**Survey User Guide: Impact of the Equal Remuneration Order on 24/7 Services**

*Version 12/07/18*

Read this survey user guide in conjunction with the survey spreadsheet and confidentiality agreement. This user guide explains how to complete the survey spreadsheet. There are four worksheets in the spreadsheet.

Email julian@salaryone.com.au to register your interest to participate in the survey and consultation (register by 31 July 2018). Sign and return the confidentiality agreement (optional).

Submit the completed spreadsheet to Julian Keys, julian@salaryone.com.au by **5pm on Friday 17 August 2018.**

**Section A: Start here**

***A1 Enter contact details***

Reason – For SalaryOne to make enquiries about your survey data.

***A2 Enter organisation revenue for 2017/18 financial year***

Reason – To identify the proportion of State, Federal and other funding the organisation receives. If you don’t have actual revenue figures, enter an estimate or budgeted figures.

***A3 List of contracted services***

Reason – To list your services covered by the survey. To identify the employment cost ratio.
To assess metro vs regional variations.

* Enter up to three services, one per funding program - NAHA Youth Accommodation and Support Services; Homeless Accommodation and Support Services; and Family and DV Accommodation (NAHA).
* Select the program location from the dropdown list: Perth metropolitan, Gascoyne, Goldfields-Esperance, Great Southern, Kimberley, Mid-West, Peel, Pilbara, South West, Wheatbelt
* Enter the 2017/18 total budget amount for the service
* Enter the 2017/18 employment costs for the service – include salary and superannuation, do not include other employment on-costs.
* Enter the budgeted full time equivalent staffing for the services (e.g. 4.5 FTE)

***A4 What employment instrument do you use for employment contracts for these contracted services?***

Reason – The Federal and State Awards have different salary scales.

Select YES or NO for the 5 options. If you have a different arrangement, enter a comment on row A4.6. The options are:

* Social, Community, Home Care and Disability Services Award 2010, Fair Work Commission
* Social and Community Services (WA) Interim Award 2011, WA Industrial Relations Commission
* Crisis Assistance, Supported Housing Industry (WA) Interim Award 2011, WA Industrial Relations Commission
* Enterprise Agreement registered with Fair Work Commission
* Enterprise Agreement registered with WA Industrial Relations Commission

***A5 Do you apply the salary classification descriptions in the selected employment instrument?***

Reason – If you have an enterprise agreement, the salary classification descriptions may be different to the Award classification descriptions.

Select YES or NO from the dropdown list.

***A6 Employment variations***

Reason – You may have a 38 hour or a 37.5 hour week. You may pay 25% or 20% casual loading. You may pay different on-call rates.

For each question, select YES or NO from the dropdown list. If NO, enter comment

* Is full-time 38 hours a week?
* Is casual loading 25%?
* Is your on-call rate different to the Award rate?

**Section B: Salary Scale**

Reason – This is to see how your current salary scale compares with the Award ERO salary scales.

Copy and paste your salary/wages scale as at 30 June 2018, showing the base fortnightly (or weekly) and hourly rates by salary level.

**Section C: Rosters**

Reason – This is required to benchmark employment costs for different services.

For each contracted service, enter details for a full roster cycle or email a sample roster to SalaryOne. Do not show employee names. Do show the day of the week, shift start times and finish times, position title, shift type – active or sleepshift.

**Section D: Position Data**

Reason – SalaryOne will use this data to forecast future employment costs. If the hourly rates entered are below Award/ERO rates, SalaryOne will calculate back pay amounts.

Enter payroll details for contracted services for payroll periods commencing after 1 December 2017 and ending on or before 30 June 2018. That is, from the start of ERO instalment period 6 up to the Annual Wage Review increase commencing 1 July 2018.

* Enter details for each employee in rows 1 to 30. If you employ more than 30 employees in contracted services, then add more rows and copy the column settings.
* Enter the position title.
* Select the funded program from the dropdown list.
* Enter the salary level including the increment (e.g. Level 3.1 or 4.4)
* Select the employment type from the dropdown list: full-time, part-time or casual.
* Enter the average hours per fortnight worked by the employee, or the actual hours worked by the employee in the last pay in June 2018. Do not enter minimum contracted hours.
* Enter the employee’s hourly rate, including casual loading where applicable. Make sure you select the employment type so we can identify casual employees.
* Enter the gross amount paid to each employee for completed payroll periods between 1 December 2017 and 30 June 2018. Gross amount is defined as the sum of gross payments for normal hours, casual loading, penalty rates, allowances based on an hourly rate (e.g. higher duties) or award standard rate (e.g. first aid, on-call), leave payments and leave loading. Do not include allowances that are not based on an hourly rate (e.g. motor vehicle reimbursement). Do not include overtime or termination payments.

If you require assistance, please email Julian Keys, julian@salaryone.com.au.