

# Policy

## Executive Employment

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Version 3.1

Approval date: 29 January 2026

PDS Reference No: D0336



## 1. Name of Policy

Executive Employment

## 2. Policy statement

This policy provides the mandatory requirements to facilitate a coordinated and consistent approach to SA Health executive employment that is transparent, fair and equitable. The quality and performance of an executive is a significant factor for the success of the government's programs provided by agencies.

The selection, employment, and development of an executive by the Chief Executive or delegate are a major investment by government, requiring careful consideration at all stages of agency planning and in the employment cycle of the individual executive.

## 3. Applicability

This policy applies to executive employment across SA Health, that is, all executives of the Department for Health and Wellbeing (DHW), Local Health Networks (LHNs) including state-wide services aligned with those Networks and SA Ambulance Service (SAAS).

## 4. Policy principles

SA Health's approach to executive employment is underpinned by the following principles:

- > We enable a consistent and systematic approach to the employment of executives across the SA Health portfolio.
- > We ensure the appropriate exercising of powers and functions in accordance with the relevant parts and sections of the [Public Sector Act 2009](#) and [Health Care Act 2008](#) as they relate to executive employment.
- > We support the transparency of, and accountability for, the achievement of effective executive employment across SA Health, in accordance with policy requirements.

## 5. Policy requirements

### Identification, Classification, and Creation of Executive Roles

- > Executive classification assessments must provide consistency of evaluation for all executive roles across the SA Health portfolio.
- > Where DHW, LHN and/or SAAS require creation of a senior level role, a briefing must be prepared to the Chief Executive, DHW (CE) requesting a classification assessment.
- > When the classification assessment identifies the role at an executive level, approval to create the executive position must be obtained from the CE or delegate.
- > Where the classification assessment does not identify the role at the executive level, the role must be classified through the DHW, LHN and/or SAAS approved administrative classification process.
- > The CE has delegated to CEOs the ability to approve the reclassification of a role within the LHN and/or SAAS (i.e., from SAES1 to SAES2), subject to the outcome of the Mercer Job Evaluation.

## Recruitment

- > Recruitment to all executive roles must follow a formal externally advertised recruitment process.
- > When seeking to engage an external executive recruitment consultancy service to assist with the process, only those agencies listed on the Procurement and Supply Chain Management Sub-Panel 6 – Approved Service Providers must be used.

## Appointment of an Executive from Interstate or Overseas

- > In line with the Department of Home Affairs (DHA) rules relating to the appointment of overseas applicants, SA Health must provide evidence:
  - why an overseas appointment is necessary before a visa can be approved.
  - that 'no Australian citizen or permanent resident is readily available who has suitable qualifications and experience', and
  - it has actively canvassed the Australian labour market through advertising and other recruitment efforts, providing details why Australian citizens or residents were considered unsuitable for the position.
- > Any contribution by SA Health towards an executive's move to South Australia must be in accordance with [Appendix 1: Executive Employment Mandatory Instruction](#) - relocation reimbursement, noting assistance is not intended to provide for the full cost of relocation.

## Executive Employment Appointment and Conditions

- > The appointment of an executive must be by an untenured employment contract for a specified period not exceeding three years, as determined by the [Direction of the Premier of South Australia – Standard Duration of Executive Level Employment](#).
- > With the exception of the CE and the Chief Executive Officers (CEOs), all newly appointed and re-appointed executives across SA Health must be appointed to the South Australian Executive Service (SAES).
- > Appointment of executives by CEOs, as delegated to them by the CE, must have been recruited as part of a merit-based selection process, to an approved executive role at a Total Remuneration Package Value (TRPV) up to the midpoint of the classification band applicable to the role (i.e. if the role is a SAES1, the CEOs can approve up to the midpoint TRPV of the SAES1 classification).
- > An executive must be appointed and reappointed by way of a letter of offer and associated contract, provided by Executive Employment Services to the CE or delegate.
- > Acceptance of the offer by the executive must be by the signing and return of the contract and the role description.

## Performance Standards for Executives

- > Clear performance indicators must be aligned with government strategic planning goals and objectives and are appended to the executive's contract as Schedule 3.
- > Refer to [Appendix 1: Executive Employment Mandatory Instruction](#).

## 6. Mandatory related documents

The following documents must be complied with under this Policy, to the extent that they are relevant:

- > [Code of Ethics for the South Australian Public Sector](#)
- > [Commissioner for Public Sector's Determination 3.2 – Employment Conditions – Remuneration – Allowances and Reimbursements](#)
- > [Health Care Act 2008](#)
- > [Public Sector Act 2009](#)
- > [SAES Competency Framework](#)

> [SAES Executive Contract Template](#)

## 7. Supporting information

> [Direction of the Premier of South Australia – Standard Duration of Executive Level Employment](#)

> [Public Sector Regulations 2010](#)

## 8. Definitions

- > **Executive:** means a person who is appointed on an untenured executive employment contract pursuant to the *Health Care Act 2008* and/or the *Public Sector Act 2009*.
- > **Performance management:** means the process that reflects the responsibility of executives to achieve their general responsibilities under the *Public Sector Act 2009* and/or the *Health Care Act 2008*, and to efficiently and effectively manage the resources under their control.
- > **State-wide services:** means State-wide Clinical Support Services, Prison Health, SA Dental Service, BreastScreen SA and any other state-wide services that fall under the governance of the Local Health Networks.

## 9. Compliance

This policy is binding on those to whom it applies or relates. Implementation at a local level may be subject to audit/assessment. The Domain Custodian must work towards the establishment of systems which demonstrate compliance with this policy, in accordance with the requirements of the [Integrated Compliance Policy](#).

Any instance of non-compliance with this policy must be reported to the Domain Custodian for the Employment, Work Health and Safety Policy Domain and the Domain Custodian for the Risk, Compliance and Audit Policy Domain.

## 10. Document ownership

Policy owner: Domain Custodian for the Employment, Work Health and Safety Policy Domain

Title: Executive Employment Policy

Objective reference number: A5323040

Review date: 6/12/2028

## 11. Document history

Version	Date approved	Approved by	Amendment notes
3.1	29/01/2026	Chief Executive, DHW	Updated to provide clarification that CEOs can approve a TRPV up to the midpoint of the classification band applicable to the role. Amended to align with the Human Resources Instrument of Delegations and Schedule of Authorisations delegating to CEOs the ability to approve the reclassification of a role, subject to the Mercer Job Evaluation.
3.0	05/12/2023	Deputy Chief Executive, Corporate Services	Updated to align with Policy Framework. Amended to reflect the appointment of Chief Executive Officers by the governing board

			and further governance changes approved by the Chief Executive. Amended to reflect approved changes to relocation expenses. Amended to reflect increased allowance limits for acting for an extended period.
2.1	20/12/2019	Deputy Chief Executive	Amended to reflect governance changes and the cessation of the executive motor vehicle scheme.
2.0	31/03/2018	Chief Executive	Formally reviewed in line with 1-5 year scheduled timeline for review.
1.1	11/04/2016	Executive Director, People and Culture	Amended reference from Group Director Workforce to Executive Director People and Culture.
1.0	01/03/2013	Group Director Workforce	Original Group Director approved version.

## 12. Appendices

### 1. Executive Employment Mandatory Instruction

## Appendix 1: Executive Employment Mandatory Instruction

The following Instruction must be complied with to meet the requirements of the policy.

### 1. Relocation Reimbursement

- > The choice of relocation expenses reimbursement must be approved by the CE or delegate before incurred, and payment by the executive and reimbursement must only be made based on such approval.
- > Where an executive is recruited from interstate or overseas through a merit-based selection process, the CE or delegate can approve any or all the following as part of the offer of employment to a forthcoming executive:
  - One-way economy airfare for the executive (and partner if required)
  - Up to 8 weeks accommodation in a serviced apartment or similar, up to a maximum cost of \$10,000
  - Reasonable relocation support through a professional agency if required
  - Reimbursement of reasonable relocation expenses for household goods as follows:
    - Up to \$10,000 to a metropolitan location (within 100km of the Adelaide CBD)
    - Up to \$13,000 for a regional location (greater than 100km outside of the Adelaide CBD), or
    - Up to \$15,000 for a remote location (as per the remote or very remote location definition within the Modified Monash Model, Australian Statistical Geography Standard – Remoteness Areas).
- > The executive must be entitled to be reimbursed for costs actually and reasonably incurred up to a maximum reimbursement indicated above.
- > In accordance with the [Commissioner for Public Sector's Determination 3.2 – Employment Conditions – Remuneration – Allowances and Reimbursements](#) (CD 3.2), the executive must provide three written quotes obtained from recognised furniture removalists to the CE or delegate, for approval of the cheapest quote.

### 2. Executive Employment Conditions

- > The CE must be appointed by the Premier pursuant to s34 of the [Public Sector Act 2009](#).
- > CEOs must be appointed by the LHN Governing Boards for an incorporated hospital, after consultation with the CE, pursuant to s33(e) of the [Health Care Act 2008](#)
- > A DHW executive must be appointed pursuant to the *Public Sector Act 2009*
- > A LHN executive must be appointed pursuant to s34 of the *Health Care Act 2008*
- > A SAAS executive must be appointed pursuant to s52 of the *Health Care Act 2008*, and
- > Noting LHN and SAAS executive are also subject to Part 7 of the *Public Sector Act 2009*.

### 3. Executive Remuneration

- > Executives must be remunerated based on a Total Remuneration Package Value (TRPV) that includes both salary (taxable income) and the government's employer superannuation liability.
- > Executive remuneration must align with the remuneration structure determined by the Commissioner for Public Sector Employment which defines the parameters of executive remuneration within the South Australian public sector.
- > The CE is responsible for determining the appropriate remuneration within the relevant band for all executives.
- > The LHN Governing Board for an incorporated hospital must establish the appropriate remuneration of a CEO, after consultation with the CE.

- > The CE has delegated to the CEOs the ability to approve the remuneration of an executive up to the midpoint TRPV of the classification band only (i.e. if the role is a SAES1, the CEOs can approve up to the midpoint TRPV of the SAES1 classification). The delegation to consider a remuneration beyond the midpoint must remain with the CE.
- > An executive can elect to salary sacrifice additional superannuation contributions as part of their TRPV through their contract Schedule 2.

#### 4. Cabinet Approved Remuneration Increases

- > The executive remuneration structure is reviewed annually by the Commissioner for Public Sector Employment with consideration given to remuneration movements in the previous 12 months within the SA public sector and executive remuneration in other public sector jurisdictions.
- > Recommendations are made by the Commissioner for Public Sector Employment to Cabinet who then determine if there will be an increase. If approved by Cabinet, the Commissioner will advise each agency of the adjusted remuneration levels.
- > Executive increases are operative from the first full pay period on or after 1 July of each year, though the increase may not be actioned until later in the year.
- > All executives employed during the first full pay period on or after 1 July will receive the approved TRPV increase. Where an executive is employed after that time, no increase is payable to the executive in that year, except where the executive's remuneration is at the minimum TRPV of the executive classification band. In such circumstances, the increase will be applied in line with the new minimum level of the classification.

#### 5. Personal Remuneration Reviews

- > The executive contract provides for an executive to apply for a personal remuneration review on an annual basis where it can be determined that the executive has performed beyond the expectations of the role:
  - Personal remuneration reviews for executives employed within DHW must be considered by the CE.
  - The LHN Governing Board for an incorporated hospital must consult with the CE prior to considering an increase to its CEO.
  - Personal Remuneration Reviews for executives employed within the LHNs and SAAS must be considered by the CEO after consultation with the CE, in accordance with the [Health Care Act 2008](#) s8 (a).

#### 6. Temporary assignment of a non-executive employee to an executive role or an executive to a higher-level executive role

- > The CE has determined that additional remuneration must only be considered when a non-executive or executive employee is required to undertake the duties of the executive role for a period of 10 or more working days.
- > The CE or delegate must only approve a temporary salary increase of \$15,000 per annum when the employee is required to act in the executive role for a minimum period of two weeks and up to eight weeks.
- > A maximum temporary salary increase of \$25,000 per annum can be considered by the CEO when the acting arrangement is greater than eight weeks and up to six months; however, the increase must not place the TRPV beyond the upper remuneration limit of the role into which the employee is assigned.
- > The delegation to approve the temporary increase beyond six months must remain with the CE given a six-month duration provides sufficient time to recruit to an executive vacancy through a formal merit-based selection process.

The CE must be notified of any long-term leave requests by executives.

- > In accordance with the [Commissioner's Determination 1](#) (CD 1) all vacancies for the performance of duties for a period of 12 months or longer must be advertised in I Work for SA except where the vacancy is filled without a merit-based selections process pursuant to the [Public Sector Regulations 2010](#).
- > A business case must be provided to the CE for consideration, if exceptional circumstances warrant the review of an allowance payment or a duration period exceeding those identified above.

## **7. Assignment of an existing executive to the same level role or a newly created executive role at the same level.**

- > If an executive is transferred or assigned to different duties or to an alternative role at the same executive level, an increase to the executive's TRPV must not be applicable.

## **8. Private Motor Vehicle usage by Executives**

- > An executive must make use of a government plated (fleet) vehicle or a taxi for work travel purposes during business hours. Their privately owned vehicle must only be approved for use as a last resort and where it is the only economical means of transport available.
- > CEOs must gain approval from their LHN Governing Board when the use of their privately owned vehicle is required.
- > CE or delegate can approve the use of an executive's private motor vehicle for official business purposes for a specific journey or a specific period in accordance with Appendix 3 of [CD 3.2](#) and all approvals must be re-examined at least annually.
- > An executive who gains approval to use a privately owned vehicle in connection with their duties must maintain a detailed record of official distances travelled and must provide such record to the CE or delegate on the official application form for approval prior to claiming a travel allowance.

## **9. Car Parking**

- > When a DHW executive chooses to salary sacrifice the lease payment of a parking space through an adjustment to their Schedule 2, the cost must be at the same rate charged to DHW for a parking space for a government vehicle, plus Fringe Benefits Tax (FBT).
- > LHN and SAAS executives parking options must comply with the [Car Parking Charges for Staff and Visitors at SA Health Metropolitan Hospitals Policy](#) that covers all staff within the Metro LHNs and provides for the parameters available to LHN staff in relation to car parks.
- > Regional LHN executives must contact their Human Resource Consultant or the LHN car park allocations officer for details regarding their car park allocation parameters.
- > The executive must be responsible for maintaining the payment of the car park during periods of paid leave. The executive must make alternative arrangements if the executive wishes to have access to the car park during periods of unpaid leave.

## **10. Reappointment**

- > The executive contract provides for an executive to be reappointed at the expiration of the contract term, without the need for a competitive selection process:
  - The executive must not have a right to be reappointed but have a right to be notified by the CE or delegate of the decision whether or not to reappoint the executive for a further term.

## **11. Termination of Executive Employment**

- > The CE or delegate must terminate an executive's employment in accordance with the termination provisions detailed in the employment contract.

## **12. Resignation**

- > If an executive chooses to resign, they must provide not less than eight weeks' notice, unless a shorter notice period is accepted by the CE or delegate.

**13. Payments on Separation from the Public Sector**

- > Payments on separation from the public sector must be calculated by Shared Services and paid to the executive as soon as practicable after their last day of service:
  - The employer superannuation contribution must not be included in the calculation of salary for leave payment purposes as it does not form part of an employee's assessable income, and
  - Any additional superannuation contributions made by the executive into superannuation must be included in the calculation of salary as these contributions represent a monetary benefit that the executive has elected to salary sacrifice.

**14. Return of government property upon separation**

- > If an executive ceases employment with SA Health, the executive must return all property owned by the State to the CE or delegate, on or before the executive's last working day.

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