



SAMPLE  
COMMENTS REPORT

PEOPLE MATTER SURVEY  
2016

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ORGANISATION

VPSC

Victorian Public Sector Commission

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**Report purpose:** To provide CEOs and Human Resource Directors of organisations with a copy of all free text comments for their organisation.

**Free text comments purpose:** The free text responses in the People Matter Survey (the Survey) are collected to provide respondents with an opportunity to elaborate and expand upon answers given to the multiple-choice questions in the Survey as well as comment on any other aspects of working for the organisation that may not have been covered in the Survey. This qualitative data needs to be handled with care, consistent with the advice below.

## Important issues to note and consider when reading and acting upon this report

### Handling of personal, sensitive and health information

Although respondents were asked not to provide information which could identify themselves or a third party, the free text comments may nevertheless contain 'personal information' and 'sensitive information' as defined under the Privacy and Data Protection Act 2014 and/or 'health information' under the Health Records Act 2001. The information should be reviewed to identify any personal, sensitive or health information and such information should be used, disclosed and stored in accordance with the Privacy and Data Protection Act 2014 and Health Records Act 2001.

### Nature of the information

The free text comments have not been reviewed or investigated by the Victorian Public Service Commission (VPSC) and the VPSC has made no findings about the comments. The comments should be treated as first instance complaints according to the organisation's complaints handling processes, including affording natural justice to any third parties against whom allegations are made in the comments. In particular, the free text comments should be reviewed to ascertain whether any allegations of corrupt conduct have been made and consideration given to whether the comments should be disclosed to the Independent Broad-based Anti-corruption Commission (IBAC).

### Derogatory language and expletives

Although it is expected that respondents will complete the Survey in a professional manner, the VPSC cannot rule out the possibility that the free text comments may contain derogatory or offensive language or expletives.

### Report criteria:

Respondents from your organisation have provided a free text response to the question "Is there something else you would like to share with your organisation"

Each respondent's comments are presented as one box/cell in the report.

The total number of comments presented is provided at the top of page 3.

## Comments

Received x comments for the question: "Is there something else you would like to share with your organisation?" (4,000 character limit)

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