



INFORMATION FOR DELEGATES

WHAT IS A DELEGATION?

The Department of Education's Instruments of Delegation and Sub Delegation enable specified positions within the Department to exercise a function, power or duty assigned to the Minister or the Director General under legislation or subsidiary legislation.

Although the Minister or Director General remains accountable for any functions or powers they choose to delegate, the officer in the position holding the delegation is personally responsible for the decisions they make.

Instruments of Delegation are published on the Department's [Policies](#) website.

Authority is delegated to the most practical level within the Department and corresponds with position holders' assigned responsibility. The power or duty is delegated to the position, not the person, and is exercised on behalf of the Minister or the Director General.

In general, greater power and responsibility is held and exercised at more senior levels. More precise and limited authorities apply for less senior levels. If there is any doubt over the responsibility for exercising a delegation, contact Policy and Program Governance for assistance.

RESPONSIBILITIES OF DELEGATES

- Confirm that entitlement to exercise a function, power, or duty exists by consulting official communication received from the Department or the information on delegations available on the Department's [Policies](#) website.
- Read the section(s) of the legislation that have been delegated in full. The information provided in the delegations schedule provides a summary only. Legislation can be accessed online at the [Western Australian Legislation](#) website.
- Understand any conditions, limitations or restrictions placed on the exercise of a delegation as detailed in the delegation schedule.
- Make decisions in accordance with the Department's *Staff Conduct and Discipline* policy and *Code of Conduct*, and the Public Sector Commission's *Code of Ethics*.
- Have matters considered at a more senior level if issues involve some special or unusual circumstances.
- Inform the Director General (if appropriate) of circumstances and outcomes of contentious issues.

CHANGED DELEGATIONS

All delegations are reviewed at the end of each calendar year. Delegations may also change from time to time in response to specific requests or a change in administrative arrangements. Any positions that are affected by a change in delegation will be notified by email, formal letter or Ed-e-mail.

Updated delegations are published on the [Policies](#) website.

CONTACT

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