

Appendix 2: Current list of indicators - workforce, salary and board remuneration (House Keys: Workforce)

Please note that this is the current list of indicators as at June 2015. It is likely that this list of indicators will be expanded based on feedback from the industry and may change from time to time.

Organisational profile

- What is the name of your organisation?
- How many tenancies does your organisation manage (under all arrangements) as at 30 June 2014?
- In which states does your organisation operate?
- Registration Tier?
- Does your organisation operate in more than one jurisdiction? (Yes, No).
- Number of offices.
- Please indicate whether you operate in metro, regional or rural areas?
- Type of organisation - CHP, Specialist Homelessness Service, Aboriginal CHP, disability organisation, faith based organisation, etc.
- Please indicate your organisational turnover in \$.

Section 1: Workforce composition and diversity

- How many staff does your organisation employ? (Headcount).
- How many of these staff members are employed on a part-time basis?
- How many of these staff members are employed in a permanent capacity?
- What is the number of Full Time Equivalent (FTE) staff members you have in your organisation?
- Female staff.
- Male staff.
- How many of your staff members are from an Aboriginal or Torres Strait Islander background?
- How many of your staff members are from Non-English speaking backgrounds?
- How many of your staff members identify as having a disability?

- How many of your staff members (headcount) are employed as part of an apprenticeship or traineeship program?
- In your organisation, what is the number of hours that constitutes a 'standard working week' for your staff.
- Total salaries inclusive of superannuation cost in your organisation in financial year 2013-14?
- Does your organisation offer salary packaging options:
 - car allowances
 - health insurance
 - travel allowance
 - telephone allowance
 - mortgage/Rent payments
 - other. Please specify.
- Have the salaries paid to your staff members increased or decreased at the last annual review?
- What was the percentage increase/decrease on average (in %) in salaries when compared to the last annual review? (Please enter the average % for your organisation).
 - CPI
 - individual performance
 - market rates
 - other means
- How many days of unplanned/unscheduled absence in total have been taken by your employees in 2014?
*unplanned/unscheduled absence is an aggregation of the following types of absences: sick leave, personal leave, compassionate leave, carer's leave, compensation.
- How many days of sick leave in total have been taken by your employees in 2014?* sick = a workplace absence, regardless of duration, whether paid or unpaid, due to personal illness or injury or to undergo a planned medical procedure.

Section 2: Operational staff

- How many of your operational staff (headcount) are employed under the following industrial awards?
 - Enterprise Agreement
 - Social, Community Home Care and Disability Services Industry Award.
 - Clerks-Private Sector Award.
 - Other Awards and/or Pay Rates.
- Female staff
- male staff
- does your organisation offer a salary structure that is 'above award' to some or all of its operational staff?
- if you answered yes to Q13 how many your operational staff members (headcount) take up on a salary packaging option as part of their remuneration package?

- Does your organisation offer any other staff benefits on top of their base wages or salary to its operational staff? Please tick all that apply.
 - superannuation over the standard 9%
 - paid parental leave above Award
 - rostered day off
 - access to long service leave after 5 years of employment
 - additional annual leave above award
 - flexible working practices
 - other, please specify.
- Does your organisation offer a performance based incentives to operational staff?
- If you answered YES, can you please indicate the number of staff (headcount) eligible for these performance based incentives?
- What was the cost of performance based incentives for operational staff in financial year 2013-14?
- How many staff members does your organisation employ in the area of Housing Management?

Salary data - operational staff

Housing Services

- frontline level
- senior or managerial level with staff responsibilities
- managers of geographical areas or specific area of housing services.

Specialist Housing Services

- frontline level
- senior/managerial
- managers of specific area of specialist housing services.

Assets and Maintenance

- operational level
- senior level
- managers with responsibility for assets/maintenance of a geographical area.

Construction and Development

- frontline level
- senior level.

Administration

- frontline
- administration - senior/managerial.

Finance

- operational level
- senior level
- managerial level.

Human Resources

- frontline level
- managerial level.

Communications and Marketing

- frontline level
- senior level

Other

- please specify below.

Section 3: Senior staff excluding EO / CEO

How many of your senior management staff (headcount) are employed under the following industrial awards?

- Enterprise Agreement.
 - Social, Community Home Care and Disability Services Industry Award.
 - Clerks-Private Sector Award.
 - Individual Contract.
 - Others (Please specify).
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- Please indicate the number of senior management staff by gender:
 - How many your senior management staff members (headcount) take up on a salary packaging option as part of their remuneration package?

- Does your organisation offer any other staff benefits on top of their base wages or salary to senior management staff members? Please tick all that apply:
 - superannuation over the standard 9%
 - paid parental leave above Award
 - rostered day off.
 - access to long service leave after 5 years of employment
 - additional annual leave above award
 - flexible working practices
 - Other. Please specify
- Does your organisation offer a performance based incentives to senior management staff?
- Can you please indicate the number of senior management staff (headcount) eligible for these performance based incentives?
- What was the cost of performance based incentives for senior staff managers in 2013-14?

Salary - senior staff

- Housing Services.
- Operations.
- Assets; Assets & Development.
- Property Development (as separate from Assets).
- Finance.
- Shared Services/Business Support.
- Business Development.
- Other, please specify below.

Section 4 CEO or Executive Officer

What type of the industrial agreement is in place for the employment of CEO or EO?

- Enterprise Agreement.
- Individual contract.
- Social, Community Home Care and Disability Services Industry Award.
- Others (Please specify).

Please indicate the salary band that your organisation's CEO is remunerated at, excluding performance based incentives and salary packaging options:

- performance based bonus
- company car
- parking spot
- insurance
- (above award) superannuation
- other.

Section 5 Staff Recruitment and separation

- How many permanent staff members left your organisation in the financial year 2013-14?
- Please indicate the reason(s) for the turnover? (if known):
- Other. Please specify.

- How many permanent staff members has your organisation recruited in the financial year 2013-14?

For each of the new operational staff members who have started with your organisation in the financial year 2013-14, please indicate which industry they came from:

- State Housing Authority
- other government agencies
- real estate industry
- other private sector – small-medium enterprises
- other private sector – large corporate organisations
- other community housing association
- other community services organisations
- Interstate.

For each of the new senior management staff members who have started with your organisation in the financial year 2013-14, please indicate which industry they came from:

- State Housing Authority
- other government agencies
- real estate industry
- other private sector – small-medium enterprises

- other private sector – large corporate organisations
- other community housing association
- other community services organisations
- interstate

If your organisation has had a new CEO or EO during the financial year 2013-2014, please indicate which industry they came from.

Section 6 - Staff development

How many permanent and long term contract staff members (1+ year) in your organisation have completed the following qualifications, as a highest qualification gained:

- Year 12 or equivalent
- VET qualification (Certificate I -IV, Diploma, Advanced Diploma)
- tertiary education (undergraduate or postgraduate degree).
- How many staff members from your organisation are currently engaged in vocational education and training? (i.e. Certificate III, IV or Diploma qualifications).
- What is the total budget spent on staff development in the financial year 2013-14?

Board Remuneration

- What is the total number of board members allowed in your constitution?
- What was the total number of board members present on your board at 30th June 2014?
- At 30th June 2014, how many of your board members were female?
- At 30th June 2014, how many of your board members were male?
- Number of non-executive board members present on board at 30th June 2014
- What professional development opportunities or non-financial benefits do you offer to board members?
- Do you pay board members? Please note this does not include reimbursing expenses
If you do not currently pay board members are you considering paying them in the next 12 months?
- If you pay board members, is this payment performance based?
- If board payments are performance based, what is the maximum performance bonus, as a percentage of board member payments
- Was there an increase in board pay given to board members in the financial year 2013 /14?
- If yes, what was the average percentage increase received by board member in the financial year 2013/14?
- Chair Pay (p.a.) \$
- Vice Chair Pay (p.a.) \$

- Committee Chair Pay (p.a. - per Committee Chair) \$
- Board Member Pay (p.a. - per Board Member) \$
- Number of board members that identify as Aboriginal or Torres Strait Islander?
- Number of board members that are tenants/clients of your service?
- Are any members of your executive team sitting on your board?
- If yes, what are their job titles?
- Has remuneration increased success in board recruitment?
- Has remuneration increased overall board performance?
- Has remuneration increased individual board member commitment?