

Manager, Residential Colleges

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				
s213D(2)	Determine, implement and monitor the standard of care provided to students at student residential colleges.	Chief Executive Officer	Manager, Residential Colleges	Nil
s213E(2)(a)	Acquire, hold, manage, improve, develop and dispose of property or an interest in property.	Chief Executive Officer	Manager, Residential Colleges	For student residential college based expenditure relating to residential colleges up to \$100,000 in value, excluding land and buildings.
s213E(2)(e)	Enter into any contract or arrangement.	Chief Executive Officer	Enter into any contract or arrangement with a financial implication	
			Manager, Residential Colleges	Up to \$100,000 in value, GST inclusive.
			Enter into a Master Rental Agreement/Lease or Master Finance Agreement/Lease	
			Manager, Residential Colleges	Up to \$100,000 in value, GST inclusive, for student residential colleges.
Subdivision 3 – Power of Minister to grant licence				
s213K(1)-(5)	Grant licence for use of tangible property vested in the Minister that relates to a student residential college.	Chief Executive Officer	Manager, Residential Colleges	For student residential colleges.
Division 4 - LINC Committees				
s213M(4)	Ensure that each LINC committee is provided with such support services as it may reasonably require.	Chief Executive Officer	Manager, Residential Colleges	Nil
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.

School Education (Student Residential Colleges) Regulations 2017

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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 5 - Suspending students and terminating boarding agreements				
r26(4)(b)	Constitute a panel under reg 27.	Chief Executive Officer	Manager, Residential Colleges	Nil
r26(5)(b)	Direct the panel to allow a person appearing before the panel to be represented by another person.	Chief Executive Officer	Manager, Residential Colleges	Nil
r27(2)	Appoint at least 3 persons to constitute the panel.	Chief Executive Officer	Manager, Residential Colleges	Nil
r27(4)	Appoint one of the appointees to chair the panel.	Chief Executive Officer	Manager, Residential Colleges	Nil
r27(6)	Give in writing the panel directions as to its procedure.	Chief Executive Officer	Manager, Residential Colleges	Nil
Part 6 - Operation and management of colleges				
Division 2 – Advertising and sponsorship				

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r33	Enter into a sponsorship arrangement within the limitations stated in regs 34 and 35.	Chief Executive Officer	Manager, Residential Colleges	For sponsorship agreements that have effect for no more than two years and up to a total value of \$30,000 for residential colleges.

School Education (Student Residential Colleges) Regulations 2017

Chief Executive Officer's Instrument of Delegation

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Part 2 - Places at colleges			
Division 1 - General provisions			
r5	Make the terms of the boarding agreement that applies to and in respect of students who reside at colleges publicly available.	Manager, Residential Colleges	Nil
Division 2 - Applying for places			
r6(3)	Waive the application fee in whole or in part.	Manager, Residential Colleges	Nil
r7	Receive and consider a written notice of an objection to an application or boarding agreement.	Manager, Residential Colleges	Nil
r9	Request an applicant to provide: <ul style="list-style-type: none"> • any information required by reg 6 that has not been provided; and • documentary evidence in support of any information required by reg 6. Refuse to further deal with an application until a request made under reg 9(1) is obeyed.	Manager, Residential Colleges	Nil
Division 3 - Dealing with applications			
r11(1)	Decide applications: <ul style="list-style-type: none"> • for the City Beach Residential College, in accordance with reg 13; and • for any other college, in accordance with reg 12. 	Manager, Residential Colleges	Nil
r11(2)	Offer an applicant a place at a college in writing in accordance with reg 11(2)(b) and (c).	Manager, Residential Colleges	Nil
r11(4), (5)	Refuse an application on any ground including but not limited to the grounds under reg 11(4) and advise the applicant in writing.	Manager, Residential Colleges	Nil
Division 4 - Boarding agreements			
r14(8)	Reduce costs and charges payable for the student's accommodation on a pro rata basis.	Manager, Residential Colleges	Nil
r16	Terminate a boarding agreement for a student.	Manager, Residential Colleges	Nil
Part 5 - Suspending students and terminating board agreements			
r23	Suspend a student or terminate a boarding agreement.	Manager, Residential Colleges	Nil
r24	Notify the student and parent who signed the boarding agreement of a suspension.	Manager, Residential Colleges	Nil
r25	Give the student and each parent who signed the agreement a written notice of a termination.	Manager, Residential Colleges	Nil

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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
r26(2)(b)	Receive a written request to review a decision to terminate a boarding agreement under reg 23.	Manager, Residential Colleges	Nil
r26(4)(a)	Advise the Minister of the need to constitute a panel under reg 27.	Manager, Residential Colleges	Nil
r26(4)(c)	Provide the panel with: <ul style="list-style-type: none"> • a copy of the request and any material sent with it; and • any information or material that relates to the decision to terminate the agreement. 	Manager, Residential Colleges	Nil
r26(4)(d)	Receive a written report of the review that includes the panel's recommendations.	Manager, Residential Colleges	Nil
r26(6)	After receiving the Review Advisory Panel's Report: <ul style="list-style-type: none"> • consider the report and review the decision as requested; • confirm, vary or cancel the decision; and • give the applicant written notice of the result of the review. 	Manager, Residential Colleges	Nil
r27(5)	Provide the panel with such support services as it may reasonably require.	Manager, Residential Colleges	Nil

Public Sector Management Act 1994

Chief Executive Officer's Instrument of Delegation

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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. 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.

Public Sector Management Act 1994

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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
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

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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

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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.	Manager, Residential Colleges	Information must relate to the wellbeing of students who reside in student residential colleges.