Public Entity Executive Remuneration Survey (PEERS)

2023

This resource describes the data required by the Victorian Public Sector commission (VPSC) in the Public Entity Executive Remuneration Survey (PEERS).

Contact us at [peers@vpsc.vic.gov.au](mailto:peers@vpsc.vic.gov.au) if you need further assistance.

## The survey

### Who to include in the survey

Please provide data for all executives employed, at any point, since the last full pay period in June 2022 to the end of the last full pay period in June 2023.

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 Victorian Independent Remuneration Tribunal. This includes executives who have both a significant management authority AND receive a full-time equivalent TRP of $207,116 or more.

Please note:

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

### 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 $207,116

If you are unsure who to include, please contact [us](mailto:gserp@vpsc.vic.gov.au)

## How to complete the survey

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

The system will list previously reported executives. Please review and update these executives with respect to the criteria detailed above and update details for this current survey by doing the following:

### Adding a new executive

Add a new executive when an executive has commenced employment with your organisation since the last full pay period in June 2023.

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

### Editing an executive

Use this option to update the details and employment status of previously reported executives.

Reasons for editing an executive’s data may include commencement into a different executive role, changes to their TRP, changing status from active to inactive, separated, leave without pay etc.

### 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.

## Survey questions

The following tables describe the questions asked in the survey.

Please provide all data readily available.

### Executive Details

|  |  |  |
| --- | --- | --- |
| Question | Response options | Guidelines |
| Given name and family name of executive | Free text | Please provide the full given name and family name of the executive.  **Do not provide initials or employee reference/payroll number.** |
| Gender | Select one from:   * Man * Woman * Self described | Select the gender that the employee identifies with. |
| Date of Birth | Select date | Enter the employee's date of birth |
| Date started in your organisation | Select date | Enter when the employee started working in the organisation. If they left the organisation and came back, use the date they started their new contract. Any approved leave does not count as a break in someone’s employment. The person was still employed in these times. This includes maternity or long service leave, as well as secondment. |
| Date started as an executive | Select date | Enter when the employee started as an executive in your organisation. This date may be different to the date they first started in your organisation. |
| End of table |  |  |

### Current Position

|  |  |  |
| --- | --- | --- |
| Question | Response options | Guidelines |
| Role title | Free text | Enter the title of their current role. |
| Role function | Select one:   * Chief executive or equivalent (head of organisation) * Chief finance officer * Clinical * Corporate services * Economist * Engineering * Finance or accounting (excluding chief financial officer) * Generalist * Human resources * Information technology * Legal or secretarial * Other * Production or operations * Public relations or public affairs * Sales or marketing * Scientist or research * Sworn police * Board member * Statutory officer | Select the function this role is responsible for.  If there are many functions, select the one where they spend the most time. |
| Work value score | Numbers 1 to 56 OR tick box for 'not yet assessed' (must enter a value or tick box) | Enter the employee’s work value assessment score according to the [public entity executive classification framework](https://vpsc.vic.gov.au/html-resources/victorian-public-entity-executive-classification-framework/introduction-to-the-peecf/). Provide a number from 1 to 56. You do not need to have a finalised work value assessment for this executive to answer this question. If you have a final work value assessment or have a completed interim assessment, please enter that work value assessment score. If you do not have either, please enter ‘not yet assessed’. |
| Date of work value assessment | Select date | Enter when the work value assessment was completed.  You do not need to have a finalised work value assessment for this executive to answer this question. If you have a final work value assessment, please enter the date it was finalised. If you have a completed interim assessment, please enter the date of that assessment. If the role has not yet been assessed, please move to the next question. |
| Position classification | * Senior Executive Service 1 (PESES 1) * Senior Executive Service 2 (PESES-2) * Senior Executive Service 3 (PESES-3) | Select the role’s classification.  If position has not yet been assessed under the new framework, please assign one based on TRP as follows:   * $144,666 to $267,445 = PESES-1 * $267,446 to $384,540 = PESES-2 * $384,541 or higher = PESES-3   You do not need to have a finalised role classification for this executive to answer this question. If you have received a final assessment report and classification from the Victorian Public Sector Commission or completed an interim assessment, please enter that classification.  If you do not have either (i.e., have not yet been assessed), please enter the interim classification based on the employee’s remuneration |
| End of table |  |  |

### Current Contract

|  |  |  |
| --- | --- | --- |
| Question | Response options | Guidelines |
| Employment Status | * Active * Inactive * Leave without Pay * Separated * Return to non-executive role * TRP below executive threshold * Statutory appointee | Select their current employment status   * Active - employed and paid as at the last pay period in June 2023 * Inactive - For paid executives who are on secondment, sabbatical, undertaking external learning or on long term paid leave etc. * On leave without pay - For executives who are not paid by the organisation * Separated – for executives who ceased to be employed * Returned to non-exec role - For executives who returned to a non-executive role * TRP below executive threshold – For executives who fall below the threshold * Statutory appointee |
| Separation date | Select date | Must be reported for all separated staff or executives returning to non-executive roles.  Leave blank for current executives.  The reporting period for this data field must be for the 12 months prior to the June 2023 collection. |
| Separation reason | A valid code, i.e., one of the following:  A B C D E F G H I M N O Q R S T U V | Indicate the reason an employee has ceased employment with the agency (or as an executive).  Separation reason codes:  A = Resignation – To Victorian Public Service employment  B = Resignation – To (non-VPS) Victorian public sector employment  C = Resignation – To Commonwealth Government employment  D = Resignation – To Private sector employment  E = Resignation – To Other employment (Community Sector, Local Govt, Other State Govt etc)  F = Resignation – Personal reasons  G = Resignation – Voluntary Departure Package  H = Resignation – Unknown reason  I = Retirement  M = Involuntary separation – End of contract  N = Involuntary separation – Machinery of government change  O = Involuntary separation – Redeployment  Q = Involuntary separation – Retrenchment/Targeted Separation Package  R = Involuntary separation – Dismissal  S = Involuntary separation – Death  T = Involuntary separation – Unknown reason  V = Secondment end |
| FTE (Full Time Equivalent) | Number between 0 and 1. | Enter their full time equivalent (FTE) time fraction. For example: Full time is 1, 2 days a week is 0.4.  Purchased leave should not affect the FTE time fraction. |
| Eligible for bonus | Select either:   * Yes * No | Indicate whether this employee is eligible to receive a bonus or incentive payment according to their contract. |
| 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%. |
| Contract type | Select either:   * Standard public entity executive employment contract (formally known as GSERP contract) * Standard VPS executive employment contract * Other - contract contains the six mandatory terms * Other - contract does not contain the six mandatory terms | Select the type of contract used for this employee.  Some public entity executive contracts have mandatory contractual terms and conditions. |
| Contract start date | Select date | Enter when the current contract started. This date must be prior to the collection census date. |
| Contract end date | Select date | Enter when the current contract ends. |
| End of table |  |  |

### Remuneration at Census Period

|  |  |  |
| --- | --- | --- |
| Question | Response options | Guidelines |
| Total remuneration package (TRP) value | In dollars | Enter the total remuneration package (TRP). TRP is the sum of:   * the base salary including any post-tax employee superannuation contributions or other post-tax deductibles * any employer superannuation contributions including compulsory employer contributions and pre-tax contributions directed by the executive * all employment beneﬁts including non-salary beneﬁts * the annual cost to the employer of providing the non-monetary benefits, including any fringe benefits tax payable.   It does not include variable payments comprising incentives and bonuses.  Provide the contracted amount according to the last full pay period in June of the collection financial year.  **If an employee works part time or has purchased leave, calculate their TRP on a full-time basis.** |
| Primary super fund | * Emergency services super (defined benefit) * Emergency services super (accumulation) * Health services super * New Scheme * Other accumulation scheme * Other defined benefit scheme * Revised Scheme * Transport Scheme * VicSuper * Vision Super | Select the type of superannuation scheme used. |
| Victorian Independent Remuneration Tribunal (VIRT) advice | Yes / No | Indicate if you have spoken to VIRT about this contract. You must get advice from VIRT whenever you want to pay an executive above the maximum of the current remuneration bands. |
| Victorian Independent Remuneration Tribunal (VIRT) advice number | Free text | Enter an advice number if you have one. A number is always given by the tribunal and starts with the year the advice was given. An example is “2022/15”. We collect the advice number to help with reconciliation of requests made to the tribunal. |
| End of table |  |  |

### Bonus paid between 1 July 2022 and the last full pay period in June 2023

|  |  |  |
| --- | --- | --- |
| Question | Response options | Guidelines |
| Period bonus paid for | Select either:   * 2020 * Financial year 2020-21 * 2021 * Financial year 2021-22 * 2022 * Financial year 2022-23 | Period the bonus relates to.  Incentive bonus payable for a financial year is usually paid during the next financial year. |
| Bonus | In dollars | Enter the bonus paid between 1 July 2022 and the last full pay period in June 2023 as a dollar amount, **including any relevant fringe benefits tax (FBT).**  Any bonus must be based on the executive’s TRP and will be pro-rata if the executive was part time or not employed for the whole bonus period. |
| Bonus % | In percentage | Enter the bonus paid between 1 July 2022 and the last full pay period in June 2023 as a percentage of the executive’s TRP for the year this bonus relates to.  This bonus will be pro-rata if the executive was part time or not employed for the whole bonus period. |
| End of table |  |  |

### Additional Information

|  |  |  |
| --- | --- | --- |
| Question | Response options | Guidelines |
| Additional information | Free text | Enter any relevant information that may help understand the executive’s remuneration. |
| End of table |  |  |