

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
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	Enter into a joint arrangement operating agreement	
			Deputy Directors General	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

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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 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

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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.	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

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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

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