



## **Delegation of powers, duties and functions of the head of a public body under the *Access to Information and Protection of Privacy Act***

### **Page 1: Instructions**

**If the head chooses to delegate their powers, duties or functions to any employee, this form must be completed and provided to the ATIPP Office.**

### **Purpose**

This form is for the head of a statutory public body or entity to delegate any of their powers, duties or functions under the *Access to Information and Protection of Privacy Act* to another employee of a public body.

**Section 88(c)** of the *Access to Information and Protection of Privacy Act* states the head may delegate, in writing, any of their duties or powers under this Act (**except the power to delegate under this paragraph**) to an employee of a public body, subject to any conditions on the exercise of the delegated power or the performance of the delegated duty that the head considers necessary.

### **Completing the Form**

To use this form, complete all required fields.

The highlighted section of this form is an optional delegation recommended by the ATIPP Office. If the head chooses not to delegate these functions, remove the highlighted portion before completing the form.

Once signed, forward the complete form to the ATIPP Office.

---

## DELEGATION BY THE HEAD OF THE PUBLIC BODY

---

Name of public body	
---------------------	--

Pursuant to section 88(c) of the *Access to Information and Protection of Privacy Act*, I hereby delegate my powers, duties and functions as **head** of the public body to the \_\_\_\_\_, subject to the following conditions:

- (a) that the persons to whom my powers, duties or functions are delegated are bound in the exercise of those powers, duties or functions by the legislative and administrative limitations to which I am subject;
- (b) that the powers, duties or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which he or she has been duly appointed;
- (c) that notwithstanding the delegation of my powers, duties or functions, I may exercise at any time any of the powers, duties or functions delegated.

Pursuant to section 88(c) of the *Access to Information and Protection of Privacy Act*, I hereby delegate the functions as **head** of the public body to the **Designated Access Officer**:

- (a) requests for extensions to the Access and Privacy Officer and the Information and Privacy Commissioner;
- (b) seeking a third party's view on granting access; and
- (c) consulting with the Access and Privacy Officer before an access request is refused.

The above delegation to the **Designated Access Officer** is subject to the following conditions:

(a) that the powers, duties or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which he or she has been duly appointed;

(b) that notwithstanding the delegation of my powers, duties or functions, I may at any time, exercise any of the powers, duties or functions delegated.

This delegation is effective on and from the date shown below and shall remain in effect until revoked. This delegation may be revoked or amended from time to time.

_____	_____	_____
Head,	Signature	Date
_____	_____	_____
	Signature	Date

**CC: ATIPP OFFICE**