

GSERP SURVEY

DATA SPECIFICATION

This resource describes the data required by the Victorian Public Sector commission (VPSC) in the Government Sector Executive Remuneration Panel (GSERP) survey.

1. The survey

Provide remuneration data for each executive who is employed **as at the last full pay period in June 2018**.

1.1 Who to include in the survey

Please provide data for:

1. your Chief Executive Officer or equivalent, and
2. any other employees engaged on an executive contract that are subject to oversight by the Government Sector Executive Remuneration Panel. This includes executives who have both a significant management responsibility **AND** receive a full-time equivalent TRP of \$159,501 or more.

Points for you to note:

- Your organisation is to determine who has a significant management responsibility.
- If an employee works part time, calculate their TRP on a full-time basis i.e. with an FTE of 1.

1.2 Who not to include in the survey

Please do not provide data for:

1. Technical specialists who do not have a management function
2. Persons whose employment is regulated by an award or enterprise agreement
3. Non-CEO executives with a full-time TRP below \$159,501
4. Executives who are not active, employed and paid, as at the last full pay period June 2018. For example executives whose contract has expired before the census date, or persons who will commence on an executive contract after the census date.

If you are unsure who to include, please contact gserp@vpsc.vic.gov.au

2. How to complete the survey

(Please refer to the training manual for detailed guidance on how to use the new GSERP survey provided on our GSERP resources page)

The system will list previously reported executives, **please update for the last full pay period in June 2018**. Review these executives with respect to the criteria detailed above and update details for this current survey by:

2.1 Adding a new executive

Add a new executive when an executive has commenced employment with your organisation in 2017-18.

You must add each new executive, even if they have commenced in a position previously occupied by another executive (i.e. a new person is employed to the position of CEO).

2.2 Deleting an executive

Delete an executive if a listed executive is no longer employed as an executive in your organisation.

An executive must be deleted even if a new executive commences in the same position.

2.3 Editing an existing executive

Use this option when an executive submitted in the previous collection has remained employed, but their details or position have changed.

Reasons for editing an executive's data may include commencement into a different executive position/role or changes to their TRP.

2.4 Finalising your survey

When you have finished updating all of your organisation's executive details, finalise your survey by clicking on the 'Finalise Survey' button.

3. Survey questions

The following tables describe the questions asked in the survey.

Please provide all data readily available.

3.1 Executive Details

Question	Response options	Guidelines
Position holder (First & Last Name of executive)	Free text	Please provide the full first and last name of the executive. Do not provide initials or employee reference/payroll number.
Gender	Select one from: <ul style="list-style-type: none"> • Man • Woman • Self described 	
Date of Birth	Select date	
Date first employed in the Victorian Public Sector	Select date or blank	Indicate the date the executive was first employed in the Victorian Public Sector, if known.
Date commenced employment in organisation	Select date	The date that the executive commenced the current period of continuous employment with the organisation (or its predecessors if it has since changed name). Maternity and other forms of approved leave do not constitute breaks in continuous employment.
Date first appointed as an executive in this organisation	Select date or blank	Indicate the date this person was first appointed as an executive (if applicable)

3.2 Current Position

Question	Response options	Guidelines
Role title of this executive position	Free text	
Position Function	Select one from list: 1. Chief Executive/Managing Director or equivalent 2. Chief Finance Officer 3. Clinical (Health sector) 4. Corporate Services 5. Economist 6. Engineering 7. Generalist 8. Human resources 9. Information technology 10. Legal/Secretarial 11. Other 12. Other finance/accounting 13. Production/Operations 14. Public services/Public affairs 15. Sales/Marketing 16. Scientist/Research	Position function must relate to the role title provided. Where the position is responsible for two functions, select the function in which the position spends a greater percentage of time.
Mercer points (if known)	Number or blank	Mercer job evaluation points
Hay point (if known)	Number or blank	Hay job evaluation points
Valid From	Select date	The date that the executive began working under the current position. This date must be prior to the collection census date.
Reports directly to organisation head	Select either: <ul style="list-style-type: none"> • Yes • No 	Please indicate if the executive reports directly to the organisation head.

Question	Response options	Guidelines
To be reported in annual report?	Select either: <ul style="list-style-type: none"> • Yes • No 	This information is used to calculate the number of executives in your organisation for inclusion in your portfolio department's annual report. For more information, refer to the appropriate Financial Reporting Direction.
If not in annual report, explain why	Free text	If No in the above, provide the reason for omitting this individual.

3.3 Current Contract

Question	Response options	Guidelines
Contract type	Select either: <ul style="list-style-type: none"> • Common Law • GSERP • No Contract • Other 	The type of contract used for the incumbent.
Date contract commenced	Select date	The date that the executive began working under the current contract of employment. This date must be prior to the collection census date.
Is contract ongoing	Select either: <ul style="list-style-type: none"> • Yes • No 	

Question	Response options	Guidelines
If contract not ongoing, provide expiry	Select date If ongoing, select 'yes' above	Enter the expiry date of the executive's current contract. A GSERP contract is for a duration of up to 5 years , in compliance with government policy. Subsequent employment contracts may be entered into. Duration restrictions do not apply to common law contracts, they can be ongoing. Contract expiry date is not to be before the collection census date.
FTE (Full Time Equivalent)	Number between 0 and 1.	Enter a number between 0 and 1 where 1 is a full time employee.
Eligible for bonus	Select either: • Yes • No	Indicate whether this person is eligible to receive a bonus (or incentive payment). The employment contract will state if the executive is eligible for a bonus
Maximum bonus payable(%)	Number %	This is a percentage of the executive's TRP. If you have answered 'yes' to question 28, the maximum bonus available must be greater than 0%.

3.4 Remuneration at Census Period

Question	Response options	Guidelines
Total Remuneration	In dollars	The Total Remuneration

Question	Response options	Guidelines
(TRP) value		<p>Package (TRP) is the sum of salary and any other included benefits e.g. vehicle, superannuation and fringe benefits tax. It does not include variable payments comprising incentives and bonuses.</p> <p>Please provide the current contracted amount as at the last full pay period in June 2018.</p> <p>If an employee works part time, calculate their TRP on a full time basis i.e. with an FTE of 1.</p>
Cash component	In dollars	<p>Include only the cash component paid to the executive. Exclude the value of any non-cash benefits such as a car, employer superannuation contributions, Fringe Benefit Tax, and any bonus.</p> <p>Note that total cash and non-cash components must equal total TRP.</p>
Employer superannuation contribution	In dollars	<p>This is calculated as the "salary for superannuation" multiplied by the applicable employer contribution rate, excluding any salary sacrifice contributions.</p> <p>If the executive also contributes to a secondary scheme, please enter these under section: Non-Cash Benefits within</p>

Question	Response options	Guidelines
		TRP
Employer super fund	Select one from list: <ul style="list-style-type: none"> • Emergency Services Super • Health Services Super • New Scheme • Other accumulation scheme • Other defined benefit scheme • Revised Scheme • Transport Scheme • VicSuper • Vision Super 	The superannuation scheme that the executive is a member of to which the employer makes compulsory superannuation contributions. If the executive also contributes to a secondary scheme, please enter these under section: Non-Cash Benefits within TRP
Valid from	Date selection	Date the TRP is effective from
Motor vehicle	Select either: <ul style="list-style-type: none"> • Yes • No 	Is a motor vehicle included in the remuneration package?
Motor vehicle value	In dollars Enter the amount charged to the executive's package for the provision of a vehicle and the Fringe Benefit Tax being charged to TRP in relation to the vehicle.	This value is the amount identified in the schedule to the employment contract. It excludes any adjustment due to FBT, for example, where more business travel may have been made by the executive or by other staff. E.g. if the amount of the vehicle and FBT identified in the contract is \$15,000, but higher business use during the year has resulted in a refund of \$1,000 to the executive and an adjusted car cost of \$14,000 – the amount to be entered in this question is \$15,000 as this is the amount identified in the contract.

Question	Response options	Guidelines
Motor vehicle value includes FBT	Select either: <ul style="list-style-type: none"> • Yes • No 	

3.5 Non-Cash Benefits within TRP

Question	Response options	Guidelines
Type	Select from: <ul style="list-style-type: none"> • Dry cleaning/laundry • Education expenses • Fitness subsidy • Housing assistance • Insurance (not medical) • Leave loading • Motor vehicle • Other • Parking • Phone/Internet • Professional association/Subscription • Public Transport • Purchased Leave • Retention bonus • Superannuation 	Any other non-cash benefits and Fringe Benefit Tax included in Total Remuneration Package E.g. Salary sacrifice for superannuation (excludes superannuation guarantee contribution amount identified in question 21). Novated vehicle lease (only where executive has opted for one in addition to having an executive vehicle under the executive car scheme).
If other	Free text Please indicate any other benefit that is not available in the above drop down	As above
Value	In dollars	
FBT included in value?	Select either: <ul style="list-style-type: none"> • Yes • No 	Does the benefit value provided include FBT.

3.6 TRP Summary

A summary with the breakdown of TRP components will appear.

If the TRP Provided is different from TRP Calculated

Question	Response options	Guidelines
Reason for discrepancy (if any)	Free text	Brief description on why there is a variance in the calculated and the reported TRP. i.e. rounding

3.7 Additional Benefits outside of TRP

Question	Response options	Guidelines
Type	Select from: <ul style="list-style-type: none"> • Dry cleaning/laundry • Education expenses • Fitness subsidy • Housing assistance • Insurance (not medical) • Leave loading • Motor vehicle • Other • Parking • Phone • Professional association/Subscription • Public Transport • Purchased Leave • Retention bonus • Superannuation 	These benefits are additional to the TRP identified in questions under Non-cash benefits within TRP section . Please do not include: <ul style="list-style-type: none"> • tools of trade provided by the employer e.g. mobile phone, iPad, computer etc. • benefits included in TRP which should be included in Non-cash benefits within TRP section e.g. salary sacrifice to superannuation, executive vehicle
If other	Please indicate any other benefit that is not available in the above drop down	As above
Value	In dollars	
FBT included in value?	Select either: <ul style="list-style-type: none"> • Yes • No 	Does the benefit value provided include FBT.

3.8 Bonus paid between 1 July 2017 and the last full pay period in June 2018

Question	Response options	Guidelines
Period bonus paid for	Select either: <ul style="list-style-type: none"> • FY 2015-16 • 2015 • FY 2016-17 • 2016 • FY 2017-18 • 2017 • FY 2018-19 • 2018 • FY 2019-20 • 2019 	Period the bonus relates to. Incentive bonus payable for a financial year is usually paid during the next financial year.
Bonus	In dollars	The actual bonus paid between 1 July 2017 and the last full pay period in June 2018 (if known) as a dollar amount. Bonus must be based on total TRP and will be pro-rata if the executive was part time or not employed for the whole bonus period.
Bonus %	In percentage	The actual bonus paid between 1 July 2017 and the last full pay period in June 2018 (if known) as a percentage of the executive's TRP for the year this bonus relates to. This will be pro-rata if the executive was part time or not employed for the whole bonus period.
FBT included in value?	Select either: <ul style="list-style-type: none"> • Yes • No 	Does the benefit value provided include FBT.

3.9 Additional Information

Question	Response options	Guidelines
Comments that aid interpretation of this executive's remuneration	Free text	Please provide any other relevant additional comment that may assist in understanding the executive's remuneration.