointment type | | |
| Custodial allocation | Select Custodial Allocation | Site / Region | Enter site or region name |
| Custodianship commences | 29/07/2022 | | |
| Custodianship ceases | \_\_\_/\_\_\_/\_\_\_\_\_ *Not required for permanent appointments.* | | |

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| **Custodian Details** | |
| Position/Classification (minimum requirement is HSU/PSA Level 5 or equivalent) | Enter position title and position classification (i.e. HSU level 5) |
| Occupant Name | Enter Custodian name |
| Division / HSP | Select division / HSP |
| Email | @health.wa.gov.au |
| Phone | (08) 0000-0000 |

# Recommendation

|  |  |
| --- | --- |
| **Custodian Agreement** | |
| I agree to perform the role of the Custodian in accordance with all relevant policies, regulations and legislation and within the conditions and limitations of the delegated functions and powers of a Custodian. | |
| Signed | \_\_\_/\_\_\_/\_\_\_\_\_ |

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| **Steward Recommendation (To be completed for Local Steward Recommendations only)**  **For Systemwide Steward recommendations do not complete and send form to:** [RoyalSt.PSPInfoManagement@health.wa.gov.au](mailto:RoyalSt.PSPInfoManagement@health.wa.gov.au) | |
| As the Steward of the above Information Asset, I recommend the appointment of the Custodian for the documented term, scope and where specified, site or region. | |
| Signed | \_\_\_/\_\_\_/\_\_\_\_\_ |