

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE STATE
RECORDS ACT 1997

29 NOVEMBER 2023

Delegation Sources

- State Records Act 1997

Positions

| Abbreviation | Position | Name |
|-------------------|-------------------------|---------------|
| CEO | Chief Executive Officer | Kelly Westell |
| Not Sub Delegated | Not Sub-Delegated | |

Instrument of Delegation under the State Records Act 1997

| State Records Act 1997 | | | | |
|------------------------|--|------------------------|----------------------------|---------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations | Capacity of Council |
| section 13 | Maintain official records in the council's custody in good order and condition | CEO, Not Sub Delegated | | agency |
| section 15(2) | Afford the manager of State records reasonable cooperation and assistance in conducting surveys of the official records and record management practices of agencies | CEO, Not Sub Delegated | | agency |
| section 18(1) | Deliver records voluntarily into the custody of State Records | CEO, Not Sub Delegated | | agency |
| section 19(1) | Deliver records into the custody of State Records on the earlier of the council ceasing to require access to the record for current administrative purposes or during the year occurring 15 years after the creation of the record | CEO, Not Sub Delegated | | agency |

State Records Act 1997

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations | Capacity of Council |
|------------------|---|------------------------|-----------------------------------|----------------------------|
| section 19(3)(c) | Participate in consultation with the Manager of State Records in regard to the postponement of delivery of records into the custody of State Records on the basis that the records are required for the administrative purpose of the council or should be retained by the council for another special reason | CEO, Not Sub Delegated | | agency |
| section 19(5)(a) | Apply to the Manager of State Records for the variation or revocation of an exemption granted under section 19(4) | CEO, Not Sub Delegated | | agency |
| section 20(1) | Advise the Manager of State Records of any restriction on the disclosure of contents of a record delivered into the custody of State Records | CEO, Not Sub Delegated | | agency |
| section 22(2) | Determine conditions reasonably required in regard to an arrangement under section 22(1) | CEO, Not Sub Delegated | | agency |
| section 23(1) | Dispose of official records in accordance with a determination of the Manager of State Records | CEO, Not Sub Delegated | | agency |

State Records Act 1997

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|------------------|--|------------------------|-----------------------------------|----------------------------|
| section 23(2) | Request the Manager of State Records to make a determination as to the disposal of official records | CEO, Not Sub Delegated | | agency |
| section 23(4) | Apply to the Minister to determine a dispute as to a determination under section 23 | CEO, Not Sub Delegated | | agency |
| section 24(3) | Consent to the disposal of a record under section 24(1) | CEO, Not Sub Delegated | | agency |
| section 25(3) | Apply to the Minister to determine a dispute as to access under section 24 | CEO, Not Sub Delegated | | agency |
| section 26(1) | Determine in consultation with the Manager of State Records that access to a record delivered by the council into the custody of State Records is not subject to any restrictions other than those determined by the Manager | CEO, Not Sub Delegated | | agency |

State Records Act 1997

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations | Capacity of Council |
|------------------|---|------------------------|-----------------------------------|----------------------------|
| section 26(2) | Determine in consultation with the Manager of State Records conditions excluding or restricting access to the record delivered by the council into the custody of State Records | CEO, Not Sub Delegated | | agency |