

## Manager, Student Assessment and Reporting

### 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
<b>Part 2 - Education of children during compulsory education period</b>				
<b>Division 1 - Compulsory education with alternatives in final years of compulsory education</b>				
<b>Subdivision 1 – Enrolment of children of compulsory school age</b>				
<b>ss11D(1)-(5), (7)</b>	Receive from parent of a child enrolled in a course or combination of courses or who has become an apprentice as mentioned in s 11B(1): <ul style="list-style-type: none"> <li>Notice of arrangements made;</li> <li>Further notice cancelling a notice given under subsection 1;</li> <li>Notice of any variation of the arrangements notified under subsection 1 or any variation proposed to be made to a combination of courses; and</li> </ul> Notice that a child enrolled in a course or to be an apprentice as mentioned in s 11B(1) has ceased to be enrolled.	Chief Executive Officer	Manager, Student Assessment and Reporting	Nil
<b>Subdivision 1A — Alternatives to the operation of section 9 in final years of compulsory education</b>				
<b>ss11E(3)-(4)</b>	Relating to the enrolment of a child in a combination of courses, give parent concerned written acknowledgement: <ul style="list-style-type: none"> <li>of the choice of courses;</li> <li>of a proposed variation under s 11D(4)(b); and</li> </ul> that the participation arrangements meet the requirements and regulations.	Chief Executive Officer	Manager, Student Assessment and Reporting	Nil
<b>s11H(1)</b>	Receive notice from parent of a child who is employed in accordance with an approval under s 11G.	Chief Executive Officer	Manager, Student Assessment and Reporting	Nil
<b>s11H(2)</b>	Receive notice from parent of a child who has ceased to be employed in accordance with an approval under s 11G.	Chief Executive Officer	Manager, Student Assessment and Reporting	Nil
<b>Part 7 — Miscellaneous</b>				
<b>s242(1)(d)</b>	Authorise disclosure of information.	Chief Executive Officer	Manager, Student Assessment and Reporting	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 Legislative reference	Column 2 For information only: Summary of function, power or duty	Column 3 Delegate	Column 4 Condition, limitation or restriction
<b>Part 3B – Chief executive officers and chief employee</b>			
<b>s29(1)(g)</b>	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.
<b>Part 3 - Public Service</b>			
<b>Division 3 - Public service officers other than executive officers</b>			
<b>s64</b>	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).

**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
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.
<b>Part 8 - Miscellaneous</b>			
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	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
<b>Part 2 - Registrable employees</b>			
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

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
<b>Part 3 - Administrative Matters</b>			
<b>Division 6 - Information Sharing</b>			
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, Student Assessment and Reporting	Information must relate to the wellbeing of students currently or previously enrolled in government schools.