

DECISION MAKING COVER SHEET

This form is to be completed when requesting the CEO to sign documents or approve actions.

Please ensure ALL sections of the form are completed.

DATE: 3 April	TRIM Ref: D/19/29936	
Decision/Action This section should detail all the information the CEO needs to make the decision (other than the information contained in any attachments). It should also include any relevant legislation under which the decision is being made. It should also mention what discussions have been had and what agreements have been reached with other staff and stakeholders.	Maddocks have created an instrument of authorisation for Freedom of Information. There are instances where a delegation will suffice (receipt of application and clarification of application, current delegation sits with Records and Governance Coordinator) and instances where authorisations are required (notice of decision, asset charges and notice to third parties, basically anytime where we are advising a right of appeal). As such, the attached instrument authorises Karly Saunders and Tania Quinn (to ensure coverage for any leave of absence) and training will be provided.	
Financial Information What amount, budget, ledger etc.	N/A	
Responsible Officer	Name:	Karly Saunders
	Signature:	
Director Endorsement	Name:	
	Signature:	
Director Recommendation		
Instructions to EA to CEO Any further instructions or next steps – i.e. forward to accounts payable etc.	Please return to Karly Saunders	
CEO Signature/Date	 4/4/19	



Maddocks

Maddocks Delegations and Authorisations

***S15 Instrument of Appointment and Authorisation of Council's FOI
Officer***

Southern Grampians Shire Council

Instrument of Appointment and Authorisation

of

Council's Freedom of Information Officer

Instrument of Appointment and Authorisation

In this Instrument 'officer' means -

**Karly Saunders
Tania Quinn**

By this Instrument of Appointment and Authorisation Southern Grampians Shire Council's Chief Executive Officer and principal officer under the *Freedom of Information Act 1982 (Act)*—

under ss 26 and 44 of the Act – appoints the officers to be a Freedom of Information Officer for the purposes of the Act, and authorises the officers to make decisions in respect of requests made to the Council under the Act.

This includes without limitation the authority to make decisions on requests:

1. made under Part III of the Act, including the power to waive or reduce any fee or charge payable, the power to extend the period for deciding a request and all of the powers and duties under Part IV of the Act, including the duty to notify and the duty to seek views regarding disclosure; and
2. made under Part V of the Act, including the power to amend a record.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

SIGNED BY:



MICHAEL TUBBALL
Chief Executive Officer
Southern Grampians Shire Council

Date: 4/4/19