

## College Managers

### 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](https://www.legislation.wa.gov.au/legislation/summary/details.do?id=13433).

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	College Managers	For their student residential college.
s213E(2)(a)	Acquire, hold, manage, improve, develop and dispose of property or an interest in property.	Chief Executive Officer	College Managers	For student residential college based expenditure relating to their residential college up to \$100,000 in value, excluding land and buildings.
s213E(2)(b)	Accept any gift, devise or bequest if it is absolute or subject to conditions (to which the Minister agrees).	Chief Executive Officer	College Manager	Nil
s213E(2)(e)	Enter into any contract or arrangement.	Chief Executive Officer	Enter into any contract or arrangement with a financial implication	
			College Manager	Up to \$100,000 in value, GST inclusive, for their school.
			For the purpose of licencing vehicles in accordance with the Road Traffic Act 1974	
			College Manager	For their residential college.
			Enter into a Master Rental Agreement/Lease or Master Finance Agreement/Lease	
			College Manager	Up to \$100,000 in value, GST inclusive, for their student residential college.
			Accept grant funding (non-Commonwealth)	
			College Manager	Up to \$100,000 in value, GST exclusive, for their student residential college.
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	College Manager	For their student residential college.
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	College Manager	For their student residential college.
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.	
			College Manager	Up to \$100,000 in value, GST inclusive for their student residential college.

### School Education Act 1999

#### 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 - Government Schools</b>			
<b>Division 7 - Other Management Provisions</b>			
<b>s120(5)(b)</b>	Authorise a person to exercise the powers conferred by this section in respect of that school.	College Manager	For their student residential college.

### School Education (Student Residential Colleges) Regulations 2017

#### 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 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 Sub-delegate	Column 5 Condition, limitation or restriction
<b>Part 2 - Places at colleges</b>				
<b>Division 4 - Boarding agreements</b>				
<b>r15(2)(a)</b>	Sign a boarding agreement.	Chief Executive Officer	College Manager	For their student residential college.
<b>Part 3 - Individual services</b>				
<b>r19</b>	Provide an individual student residing at a college with such services considered appropriate in accordance with reg 19(2) and reg 19(3).	Chief Executive Officer	College Manager	For their student residential college.
<b>r20(1)</b>	Charge and recover the actual cost of providing a student with individual services.	Chief Executive Officer	College Manager	For their student residential college.
<b>r20(2), (3)</b>	Require a parent of a student to pay the State a reasonable amount as a deposit to be applied in payment or part-payment of any such costs.  Refund to the parent so much of any such deposit as is not so applied.	Chief Executive Officer	College Manager	For their student residential college.
<b>Part 6 - Operation and management of colleges</b>				
<b>Division 2 — Advertising and sponsorship</b>				
<b>r33</b>	Enter into a sponsorship arrangement within the limitations stated in regs 34 and 35.	Chief Executive Officer	College Manager	For sponsorship agreements that have effect for no more than two years and a total value of less than \$30,000 for residential college.

### School Education (Student Residential Colleges) Regulations 2017

#### 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 2 - Places at colleges</b>			
<b>Division 2 - Applying for places</b>			
<b>r6(2)</b>	Receive a written application.	College Managers	For their student residential college.
<b>r8</b>	Receive a notice in writing withdrawing an application.	College Managers	For their student residential college.

## School Education (Student Residential Colleges) Regulations 2017

### 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](http://www.wa.gov.au/legislation/online/index.html).

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>r9</b>	Request an applicant to provide: <ul style="list-style-type: none"> <li>any information required by reg 6 that has not been provided; and</li> <li>documentary evidence in support of any information required by reg 6.</li> </ul> Refuse to further deal with an application until a request made under reg 9(1) is obeyed.	College Managers	For their student residential college.
<b>Division 3 - Dealing with applications</b>			
<b>r11(1)</b>	Decide applications: <ul style="list-style-type: none"> <li>for the City Beach Residential College, in accordance with reg 13; and</li> <li>for any other college, in accordance with reg 12.</li> </ul>	College Managers	For their student residential college.
<b>r11(2)</b>	Offer an applicant a place at a college in writing in accordance with reg 11(2)(b) and (c).	College Managers	For their student residential college.
<b>r11(3)</b>	Receive a signed draft boarding agreement from the applicant.	College Managers	For their student residential college.
<b>r11(4), (5)</b>	Refuse an application on any ground including but not limited to the grounds under reg 11(4) and advise the applicant in writing.	College Managers	For their student residential college.
<b>Division 4 - Boarding agreements</b>			
<b>r14(8)</b>	Reduce costs and charges payable for the student's accommodation on a pro rata basis.	College Managers	For their student residential college.
<b>r16</b>	Terminate a boarding agreement for a student.	College Manager	For a student in their student residential college.
<b>r17</b>	Receive the written notice of termination from the parent or parents who signed the boarding agreement.	College Manager	For their student residential college.
<b>r21(2)</b>	Inform a parent of the child when the child is to be attended to by a doctor without the prior knowledge of the parent.	College Manager	For their student residential college.
<b>Part 5 - Suspending students and terminating board agreements</b>			
<b>r23</b>	Suspend a student or terminate a boarding agreement.	College Manager	For their student residential college.
<b>r24</b>	Notify the student and parent who signed the boarding agreement of a suspension.	College Manager	For their student residential college.
<b>r25</b>	Give the student and each parent who signed the agreement a written notice of a termination.	College Manager	For their student residential college.
<b>r26(2)(b)</b>	Receive a written request to review a decision to terminate a boarding agreement under reg 23.	College Manager	For their student residential college.

**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](http://www.wa.gov.au/legislation).

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).
<b>s65</b>	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).
<b>s66</b>	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>			
<b>s100</b>	Engage a person under a contract for services.  Appoint a person on a casual employment basis.	Line Managers	In their work area or unit.
<b>s103</b>	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.
<b>s107(1)</b>	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

When exercising a delegated function, power or duty, reference must be made to the full legislative text via the [Western Australian Legislation website](http://www.wa.gov.au/legislation).

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>			
<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.  <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.