Data specification - Executive data collection

2024

This resource describes the data required by the VPSC in the Executive Data Collection. 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-collection/workforce-data-collection/data-collection-guides-by-sector/victorian-public-service-executives-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

### Which executives 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, and
* who were employed under Part 3, Division 5 of the *Public Administration Act 2004*, irrespective of their full-time equivalent Total Remuneration Package (TRP).

### 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.

Identify any positions which are statutory appointments (in comments field).

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 |
| Family name | Enter the employee’s family name. | Free text | Yes |
| Given name | Enter the employee’s given 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 |
| Contract start date | When the current contract started. This date must be prior to the collection census date. | DD/MM/YYYY | Yes |
| Contract end date | When the current contract ends. | DD/MM/YYYY | Yes |
| Separation date | Must be reported for all separated staff or executives returning to non-executive roles, including if they separated on or during the last day of the last full pay period of June 2024.  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 * = 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 |
| 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. | 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 |
| Continuous service | Has the employee been continuously employed in an executive role(s) since the date they were first appointed an executive. If the executive has held a non-executive role since then answer ‘N’ for No. | Y or N | No |
| Role Title | The title of the role | Free text | Yes |
| Role function | Codes are letters, they are:  A = Chief executive officer or equivalent (head of organisation)  B = Chief finance officer  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 |
| Group or Division | Enter which group or division the role is located in. | Free text | Yes |
| Position classification | Select the role’s classification.   * Senior Executive Service 1 (SES-1) * Senior Executive Service 2 (SES-2) * Senior Executive Service 3 (SES-3) * Administrative Office Head 1 (AO-1) * Administrative Office Head 2 (AO-2) * Administrative Office Head 3 (AO-3) * Secretary | * SES-1 * SES-2 * SES-3 * AO-1 * AO-2 * AO-3 * Secretary | Yes |
| Work value score | Enter the employee’s work value assessment score according to the [VPS executive classification framework](https://vpsc.vic.gov.au/executive-employment/victorian-public-service-executive-employment/vps-executive-classification/vps-executive-classification-framework/). 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’. | Number between 1 and 56 or ‘not yet assessed’ | Yes |
| Date of work value assessment | Enter when the work value assessment was finalised.  If the role has not yet been assessed for this role, please leave this field blank. | DD/MM/YYYY | No |
| 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) * SERBS (State employees retirement benefit scheme) * Transport scheme * Water industry super 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 |
| Right of Return | Indicate if this employee has a right of return in their contract.  This right allows some executives to be appointed to a senior non-executive position in certain circumstances when their contract ends. | Y or N | 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 year * E = Returned to non-exec role | Codes A to E where:  A  B  C  D  E | 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 |
| Additional information | Any information that may help understand the executive’s remuneration. | Free text | No |
| End of table |  |  |  |