

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE DISABILITY INCLUSION ACT 2018

29 NOVEMBER 2023

Delegation Sources

- Disability Inclusion Act 2018

Positions

Abbreviation	Position	Name
CEO	Chief Executive Officer	Kelly Westell
MCG	Manager Community & Growth	Louise Burford
MDRS	Manager Development & Regulatory Services	Gabby Swearse
Not Sub Delegated	Not Sub-Delegated	

Instrument of Delegation under the Disability Inclusion Act 2018

Disability Inclusion Act 2018				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 16(2)	Prepare a disability access and inclusion plan	CEO, MDRS		State authority
section 16(4)(b)	Consult with people with disability and person or bodies representing the interests of people with disability and other persons or bodies in preparing a disability access and inclusion plan	CEO, MDRS		State authority
16(4)(c)	Call for submissions from members of the public	CEO, MDRS		State authority section
section 16(5)	Seek the approval of the Minister to prepare a single disability access and inclusion plan for the council and one or more other councils	CEO, MDRS		council
section 16(6)	Vary a disability access and inclusion plan	CEO, MDRS		State authority

Disability Inclusion Act 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 16(7)	Publish a disability access and inclusion plan, and any variation to a plan, on a website	CEO, MDRS		State authority
section 17(1)	Report annually to the Chief Executive Officer on the operation of the disability access and inclusion plan	CEO, Not Sub Delegated		State authority
section 18(1)	Review the disability access and inclusion plan at least once in every 4 year period and prepare a report of the review	CEO, Not Sub Delegated		State authority
section 18(2)	Provide a copy of the report prepared under section 18(1) of the Disability Inclusion Act to the Minister	CEO, Not Sub Delegated		State authority
section 23Q(1)	Provide to the Senior Authorising Officer such information relating to a specified person that the Senior Authorising Officer reasonably requires	CEO, MDRS, MCG		State authority
section 23Q(2)	Provide the information to the Senior Authorising Officer in the manner and within the period specified in the notice	CEO, MDRS, MCG		State authority

Disability Inclusion Act 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 23Q(3)	Participate in consultation with the Senior Authorising Officer regarding a refusal or failure to comply with a notice	CEO, MDRS, MCG		State authority
section 26(1)	Prepare and provide a report to the Chief Executive Officer of the administrative unit of the public service that is responsible for assisting a Minister in the administration of this Act	CEO, Not Sub Delegated		State authority
section 26(2)	Prepare and provide a report to the Chief Executive Officer of the administrative unit of the public service that is responsible for assisting a Minister in the administration of this Act	CEO, Not Sub Delegated		State authority
section 27(2)	Provide information or documents prescribed by section 27 of the Disability Inclusion Act to another person or body	CEO, MDRS		State authority