

Financial and Classification Management of Senior Executive Service and Other Management Executives

Commissioner's Instruction 32

Statement of intent

An efficient, effective and transparent system is in place to manage the Senior Executive Service (SES) and other management executives, maintaining cost control while enabling agencies to respond to changing demands.

Scope and application

This Instruction applies to public sector departments and organisations where they employ members of the SES as defined by section 43 of the *Public Sector Management Act 1994* (PSM Act) or other management executives as defined in this instruction.

References

This Instruction refers to the:

- functions and powers of the Public Sector Commissioner to promote the overall efficiency and effectiveness of the public sector including responsibility for the coordinated management of the SES
- functions and duties of chief executive officers and relevant employing authorities to ensure the proper organisation and resourcing of their agencies in accordance with relevant Commissioner's Instructions.

Definitions

Senior Executive Service

As constituted under section 43 of the PSM Act and with the purposes set out in section 42 of the PSM Act to provide high level policy advice and management skills in and across agencies.



Other management executives

1. Public service positions classified higher than the maximum salary payable for a Level 8 officer under the Public Service Award 1992 and associated industrial agreement that have strategic policy and management responsibilities and also require role-specific specialist skills and knowledge.
2. Public service positions classified higher than the maximum salary payable for a Level 8 officer under the Public Service Award 1992 and associated industrial agreement created on a temporary basis.
3. People deemed to be chief executive officers or chief employees under section 4 of the PSM Act.
4. Prescribed office holders under section 6(1)(e) of the *Salaries and Allowances Act 1975*.

They do not include:

- positions in the SES
- Specified Calling positions such as engineers, architects, scientists and legal professionals
- highly specialist technical and professional positions such as medical and health professionals, school principals working in schools and commissioned police officers.

Instruction

Executive Salary Expenditure Limit

1. Chief executive officers must:
 - a. operate within the Executive Salary Expenditure Limit set for their agency through the Agency Resource Agreement
 - b. account for performance against the Executive Salary Expenditure Limit in the CEO performance agreement with the Responsible Authority and Public Sector Commissioner
 - c. seek approval for any changes to the Executive Salary Expenditure Limit
 - d. update financial performance against the Executive Salary Expenditure Limit as part of State Budget and Mid-year Review processes
 - e. provide updated Executive Salary Expenditure Limit position and person data to the Public Sector Commissioner when requested.

Senior Executive Service and other management executives

2. Chief executive officers must:
 - a. submit all proposals to the Public Sector Commissioner for the classification and reclassification of public service positions above Level 8 salary and for determination of inclusion in the SES
 - b. seek approval from the Public Sector Commissioner to have a position included in or removed from the Special Division of the Public Service, either as part of a classification submission or separately



- c. consult with the Public Sector Commissioner on intended variations to executive positions
- d. submit proposals to the Public Sector Commissioner for approval to pay any special allowances above Level 8 salary
- e. assign only one employee to a single approved position other than for formal job share, acting, leave or similar arrangements
- f. offer and execute contracts of employment as soon as practicable
- g. provide copies of SES contracts and key details of other management executive contracts to the Commission within 10 working days of being signed by the parties.

Senior Executive Service

3. Chief executive officers must:

- a. include the [SES minimum selection criteria](#) in all SES position descriptions and SES vacancies
- b. use the [SES contract of employment template](#) and [SES \(Special Division\) contract of employment template](#) and only vary employment conditions and templates with prior approval of the Public Sector Commissioner
- c. seek approval from the Public Sector Commissioner to transfer SES officers to the performance of other functions in the Senior Executive Service
- d. manage surplus SES officers and SES officers on other functions effectively and efficiently.

Further information

Classifying and remunerating positions in the public service

General information about [classification and remuneration of public service positions](#)

Executive positions in the public service

General information about [SES and other management executive positions, and authority of CEOs](#)

Executive Salary Expenditure Limit

Information about [financial controls for SES and other management executive positions, and CEO and Public Sector Commissioner roles and responsibilities](#)

Executive salary processes

[Step by step processes for the classification of SES and other management executive positions; and changes to and reporting of the Executive Salary Expenditure Limit](#)