


State Service Act 2000	
Ministerial Direction No. 17 Title: Senior Executive Service and Equivalent Specialist Officers Administrative Arrangements and Conditions of Service	
Date of issue: June 2009	

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1. Purpose

The purpose of this Direction is to prescribe administrative arrangements and requirements in relation to the appointment of Senior Executive Service and equivalent specialist officers and provides direction in relation to: -

- the creation and abolition of offices;
- appointment, transfer and termination arrangements;
- conditions associated with the appointment of officers; and
- reporting and monitoring requirements.

2. Application

This Direction applies to State Service offices and officers, specifically senior executives and equivalent specialists, but does not apply to the office of Head of Agency.

This Direction also applies, (where specified) to employees temporarily undertaking the duties of a senior executive or equivalent specialist office.

This Direction replaces the Practices, Procedures and Standards released by the State Service Commissioner on 1 November 2002.

3. Legislative Basis and Related Documents

State Service Act 2000 (the Act)

- Section 7 1(b) and 7 (2) of the Act provides for employment decisions to be based on merit.
- Part 6 of the Act provides for the creation of State Service offices and the appointment, transfer and termination of officers.
- Section 31(3) provides that all provisions of the Act apply to officers as if they were employees, other than Division 1 of Part 7 and sections 47 and 50(1)(a).

Instrument of Delegation – delegation of function of the State Service Commissioner under Section 18(1) (m) of the Act dated 13 February 2004.

Instrument of Delegation - delegation of function of the State Service Commissioner under S29(4) of the Act dated 23 March 2005.

Minute to the Premier No 390: Women in Tasmanian Public Sector Management Report - 20 May 2002, where the Government approved a target to have female appointments to the SES to increase by 35 percent.

Mercer CED Job Evaluation System.

4. Directive

Pursuant to Section 14 of the *State Service Act 2000*, I hereby direct that the requirements outlined in Attachment 1, apply to arrangements involving senior executive and equivalent specialist offices and officers.

5. Date of Operation

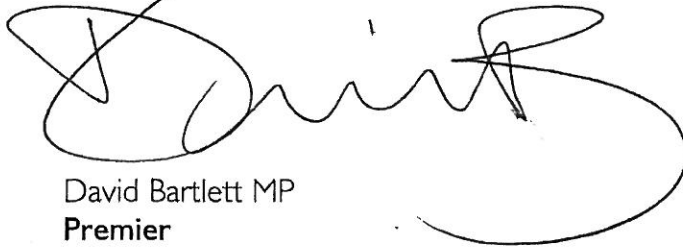
This Ministerial Direction is effective from the date of issue.

6. Review

This Ministerial Direction will be reviewed by 30 June 2011.

Issued by authority of the Minister administering the *State Service Act 2000*
pursuant to Section 14(1)

Date: 5/8/2009

A large, stylized handwritten signature in black ink, appearing to read 'David Bartlett', is written over the printed name and title below it.

David Bartlett MP
Premier

Administrative Arrangements and Conditions associated with Senior Executive Service and Equivalent Specialist Officers.

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I. Introduction: The nature of the Senior Executive Service

The Government seeks to promote the effectiveness and efficiency of the Tasmanian State Service by recruiting, developing and retaining a government wide resource of mobile and highly skilled senior executives. These senior executives:

- identify the Government as their employer, not a particular Agency;
- have a particular accountability for the achievement of Agency and Government goals reflected in their statement of duties, instrument of appointment and performance management system;
- furnish high level policy advice and undertake high level responsibilities in and across Agencies to achieve Government targets;
- are required to develop and apply a broad range of knowledge, skills and abilities across the State Service; and
- are required to display high level leadership and personal attributes that shape strategic thinking and achieve results on an Agency and whole-of-Government basis.

Equivalent specialist officers, particularly those with senior executive equivalent classifications, often share the same attributes of the Senior Executive Service however, in many cases the focus of the individual will be specific to the business of the Agency in which they are based. While uncommon, equivalent specialist offices exist where award provisions do not adequately meet the labour market for such specialist skills and knowledge and the need for the office has been specifically determined in accordance with the provisions of this Direction.

2. Creation and Abolition of Senior Executive Service and Equivalent Specialist Offices

Section 18(1)(m) of the Act provides for the State Service Commissioner to determine duties to be of a senior executive or equivalent specialist nature.

On 13 February 2004, the State Service Commissioner delegated the above power to the Secretary, Department of Premier and Cabinet.

Where a Head of Agency forms the view that a senior executive or equivalent specialist office is required to perform duties in their Agency, or there is a significant change in the nature of duties assigned to an existing senior executive or equivalent specialist office, the Head of Agency is to forward a request to the Secretary, Department of Premier and Cabinet for a determination that the duties are of a senior executive or equivalent specialist nature and that the office be created, classified or reclassified.

The request from the Head of Agency is to include the Statement of Duties, the organisational context of the office, its relationship to other offices in the agency, a Mercer CED job evaluation summary (as outlined in Section 3) and the requested classification level.

Where the Secretary, Department of Premier and Cabinet determines the duties to be of a senior executive or equivalent specialist nature, a recommendation will be prepared for the Premier to create an office to perform the duties.

Where the Secretary, Department of Premier and Cabinet does not determine the duties to be of a senior executive or equivalent specialist nature, he/she will inform the relevant Head of Agency and provide reasons. The Head of Agency may submit further information and request reconsideration by the Secretary, Department of Premier and Cabinet.

Heads of Agency are to provide timely advice to the Secretary, Department of Premier and Cabinet that an existing office is no longer required so that it may be formally abolished by the Premier. Timely advice is also required on changes to the title of an office and/or significant and substantive changes to the duties in order to re-evaluate the work value of those duties.

3. Job Evaluation System

In conducting evaluations to determine whether duties warrant classification in the Senior Executive Service, the work value of the proposed duties is measured in terms of the actual requirements of the duties. The Mercer CED job evaluation system is used as a tool for assessment against three (3) primary factors and eight (8) sub factors are used as follows: -

Expertise – (the required inputs, skills, knowledge and experience to undertake the duties).

- Knowledge and Experience

- Breadth
- Interpersonal Skills

Judgement – (processing components of the duties, complexity of tasks, requirements for resolving problems).

- Job Environment
- Reasoning

Accountability – (the outputs from the duties, impact, influences and independence).

- Independence and Influence
- Impact
- Involvement

The work value and level of the office is determined from the sum of the Mercer points charts.

Following the recent introduction of a new General Stream classification structure which re-aligns non-SES work value, the threshold points required for classification at a senior executive level (or equivalent specialist where the classification level is proposed to be SES equivalent) will also be re-aligned to reflect the most common threshold point in public sector jurisdictions using the Mercer CED job evaluation system. This re-alignment will increase the requisite work value points for senior executive classification from 660 to 700 points.

Accordingly, the corresponding work value points range for each of the four (4) classification levels in the SES are: -

<u>SES Level</u>	<u>MCED Points</u>
1	700 – 810
2	811 – 980
3	981 – 1220
4	1221 - 1500

Agencies must at all times ensure that sufficient staff are trained in the use of the Mercer CED job evaluation system as to allow proposed duties to be internally evaluated before formally requesting that the Secretary, Department of Premier and Cabinet classify the duties. Should maintaining trained staff be impractical, an Agency may make a service level arrangement with another Agency to access the requisite skills and knowledge.

4. Transitional Arrangements – Evaluation/Assessments

Any senior executive or equivalent specialist office previously created prior to the operation of this Direction with a Mercer CED points value of less than 700 points must be re-evaluated at least 3 months prior to expiry of the Instrument of Appointment for the officer appointed to determine if the duties remain senior executive in nature. Re-evaluation options include redesign of the duties that results in meeting the SES requirements and 700 points threshold or classification under the General or Professional Streams within relevant Awards, or, if no longer required, abolition of the office.

A current office holder may be re-appointed to their current office or may be transferred to another office classified at SES Level 1 (or its equivalent) provided that the duties have been re-evaluated/evaluated as senior executive or equivalent specialist in nature after assessment at or above 700 points.

5. Assignment of Classification Level

Where a Head of Agency proposes to vary the classification of an existing senior executive office, or assign a classification to a new office or re-evaluate and retain an office described in Section 4 Transitional Arrangements above, the Head of Agency is to forward the proposal to the Secretary, Department of Premier and Cabinet.

The Secretary, Department of Premier and Cabinet may seek the advice of the Public Sector Management Office (PSMO) to assist with the assignment of an appropriate classification level, or in the case of an equivalent specialist, an appropriate remuneration package.

To ensure consistency of classification across the State Service and the integrity of the classification structure, the final decision on classification will be made by the Secretary, Department of Premier and Cabinet.

Where relevant, an equivalent specialist office may be classified at the *equivalent* of a senior executive level. If however, the proposed equivalent specialist duties cannot practically be evaluated against the Mercer CED job evaluation system (e.g. certain senior medical specialist roles) the Agency request to create the office must include sufficient relevant material to allow for an informed assessment of the duties including details of the proposed remuneration package.

An office is not to be advertised for appointment until a SES classification or alternative remuneration (for equivalent specialists) has been determined in accordance with the above unless otherwise approved by the Secretary, Department of Premier and Cabinet. Such approval will only be given where exceptional circumstances can be demonstrated.

6. Merit Selection

The application of merit to the appointment of a person as a senior executive or equivalent specialist requires that:

- an opportunity to apply for the relevant office, or a similar office, has been advertised, in accordance with this Direction, and
- the appointment is to be made within 6 months of advertising, and
- the selection committee be appropriately representative having regard to relevant community, peer, specialist input and senior executive level as appropriate.

7. Appointment, Variation of Duties and Transfer of Senior Executive Service Officers

7.1 Advertising duties - minimum requirements

Unless otherwise specified in this Direction, the Head of Agency is to advertise senior executive or equivalent specialist offices having due regard to the market for such vacancies. Advertising of vacancies may include the following forms:

- State Service Notices in the Tasmanian Government Gazette;
- The www.jobs.tas.gov.au website;
- Professional journals;
- Local, national and/or international print media; or
- Specialist recruiting services (e.g. Executive Search).

Advertising as a minimum requires notification in the Tasmanian Government Gazette and as a consequence on the www.jobs.tas.gov.au website.

7.2 Exemptions from advertising duties

Duties are not required to be advertised in the following circumstances:

- It is proposed to re-appoint the existing officer to perform the duties at the same classification level on a new Instrument of Appointment;
- It is proposed to assign the duties to another officer classified at the same classification level from within the Agency or from another Agency for the balance of their Instrument of Appointment or on a new Instrument of Appointment; or
- It is proposed to assign the duties to an employee for a period not exceeding 12 months (for periods beyond 6 months and up to 12 months, including extensions, the minimum requirement is circulation of an Expression of Interest within the Agency).

7.3 Variation of Duties and Transfer

A vacant senior executive office may be filled by the transfer or variation of duties of a senior executive service officer (or equivalent specialist).

The Premier (or delegate) may transfer a senior executive service officer from one Agency to another under s33(4) of the Act, and a Head of Agency may vary the duties of a senior executive service officer in his /her Agency under s34(1)(e) of the Act.

A senior executive service officer who is transferred or whose duties are varied is to receive a salary not less than the salary level they received immediately before the transfer or variation for the duration of the period of their fixed term appointment.

If the transfer or variation of duties results in a higher classification being assigned to the senior executive, such assignment of classification may only be for the balance of the term of the senior executive service officer's Instrument of Appointment. If the higher classified duties are to continue beyond that time, the duties are to be advertised in accordance with the requirements of Section 7.1 of this Direction.

7.4 Notification of appointment and re-appointment

The Act empowers the Premier to appoint persons to senior executive service or equivalent specialist offices on behalf of the Crown. The Premier delegated this power to Heads of Agency in June 2001.

Cabinet is to be advised of any appointment or re-appointment of a senior executive or equivalent specialist, excluding medical and hospital specialists for purposes of notation.

In the case of an appointment, the relevant Head of Agency will prepare and forward advice to Cabinet certifying that the appointment is in accordance with the requirements of this Direction together with a resume of the qualifications and experience of the appointee.

The appointment of a person as a senior executive service or equivalent specialist officer is to be notified by the Agency in the State Service Notices of the Government Gazette in accordance with State Service regulation 10(h).

In the case of a renewal of appointment, the relevant Head of Agency is to advise the Director, Public Sector Management Office (PSMO) of the re-appointment of the person as a senior executive officer or equivalent specialist, the title of the office to which they have been re-appointed and the term of the re-appointment. PSMO will prepare advice to Cabinet of all re-appointments.

7.5 Temporary assignment of senior executive service duties to employees

A permanent employee temporarily assigned the duties of a senior executive service or equivalent specialist office for a period of 5 consecutive working days or more is not appointed as an officer under the Act, and therefore should be paid by way of a More Responsible Duties Allowance (MRDA) calculated in reference to the more responsible duties being undertaken within the SES classification range (levels 1 to 4). During the period of assignment, for 6 months or less, the employee will not have access to the use of a private plated motor vehicle, or any other remuneration arrangements approved specifically for senior executive service or equivalent specialist officers.

For assignment beyond 6 months, there is no automatic entitlement to access to a private plated vehicle, however, the Head of Agency may negotiate arrangements to apply on a case by case basis.

8. Remuneration

Attachment 1.1 details the salary ranges within each senior executive service Level with the date of effect being from the first full pay period commencing on or after the date shown.

Access to remuneration above the Base salary up to the Maximum Performance Incentive Point will be based on performance (refer Performance Salary Incentives) and approved by the Head of Agency.

Access to remuneration above the Maximum Performance Incentive Point to the Market Salary Point (for SES levels 3 and 4 only) will require a submission from the Head of Agency to the Secretary, Department of Premier and Cabinet, for the approval of the Minister administering the *State Service Act 2000*.

Submissions to access salary above the Maximum Performance Incentive Point up to and including the Market Salary Point must demonstrate genuine attraction to, and retention within the State Service for the work value levels, based on the following criteria: -

- Highly specialised skills;
- Scarce skills;
- Critical impact of the responsibilities and duties undertaken; and
- High paying market for the particular role, skill set and/or qualifications;
or
- Exceptional performance level.

SES Level 3 and 4 vacancies are not to be advertised with a salary range above the Maximum Performance Incentive Point without the pre-approval of the Premier for a prospective appointee to have Market Salary Point access.

8.1 Remuneration for certain Equivalent Specialists and Senior Executive Officers.

Remuneration for equivalent specialist officers will be determined at either an equivalent Senior Executive classification level (as above) or if not relevant, will be individually determined using the above criteria. If the latter, a Head of Agency, through the Secretary, Department of Premier and Cabinet is to request the Premier's approval for individual determination of an equivalent specialist remuneration package. The Premier may also approve additional remuneration for certain senior executive offices based on the above criteria.

Except where an alternative is specified in the Instrument of Appointment, (e.g. health specialist indexation in accordance with an Award/Agreement), individually determined remuneration will be indexed at the same quantum and will be effective from the same date as SES salary movements as determined by the Premier from time to time.

9. Performance – Salary Incentives

The Head of Agency is to establish and adhere to a performance assessment plan that ensures performance incentive pay is administered as follows: -

- The plan is based on each officer's performance documented review;
- Provides information, development, guidance required to implement the plan;
- Ensures performance incentives are granted only to officers who have attained a rating of satisfactory and above, superior or outstanding (or equivalent assessment levels used by Agencies); and
- Ensures performance incentives are aligned to the percentage guidelines established by the Head of Agency.

This will enable the development of an appropriate system within a consistent framework within each Agency, which will incorporate the need to account for Whole of Government policy priorities and State Service Attributes and Principles.

Generally for systems established by the Head of Agency, performance incentives within the senior executive service level as a percentage of the base may be awarded for assessed performance as follows:

- Exceptional: up to and including the "market salary point" (refer to requirements to obtain approval – Section 8. Remuneration);
- Superior to Outstanding: up to and including maximum performance incentive point;
- Satisfactory: 0% up to and including 5% of base salary.

The performance review must be undertaken to determine the establishment of a new performance incentive and/or maintenance of existing performance incentive. Where previous performance reviews has not been maintained, a formal performance process is to be established with the officer.

The performance management incentives options may include: -

a) Annual lump sum payment.

Payment of a lump sum up to the maximum incentive payment point (identified in Attachment I.1), based on financial year performance assessment against agreed key performance indicators. The senior executive would then revert to their base salary with consideration being given to further payments on an annual basis thereafter.

b) Payment on an on-going basis

Payment of the performance management incentive and the quantum of those payments (up to the maximum incentive payment level (identified in Attachment I.1), on an ongoing basis based on the performance management system operating within the agency and achievement of key performance targets. This is to be reassessed at least annually.

c) A combination of a) and b)

The performance incentive payment would be part payable on an ongoing basis with part as an annual lump sum basis based on achievement of key performance targets. The combination is not to exceed the maximum incentive payment point (identified in Attachment I.1) in any financial year.

10. Provision of Motor Vehicles

All senior executive service and equivalent specialist officers who have an equivalent senior executive service classification will be provided with a fully maintained private plated vehicle for the purpose of business and private use. Use and type of the vehicle will be in accordance with the Policy and Guidelines for the Allocation and Use of Tasmanian Government Motor Vehicles as maintained by the Director, Executive Division, Department of Premier and Cabinet – see http://www.dpac.tas.gov.au/divisions/executive/gov_vehicles_policy. The type of vehicle provided will be determined by the classification level of the office.

Heads of Agency are required to engage with officers to develop plans to reduce fuel consumption (carbon emissions) below benchmarks determined within the Agency.

Equivalent specialists whose remuneration package is individually determined may also be provided with an appropriate private plated vehicle if it is specifically determined as a component of the package.

The Secretary, Department of Premier and Cabinet may, on the recommendation of the Head of Agency, determine and approve a benefit in lieu of a motor vehicle for a senior executive service officer or equivalent specialist. No commitments are to be made to such an alternative benefit until the Secretary, Department of Premier and Cabinet has approved these arrangements.

The temporary loss of a drivers licence is not grounds to approve such a benefit.

The recommendation and submission from the Head of Agency must address the circumstances and substantive benefit. The quantum of the benefit in lieu of a motor vehicle will be determined taking account of any additional net cost to the Agency, including the following:

- annual vehicle costs;
- the need of the Agency to lease (or similar) a vehicle for officers/employees within the work unit to enable the work unit to effectively function;
- the need of the Agency to expend funds on any other arrangements to enable the senior executive to perform the functions of the role (e.g. cab charge arrangements or similar); and
- any other factors that may cause the Agency to incur vehicle related travel expenses.

The benefit in lieu of a vehicle or incentives to reduce fuel consumption are not to be considered as salary for superannuation purposes.

Part time (fractional) appointments receive non-expense related entitlements and benefits on a pro-rata basis. The Head of Agency is to determine whether or not part-time senior executive officers or equivalent specialist is required to reimburse a proportionate amount of the total cost of a vehicle, and if so, the proportion that should be reimbursed.

II. Termination and Severance Arrangements

In the interests of transparency, State Service Agencies are to document termination processes and payments involving senior executive service or equivalent specialist officers. To that end, Heads of Agency are required to maintain documentation on the termination including which party initiated the termination. Where the termination has not been specifically instigated by either party but has been mutually agreed out of negotiations, the process of negotiation and agreement is to be documented.

11.1 Severance payments

Severance payments and the basis for the quantum of a payment arising from the termination should also be fully documented. A Deed of Release prepared in consultation with Crown Law is to be executed by both parties before any payment is made.

The standards below do not apply where termination is as a result of a breach of the Code of Conduct or for non renewal when an office has been created for a specified period (up to 5 years) to undertake a specific time limited role or project. In these circumstances, non-renewal provisions, if any, are to be specified in the Instrument of Appointment at the time the officer commences.

11.2 Standard provisions for Severance

The standard termination provisions to be applied and included in the Instrument of Appointment where early termination or non renewal is initiated by the Head of Agency are: -

- a) Where the officer was a permanent Tasmanian State Service employee before being appointed as an officer, and does not exercise the right to elect to be re-appointed as a permanent employee, in accordance with Section 39(4) of the Act, the officer may receive a payment for early termination or non renewal based on the greater of the following:

- One (1) weeks salary for every 6 weeks of the unexpired period of the Instrument of Appointment. Salary is to be calculated at the relevant SES salary rate.

Or

- Provisions in line with those approved by Government from time to time in the Voluntary Targeted Employment Separation Arrangements (VTESA). Salary is to be calculated at the relevant SES salary rate.

- b) Where the officer was a permanent Tasmanian State Service employee before being appointed as an officer, and elects to be re-appointed as a permanent employee in accordance with Section 38(4) of the Act, the officer may receive a payment for early termination or non renewal based on the greater of the following:

- Payment of 1 week for every 6 weeks of the unexpired period of the fixed term Instrument of Appointment, at the difference between the relevant SES salary and the salary to which re-appointment occurred.

Or

- Salary maintenance at the relevant SES salary rate from the date of early termination or non renewal according to continuous years as an officer as follows:
 - o Up to 5 years: 3 months maintenance.
 - o 5 years to 10 years: 6 months maintenance.
 - o Greater than 10 years: 9 months maintenance.

An officer who is provided with salary maintenance as above and is subsequently made redundant will have their redundancy/separation payment calculated using the maximum award rate for the substantive classification level (or band) as a state service employee.

- c) Where the officer was not a permanent employee before being appointed as an officer, that officer may receive a payment for early termination or non renewal based on the greater of the following:
 - One (1) week's salary for every 6 weeks of the unexpired period of the Instrument of Appointment. Salary is to be calculated at the relevant SES salary rate.

Or

- Provisions in line with those approved by Government from time to time in the Voluntary Targeted Employment Separation Arrangements (VTESA). Salary is to be calculated at the relevant SES salary rate.

The relevant SES salary rate for the purpose of these provisions is the approved SES salary being paid to the officer at the time of early termination or non renewal, but does not include employer contributions made on behalf of the officer for superannuation, and does not include any other component in lieu of total remuneration foregone e.g., motor vehicle use.

Where practicable officers will be given three months notice of the intention to renew or not to renew an appointment before the expiry of the appointment.

Where an officer's appointment is not to be renewed and no right to re-appointment to State Service employment exists, agreement may be reached between the Head of Agency and the officer for payment in lieu of all or part of the notice period. Notice in lieu arrangements will not be available to officers with a retained right to re-appointment as a permanent employee.

Any severance payment negotiated above those detailed in this Direction and/or included in the approved Instrument of Appointment for the officer must be approved by the Secretary, Department of Premier and Cabinet prior to Head of Agency approval and a Deed of Release being signed.

11.3 Transitional Arrangements

Heads of Agency are to advise existing officers of the Termination and Severance provisions contained in this Ministerial Direction. The offer and acceptance (or rejection) of these provisions are to be made in writing between the parties and be retained with the Instrument of Appointment.

11.4 Superannuation

For officers under the Retirement Benefits Fund, superannuation benefits on severance will be as prescribed under the provisions of the *Retirement Benefits Act 1993*, the *Public Sector Superannuation Reform Act 1999* and the Retirement Benefits Fund Tasmanian Accumulation Scheme Trust Deed. Individuals should seek advice concerning their employee benefits from the advisory section of the Retirement Benefits Fund Board or their relevant superannuation fund.

11.5 Exclusions

Severance payments will not apply where the termination of the appointment has been initiated by the officer (e.g. resignation or retirement) or has arisen from the determination of a breach of the State Service Code of Conduct or Inability proceedings.

12. Conditions of Employment

The following standards will apply to conditions of employment for Senior Executives and Equivalent Specialists, unless otherwise specifically determined by the Minister, Administering the *State Service Act 2000*:

- Term of Appointment will not exceed 5 years – Heads of Agency may offer Instruments of Appointment of shorter duration than 5 years.
- Salary as set out in the attachment to this Direction – includes a component for private telecommunications costs incurred by the officer which are not subject to separate re-imbusement.
- Employer-funded superannuation made in accordance with relevant legislative requirement – currently 9% of salary. Any officer who immediately before his/her appointment, was contributing to the Retirement Benefits Fund Contributory Scheme may continue that superannuation arrangement.
- Option to salary sacrifice for contributory superannuation and additional superannuation.
- Reasonable Relocation Expenses to be determined by Head of Agency.
- Special Accommodation Allowance – reasonable actual costs determined by Head of Agency.

- Reimbursement of travel-related expenses incurred on official business in accordance with the Tasmanian State Service Award.
- Travel on official business in accordance with relevant government policy as varied from time to time.
- Business and private use of a fully maintained motor vehicle with private plates in accordance with this Direction and relevant policy determined by Government from time to time.
- Personal leave is in accordance with provisions of Part VIII, Clause 3 of the Tasmanian State Service Award 2008, or may elect on appointment to accrue at the rate of 0.83 days per completed month for personal leave.
- Recreation leave of 20 days per annum with option to cash out 50% of annual entitlement.
- Long service leave in accordance with Long Service Leave (State Employees) Act 1994.
- Parental Leave in accordance with the Tasmanian State Service Award 2008.
- Bereavement Leave in accordance with the Tasmanian State Service Award 2008.
- Holidays with pay in accordance with the Tasmanian State Service Award 2008.
- Any other paid or unpaid leave as may be determined by the Head of Agency.

Heads of Agency are to advise existing officers of these Conditions of Service contained in this Ministerial Direction. The offer and acceptance (or rejection) of the conditions not previously specified in Instruments of Appointment are to be made in writing between the parties and be retained with the Instrument of Appointment.

13. Reporting and Monitoring

The Director, Public Sector Management Office will maintain a register of all senior executive service and equivalent specialist offices and related details.

A reconciliation of this register and names of officers assigned to each office will occur with Agencies as at 30 June each year.

Heads of Agency will also provide a report as at 30 June each year in relation to: -

- number of offices created and abolished;
- number of offices reclassified, including Bands 9 and 10 General Stream;

- remuneration paid above the Maximum Performance Incentive Point;
and
- number of cases involving alternative to vehicle benefit.

Salary Levels and Ranges for Senior Executive Service Levels

Salary ranges within each SES Level with the date of effect being from the first full pay period commencing on or after the dates shown:

<u>Date/SES Level</u>	<u>Salary Range</u>		
27 November 2008	Base	Max Performance Incentive Point	*Market Salary Point
Level 1	96,798	106,478	
Level 2	114,167	125,584	
Level 3	131,540	151,271	157,848
Level 4	166,316	191,263	199,579
5 March 2009			
Level 1	101,638	111,802	
Level 2	119,876	131,863	
Level 3	144,694	166,398	173,633
Level 4	182,947	210,390	219,537

*Access to remuneration above the Maximum Performance Incentive Point to the Market Salary Point as shown above will require a submission from the Head of Agency to the Secretary, Department of Premier and Cabinet, for approval of the Premier.