

Senior and Health Executives HEALTH

Starter Kit – List of Contents

The following information and forms relate to your appointment as a member of the NSW Health Executive Service (HES) or Senior Executive Service (SES), and your placement on the Department's SES/HES payroll. Please complete and return as indicated.

1) SES/HES Administration Contacts

2) Payroll information and forms

Please complete and return the following forms to the SES/HES Payroll Officer within one (1) week of entry on duty:

- New Appointee Data - Personal Details form and EEO form
- Payment of Salary forms
- NSW Superannuation Office - Notification of Appointment to SES (SO1 form)
- Australian Taxation Office - Employment Declaration form

Please complete and return the following forms to the SES/HES Payroll Officer within four (4) weeks of entry on duty:

- Package Details form
- Motor Vehicles form
- Superannuation form

3) Other forms

- Leave Return form - *Please return to the SES/HES Payroll Officer monthly within seven days of the end of the month*

4) For information

- New South Wales Health System Code of Conduct
- Premier's Department Code of Conduct and Ethics for Public Sector Executives