

**STEWART BROWN BUSINESS SOLUTIONS  
AGED CARE EXECUTIVE REMUNERATION REVIEW – 2012  
REGISTRATION FORM**

**Terms and Conditions of Participation in the Stewart Brown Business Solutions Aged Care Executive Remuneration Review**

The terms and conditions of participating in this Review cover the following matters:

1. Role and responsibility of Stewart Brown Business Solutions
2. Role and responsibility of participating organisations/facilities
3. Data collection methods
4. Details of data to be collected
5. Reports to be produced and method of distribution
6. Privacy policy
7. Confidentiality of information
8. Copyright matters
9. Quality assurance

**1. Role and Responsibility of Stewart Brown Business Solutions**

As the provider of the Aged Care Executive Remuneration Review service, Stewart Brown Business Solutions Pty Limited will:

- (a) Provide all participants with data collection aids in an electronic format;
- (b) Continue to develop the service to meet the needs of participants;
- (c) Provide guidelines to all participants to ensure they are able to complete data collection forms;
- (d) Provide a report on the Review results including a general analysis of results across all organisations by job family, and a specific report for each organisation;
- (e) Provide reports in an electronic format;
- (f) Have in place procedures to ensure, as much as possible, that the data provided by the participants is consistent with the guidelines given to participants;

- (g) Distribute reports in accordance with the Review Timetable;
- (h) Ensure the privacy and confidentiality of the information provided by participants.
- (i) Utilise Realise Performance Pty Ltd in the design and conduct of the Review.

**2. Role and Responsibilities of Participants**

Organisations participating in the Aged Care Executive Remuneration Review will:

- (a) Provide the data to Stewart Brown Business Solutions in the format set out in the data collection work-book and by the deadline as set out in the Review Timetable provided to participants;
- (b) Enter the data into the data collection forms using the definitions outlined in data collection work-book provided; and
- (c) Respect and abide by the privacy and copyright standards set out in these Terms and Conditions in relation to all materials and reports provided to participants as part of the Review process.

**3. Data Collection Methods**

Stewart Brown Business Solutions will provide each participant with a data collection workbook consisting of an Excel spreadsheet and attachments that will contain, among other things, the following:

- (a) Line item definitions for each item included in the Review in the same format as the data collection forms; and
- (b) Descriptions for each job family being surveyed.

We will accept electronic files containing the data in the correct format by way of e-mail.

**4. Data to be Collected**

The Review will collect details of remuneration packages paid to executives of aged care facilities.

Details of the individual line items for which data is collected and the definitions of each of these line items are included in the data collection workbook provided to participants.

All data collected will be on an annual basis.

**5. Reports to be Produced and Method of Distribution**

Participants will be issued with a report detailing the Review results for each job family being surveyed, as well as a specific report with their own data. There will also be some general analysis of movements in salaries and make-up of remuneration packages.

- Reports will be delivered in a PDF format by e-mail addressed to the e-mail address provided by the participant.

**6. Privacy Policy**

Stewart Brown Business Solutions will be collecting salary data from organisations with the purpose of providing benchmarks and other summary reports to participants and industry bodies. We will not be collecting personal information, but rather corporate data and as such we are not bound by the National Privacy Principles or the Privacy Act 1998. We will however still be abiding by these National Privacy Principles with respect to the data and other information collected, as we are committed to ensuring the highest level of privacy over the information collected. In accordance with these principles:

- (a) No report received by a participant will identify other participants by name. In general all comparative

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information will be in aggregate format, that is, it will be an average of a number of other participating organisations.

- (b) Any information provided to third parties such as industry groups will only be in aggregate format and can only be used for the purpose of policy development or lobbying Government agencies.
- (c) Only data and other information necessary to produce the Review will be collected from participants
- (d) All information collected will be stored in a secure manner

**7. Confidentiality of Information**

Stewart, Brown Business Solutions, Realise Performance and all participants will abide by the following with respect to confidentiality of information collected or produced as part of the Review:

- (a) For training and marketing purposes, Stewart Brown Business Solutions has the right to publish data resulting from the Review as examples of the benchmarking process however such examples will not identify any of the participating organisations.
- (b) All data and material provided by participants shall be kept confidential by Stewart, Brown Business Solutions and Realise Performance at all times.
- (c) Any material provided to third parties such as industry groups under contract to any such group will not identify any individual participant.
- (d) Any report or material provided to participants as part of the Review process will be kept confidential by the participant.

**8. Copyright Issues**

Unauthorised copying of any material or report produced by Stewart Brown Business Solutions as part of the Review process is not permitted. Copying and distribution of such material will only be permitted after receiving the express written permission of Stewart Brown Business Solutions.

The materials and reports deemed to be included in the Review process includes, but is not limited to:

- Data collection work-book
- Promotional material
- Line item definitions
- Annual Review report
- Data collection forms

Participants can copy the annual Review report for internal distribution to management and Directors as long as the recipients are made aware of the privacy, confidentiality and copyright provisions of these terms and conditions and they agree to abide by them.

**9. Quality Assurance**

All parties to this Review process should be committed to the quality of information provided and the continuous improvement of the service. To this end:

- (a) Stewart Brown Business Solutions and Realise Performance will ensure that procedures are in place to safeguard the integrity of the information produced in the Review process.
- (b) Stewart Brown Business Solutions will continue to provide means of receiving feedback from participants in the Review and will endeavour to act upon that feedback where considered practicable and useful to participants as a whole.
- (c) Participants should endeavour at all times to safeguard the integrity of

information provided by following the definitions for data entry set out in the data collection work-book.

Stewart Brown Business Solutions will continue to work with participants to develop the service through feedback and discussion.