

## Director, Student Engagement and Wellbeing

### 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](#).

| Part 6 - Administration   |                                        |                         |                                                                      |                                                                                                                                            |
|---------------------------|----------------------------------------|-------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Division 1 - The Minister |                                        |                         |                                                                      |                                                                                                                                            |
| s216(2)(e)                | Enter into any contract or arrangement | Chief Executive Officer | Enter into any contract or arrangement with a financial implication. |                                                                                                                                            |
|                           |                                        |                         | Director (Public Sector Award Level 9)                               | Up to \$1,000,000 in value, GST inclusive.                                                                                                 |
| Part 7 — Miscellaneous    |                                        |                         |                                                                      |                                                                                                                                            |
| s242(1)(d)                | Authorise disclosure of information.   | Chief Executive Officer | Director, Student Engagement and Wellbeing                           | Disclose to Western Australia Police Force, Departments of Communities, Health and Justice, and the Children's Court of Western Australia. |

### Public Sector Management Act 1994

#### Chief Executive Officer's Instrument of Delegation

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

| Column 1<br>Legislative reference                                  | Column 2<br>For information only: Summary of function, power or duty                                                                                                                                            | Column 3<br>Delegate | Column 4<br>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 3 - Public service officers other than executive officers |                                                                                                                                                                                                                 |                      |                                                                                                                                                                                                                            |
| s64                                                                | Appoint a person as a public service officer.                                                                                                                                                                   | Line Managers        | For public service officers in their work area or unit up to and including Level 8 positions.<br><br>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.<br><br>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 8 - Miscellaneous                                             |                                                                                                                                                                                                                 |                      |                                                                                                                                                                                                                            |
| s100                                                               | Engage a person under a contract for services.<br><br>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 | Directors            | To direct an employee under their management to act in a position within their branch or directorate (for up to and including Manager level positions).                                                                    |

***Public Sector Management (Redeployment and Redundancy) Regulations 2014***  
Chief Executive Officer's Instrument of Delegation

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

| Column 1<br>Legislative reference     | Column 2<br>For information only: Summary of function, power or duty                        | Column 3<br>Delegate | Column 4<br>Condition, limitation or restriction                                                                                                                                       |
|---------------------------------------|---------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part 2 - Registrable employees</b> |                                                                                             |                      |                                                                                                                                                                                        |
| <b>r8(2)</b>                          | Give the employee written notice of all relevant information relating to the determination. | Line Managers        | For public service positions in their work area or unit up to and including Level 8 positions or equivalent.<br><i>School Education Act 1999</i> staff up to and including Principals. |
| <b>r8(4)</b>                          | 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.                                                                           |
| <b>r8(8)</b>                          | 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.                                                                           |

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

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

| Column 1<br>Legislative reference       | Column 2<br>For information only: Summary of function, power or duty                                                                                                                  | Column 3<br>Delegate                       | Column 4<br>Condition, limitation or restriction                                     |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Part 3 - Administrative Matters</b>  |                                                                                                                                                                                       |                                            |                                                                                      |
| <b>Division 6 - Information Sharing</b> |                                                                                                                                                                                       |                                            |                                                                                      |
| <b>28B(1), (2)</b>                      | 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. | Director, Student Engagement and Wellbeing | Information must relate to the wellbeing of students enrolled in government schools. |