

Senior executive service - employment conditions

Directive 03/21 **Effective date:** 1 September 2021

Supersedes: 10/17

1. Purpose

This directive sets out the requirements for appointment and the employment conditions for senior executive service (SES) officers and public service officers seconded to, or persons acting in, SES profile roles.

2. Authorising provisions

This directive is made pursuant to sections 53(1)(b), 110, 111 and 112 of the *Public Service Act 2008* (PS Act).

3. Application

This directive applies to SES officers appointed to, public service officers seconded to, or persons acting in, SES profile roles under Chapter 4, Part 2 of the PS Act.

Directive

4. Principles

4.1 The Senior Executive Service:

- (a) plays an integral leadership role in the Queensland public sector
- (b) is a core of mobile, highly skilled executives who have a role to promote public service effectiveness and efficiency
- (c) works collaboratively across the sector, enabling connected policy and service delivery agendas to improve community outcomes.

4.2 Under the *Human Rights Act 2019* decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights.

5. Profile and appointment of SES officers

5.1 The Commission Chief Executive (CCE), Public Service Commission will determine the administrative arrangements required to support the establishment and maintenance of the SES profile and appointment (section 110 PS Act), secondment (section 111) or acting appointment (section 112) to SES roles.

- 5.2 Classification of an SES role at SES 4 High requires a work value assessment acceptable to the CCE of 1720 points or higher, the chief executive's endorsement and CCE approval.
- 5.3 Unless otherwise approved by the CCE, vacant SES roles must be advertised in accordance with the directive about recruitment and selection. The remuneration range quoted in vacancy advertisements must be the total fixed remuneration (TFR) amounts for the minimum and maximum package points of the work value range (WVR) of the role specified in the relevant, in-effect Schedule of this directive.
- 5.4 The CCE will determine the standard contract to be used under section 113 of the PS Act. Any variation to the standard contract requires CCE approval.

6. Hours of work and attendance

- 6.1 An SES officer's ordinary hours of work may be determined by their chief executive, having regard to the health, well-being and work-life balance of the SES officer.
- 6.2 An SES officer may be required by their chief executive to undertake official duties for the whole or part of a public holiday, as warranted in the circumstances.
- 6.3 SES officers are not entitled to additional compensation for work performed outside of ordinary hours (including public holidays).
- 6.4 An SES officer may access flexible work arrangements with the approval of the chief executive. Flexible work arrangements may relate to the pattern of work, the place of work and the work arrangements used.
- 6.5 An SES officer may be engaged on a part-time work arrangement. An approved part-time work arrangement by the chief executive constitutes the usual hours of the SES officer. A part-time SES officer is entitled to the benefits and entitlements of a full-time SES officer on a pro-rata basis.

7. Remuneration package and benefits

- 7.1 Subject to clauses 7.3 and 7.5, an SES officer will receive the TFR in accordance with Schedule 1, 2 or 3 of this directive, as it applies to the assessed classification level and WVR of their role, according to the effective dates of each of those Schedules.
- 7.2 An SES officer will be paid at the minimum package point of the WVR of their role on initial appointment. In exceptional circumstances, the chief executive may approve to pay above the minimum package point within the WVR with prior endorsement by the CCE.
- 7.3 In exceptional circumstances, the CCE may approve a variation to the TFR of an SES officer provided for under clause 7.1, within the appointed classification level, with prior endorsement by the chief executive.
- 7.4 A package point increase for an SES officer within the WVR of their role is tied to achieving and exceeding agreed performance objectives. The chief executive may approve:
 - (a) a single package point increase based on evidence of sustained high performance (e.g. following a formal performance assessment)



- (b) other package point increases, in exceptional circumstances, with prior endorsement by the CCE (e.g. where applicable, two package point increases within the WVR of the role at once).
- 7.5 Where a re-evaluation of an SES officer's role changes the assessed work value within the same classification level from:
- (a) Low to High – the chief executive may approve to pay at the minimum package point of the High range on transition. In exceptional circumstances, the chief executive may approve to pay above the minimum package point with prior endorsement by the CCE
 - (b) High to Low – the CCE may approve maintenance of the SES officer's existing High package point following endorsement by the chief executive.
- 7.6 An SES officer may elect, through a signed agreement with their chief executive, to receive the following remuneration package benefits via in-house salary packaging at no administration cost to the SES officer:
- (a) the payment of employee superannuation contributions
 - (b) the payment of subscriptions for membership of professional or occupational associations
 - (c) a benefit of another kind approved by the CCE.
- 7.7 A remuneration benefit agreed in clause 7.6 above must not exceed the percentage of superannuable salary that would apply if the SES officer were to access the agency's fee-for-service salary packaging scheme.
- 7.8 An SES officer may also access other salary packaging items from their agency's provider in accordance with the rules and charges associated with using that service.
- 7.9 A person seconded to or acting in an SES role may access the remuneration package benefits in clause 7.6 above when the cumulative period of consecutive secondment or acting appointments exceeds 12 months.


8. Technological support

Where determined by the chief executive, an SES officer is to be provided with an official smartphone device and any other technological support necessary to enable the officer to fulfil their duties to the satisfaction of the chief executive. An SES officer is entitled to reasonable personal use of the smartphone or other technological support in accordance with departmental policy.

9. Application of award provisions and directives of industrial relations Minister

- 9.1 An SES officer is entitled to the benefits and allowances set out in the following award provisions and directives of the industrial relations Minister, as though the SES officer was covered by such award provisions and directives, subject to the amendments and/or conditions noted below:
- (a) clauses 20 (Personal leave) and 21 (Parental leave) of the *Queensland Public Service Officers and Other Employees Award – State 2015*
 - (b) the directive about hours, overtime and excess travel, only to the extent that it provides for overtime meal allowance



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- (c) the directive about recognition of previous service and employment for long service, sick and paid parental leave purposes
- (d) the directive about leave without salary credited as service, except to the extent that it provides for salary increments
- (e) the directives about recreation leave (except to the extent that it provides for Christmas/New Year compulsory closure), sick leave, study and examination leave, special leave and paid parental leave
- (f) the directive about long service leave, provided that where the employment of an SES officer is terminated or ended in one of the following ways, the number of years of continuous service required to have been completed by that officer before being entitled to proportionate payment of salary in lieu of an entitlement to long service leave is one year:
- (i) terminated by the chief executive prior to the contract expiry date (other than for disciplinary action or retirement on grounds of mental or physical incapacity)
 - (ii) terminated by mutual agreement prior to the contract expiry date
 - (iii) ended by non-renewal of the contract past the contract expiry date
- (g) the directive about higher duties, except that:
- (i) the minimum period for relieving in an SES role or for acting as a chief executive, means 'more than two calendar weeks' (that is, more than 14 calendar days, including weekends)
 - (ii) the relevant percentage for relieving in an SES role will be 100 per cent unless otherwise approved by the CCE
 - (iii) the clauses dealing with payment of increments during relieving periods and the recognition of higher duties on appointment do not apply
 - (iv) the Low and High WVRs of the SES 2, SES 3 and SES 4 levels are deemed different classification levels for the purposes of calculating the higher duties allowance for acting in an SES role
 - (v) the calculation of the higher duties allowance to act in an SES role will be to the minimum package point of the WVR of the role. In exceptional circumstances, the chief executive may approve to pay above the minimum package point within the WVR with prior endorsement by the CCE
 - (vi) the higher duties allowance to act in an SES role is to be calculated on the difference between:
 - for an existing SES officer or employee currently receiving an executive vehicle allowance (EVA) – the officer's superannuable salary and the superannuable salary of the higher SES role, with the officer continuing to receive the EVA of their substantive role
 - for non-SES not currently receiving an EVA – the employee's superannuable salary and the remuneration package value of the SES role
 - (vii) the higher duties allowance payable to act as a chief executive is subject to the approval of the CCE.
- (h) the directive about court attendance and jury service
- (i) the directives about travelling and relieving expenses
- (j) the directive about locality allowances



- (k) the directive about critical incident entitlements and conditions, except to the extent that it provides for overtime, flexitime or time off in lieu
- (l) the directive about leave and travel concessions for isolated centres, provided that motor vehicle allowance payments do not apply where travel is undertaken in a government owned and maintained motor vehicle provided for the private use of the SES officer.

9.2 A tenured SES officer is entitled to voluntary early retirement, redundancy and retrenchment entitlements in accordance with the relevant directive.

10. Christmas/New Year compulsory closure

- 10.1 An SES officer, including when on recreation or long service leave, is to be granted leave on full pay without debit to any leave account for those days during the Christmas/New Year compulsory closure period that are not public holidays or weekend days (granted leave days). An SES officer on any other form of leave does not qualify for the granted leave days.
- 10.2 Where an SES officer is on approved recreation or long service leave on any of the granted leave days, the SES officer's relevant leave balance is to be adjusted to reflect the granted leave days instead of the recreation or long service leave.
- 10.3 A chief executive may, in exceptional circumstances, determine that an individual SES officer does not qualify for the granted leave days. Where a chief executive makes such a determination, the SES officer is required to apply for leave if they are not otherwise required for work.

11. Related resources and reference materials

- 11.1 This material does not form part of this directive but may assist in the interpretation and application of this directive and should be considered by decision makers:
 - (a) directives about executive remuneration package motor vehicles and allowances, and relocation expenses for executives
 - (b) SES Profile Management Procedures
 - (c) SES officer contract of employment
 - (d) Recruitment and Selection Directive
 - (e) Appointment, Secondment and Interchange Arrangements SES Guideline
 - (f) Appointment to SES positions Guideline
 - (g) Process for Job Evaluation of SES Roles.



Schedule 1: SES remuneration rates – effective from 1 September 2021 (2.5% increase)

Assessed work value	Work value range	Level	Package point	\$ per F/N		\$ per annum				
				Superannuable salary	Superannuable salary	Executive vehicle allowance	Remuneration package	Superannuation 12.75%	Leave loading	Total fixed remuneration
1720 +	High	SES 4	4.5	10,091.20	263,273	27,000	290,273	33,567	3,532	327,372
			4.4	9,623.50	251,070	27,000	278,070	32,011	3,368	313,449
			4.3	9,155.70	238,866	27,000	265,866	30,455	3,204	299,525
1520 – 1719	Low		4.2	8,762.80	228,614	27,000	255,614	29,148	3,067	287,829
			4.1	8,313.10	216,882	27,000	243,882	27,652	2,910	274,444
1280 – 1519	High		SES 3	3.5	7,998.80	208,683	27,000	235,683	26,607	2,800
		3.4		7,736.10	201,829	27,000	228,829	25,733	2,708	257,270
		3.3		7,448.40	194,325	27,000	221,325	24,776	2,607	248,708
1120 – 1279	Low	3.2		7,161.10	186,828	27,000	213,828	23,821	2,506	240,155
		3.1		6,873.70	179,329	27,000	206,329	22,864	2,406	231,599
940 – 1119	High	SES 2		2.5	6,776.10	176,784	25,500	202,284	22,540	2,372
			2.4	6,488.60	169,284	25,500	194,784	21,584	2,271	218,639
			2.3	6,201.20	161,786	25,500	187,286	20,628	2,170	210,084
820 – 939	Low		2.2	5,954.80	155,358	25,500	180,858	19,808	2,084	202,750
			2.1	5,708.40	148,927	25,500	174,427	18,988	1,998	195,413
770 – 819	High		SES 1	1.4	5,570.00	145,318	21,000	166,318	18,528	1,950
		1.3		5,323.50	138,886	21,000	159,886	17,708	1,863	179,457
720 - 769	Low	1.2		5,077.10	132,458	21,000	153,458	16,888	1,777	172,123
		1.1		4,871.70	127,100	21,000	148,100	16,205	1,705	166,010

Per annum = 26.0892857142 fortnights (F/N)



Schedule 2: SES remuneration rates – effective from 1 March 2022 (2.5% increase)

Assessed work value	Work value range	Level	Package point	\$ per F/N	\$ per annum					
				Superannuable salary	Superannuable salary	Executive vehicle allowance	Remuneration package	Superannuation 12.75%	Leave loading	Total fixed remuneration
1720 +	High	SES 4	4.5	10,343.50	269,855	27,000	296,855	34,406	3,620	334,881
			4.4	9,864.10	257,347	27,000	284,347	32,812	3,452	320,611
4.3	9,384.60		244,838	27,000	271,838	31,217	3,285	306,340		
1520 – 1719	Low		4.2	8,981.80	234,330	27,000	261,330	29,877	3,144	294,351
			4.1	8,520.90	222,304	27,000	249,304	28,344	2,982	280,630
1280 – 1519	High	SES 3	3.5	8,198.80	213,900	27,000	240,900	27,272	2,870	271,042
			3.4	7,929.50	206,875	27,000	233,875	26,377	2,775	263,027
			3.3	7,634.70	199,183	27,000	226,183	25,396	2,672	254,251
1120 – 1279	Low		3.2	7,340.10	191,499	27,000	218,499	24,416	2,569	245,484
			3.1	7,045.50	183,812	27,000	210,812	23,436	2,466	236,714
940 – 1119	High	SES 2	2.5	6,945.50	181,204	25,500	206,704	23,104	2,431	232,239
			2.4	6,650.80	173,516	25,500	199,016	22,123	2,328	223,467
			2.3	6,356.30	165,831	25,500	191,331	21,143	2,225	214,699
820 – 939	Low		2.2	6,103.70	159,241	25,500	184,741	20,303	2,136	207,180
			2.1	5,851.10	152,651	25,500	178,151	19,463	2,048	199,662
770 – 819	High	SES 1	1.4	5,709.30	148,951	21,000	169,951	18,991	1,998	190,940
			1.3	5,456.60	142,358	21,000	163,358	18,151	1,910	183,419
720 - 769	Low		1.2	5,204.00	135,769	21,000	156,769	17,311	1,821	175,901
			1.1	4,993.50	130,277	21,000	151,277	16,610	1,748	169,635

Per annum = 26.0892857142 fortnights (F/N)

Schedule 3: SES remuneration rates – effective from 1 September 2022 (2.5% increase)

Assessed work value	Work value range	Level	Package point	\$ per F/N	\$ per annum					
				Superannuable salary	Superannuable salary	Executive vehicle allowance	Remuneration package	Superannuation 12.75%	Leave loading	Total fixed remuneration
1720 +	High	SES 4	4.5	10,602.10	276,601	27,000	303,601	35,267	3,711	342,579
			4.4	10,110.70	263,780	27,000	290,780	33,632	3,539	327,951
4.3	9,619.20		250,958	27,000	277,958	31,997	3,367	313,322		
1520 – 1719	Low		4.2	9,206.40	240,188	27,000	267,188	30,624	3,222	301,034
			4.1	8,733.90	227,862	27,000	254,862	29,052	3,057	286,971
1280 – 1519	High	SES 3	3.5	8,403.80	219,248	27,000	246,248	27,954	2,941	277,143
			3.4	8,127.70	212,047	27,000	239,047	27,036	2,845	268,928
			3.3	7,825.50	204,162	27,000	231,162	26,031	2,739	259,932
1120 – 1279	Low		3.2	7,523.60	196,287	27,000	223,287	25,027	2,633	250,947
			3.1	7,221.70	188,408	27,000	215,408	24,022	2,528	241,958
940 – 1119	High	SES 2	2.5	7,119.20	185,734	25,500	211,234	23,681	2,492	237,407
			2.4	6,817.10	177,854	25,500	203,354	22,676	2,386	228,416
			2.3	6,515.20	169,977	25,500	195,477	21,672	2,280	219,429
820 – 939	Low		2.2	6,256.30	163,222	25,500	188,722	20,811	2,190	211,723
			2.1	5,997.40	156,467	25,500	181,967	19,950	2,099	204,016
770 – 819	High	SES 1	1.4	5,852.00	152,674	21,000	173,674	19,466	2,048	195,188
			1.3	5,593.00	145,917	21,000	166,917	18,604	1,958	187,479
720 - 769	Low		1.2	5,334.10	139,163	21,000	160,163	17,743	1,867	179,773
			1.1	5,118.30	133,534	21,000	154,534	17,026	1,791	173,351

Per annum = 26.0892857142 fortnights (F/N)