



PEOPLE MATTER SURVEY 2017

The People Matter Survey is an opportunity for you to provide honest and open feedback about your working environment.

Your feedback counts. Your response will help shape important decisions in your organisation and the Victorian public sector. The survey should take around 20 to 30 minutes to complete.

Your Anonymity

Your anonymity is a priority for the Victorian Public Sector Commission (VPSC). Responses from individual employees are kept confidential and strict rules are in place to safeguard this at every stage of the survey process.

VPSC understands that in order for you to participate in the survey, you must first feel confident that your responses will be kept anonymous.

How We Protect Your Anonymity

There are several ways your anonymity is protected:

- The VPSC only receives de-identified data from ORIMA Research (an independent research organisation engaged to collect and process responses on its behalf). Your name, email and computer IP address cannot be collected or tracked by either the VPSC or your organisation. Your responses cannot be traced back to you.
- Individual survey responses will not be provided to your organisation.
- To further protect your anonymity, our reports only show summarised results for groups with 10 or more survey responses. For example, if your workgroup has fewer than 10 responses from females, the report will not show the summarised views and opinions of this small group to avoid the potential of identification.
- You have the opportunity to write comments at the end of the survey. These free text comments will be supplied to your organisation via a separate report and not broken down by division, branch and unit. Please take care not to include any words that may identify you in this section.

How We Use Your Survey Responses

The VPSC is committed to responsible privacy practices and is subject to the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

The VPSC produces a suite of reports for your organisation that contain aggregated and summarised results.

Your organisation's results will be benchmarked against other organisations.

Survey data may be used by the VPSC and research partners, including public service departments and contracted service providers, to undertake research to benefit the public sector. The provision of any data to research partners, public service departments, or other parties, will be in accordance with the above mentioned Acts. To ensure compliance with legislative requirements, the VPSC will only conduct analysis or release data where the identity of individuals is protected and cannot be reasonably ascertained.

Survey Definitions

Please use the following definitions when completing the survey questions.

- Senior managers:** the most senior group of managers in your organisation (i.e. the CEO and the people who report directly to them).
- Manager:** the person in your workgroup, project or team to whom you report on a daily basis. If you work for more than one team/work unit, please think of the manager with whom you work most frequently.
- Workgroup:** the immediate workgroup, work unit, project or team where you spend the largest proportion of your time at work.
- Organisation:** the organisation in which you are employed (e.g. Department, Agency, Authority, Hospital, TAFE).
- Client(s):** the person(s) you provide advice or service to (internal or external to your organisation).

Questions?

If you have any questions about this survey, please contact the People Matter Survey Hotline ☎ 1800 654 585

THANK YOU FOR YOUR ASSISTANCE

Part 1 – Promotion of organisational policies and processes

In the last 12 months, have you seen or heard any communication/ information from your organisation about the following (if you think that your organisation does not have particular processes or policies, please select N/A (not applicable)):

1.	Yes	No	N/A
a. The Code of Conduct for Victorian public sector employees	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	
b. The Public Sector Values	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	
c. My organisation's values (if different from the public sector values)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
d. My organisation's processes for reporting improper employee conduct	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
e. My organisation's processes in place to support <i>the Protected Disclosures Act (2012)</i>	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
f. My organisation's policy regarding the giving and receiving of gifts or benefits	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
g. My organisation's policies and procedures to assist employees avoid conflicts of interest	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
h. The Charter of Human Rights and Responsibilities	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	

Part 2 – Workplace behaviours

This section asks a number of questions about the Public Sector Values and the Employment Principles and how they are demonstrated across your organisation, by senior leaders, by your manager, in your workgroup and in relation to your job.

The **values** as outlined in Section 7 of the Public Administration Act 2004 are:

- Responsiveness • Integrity • Impartiality • Accountability • Respect • Leadership • Human Rights

The **employment principles** as outlined in Section 8 of the Public Administration Act 2004 are:

- Merit • Fair & Reasonable Treatment • Avenues of Redress • Equal Employment Opportunity • Human Rights
- Career Public Service (public service only)

Please read each statement and indicate the extent to which you agree or disagree, based upon what you have experienced or observed in your organisation **in the last 12 months**.

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
2. You and your job						
a. I believe the work that I do is important	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
b. I enjoy the work in my current job	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
c. I get a sense of accomplishment from my work	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
d. My job allows me to utilise my skills, knowledge and abilities	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
e. My job gives me the opportunity to work on the tasks I do best	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
f. I receive adequate recognition for my contributions and accomplishments	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
g. I have the authority to do my job effectively (e.g. the necessary delegation(s), autonomy, level of responsibility)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
h. I have a clear understanding of how my own job contributes to my workgroup's role	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
i. I clearly understand what I am expected to do in this job	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
j. My work performance is assessed against clear criteria	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
k. In my organisation, there are opportunities for me to develop my skills and knowledge	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
l. I understand how the <i>Charter of Human Rights and Responsibilities</i> applies to my work	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
m. I understand how the <i>Charter of Human Rights and Responsibilities</i> affects me as an employee	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
3. Your workgroup						
a. My workgroup strives to achieve client satisfaction	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
b. In my workgroup, work is undertaken using best practice approaches	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
c. People in my workgroup are honest, open and transparent in their dealings	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
d. People in my workgroup demonstrate objectivity in decision-making	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
e. My workgroup always tries to improve its performance	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
f. I have a clear understanding of how my workgroup's role contributes to my organisation's stated outcomes	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
g. People in my workgroup use their time and resources efficiently	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
h. People in my workgroup treat each other with respect	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
i. In my workgroup, human rights are valued	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
4. Your manager						
a. My manager is committed to ensuring clients receive a high standard of service	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
b. My manager listens to what I have to say	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
c. My manager involves me in decisions about my work	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
d. My manager keeps me informed about what's going on	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
e. My manager demonstrates objectivity in decision-making	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
f. My manager sees avoiding conflicts of interest as being important	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
g. I would be confident in approaching my manager to discuss concerns and grievances	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
h. My manager encourages behaviours that are consistent with the public sector values	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
i. My manager treats employees with dignity and respect	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
5. Senior managers						
a. Senior managers provide clear strategy and direction	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
b. Senior managers model the public sector values	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
c. In times of change, senior managers provide sufficient information about the purpose of the change	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
d. Communications about change from senior managers are timely	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
6. Your organisation						
a. My organisation provides high quality services to the Victorian community	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
b. In my organisation, earning and sustaining a high level of public trust is seen as important	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
c. In my organisation, behaviour consistent with the public sector values is acknowledged	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
d. In my organisation, employees are recruited on the basis of merit	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
e. My organisation encourages employees to act in ways that are consistent with human rights	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
f. People recruited to my organisation seem to have the right skills for the job	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree	Don't know
g. In my organisation, avoiding conflict of interest is seen as important	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
h. In my organisation, behaving impartially is seen as important	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
i. In my organisation, engaging in improper conduct is not tolerated	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
j. Bullying* is not tolerated in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
k. In my organisation, there are clear procedures and processes for resolving grievances	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
<p><i>*Workplace bullying is repeated, unreasonable behaviour directed to an employee or a group of employees that creates a risk to health and safety. Types of behaviour that could be considered bullying include: verbal abuse, excluding or isolating employees, psychological harassment, intimidation, assigning meaningless tasks unrelated to the job, giving employees impossible assignments, deliberately changing work rosters to inconvenience particular employees, deliberately withholding information that is vital to effective work performance. Bullying should not be confused with legitimate feedback given to staff (including negative comments) on their work performance or work-related behaviour; or other legitimate management decisions and actions undertaken in a reasonable and respectful way.</i></p>						
l. Equal Employment Opportunity is provided in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
m. Gender identity is not a barrier to success in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
n. Disability is not a barrier to success in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
o. Age is not a barrier to success in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
p. Cultural background is not a barrier to success in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
q. Sexual orientation is not a barrier to success in my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
r. My organisation is committed to creating a diverse workforce (e.g. age, sex, gender, disability, cultural background)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	<input type="checkbox"/> ₆
s. I am confident that if I lodge a grievance in my organisation, it would be investigated in a thorough and objective manner	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
t. I am confident that I would be protected from reprisal for reporting improper conduct	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	
u. I rarely think about leaving this organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅	

Part 3 –Engagement and Job Satisfaction

Please read each statement and indicate the extent of your agreement/ satisfaction based upon what you have experienced or observed in your organisation **in the last 12 months**.

	Strongly Disagree	Disagree	Neither agree nor Disagree	Agree	Strongly Agree
7. Engagement					
a. I would recommend my organisation as a good place to work	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
b. I am proud to tell others I work for my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
c. I feel a strong personal attachment to my organisation	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
d. My organisation motivates me to help achieve its objectives	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
e. My organisation inspires me to do the best in my job	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅

Please indicate your level of satisfaction with the following aspects of your current job:

	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
8. Satisfaction					
a. Frequency of feedback provided	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
b. Level of autonomy in my job	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
c. Chance to be creative/ innovative	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
d. Considering everything, how satisfied are you with your current job?	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
e. Considering everything, how would you rate your overall satisfaction with your organisation as an employer?	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅

Part 4: Your experiences

Please indicate which of the following you have experienced within your organisation in the last 12 months.

9. Feedback	Yes	No
a. I have received formal feedback* on individual performance	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
b. I have received informal feedback** on individual performance	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂

* Formal feedback generally refers to documented feedback such as an annual performance review or a formal coaching session.

** Informal feedback refers to conversations about your day to day work performance.

10. During the last 12 months have you personally experienced discrimination* in your workplace?

If Yes, please select which attributes you were discriminated for:

[Note that this list is based on the whole list of attributes listed in the Victorian Equal Opportunity Act 2010]

- ₁ Yes
- ₁ age
- ₂ breastfeeding
- ₃ employment activity (treated unfavourably because you made a reasonable request for information about your employment entitlements, or for communicating concerns about the provision of these entitlements)
- ₄ expunged homosexual conviction
- ₅ gender identity
- ₆ disability
- ₇ industrial activity
- ₈ lawful sexual activity
- ₉ marital status
- ₁₀ parental status or status as a carer
- ₁₁ physical features
- ₁₂ political belief or activity
- ₁₃ pregnancy
- ₁₄ race
- ₁₅ religious belief or activity
- ₁₆ sex
- ₁₇ sexual orientation
- ₁₈ personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- ₂ No (Go to Q.12)
- ₃ Not sure (Go to Q.12)

*Discrimination is when a person treats, or proposes to treat, a person unfavourably because of the attributes listed in 'Yes' above.

11. What type of discrimination did you experience? (Tick all that apply)

1. Pay or conditions offered by employer	<input type="checkbox"/> ₁
2. Opportunities for promotion	<input type="checkbox"/> ₂
3. Opportunities for transfer/secondment	<input type="checkbox"/> ₃
4. Opportunities for training	<input type="checkbox"/> ₄
5. Employment security – threats of dismissal or termination	<input type="checkbox"/> ₅
6. Access to leave	<input type="checkbox"/> ₆
7. Other detriment	<input type="checkbox"/> ₇

12. Please indicate if in your current organisation you have:

a. Personally experienced bullying* (where bullying is persistent and repeated negative behaviour directed at an employee/s that creates a risk to health and safety) at work in the last 12 months ₁ Yes – but I am **not** currently experiencing this behaviour

₂ Yes – and I am currently experiencing this behaviour

₃ No (Go to Part 5) ₄ Not sure (Go to Part 5)

**Workplace bullying is repeated, unreasonable behaviour directed to an employee or a group of employees that creates a risk to health and safety. Types of behaviour that could be considered bullying include: verbal abuse, excluding or isolating employees, psychological harassment, intimidation, assigning meaningless tasks unrelated to the job, giving employees impossible assignments, deliberately changing work rosters to inconvenience particular employees, deliberately withholding information that is vital to effective work performance. Bullying should not be confused with legitimate feedback given to staff (including negative comments) on their work performance or work-related behaviour; or other legitimate management decisions and actions undertaken in a reasonable and respectful way.*

b. Have you submitted a formal complaint regarding the bullying incident you personally experienced? ₁ Yes ₂ No (Go to Part 5)

c. Were you satisfied with the way your formal complaint was handled? ₁ Yes ₂ No ₃ Don't Know

PART 5 – Comments

Have you any comments or feedback to add?

There are two comments sections available – one about your organisation and one about the survey.

13. Is there something else you would like to share with your organisation?

These comments will be shared with your organisation in their original form and with no indication as to who has submitted the comment. Please be polite, considered and constructive in your comments. Don't disclose personal information or identify individuals in your comments.

14. Is there some feedback about the survey content, structure or questions that you wish to share with the Victorian Public Sector Commission?

These comments, with no indication as to who has submitted the comment, will be provided to the Victorian Public Sector Commission.

PART 6 – Information about you

This section asks a number of questions about you. The questions are about your personal characteristics (such as age and gender) and your work status (such as working hours and whether you are a manager or not).

These questions are included so that we can assess how well the characteristics of the people who respond to the survey match the profile of the workforce. They also assist the VPSC to analyse the high level trends and to understand and improve workplace experiences of diverse groups of people within the Victorian public sector.

We encourage you to complete this section. All public sector organisations have an obligation to provide a respectful, inclusive and safe working environment for all employees.

Your anonymity will be protected. Only aggregated responses are provided to your organisation and no reports are provided if the number of responses is too low to protect your anonymity.

Please note that you must provide a response to progress to the next question and submit your survey. You can use the “**prefer not to say**” option if you do not want to provide the information being asked for.

About you

1. Sex/Gender

- ₁ Female ₂ Male ₃ Transgender or gender diverse ₄ Intersex ₅ Prefer not to say

2. What is your age?

- ₁ 15-24 years
₂ 25-34 years
₃ 35-44 years
₄ 45-54 years
₅ 55-64 years
₆ 65+ years

3. In which country were you born?

- ₁ Born in Australia (*Go to Q.4*)
₂ Born overseas in a main English speaking country (these countries are: New Zealand, United Kingdom, Ireland, Canada, United States of America and South Africa) (*Go to Q.4*)
₃ Born overseas in other country

3(a) in which country were you born

- ₁ India
₂ China
₃ Italy
₄ Vietnam
₅ Greece
₆ Sri Lanka
₇ Malaysia
₈ Philippines
₉ Other (please specify _____)

4. Do you speak a language other than English at home?

- ₁ Yes ₂ No

-
5. Are you of Aboriginal and/or Torres Strait Islander origin?
(A person of Aboriginal and/or Torres Strait Islander descent identifies as such and is accepted as such by the community with which he or she is associated.)
- ₁ Yes ₂ No ₃ Prefer not to say
-

6. Do you have any sort of disability that restricts you in performing everyday activities and which is long-term (lasting six months or more)?
- ₁ Yes ₂ No

(For example, if you have a loss of sight that makes it difficult to read ordinary newsprint, even when wearing corrective lenses; or a loss of hearing not corrected even when wearing hearing aids; or mobility problems; or chronic or recurring pain; or any other physical, intellectual, psychiatric or psychological disability)

7. Please select the term that best describes your sexual orientation
- ₁ Heterosexual/Opposite or Other sex attracted
₂ Same Sex Attracted, identify as female
₃ Same Sex Attracted, identify as Male
₄ Bisexual
₅ Prefer not to say
-

8. What is the highest level of formal education you have completed?
(Tick one box only)
- ₁ Doctoral Degree level
₂ Master Degree level
₃ Graduate Diploma or Graduate Certificate level
₄ Bachelor Degree level including honours degrees
₅ Advanced Diploma or Diploma level
₆ Certificate level, including trade
₇ Year 12 or equivalent (VCE/Leaving certificate)
₈ Less than year 12 or equivalent

About your work

9. Where is your workplace located?
(If you work in more than one location, select the primary or 'base' location)
- ₁ Melbourne CBD
₂ Melbourne: Suburbs
₃ Large regional city (population greater than 20,000)
[If tick 3 – drop down list of top ten (Ballarat, Bendigo, Geelong, Horsham, Latrobe (incorporates Traralgon, Morwell, Churchill, Moe), Mildura, Shepparton, Wangaratta, Warrnambool, Wodonga)]
₄ Other city or town (population fewer than 20,000)
₅ Outside Victoria
- 9 (a) *If selected 3 above*
- | | |
|--|---|
| <input type="checkbox"/> ₁ Ballarat | <input type="checkbox"/> ₆ Mildura |
| <input type="checkbox"/> ₂ Bendigo | <input type="checkbox"/> ₇ Shepparton |
| <input type="checkbox"/> ₃ Geelong | <input type="checkbox"/> ₈ Wangaratta |
| <input type="checkbox"/> ₄ Horsham | <input type="checkbox"/> ₉ Warrnambool |
| <input type="checkbox"/> ₅ Latrobe | <input type="checkbox"/> ₁₀ Wodonga |
- (incorporates Traralgon, Morwell, Churchill, Moe)*
-

10. Do you work full-time or part-time?
(Full time refers to employees usually working 35 hours or more per week)
- ₁ Full-time ₂ Part-time

11. What is your current employment status? ₁ Ongoing ₄ Sessional *(Go to Q.13)*
₂ Fixed Term ₅ Executive contract
₃ Casual *(Go to Q.13)* ₆ Don't know

12. What is your gross annual salary (non-executive) or total annual remuneration package (executive)?
(Convert to full time equivalent if part time or on a 48/52 type arrangement)

<input type="checkbox"/> ₁ Less than \$35,000	<input type="checkbox"/> ₇ \$85,000- \$94,999
<input type="checkbox"/> ₂ \$35,000 - \$44,999	<input type="checkbox"/> ₈ \$95,000- \$104,999
<input type="checkbox"/> ₃ \$45,000 - \$54,999	<input type="checkbox"/> ₉ \$105,000- \$114,999
<input type="checkbox"/> ₄ \$55,000 - \$64,999	<input type="checkbox"/> ₁₀ \$115,000- \$124,999
<input type="checkbox"/> ₅ \$65,000 - \$74,999	<input type="checkbox"/> ₁₁ \$125,000- \$134,999
<input type="checkbox"/> ₆ \$75,000- \$84,999	<input type="checkbox"/> ₁₂ \$135,000+

13. Are you the manager of one or more employees? ₁ Yes ₂ No *(Go to Q15)*

14. Do you manage other managers? ₁ Yes ₂ No

15. How many years have you been employed in your current organisation?
(including under different organisation names or administrative arrangements) Number of years: _____
(If less than 1 year, please enter 0)

16. Which of the following best describes the business unit in which you work?
(Tick one box only)

- ₁ Assets – typically includes engineers & technical officers working on planning & development, building / construction & life cycle / maintenance programmes of the corporation's assets;
- ₂ Corporate – typically includes professional, managerial & administrative personnel in executive management, human resources, marketing & communications, finance, strategic purchasing, information technology, records management, risk management & OHS;
- ₃ Operations – typically includes scientists / technicians & operators working on systems maintenance & treatment of water & sewerage, tradesperson such as maintenance fitter & turners & electricians;
- ₄ Sustainability – typically includes engineers / scientists / technicians working on environmental management, recycled water, biodiversity, integrated management systems, energy efficiency, and green office strategy;
- ₅ Customer Service – typically includes administrative personnel working in customer service & call centres;

Thank you for your assistance.