

2019 New Zealand Salary Survey Preparation Checklist

The following checklist identifies the information you need to complete this Survey. We suggest you gather this information and have it on hand before doing the online Survey. The time required to complete the Survey depends on the number of positions for which you are providing data.

All questions about the Survey, please contact Enterprise Care on +61 3 8862 6315 or info@enterprisecare.com.au.

Organisation Profile and Selection of Functions and Levels

The first section of the Survey includes questions about your organisation along with the ability to select the Function and Level of the positions for which you will be providing salary information.

Organisation Profile Questions

All questions refer to the most recent financial year – 2018/2019:

- Total expenditure for your organisation
- Average number of employees
- Number of paid members of your organisation (if applicable)
- Geographic scope of your organisation
- Organisation's headquarters is located
- Classification that best describes your organisation

Functions and Levels

The selection of Function and Level is a two-part process.

Firstly, for all positions for which you are providing salary information, select the applicable Function. **Note:** At least 70% of the Function description should apply to the position concerned, regardless of the position title.

Then, you will be asked to select the position Level. The Functions you select will be displayed one at a time. The Level description should apply to the position concerned regardless of the position title.

Salary Information

Board Positions

We appreciate that many Board positions within the Not for Profit sector are voluntary. However, other payments may be made in relation to the position and should be included in your response.

The positions included are:

- Board Chairperson
- Board Committee Chairperson and Non Executive Director
- Non Executive Director

Requested Information:

- Current salary, including payments to KiwiSaver
- Car allowance
- Insurance payments
- Professional Development
- Any other benefits
- Number of years as a Director
- The standard term of office
- Average monthly time commitment
- How many others Boards the Director sits on
- Gender

Chief Executive Officer

Requested Information:

- Current base salary, including payments to KiwiSaver
- Bonus or incentive payments over/above base salary
- Car payments
- Insurance payments
- Professional Development
- Any other benefits
- Salary review, how often
- Percentage increase in total salary
- Who determines the increase
- Written employment contract/letter of agreement
- Number of years in current position
- Number of years with the organisation
- Gender

All Other Positions

All other positions are divided into four (4) levels

1. General Manager/Senior Executive
2. Manager
3. Officer
4. Assistant

Requested information:

- Current base salary including payments to KiwiSaver
- Bonus or incentive payments over/above base salary
- All other benefits
- Percentage increase in total salary
- How many direct reports
- Number of years in current position
- Number of years with the organisation
- Gender