**Appendix 1**

**APS Executive Remuneration proposal form**

This form is to be completed to obtain approval from the Australian Public Service Commissioner before offering an SES or non-SES employee a remuneration package valued in excess of the notional amount prescribed in the *APS Executive Remuneration Management Policy*. Agency heads may need to provide documentation, in addition to the completed form, to support their proposal. For instance, where market forces are a factor in justifying the level of remuneration, it will be necessary to provide details of the market data relied on and any other relevant evidence supporting the proposal.

 ‘**Benefits**’ means benefits, other than cash and the employer's superannuation contribution, provided to an employee at the Commonwealth’s expense, and includes any Commonwealth provided vehicle that the employee elects to receive and the value of parking.

‘**Bonuses**’ include performance pay and any bonuses. The value to be declared is the maximum amount that may be paid.

‘**Employer's superannuation contribution**’ means payments made by the Commonwealth in respect of the employee to:

1. a Commonwealth defined benefit scheme (including the Commonwealth Superannuation Scheme or the Public Sector Superannuation Scheme); or
2. another superannuation fund.

For the purposes of the defined benefit schemes, a notional value calculated as 15.4% of superannuation salary is to be used as the value of the employer’s superannuation contribution. For accumulation plan schemes, a notional value calculated as 15.4% of salary is to be used as the value of the employer’s superannuation contribution.

‘**Facilities provided as business support**’ are those communications, information technology and other office facilities provided to the employee that are necessary for the efficient conduct of the Commonwealth’s business. Incidental private use may be included. The facilities also include airline lounge memberships.

**‘Total Remuneration’** represents the aggregate value, calculated as the total cost to the employer (including FBT) and expressed as an annual amount, of:

* salary, allowances or lump sum payments (including payments in lieu of motor vehicle benefits, however paid);
* the employer’s superannuation contribution;
* performance pay and bonuses; and
* benefits;

but does not include:

* facilities provided as business support;
* removal costs, accommodation allowances and reunion airfares; or
* travel allowances and expenditure.

**Declaration**

Department/Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s (or Applicant’s) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification (*SES Band 3; Medical Officer Class 6, etc*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Title (*Deputy Secretary, Chief Information Officer, etc*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Proposed Base Salary** | $\_\_\_\_\_\_\_\_\_ |
| **Allowances** *(include all payable)* | $\_\_\_\_\_\_\_\_\_(*description*)$\_\_\_\_\_\_\_\_\_(*description*) |
| **Lump Sum Payments** *(include all payable)* | $\_\_\_\_\_\_\_\_\_(*description*)$\_\_\_\_\_\_\_\_\_(*description*) |
| **Employer’s Superannuation Contribution** *(insert maximum potential value)* | $\_\_\_\_\_\_\_\_\_ |
| **Performance Pay and Bonuses** *(insert maximum potential value)* | $\_\_\_\_\_\_\_\_\_(*description*) |
| **Vehicle** | $\_\_\_\_\_\_\_\_\_ |
| **Parking** | $\_\_\_\_\_\_\_\_\_ |
| **Other Benefits** *(include applicable FBT tax)* | $\_\_\_\_\_\_\_\_\_(*description*) |
| **Proposed Total Remuneration** | **$\_\_\_\_\_\_\_\_\_** |

Notes:

* For items with varying values, e.g. superannuation contribution and bonuses, include the maximum potential value.
* Where market forces are a factor in justifying the level of remuneration, provide details of the market data relied on.
* Please provide (on a separate sheet) details of all other benefits (including FBT) included in the remuneration package but not included in TR above, such as the annualised value of accommodation and relocation assistance.

**Agency Head**

I certify that the above information is true and complete and in accordance with the APS Executive Remuneration Management Policy and instructions issued by the Australian Public Service Commissioner.

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**