Data specification – Public Entity Executive Remuneration (PEER) data collection

2024

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

Contact us at workforce.data@vpsc.vic.gov.au if you need further assistance.

## Your data file

The data described in this document needs to be placed into a CSV (Comma Separated Value) file and uploaded into the VPSC Portal.

An Excel template and other guidance materials can be found at:

<https://vpsc.vic.gov.au/data-and-research/workforce-data-collection/data-collection-guides-by-sector/public-entity-executive-remuneration-survey-peers-data-collection/>

In your data file, please ensure that:

* the column headers are kept in your file for upload.
* The column headers exactly match the header in the Excel template file provided. For example, there should be no additional spaces, characters etc. The headers are case sensitive.

## Data requirements

### Who to include in your data file

Please provide data for all executives employed, at any point, since the last full pay period in June 2023 to the end of the last full pay period in June 2024.

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 $216,376 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.

### Data to be provided for each executive

Each row of your data file should contain the following information for each executive.

All information to be correct as at:

* the last full pay period in June this year
* or at the time of separation for separated staff
* or at the time when the executive returned to their non-executive role

Use the ‘Employment status’ column to indicate whether the reported executive was active or in-active as at the last full pay period in June 2024.

Please provide as much information as possible for each executive.

### Who not to include in the data file

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 $216,376

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

The following section provides the specific requirements for each data field.

****Table 1 The content and format of your data file****

|  |  |  |  |
| --- | --- | --- | --- |
| Column header | Definition | Format | Compulsory |
| FTE | 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. | A number.  Must not exceed 1. | Yes |
| Given name and family name of executive | Enter the employee’s given and family name. | Free text | Yes |
| Gender | The nominated gender of the employee.  Man (M), Woman (W), Self-described (S) or Prefer not to say (P). | * M * W * S * P | Yes |
| Date of Birth | Enter the employee’s date of birth. | DD/MM/YYYY | Yes |
| Date started in your organisation | Enter when the individual started as an employee in your organisation.  This date may be earlier than the date they started as an executive.  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. | DD/MM/YYYY | Yes |
| Date started as an executive | Enter when the individual started as an **executive** in your organisation.  This date may be different to the date started in your organisation and the contract start date. | DD/MM/YYYY | Yes |
| Role Title | The title of the role  Please be specific with detail where possible (e.g., 'Director, Executive Employment' instead of simply 'Director'). | Free text | Yes |
| Role function | Codes are letters, they are:  A = Chief executive officer or equivalent (head of organisation)  B = Chief finance officer  C = Clinical  D = Corporate services  E = Economist  F = Engineering  G = Finance or accounting (excluding chief financial officer)  H = Generalist  J = Human resources  K = Information technology  L = Legal or secretarial  M = Other  N = Production or operations  P = Public relations or public affairs  Q = Sales or marketing  R= Scientist or research  S = Sworn police  U = Statutory officer  V = Board Member | A  B  C  D  E  F  G  H  J  K  L  M  N  P  Q  R  S  U  V | Yes |
| Total work value score | Enter the overall work value assessment score for the position according to the [public entity executive classification framework](https://vpsc.vic.gov.au/executive-employment/victorian-public-entity-executive-employment/public-entity-executive-classification-framework/).  Provide a number from 1 to 56.  Executives should have a work value score of 21 or more, except for CEOs of small entities.  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’. | Number between 1 and 56 or ‘not yet assessed’ | Yes |
| Date of work value assessment | Enter when the work value assessment was finalised. | DD/MM/YYYY | No |
| Position classification | Enter the role’s classification.  If the position has not been assigned a classification via a work value assessment, please assign one based on TRP as follows:   * $216,376 to $279,238 = PESES-1 * $279,239 to $401,017 = PESES-2 * $401,018 or higher = PESES-3 | * PESES-1 * PESES-2 * PESES-3 | Yes |
| Employment status | Please assign the employment status of the executive as at the last pay period in June this year.   * A = Active - employed and paid * B = Inactive - For paid executives who are on secondment, sabbatical, undertaking external learning or on long term paid leave etc. * C = On leave without pay * D = Separated – ceased employment in the 12 months before the last full pay period in June 2024 * E = Returned to non-exec role, or TRP below executive threshold | Codes A to E where:  A  B  C  D  E | Yes |
| Separation 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 2024 collection. | DD/MM/YYYY | No |
| Separation reason | Indicate the reason an employee has ceased employment with the agency (or as an executive).  Separation type 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 | 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 V | No |
| Eligible for bonus | Indicate whether this employee is eligible to receive a bonus or incentive payment according to their contract. | Yes  No | Yes |
| Maximum bonus payable (%) | This is a percentage of the executive’s TRP. If you have answered ‘yes’ to the previous question, the maximum bonus available must be greater than 0%.  i.e. 15% to be entered as 15 (% sign not required) | Number greater than 0 (if “Yes” in the previous field) | No |
| Contract type | Select the type of contract used for this employee.   * A = Standard public entity executive employment contract (formerly known as GSERP contract) * B = Standard VPS executive employment contract * C = Other - contract [contains the six mandatory terms](https://www.vic.gov.au/public-entity-executive-remuneration-policy) * D = Other - contract does not contain the six mandatory terms * E = Common law contract   Some public entity executive contracts have mandatory contractual terms and conditions. | A valid code:  A  B  C  D  E | Yes |
| Contract start date | Enter when the current contract started. This date must be prior to the collection census date. | DD/MM/YYYY | Yes |
| Contract end date | Enter when the current contract ends. | DD/MM/YYYY | Yes |
| TRP value | Enter the value of the executive’s 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 as at 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 (1.0 FTE) basis. | Number  No commas or $ signs. | Yes |
| Primary super fund | The type of superannuation scheme used.   * Accumulation fund * New scheme * Revised scheme * ESSS defined benefit (Emergency services and state super defined benefit) * ESSS (Emergency services and state super) * Health services super * SERBS (State employees retirement benefit scheme) * Transport scheme * Aware Super (previously VicSuper) * Vision Super * Water industry super scheme * Other accumulation scheme * Other defined benefit scheme * Other | * Aware Super (previously VicSuper) * Accumulation fund * ESSS defined benefit * ESSS * Health services super * New Scheme * Other * Other accumulation scheme * Other defined benefit scheme * Revised Scheme * SERBS * Transport Scheme * Vision Super * Water Industry super scheme | Yes |
| VIRT advice | Indicate if you have sought the advice of the Victorian Independent Remuneration Tribunal (VIRT) in relation to this contract.  You must get advice from VIRT whenever you want to pay an executive above the maximum of the current remuneration bands. | Y or N | Yes |
| VIRT advice number | Enter an advice number if you have one. A number is always given by the tribunal’s 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. | Free text | No |
| Period bonus paid for | Period the bonus relates to.  Incentive bonus payable for a financial year is usually paid during the next financial year. | Use either:   * 2022 * Financial year 2022-23 * 2023 * Financial year 2023-24 | No |
| Bonus | 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. | Number | No |
| Bonus % | 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. | Number (% sign not required) | No |
| Additional information | Any information that may help understand the executive’s remuneration. | Free text | No |
| End of table |  |  |  |