

Director, Staff Recruitment and Employment 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	Director, Staff Recruitment and Employment Services	For GROH accommodation, commit to leases for less than 25 years in length.
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	Director, Staff Recruitment and Employment Services	For GROH accommodation, commit to leases for less than 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. Director (Public Sector Award Level 9)	Up to \$1,000,000 in value, GST inclusive.

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 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.	Director, Staff Recruitment and Employment Services	Nil
s236(2)	Engage, transfer, promote and otherwise manage the members of the teaching staff, other officers and wages staff.	Director, Staff Recruitment and Employment Services	<ul style="list-style-type: none"> • Not including school administrators. <p>Not including the power to terminate employment.</p>

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			
Division 3 – Public service officers other than executive officers			
s64	Appoint a person as a public service officer.	Line Managers	<p>For public service positions in their work area or unit up to and including Level 8 positions.</p> <p>Subject to the position being approved within the organisational structure by the Director General as per s 36(1)(a).</p>

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
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.	Director, Staff Recruitment and Employment Services	For public service officers 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	Directors	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

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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 2 - Registrable employees			
r8(1)	Make a determination that an employee may become a registrable employee.	Director, Staff Recruitment and Employment 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.
r9(1)	Give the employee written notice of: • abolition of their office, post or position; or • the employee is, or will become, surplus to requirements and may be transferred under reg 10 or registered under reg 18.	Director, Staff Recruitment and Employment 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.
r9(3)	If notice is revoked, give the employee written notice of the revocation.	Director, Staff Recruitment and Employment 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.
r10(1)	Transfer an employee who - • has been given notice under reg 9(1); and • is a registrable employee	Director, Staff Recruitment and Employment 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.

Public Sector Management (Redeployment and Redundancy) Regulations 2014

Chief Executive Officer's Instrument of Delegation

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	to another office, post or position in the Department at the same or equivalent level of classification.		Subject to the position being approved within the organisational structure by the Director General as per s 36(1)(a).
Part 3 - Voluntary Severance			
r12(2)(a)	On the resignation by the other employee under reg 12(1) transfer the registrable employee to that office, post or position.	Director, Staff Recruitment and Employment 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			
r19	Grant a registered employee reasonable leave without loss of pay to attend employment interviews, career counselling and financial counselling within the conditions stated in reg 19.	Director, Staff Recruitment and Employment 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.
r20(1)	Arrange for the registered employee to be employed for retraining purposes inside or outside the Public Sector within the conditions stated in reg 20.	Director, Staff Recruitment and Employment 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.