

PEOPLE MATTER SURVEY

CORE SURVEY (WATER SECTOR ONLY)

This survey is an opportunity for you to provide honest and open feedback about your working environment.

Your feedback counts, as the survey helps shape important decisions in your organisation and the Victorian public sector.

The survey should take 10 to 20 minutes to complete.

How we use your survey responses

The Victorian Public Sector Commission (VPSC) will provide your organisation with a suite of reports that contain aggregated and summarised results. These results will be benchmarked against other organisations and previous years to help your organisation identify trends and issues.

The survey data is also used by the VPSC and research partners, including public service agencies and contracted service providers, to undertake research to benefit the public sector. When working with research partners, the VPSC will only release data where the identity of individuals is protected and cannot be reasonably ascertained.

Your anonymity

Your anonymity is a priority for the VPSC. Responses from individual employees are kept confidential and strict rules are in place to safeguard this.

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).
- Individual survey responses are not provided to your organisation.
- Our reports only show summarised results for groups with 10 or more survey responses. For example, if your organisation has fewer than 10 responses from females, the reports will not show the summarised views and opinions of this small group to avoid the potential of identification.

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*.

Please also be aware that all written comments are provided to your organisation (separate from any other survey responses), therefore, if you decide to provide written comments, do not include any words that may identify you.

Survey definitions

Please use the following definitions when completing the survey.

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.

Client(s): the person(s) you provide advice or service to (internal or external to your organisation).

Questions?

If you have any questions, please contact our hotline

☎ 1800 654 585

peoplesmatter@orima.com

Part 1 – Workplace behaviours

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**.

| 1. You and your job | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| a. 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 |
| b. 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 |
| c. 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 |
| d. 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 |
| e. 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 |
| f. 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 |
| g. 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 |
| h. I understand how the Charter of Human Rights and Responsibilities applies to my work | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ | <input type="checkbox"/> ₃ | <input type="checkbox"/> ₄ | <input type="checkbox"/> ₅ |

| 2. Your workgroup | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | Don't Know |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 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. 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 |
| c. 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 |
| d. 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 |
| e. 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 |
| f. 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 |
| g. 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 |

| 3. Your manager | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | Don't Know |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 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 | |

| 4. Senior managers | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | Don't Know |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 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 |

| 5. Your organisation | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | Don't Know |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| a. 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 |
| b. 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 |
| c. 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 |
| d. 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 |

| 5. Your organisation | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | Don't Know |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| e. 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 |
| *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. | | | | | | |
| f. 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 |
| g. 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 |
| h. 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 |
| i. 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 |
| j. 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 |
| k. 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 | |
| l. 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 | |

Part 2 – Engagement and Job Satisfaction

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

| 1. Engagement | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 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 |

| 2. Satisfaction | Very Dissatisfied | Dissatisfied | Neither Satisfied nor Dissatisfied | Satisfied | Very Satisfied |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| a. 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 |

Part 3 – Your experiences

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

| 1. Code of conduct | Yes | No |
|---|---------------------------------------|---------------------------------------|
| <p>a. In the last 12 months, have you seen or heard any communication/information from your organisation about the Code of Conduct for Victorian public sector employees?</p> | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

| 2. Feedback | Yes | No |
|---|---------------------------------------|---------------------------------------|
| <p>a. I have received formal feedback* on individual performance</p> <p><small>* Formal feedback generally refers to documented feedback such as an annual performance review or a formal coaching session.</small></p> | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| <p>b. I have received informal feedback** on individual performance</p> <p><small>** Informal feedback refers to conversations about your day to day work performance.</small></p> | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

| 3. Discrimination | | |
|--|--|--|
| <p>a. During the last 12 months have you personally experienced discrimination* in your workplace?</p> <p><small>*Discrimination is when a person treats, or proposes to treat, a person unfavourably because of the attributes listed in 'Yes' below.</small></p> | <input type="checkbox"/> ₁ Yes | <input type="checkbox"/> ₂ No <small>(Go to Q.4)</small> |
| <p>b. If Yes, please select which attributes you were discriminated for:</p> <p>[Note that this list is based on the whole list of attributes listed in the Victorian Equal Opportunity Act 2010]</p> <p>(Select all that apply)</p> | <input type="checkbox"/> ₁ Age <input type="checkbox"/> ₂ Breastfeeding <input type="checkbox"/> ₃ Employment activity <small>(treated unfavourably because you made a reasonable request for information about your employment entitlements, or for communicating concerns about the provision of these entitlements)</small> <input type="checkbox"/> ₄ Expunged homosexual conviction <input type="checkbox"/> ₅ Gender identity <input type="checkbox"/> ₆ Disability <input type="checkbox"/> ₇ Industrial activity <input type="checkbox"/> ₈ Lawful sexual activity | <input type="checkbox"/> ₉ Marital status <input type="checkbox"/> ₁₀ Parental status or status as a carer <input type="checkbox"/> ₁₁ Physical features <input type="checkbox"/> ₁₂ Political belief or activity <input type="checkbox"/> ₁₃ Pregnancy <input type="checkbox"/> ₁₄ Race <input type="checkbox"/> ₁₅ Religious belief or activity <input type="checkbox"/> ₁₆ Sex <input type="checkbox"/> ₁₇ Sexual orientation <input type="checkbox"/> ₁₈ Personal association <small>(whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.</small> |

3. Discrimination

c. What type of discrimination did you experience?

(Select all that apply)

- ₁ Pay or conditions offered by employer
- ₂ Opportunities for promotion
- ₃ Opportunities for transfer/ secondment
- ₄ Opportunities for training
- ₅ Employment security – threats of dismissal or termination
- ₆ Access to leave
- ₇ Other detriment

4. Bullying

a. Please indicate if in your current organisation you have personally experienced bullying* at work in the last 12 months?

*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.

- ₁ Yes – but I am **not** currently experiencing this behaviour
- ₂ Yes – and I am currently experiencing this behaviour
- ₃ No (Go to Part 4)
- ₄ Not sure (Go to Part 4)

b. Have you submitted a formal complaint regarding the bullying incident you personally experienced?

- ₁ Yes
- ₂ No (Go to Part 4)

c. Were you satisfied with the way your formal complaint was handled?

- ₁ Yes
- ₂ No
- ₃ Don't know

Part 4 – Comments

Have you any comments or feedback to add?

| 1. Comments | |
|--|---------------------|
| <p>a. Is there something else you would like to share with your organisation?</p> <p>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.</p> | [FREE TEXT FIELD] |
| <p>b. Is there some feedback about the survey content, structure or questions that you wish to share with the Victorian Public Sector Commission?</p> <p>These comments, with no indication as to who has submitted the comment, will be provided to the Victorian Public Sector Commission.</p> | [FREE TEXT FIELD] |

Part 5 – Information about you

This section asks a number of questions about you to:

- understand and improve workplace experiences of diverse groups of people
- assess how well the survey sample matches the profile of the workforce.

Your anonymity will be protected. We do not provide individual responses to employers. Reports that provide aggregated responses are not provided if the number of responses is too low to protect your anonymity.

| 1. About you | |
|--------------|--|
| a. Gender | <input type="checkbox"/> ₁ Woman <input type="checkbox"/> ₂ Man <input type="checkbox"/> ₃ Self-described (please specify _____ [description is optional]) <input type="checkbox"/> ₄ Prefer not to say |
| b. Age | <input type="checkbox"/> ₁ 15-24 years <input type="checkbox"/> ₂ 25-34 years <input type="checkbox"/> ₃ 35-44 years <input type="checkbox"/> ₄ 45-54 years <input type="checkbox"/> ₅ 55-64 years <input type="checkbox"/> ₆ 65+ years |

1. About you

| | |
|--|--|
| <p>c. In which country were you born?</p> | <p><input type="checkbox"/>₁ Born in Australia (Go to Q.1e)</p> <p><input type="checkbox"/>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.1e)</p> <p><input type="checkbox"/>₃ Born overseas in other country</p> |
| <p>d. In which country were you born?</p> | <p><input type="checkbox"/>₁ India</p> <p><input type="checkbox"/>₂ China</p> <p><input type="checkbox"/>₃ Italy</p> <p><input type="checkbox"/>₄ Vietnam</p> <p><input type="checkbox"/>₅ Greece</p> <p><input type="checkbox"/>₆ Sri Lanka</p> <p><input type="checkbox"/>₇ Malaysia</p> <p><input type="checkbox"/>₈ Philippines</p> <p><input type="checkbox"/>₉ Other (please specify _____)</p> |
| <p>e. Do you speak a language other than English at home?</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No</p> |
| <p>f. Are you of Aboriginal and/or Torres Strait Islander origin?</p> <p>(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.)</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No</p> <p><input type="checkbox"/>₃ Prefer not to say</p> |
| <p>g. Are you a person with disability?</p> <p>Disability includes long-term (lasting 6 months or more) physical, mental health, intellectual, neurological or sensory impairments which, in interaction with various attitudinal and environmental barriers, may hinder full and effective participation in society on an equal basis with others</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No (Go to Q.1m)</p> <p><input type="checkbox"/>₃ Prefer not to say (Go to Q.1m)</p> |
| <p>h. Have you identified as a person with disability within your organisation e.g. to your manager or to human resources staff</p> | <p><input type="checkbox"/>₁ Yes (Go to Q.1j)</p> <p><input type="checkbox"/>₂ No</p> <p><input type="checkbox"/>₃ Prefer not to say (Go to Q.1j)</p> |
| <p>i. Which statement most accurately reflects your decision not to identify as a person with disability within your organisation?</p> | <p><input type="checkbox"/>₁ I do not require any adjustments to be made to perform my role</p> <p><input type="checkbox"/>₂ My disability does not impact on my ability to perform my role</p> <p><input type="checkbox"/>₃ I feel that if I identify as a person with disability this will reflect negatively on me</p> <p><input type="checkbox"/>₄ Other (please specify _____)</p> |

1. About you

| | |
|--|--|
| <p>j. Do you require reasonable adjustment(s) to your workplace?</p> <p>Adjustments allow employees to work safely and effectively. They can include adjustments to working hours, regular breaks or non-standard equipment (e.g. standing desk, screen reader, vertical mouse, Auslan interpreter, accessible lift, lighting, ramps).</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No (Go to Q.1m)</p> <p><input type="checkbox"/>₃ Prefer not to say (Go to Q.1m)</p> |
| <p>k. Have you requested adjustments to your workplace?</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No (Go to Q.1m)</p> |
| <p>l. What was your experience with adjustment(s)?</p> | <p><input type="checkbox"/>₁ The adjustments I needed were made and the process was satisfactory</p> <p><input type="checkbox"/>₂ The adjustments I needed were made but the process was unsatisfactory</p> <p><input type="checkbox"/>₃ The adjustments I needed were not made</p> |
| <p>m. Do you work full-time or part-time?</p> <p>(Full time refers to employees usually working 38 hours or more per week)</p> | <p><input type="checkbox"/>₁ Full-time</p> <p><input type="checkbox"/>₂ Part-time</p> |
| <p>n. Please select the term that best describes your sexual orientation</p> | <p><input type="checkbox"/>₁ Opposite sex attracted</p> <p><input type="checkbox"/>₂ Same sex attracted</p> <p><input type="checkbox"/>₃ Bisexual or pansexual</p> <p><input type="checkbox"/>₄ Asexual</p> <p><input type="checkbox"/>₅ Unsure</p> <p><input type="checkbox"/>₆ Prefer not to say</p> |
| <p>o. What is the highest level of formal education you have completed?</p> <p>(Please select one option only)</p> | <p><input type="checkbox"/>₁ Doctoral Degree level</p> <p><input type="checkbox"/>₂ Master Degree level</p> <p><input type="checkbox"/>₃ Graduate Diploma or Graduate Certificate level</p> <p><input type="checkbox"/>₄ Bachelor Degree level including honours degrees</p> <p><input type="checkbox"/>₅ Advanced Diploma or Diploma level</p> <p><input type="checkbox"/>₆ Certificate level, including trade</p> <p><input type="checkbox"/>₇ Year 12 or equivalent (VCE/ Leaving Certificate)</p> <p><input type="checkbox"/>₈ Less than Year 12 or equivalent</p> |
| <p>p. Have you ever served in the Australian Defence Force (permanent or reservist)?</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No</p> <p><input type="checkbox"/>₃ Prefer not to say</p> |

2. About your work

| | |
|---|--|
| <p>a. Where is your workplace located?</p> <p>(If you work in more than one location, select the primary or 'base' location)</p> | <p><input type="checkbox"/>₁ Melbourne CBD</p> <p><input type="checkbox"/>₂ Melbourne: Suburbs</p> <p><input type="checkbox"/>₃ Large regional city (population greater than 20,000) <small>[Go to 2(b)]</small></p> <p><input type="checkbox"/>₄ Other city or town (population fewer than 20,000)</p> <p><input type="checkbox"/>₅ Outside Victoria</p> |
| <p>b. Where is your workplace located?</p> <p>(If you work in more than one location, select the primary or 'base' location)</p> | <p><input type="checkbox"/>₁ Ballarat</p> <p><input type="checkbox"/>₂ Bendigo</p> <p><input type="checkbox"/>₃ Geelong</p> <p><input type="checkbox"/>₄ Horsham</p> <p><input type="checkbox"/>₅ Latrobe <i>(incorporates Traralgon, Morwell, Churchill, Moe)</i></p> <p><input type="checkbox"/>₆ Mildura</p> <p><input type="checkbox"/>₇ Shepparton</p> <p><input type="checkbox"/>₈ Wangaratta</p> <p><input type="checkbox"/>₉ Warrnambool</p> <p><input type="checkbox"/>₁₀ Wodonga</p> |
| <p>c. What is your current employment status?</p> | <p><input type="checkbox"/>₁ Ongoing</p> <p><input type="checkbox"/>₂ Fixed Term</p> <p><input type="checkbox"/>₃ Casual <small>(Go to Q.2e)</small></p> <p><input type="checkbox"/>₄ Sessional <small>(Go to Q.2e)</small></p> <p><input type="checkbox"/>₅ Executive contract</p> <p><input type="checkbox"/>₆ Don't know</p> |
| <p>d. What is your gross annual salary (non-executive) or total annual remuneration package (executive)?</p> <p>(Convert to full time equivalent if part time or on a 48/52 type arrangement)</p> | <p><input type="checkbox"/>₁ Less than \$45,000</p> <p><input type="checkbox"/>₂ \$45,000 - \$54,999</p> <p><input type="checkbox"/>₃ \$55,000 - \$64,999</p> <p><input type="checkbox"/>₄ \$65,000 - \$74,999</p> <p><input type="checkbox"/>₅ \$75,000- \$84,999</p> <p><input type="checkbox"/>₆ \$85,000- \$94,999</p> <p><input type="checkbox"/>₇ \$95,000- \$104,999</p> <p><input type="checkbox"/>₈ \$105,000- \$114,999</p> <p><input type="checkbox"/>₉ \$115,000- \$124,999</p> <p><input type="checkbox"/>₁₀ \$125,000- \$134,999</p> <p><input type="checkbox"/>₁₁ \$135,000- \$144,999</p> <p><input type="checkbox"/>₁₂ \$145,000- \$154,999</p> <p><input type="checkbox"/>₁₃ \$155,000- \$164,999</p> <p><input type="checkbox"/>₁₄ \$165,000+</p> |
| <p>e. Are you the manager of one or more employees?</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No <small>(Go to Q.3g)</small></p> |
| <p>f. Do you manage other managers?</p> | <p><input type="checkbox"/>₁ Yes</p> <p><input type="checkbox"/>₂ No</p> |
| <p>g. How many years have you been employed in your current organisation?</p> <p>(including under different organisation names or administrative arrangements)</p> | <p>Number of years: _____</p> <p><i>(If less than 1 year, please enter 0)</i></p> |

2. About your work

h. Which of the following best describes the business unit in which you work?

(Select one option 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