

Manager, Service Planning and Contracts

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 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.	
			Manager (Public Sector Award Level 8)	Up to \$100,000 in value, GST inclusive.

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 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 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 8 - Miscellaneous			
s100	Engage a person under a contract for services.	Line Managers	In their work area or unit.
	Appoint a person on a casual employment basis.		
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	Line Managers	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

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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 2 - Registrable employees			
r8(2)	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. <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.
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.

Children And Community Services Act 2004

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 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.	Manager Service Planning and Contracts	Information must relate to the wellbeing of students.