



ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE STATE  
RECORDS ACT 1997

15 SEPTEMBER 2023

## Positions

Abbreviation	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Director Corporate Services (41)	Director Corporate Services (41)
Manager Information Services (460)	Manager Information Services (460)
Senior Information Management Officer (470)	Senior Information Management Officer (470)
Team Leader Information Management (433)	Team Leader Information Management (433)

## 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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency
section 18(1)	Deliver records voluntarily into the custody of State Records	Chief Executive Officer (95), Director Corporate Services	NIL	agency

<b>State Records Act 1997</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)		
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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency
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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency

<b>State Records Act 1997</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 19(5)(a)	Apply to the Manager of State Records for the variation or revocation of an exemption granted under section 19(4)	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency
section 22(2)	Determine conditions reasonably required in regard to an arrangement under section 22(1)	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management	NIL	agency

<b>State Records Act 1997</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(433), Senior Information Management Officer (470)		
section 23(1)	Dispose of official records in accordance with a determination of the Manager of State Records	Chief Executive Officer (95), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	CEO for final approval before destruction.	agency
section 23(2)	Request the Manager of State Records to make a determination as to the disposal of official records	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency
section 23(4)	Apply to the Minister to determine a dispute as to a determination under section 23	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader	NIL	agency

<b>State Records Act 1997</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Information Management (433), Senior Information Management Officer (470)		
section 24(3)	Consent to the disposal of a record under section 24(1)	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency
section 25(3)	Apply to the Minister to determine a dispute as to access under section 24	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency

<b>State Records Act 1997</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency
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	Chief Executive Officer (95), Director Corporate Services (41), Manager Information Services (460), Team Leader Information Management (433), Senior Information Management Officer (470)	NIL	agency