

Deputy Director General, People and Student Achievement

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 2 - Education of children during compulsory education period | | | | |
| Division 1 - Compulsory education with alternatives in final years of compulsory education | | | | |
| Subdivision 1A — Alternatives to the operation of section 9 in final years of compulsory education | | | | |
| s11D(6) | Approve the form to be used by parents for the purpose of this section. | Chief Executive Officer | Deputy Director General, People and Student Achievement | Nil |
| s11H(3) | Approve the form of notice to be used for the purpose of this section. | Chief Executive Officer | Deputy Director General, People and Student Achievement | Nil |
| s11M(1) | Monitor, and carry out planning in relation to, the operation and effectiveness of this Subdivision and develop strategies to better provide for the education and training of children in the final years of compulsory education. | Chief Executive Officer | Deputy Director General, People and Student Achievement | In respect of all government schools. |
| Part 3 - Government schools | | | | |
| Division 4 - Enrolment | | | | |
| ss87(1), (3)-(4) | Appoint a Disabilities Advisory Panel. | Chief Executive Officer | Deputy Director General, People and Student Achievement | Nil |
| Part 5 - Community kindergartens | | | | |
| Division 3 - Operation and management of community kindergartens | | | | |
| s203(1) | Approve for the parent management committee to take part in the selection of teaching staff for the kindergarten. | Chief Executive Officer | Deputy Director General, People and Student Achievement | Nil |
| 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 | Deputy Directors General | Nil |
| 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 | Deputy Directors General | Nil |
| s213E(2)(e) | Enter into any contract or arrangement. | Chief Executive Officer | Enter into any contract or arrangement with a financial implication | |
| | | | Deputy Directors General | Nil |
| | | | Enter into funding contracts or arrangements with the Commonwealth | |
| | | | Deputy Directors General | Up to \$5,000,000 in value, GST exclusive. |
| | | | Sign deeds of settlement and release for arrangements | |
| | | | Deputy Directors General | Related to payments made by Insurance Commission of Western Australia (ICWA) and which do not exceed \$1,000,000 in value, GST exclusive. |
| | | | Grant funds to not-for-profit organisations | |
| | | | Deputy Directors General | Up to \$5,000,000 in value, GST exclusive. |
| | | | Enter into a Master Rental Agreement/Lease or Master Finance Agreement/Lease | |
| | | | Deputy Directors General | Nil |
| | | | Accept grant funding (non-Commonwealth) | |
| | | | Deputy Directors General | Nil |

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| 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 | Deputy Directors General | Nil |
| 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 | Deputy Directors General | Nil |
| s216(2)(b) | Accept any gift, devise or bequest if it is absolute or subject to conditions (to which the Minister agrees). | Chief Executive Officer | Deputy Directors General | Nil |
| s216(2)(e) | Enter into any contract or arrangement | Chief Executive Officer | Enter into any contract or arrangement with a financial implication. | |
| | | | Deputy Directors General | Nil |
| | | | Enter into funding contracts or arrangements with the Commonwealth | |
| | | | Deputy Directors General | Up to \$5,000,000 in value, GST exclusive. |
| | | | Grant funds to not-for-profit organisations | |
| | | | Deputy Directors General | Up to \$5,000,000 in value, GST exclusive. |
| | | | Accept grant funding (non-Commonwealth) | |
| | | | Deputy Directors General | Nil |
| | | | Enter into a joint arrangement operating agreement | |
| | | | Deputy Directors General | Nil |
| s216(3)(b) | Grant allowances, awards and scholarships for the purpose of furthering education whether in the government or non-government schools. | Chief Executive Officer | Deputy Director General, People and Student Achievement | Nil |
| s218(1) to (5) inclusive | Grant licence for use of tangible property vested in the Minister. | Chief Executive Officer | Deputy Directors General | Nil |
| s218(6) | Grant a licence for the purposes of a joint arrangement or for the purpose of furthering the joint arrangement. | Chief Executive Officer | Deputy Directors General | Nil |
| Part 7 — Miscellaneous | | | | |
| s242(1)(d) | Authorise disclosure of information. | Chief Executive Officer | Deputy Director General, People and Student Achievement | Nil |

School Education Act 1999

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 - Government Schools | | | |
| Division 3 - Educational instruction | | | |
| s73(2) | Direct and control the content and implementation of an educational programme for a child with a disability. | Deputy Director General, People and Student Achievement | Nil |
| s74A(2) | Direct and control the content and implementation of an educational programme for a child in the early education period. | Deputy Director General, People and Student Achievement | Nil |
| Division 5 - Suspension and exclusion | | | |
| Subdivision 2 — Suspension and exclusion for breach of school discipline or disruptive behaviour | | | |
| s94 | Make an order under s 94 to exclude a student from attendance at a school. | Deputy Director General, People and Student Achievement | Nil |
| Part 6 - Administration | | | |
| Division 3 - Staff employed in the department | | | |
| s236(2) | Engage, transfer, promote and otherwise manage the members of the teaching staff, other officers and wages staff. | Deputy Director General, People and Student Achievement | Nil |
| s240 | Order an employee to leave school premises if it is suspected that a person employed at a government school is guilty of an act or omission as referred to in s 80 of the PSMA and the continued presence of the person at the school constitutes a risk to the safety or welfare of students on the premises. Ensure that written reasons for issuing an order under subsection (1) are provided with the order. | Deputy Directors General | Only in an emergency situation where there is a risk to the safety or welfare of students and the CEO is unavailable. |

School Education Regulations 2000

Chief Executive Officer's Instrument of Delegation

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|---|--|---|--|
| Part 10 - Community kindergartens | | | |
| Division 3 - Management of kindergartens | | | |
| r137(4) | Reduce the minimum hours of instruction beyond that prescribed in reg 137 if it would benefit the children enrolled in a community kindergarten program or the management of a kindergarten. | Deputy Director General, People and Student Achievement | Nil |

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 | | | |

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/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 |
|---|---|---|---|
| Division 1 – General | | | |
| s36(1)(b) | Create, transfer or abolish offices | Deputy Director General, People and Student Achievement | Nil |
| Division 2 – Senior Executive Service | | | |
| s53 | Appoint a public service officer or other person to the Senior Executive Service. | Deputy Director General | For up to and including Director level positions. |
| s55 | Assess the performance of a senior executive officer. | Deputy Directors General | Up to and including Executive Director level positions in their division. |
| 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. |
| 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 | Deputy Director General | To direct an employee to act in a position within their group (for up to and including Executive Director 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/online/index.html).

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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

Chief Executive Officer’s Instrument of Delegation

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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. | Deputy Director General, People and Student Achievement | Information must relate to the wellbeing of students. |