

Executive Director, School Curriculum and Standards

School Education Act 1999

Minister's Instrument of Delegation and Chief Executive Officer's Instrument of Sub-delegation

When exercising a delegated function, power or duty, reference must be made to the full legislative provision via the [Western Australian Legislation website](#).

Column 1 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Sub-delegate	Column 5 Condition, limitation or restriction
Part 6A - Student residential colleges				
Division 3 - Administration of student residential colleges				
Subdivision 1 - Operation and management				
s213E(2)(e)	Enter into any contract or arrangement.	Chief Executive Officer	Enter into any contract or arrangement with a financial implication Executive Director Accept grant funding (non-Commonwealth) Executive Director	Up to \$5,000,000 in value, GST inclusive. Up to \$500,000 in value, GST exclusive.
Part 6 - Administration				
Division 1 - The Minister				
s216(2)(b)	Accept any gift, devise or bequest if it is absolute or subject to conditions (to which the Minister agrees).	Chief Executive Officer	Executive Director, School Curriculum and Standards	Nil
s216(2)(e)	Enter into any contract or arrangement	Chief Executive Officer	Enter into any contract or arrangement with a financial implication. Executive Director, School Curriculum and Standards Executive Director Grant funds to not-for-profit organisations Executive Director Accept grant funding (non-Commonwealth) Executive Director	Nil Up to \$5,000,000 in value, GST inclusive. Up to \$100,000 in value, GST exclusive. Up to \$500,000 in value, GST exclusive.

School Education Regulations 2000

Minister's Instrument of delegation and Chief Executive Officer's Instrument of Sub-delegation

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Column 1 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Sub-delegate	Column 5 Condition, limitation or restriction
Part 3 - Management of government schools				
Division 7 - Advertising and sponsorship				
r50	Enter into a sponsorship arrangement within the limitations stated in regs 51, 52 and 53 of the School Education Regulations 2000.	Chief Executive Officer	Executive Director	For sponsorship agreements that have effect for no more than two years and up to a total value of \$200,000.

Public Sector Management Act 1994

Chief Executive Officer's Instrument of Delegation

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Column 1 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Condition, limitation or restriction
Part 3B – Chief executive officers and chief employee			
s29(1)(g)	To manage and direct employees of the Department and to be responsible for the recruitment, selection, appointment and deployment of employees.	Line managers	For the imposition and initial extension of probation within their work area or unit.
Part 3 - Public Service			
Division 2 - Senior Executive Service			
s53	Appoint a public service officer or other person to the Senior Executive Service.	Executive Director, School Curriculum and Standards	Up to and including Assistant Executive Director level positions in their division.
s55	Assess the performance of a senior executive officer.	Executive Director	For Senior Executive Service officers in their division.
Division 3 - Public service officers other than executive officers			
s64	Appoint a person as a public service officer.	Line Managers	For public service positions in their work area or unit up to and including Level 8 positions. Subject to the position being approved within the organisational structure by the Director General as per s 36(1)(a).
s65	Transfer a public service officer at the same level of classification.	Line Managers	For public service officers in their work area or unit up to and including Level 8 positions. Subject to the position being approved within the organisational structure by the Director General as per s 36(1)(a).
s66	Enter into an arrangement in writing with another department or organisation or with an employer outside the Public Sector for the secondment of a public service officer.	Line Managers	For public service officers in their work area or unit up to and including Level 8 positions.
Part 5 - Substandard performance and disciplinary matters			
Division 2 - Substandard performance			
s79(3)	Manage substandard performance.	Executive Director, People Services	For all public service positions up to and including Level 8 positions, all members of the teaching staff, with the exception of principals, and for other officers pursuant to s.235(1)(c) of the School Education Act 1999.
Part 8 - Miscellaneous			
s100	Engage a person under a contract for services. Appoint a person on a casual employment basis.	Line Managers	In their work area or unit.
s103	Reappoint a public service employee who resigned to stand for election and failed to be elected.	Line Managers	For all public service positions in their work area or unit up to and including Level 8 positions.
s107(1)	To direct an employee to perform the functions, obligations and rights during any vacancy in that office, post or position or during the temporary absence or incapacity of the incumbent, as the case requires	Executive Director, School Curriculum and Standards	To direct an employee to act in a position within the School Curriculum and Standards Authority (for up to and including Assistant Executive Director level positions

Public Sector Management (Redeployment and Redundancy) Regulations 2014

Chief Executive Officer's Instrument of Delegation

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Part 2 - Registrable employees			
r8(1)	Make a determination that an employee may become a registrable employee.	Line Managers	For public service positions in their work area or unit up to and including Level 8 positions or equivalent. <i>School Education Act 1999</i> staff up to and including Principals.
r8(4)	Consult with the employee in relation to the matters set out in the notice.	Line Managers	For public service positions in their work area or unit up to and including Level 8 positions or equivalent.

Public Sector Management (Redeployment and Redundancy) Regulations 2014

Chief Executive Officer's Instrument of Delegation

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Column 1 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Condition, limitation or restriction
r8(8)	If the determination is revoked, give the employee written notice of the revocation.	Line Managers	For public service positions in their work area or unit up to and including Level 8 positions or equivalent.

School Curriculum and Standards Authority Act 1997

School Curriculum and Standards Authority's Instrument of Delegation

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Column 1 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Condition, limitation or restriction
Part 3 - Function and powers			
s9(1)(a)	Establish an outline of curriculum and assessment in schools.	Executive Director, School Curriculum and Standards	Nil
s9(1)(b)	Issue guidelines for the development of courses and the assessment of student achievement in these courses.	Executive Director, School Curriculum and Standards	Nil
s9(1)(c)	Develop courses, or to cause courses to be developed, in accordance with the guidelines issued under s9(1)(b).	Executive Director, School Curriculum and Standards	Nil
s9(1)(d)	Evaluate and, where appropriate, accredit courses developed by the Authority or other persons in accordance with the guidelines issued under s9(1)(b).	Executive Director, School Curriculum and Standards	Nil
s9(1)(e)(i-v)	Recognise courses, the assessment of student achievement and the standards of student achievement and administer and support the implementation of national assessment of student achievement that are: <ul style="list-style-type: none"> • the subject of agreements or arrangements made between the State and the Commonwealth; or • otherwise considered appropriate by the Authority. 	Executive Director, School Curriculum and Standards	Nil
s9(1)(f)	Determine courses that are — (i) recognised or accredited by the Authority; or (ii) otherwise considered to be appropriate by the Authority, in which students may be assessed, whether for the purposes of certification or otherwise.	Executive Director, School Curriculum and Standards	Nil
s9(1)(g)	Establish the minimum requirements for graduation from secondary school and for the issue of a certificate of student achievement.	Executive Director, School Curriculum and Standards	Nil
s9(1)(h)	Maintain a register of student achievement in courses and activities, for the purposes of graduation from secondary school and the issue of a certificate of student achievement, and are: <ul style="list-style-type: none"> (i) recognised or accredited by the Authority or by bodies other than the Authority; or (ii) otherwise considered by the Authority to be appropriate for those purposes. 	Executive Director, School Curriculum and Standards	Nil
s9(1)(i)	Evaluate and recognise, for the purposes of certification or otherwise, the achievement of students, whether that achievement is attained in the State or elsewhere.	Executive Director, School Curriculum and Standards	Nil
s9(1)(j)	Establish the standards of student achievement and other requirements that apply to the assessment of student achievement made, or caused to be made, by the Authority.	Executive Director, School Curriculum and Standards	Nil
s9(1)(k)	Determine the eligibility of students and other people in relation to assessments made, or caused to be made, by the Authority.	Executive Director, School Curriculum and Standards	Nil
s9(1)(l)	Assess student achievement, or cause student achievement to be assessed at the times determined by the Authority.	Executive Director, School Curriculum and Standards	Nil
s9(1)(m)	Provide the results of, and reports on, the assessment of student achievement, caused to be made or recognised by the Authority, to governing bodies, principals of schools, students and parents of students at the times and in the manner determined by the Authority.	Executive Director, School Curriculum and Standards	Nil

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s9(1)(n)	Provide for the comparability of assessments of student achievement in the compulsory education period that are made, caused to be made or recognised by the Authority. Provide for the comparability of assessments of student achievement in the compulsory education period that are made, caused to be made or recognised by the Authority.	Executive Director, School Curriculum and Standards	Nil
s9(1)(o)	Consult with universities, and persons and bodies having functions relating to vocational education and training, with respect to standards of student achievement and other requirements and procedures for admission to university and vocational education and training, and to review from time to time the effects of those standards, requirements and procedures.	Executive Director, School Curriculum and Standards	Nil
s9(1)(p)	Provide information to universities, and persons and bodies having functions relating to vocational education and training, on the achievement of students seeking admission to university or to vocational education and training.	Executive Director, School Curriculum and Standards	Nil
s9(1)(q)	Establish, determine the criteria for, and administer exhibitions and awards to be granted in recognition of student achievement.	Executive Director, School Curriculum and Standards	Nil
s9(1)(r)	Support the development of the national school curriculum and national assessments.	Executive Director, School Curriculum and Standards	Nil
s9(1)(s)	Conduct and promote, or participate in, research involving students.	Executive Director, School Curriculum and Standards	Nil
s9(3)	Ensure that: <ul style="list-style-type: none"> • each school receives a free of charge copy of the most recent outline of curriculum and assessment in schools established by the Authority; and • that the outline of curriculum and assessment in schools is made available to the public in any manner the Authority thinks fit. 	Executive Director, School Curriculum and Standards	Nil
s9(4)	Ensure that decisions made under s9(1) are notified to: <ul style="list-style-type: none"> • education providers to whom or which the decisions are relevant; and • any other person or body to whom the decisions should be notified. 	Executive Director, School Curriculum and Standards	Nil
s9(5)	Publish a notice of decisions or variation or revocation of a decision under s9(4) in the Gazette or in another manner determined by the Authority.	Executive Director, School Curriculum and Standards	Nil
s11(1)-(2)	Prepare reports on the standards of student achievement attained in schools in the State. The report is to be prepared in draft form.	Executive Director, School Curriculum and Standards	Nil
s11(3)(a)	Give a copy of a draft report to any governing body that is considered likely to want to make submissions in relation to the report.	Executive Director, School Curriculum and Standards	Nil
s11(3)(b)	Notify the governing body that it has a specified period (of not less than 28 days) within which it may make written submissions to the Authority.	Executive Director, School Curriculum and Standards	Nil
s11(4)	Receive written submissions in relation to the draft report within the period specified under s11(3)(b).	Executive Director, School Curriculum and Standards	Nil
s11(5)	In a notice under 11(3)(b), request the governing body to provide specified information to the Authority within a specified period (of not less than 28 days) in relation to any matter referred to in the draft report.	Executive Director, School Curriculum and Standards	Nil
s12(2)(d)-(e)	In relation to the draft report and submissions as detailed under ss 12(a), (b) and (c) decide to: <ul style="list-style-type: none"> • finalise the report, including any modifications as necessary; or • not proceed with the report. 	Executive Director, School Curriculum and Standards	Nil

School Curriculum and Standards Authority Act 1997
School Curriculum and Standards Authority's Instrument of Delegation

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Column 1 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Condition, limitation or restriction
s12(3)	If s12(2)(d) applies, give a copy of the report to the Minister and to any relevant governing body.	Executive Director, School Curriculum and Standards	Nil
s12(4)	If s12(2)(e) applies, notify any relevant governing body of the decision made by the Authority not to proceed with the report.	Executive Director, School Curriculum and Standards	Nil
s14(1)(a)(i)-(ii)	Prepare and keep: <ul style="list-style-type: none"> • records of assessment made by the Authority; and • a register of courses which may be entered on a certificate of student achievement. 	Executive Director, School Curriculum and Standards	Nil
s14(1)(b)	Liaise with governing bodies as to access to, and the maintenance of, records of assessment made within schools and school systems.	Executive Director, School Curriculum and Standards	Nil
s14(1)(c)	Provide statistics, information and records to any education provider on achievement of students of that provider as the Authority thinks fit.	Executive Director, School Curriculum and Standards	Nil
s14(2)	Provide, on payment of the prescribed fee, if any, a certificate of student achievement to a person who has completed secondary education and met the minimum requirements for graduation from secondary school.	Executive Director, School Curriculum and Standards	Nil
s15(2)(b)	Provide such facilities as necessary for, or conducive to, the performance of its functions.	Executive Director, School Curriculum and Standards	Nil
s15(2)(c)	Acquire, hold, manage, develop, dispose of and otherwise deal in real and personal property.	Executive Director, School Curriculum and Standards	Nil
s15(2)(da)	With the approval of the Minister, provide funds by way of grants, subsidies or otherwise to governing bodies or other persons or bodies for purposes related to: <ul style="list-style-type: none"> (i) the development of courses and standards of student achievement; and (ii) the assessment of student achievement. 	Executive Director, School Curriculum and Standards	Nil
s15(2)(d)	Apply for, obtain and hold intellectual property rights and design rights.	Executive Director, School Curriculum and Standards	Nil
s15(2)(e)	Enter into a contract or arrangement with any person including any government, governmental agency or governmental instrumentality, whether inside or outside Australia: <ul style="list-style-type: none"> • to provide products, consultancy or other services in the course of or incidental to the performance of its functions; or • for the commercial exploitation of the rights under s15(2)(d) whether by assignment, licensing or otherwise. 	Executive Director, School Curriculum and Standards	Nil
s15(2)(f)	Publish and sell information acquired by the Authority.	Executive Director, School Curriculum and Standards	Nil
s15(2)(g)	Charge for services provided to any person, including any government, governmental agency or governmental instrumentality, whether inside or outside Australia.	Executive Director, School Curriculum and Standards	Nil
s16(3)(a)-(c)	In performing the functions of the Authority and as the Authority thinks fit - <ul style="list-style-type: none"> (a) consult and collaborate with such persons and bodies having functions relating to education and training and members of the community in relation to the performance of its functions (b) provide a forum for consultation and collaboration between persons and bodies having functions relating to secondary education and vocational education and training and universities on matters relating to admission to university and vocational education and training (c) advise and confer with employers, organisations of employees and employers and such other persons and bodies with respect to recognition by those persons and bodies of courses in which students are assessed by the Authority, and advise those persons and bodies with respect to methods of assessment and methods of certification. 	Executive Director, School Curriculum and Standards	Nil

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Part 3A – Student records			
s19C	A student record must be opened for every student who is in the first year of the relevant education period — (a) by the principal of the school at which the student is enrolled at the beginning of the school year; or (ba) in the case of a student who at that time is enrolled in a community kindergarten — by the governing body of the community kindergarten; or (b) in the case of a student who at that time — (i) is receiving home education; or (ii) is an exempt child, by the chief executive officer referred to in section 229 of the School Education Act.	Executive Director, School Curriculum and Standards	Nil
s19D	Request in writing that a provider open a student record for a student.	Executive Director, School Curriculum and Standards	Nil
s19E	A student record is opened by the giving of the following information to the Authority, in accordance with section 19H, in respect of a student — (a) the student's — (i) name, including any previous name; and (ii) address; and (iii) date of birth; and (b) particulars of — (i) any educational programme in which the student is enrolled or that is being provided to the student; or (ii) any option under section 11B of the School Education Act for which participation arrangements have been made in respect of the student, at the time when the record is opened, or in the case of an exempt child, particulars of the exemption; and (c) any other prescribed information.	Executive Director, School Curriculum and Standards	Nil
s19G	Receive from a provider information in respect of results achieved, or not achieved, by a student for whom a student record has been opened in accordance with 19H.	Executive Director, School Curriculum and Standards	Nil
s19I	Maintain a database containing information relating to student records in accordance with 19I.	Executive Director, School Curriculum and Standards	Nil
s19J	Provide a person who makes a request under subsection (2) and pays the prescribed fee, if any, a copy of the student record kept by the Authority in respect of a student to the student concerned, a parent of the student or a person who is authorised in writing by the student to obtain such a copy.	Executive Director, School Curriculum and Standards	Nil
s19K	Disclose to a provider information given to the Authority under Part 3A in respect of a student for the purpose of ensuring that the information is accurate.	Executive Director, School Curriculum and Standards	Nil
s19L	On request, provide the Minister with information in aggregated form, that comprises, includes or is derived from information given under Part 3A and the Authority is to comply with any such request.	Executive Director, School Curriculum and Standards	Nil
s19M	On request, provide the Minister information to assist in enforcing School Education Act in accordance with 19M.	Executive Director, School Curriculum and Standards	Nil
s19P	Provide each of: (a) the Director of Catholic Education in Western Australia; and (b) the Association of Independent Schools of Western Australia (Inc), with information in aggregated form and at prescribed times in respect of that body being information that comprises, includes or is derived from information given under Part 3A.	Executive Director, School Curriculum and Standards	Nil
Part 5 – Financial Provisions			
s26	With the prior written approval of the Treasurer and on such terms and conditions as the Treasurer approves, borrow moneys for the purpose of performing the Authority's functions.	Executive Director, School Curriculum and Standards	Nil
Part 6 – Miscellaneous			

School Curriculum and Standards Authority Act 1997

School Curriculum and Standards Authority's Instrument of Delegation

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s32B(2)	Disclose relevant information that it holds for the purpose of, or in connection with, performing a function under the School Curriculum and Standards Authority Act to any person or body that it considers appropriate who is carrying out, or who proposes to carry out, research involving students in accordance with s32B(3)-(6).	Executive Director, School Curriculum and Standards	Nil

Children And Community Services Act 2004
Chief Executive Officer's Instrument of Delegation

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Part 3 - Administrative Matters			
Division 6 - Information Sharing			
28B(1), (2)	Disclose information to, or request information from, the CEO of another prescribed authority or an authorised entity if of the opinion that the information is relevant information.	Executive Director, School Curriculum and Standards	Information must relate to the wellbeing of students currently or previously enrolled in government and non-government schools.