

Executive Director, People Services

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						
s213E(2)(a)	Acquire, hold, manage, improve, develop and dispose of property or an interest in property.	Chief Executive Officer	Executive Director, People Services	For GROH accommodation, commit to leases up to 25 years in length.		
s213E(2)(e)	Enter into any contract or arrangement.	Chief Executive Officer	Sign deeds of settlement and release for arrangements			
			Executive Director, People Services	Up to \$100,000 in value, GST exclusive.		
			Accept grant funding (non-Commonwealth)			
			Executive Director	Up to \$500,000 in value, GST exclusive.		
Part 6 - Administration						
Division 1 - The Minister						
s216(2)(a)	Acquire, hold, manage, improve, develop and dispose of property or an interest in property.	Chief Executive Officer	Executive Director, People Services	For GROH accommodation, commit to leases up to 25 years in length.		
s216(2)(e)	Enter into any contract or arrangement	Chief Executive Officer	Enter into any contract or arrangement with a financial implication.			
			Executive Director	Up to \$5,000,000 in value, GST inclusive.		
			Sign deeds of settlement and release for arrangements			
			Executive Director, People Services	Up to \$100,000 in value, GST exclusive.		
			Grant funds to not-for-profit organisations			
			Executive Director	Up to \$100,000 in value, GST exclusive.		
			Accept grant funding (non-Commonwealth)			
			Executive Director	Up to \$500,000 in value, GST exclusive.		

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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 6 - Administration			
Division 3 - Staff employed in the department			
s235(2)	Decide the qualifications to be recognised as being appropriate qualifications for a person to be employed as a member of the teaching staff.	Executive Director, People Services	Nil
s236(2)	Engage, transfer, promote and otherwise manage the members of the teaching staff, other officers and wages staff.	Executive Director, People Services	Nil

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s238(1)	If considered to be in the interests of the Department to do so, determine that a member of the teaching staff is to become a public service officer or other officer; or determine that a person who has been the subject of such a determination is again to become a member of the teaching staff.	Executive Director, People Services	Only for the management of substandard performance of: • teaching staff (not including principals); and • other officers up to and including Level 8 positions.
s239	Manage substandard performance by and discipline of teaching staff and other officers in line with the discipline provisions of Part 5 of the <i>Public Sector Management Act 1994</i> .	Executive Director, People Services	Only for the management of substandard performance of: • teaching staff (not including principals); and • other officers up to and including Level 8 positions. Not including other disciplinary or improvement action.

School Education Regulations 2000

Minister's Instrument of delegation and Chief Executive Officer's Instrument of Sub-delegation

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Part 3 - Management of government schools				
Division 7 - Advertising and sponsorship				
r50	Enter into a sponsorship arrangement within the limitations stated in regs 51, 52 and 53 of the School Education Regulations 2000.	Chief Executive Officer	Executive Director	For sponsorship agreements that have effect for no more than two years and up to a total value of \$200,000.

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
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.	Executive Director, People Services	For the imposition, extension and termination of probationary employment.
Part 3 - Public Service			
Division 1 - General			
s36(1)(b)	Create, transfer or abolish offices	Executive Director, People Services	Nil
s36(1)(c)	Classify, or alter the classification of, offices by signing a JDF.	Executive Director, People Services	For public service positions up to and including Level 8 positions. Subject to the position being approved within organisational structure by the Director General as per s 36(1)(a). Subject to the Public Sector Commissioner's Instruction 31: Classification and remuneration of public service positions.
s39	Call on a public service officer to retire on the grounds of ill health.	Executive Director, People Services	For public service positions up to and including Director level positions.
Division 2 - Senior Executive Service			

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
s55	Assess the performance of a senior executive officer.	Executive Director	For Senior Executive Service officers in their division.
Division 3 - Public service officers other than executive officers			
s64	Appoint a person as a public service officer.	Executive Director, People Services	For public service positions up to and including Level 8 positions and specified calling 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.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. 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.	Executive Director, People Services	For public service officers up to and including Level 8 positions.
Part 5 - Substandard performance and disciplinary matters			
Division 2 - Substandard performance			
s79(3)	Manage substandard performance.	Executive Director, People Services	For all public service positions up to and including Level 8 positions, all members of the teaching staff, with the exception of principals, and for other officers pursuant to s.235(1)(c) of the School Education Act 1999.
Part 8 - Miscellaneous			
s100	Engage a person under a contract for services. Appoint a person on a casual employment basis.	Executive Director, People Services	Nil
s102	Grant employees permission to engage in other, additional employment.	Executive Director, People Services	Nil
s103	Reappoint a public service employee who resigned to stand for election and failed to be elected.	Executive Director, People Services	For all public service positions 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	Executive Director	To direct an employee to act in a position within their division (for up to and including Director level positions).

Public Sector Management (Redeployment and Redundancy) Regulations 2014

Chief Executive Officer's Instrument of Delegation

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Part 2 - Registrable employees			
r8(1)	Make a determination that an employee may become a registrable employee.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
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.

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Part 3 - Voluntary Severance			
r11(2)	Offer voluntary severance to the employee if satisfied that the employee cannot be transferred within the Department or organisation.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
r12(1)(b)	Approve the making of voluntary severance payment under Part 3 of these Regulations.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
r12(2)(b)	On the resignation by the other employee under reg 12(1) make payments to the other employee under regs 13, 14 and 15.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals. Subject to the position being approved within the organisational structure by the Director General as per s 36(1)(a).
Part 4 - Registered employees			
r18(1)	Register an employee in accordance with the Commissioner's Instructions and within the limitations stated in reg 18.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
r18(1)(b)	Give the employee written notice of the Department's intention to register the employee, at least 14 days before the day of registration	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals
Part 6 - Termination of Employment			
r29	Suspend the continuance of the employee's redeployment period or revoke the registration of the employee.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
r31	Give written notice of impending termination within the conditions stated in reg 31(1).	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
r32(2)	Accept the request of a registered employee made under reg 32(1) and terminate the employee's employment by written notice.	Executive Director, People Services	For public service officers up to and including Level 8 positions within the Department. <i>School Education Act 1999</i> staff up to and including Principals.
Part 7 - Privatisation and contracting out			
r37(1)	Give written notice of the sale, disposal or replacement to each employee when: <ul style="list-style-type: none"> • the undertaking of a department or organisation is, or is to be, sold or otherwise disposed of to a person outside the Public Sector; or • the production or provision of goods or services by a Department is to be replaced by the production of goods or services by a person outside the Public Sector. 	Executive Director, People Services	Nil
r38(2)	Direct an employee to accept private sector offers.	Executive Director, People Services	Nil
r39	Direct that the employee is to refrain from hindrance or obstruction, if employee is selected for offer under reg 38(1).	Executive Director, People Services	Nil