

# 2020 People Matter Survey Wellbeing Check

**Speaking notes: 3-5 minutes**

**For: Senior Leaders, Executives and Managers**

**To: All staff**

Themes	Suggested messages
Survey timing	<p>The 2020 People Matter Survey Wellbeing Check is open Monday 12 October to Friday 30 October (3 weeks).</p> <p>You will receive a survey link inviting you to take part.</p>
What the People Matter Survey Wellbeing Check is	<p>The People Matter Survey Wellbeing Check is your independent employee engagement survey run by the Victorian Public Sector Commission.</p> <p>It's a safe and anonymous way for you to tell us what you think about your workplace experience.</p>
What's new for 2020	<p>This year's survey is shorter with a focus on employee wellbeing.</p> <p>The survey will take 10 to 15 minutes to complete.</p> <p>This year's survey has been developed so that it's relevant to all employees regardless of whether you are working remotely, on the front line, or have returned to the workplace.</p>
What you will be asked	<p>You'll be asked questions about your experience of:</p> <ul style="list-style-type: none"><li>• Your wellbeing</li><li>• Your work-related stress</li><li>• Employee support</li><li>• Working during the COVID-19 pandemic</li><li>• Your job.</li></ul>

Themes	Suggested messages
<p>Why this year’s survey is important, and you should take part</p>	<p>I encourage you to have your say to provide feedback on your workplace experience during the coronavirus pandemic.</p> <p>Your opinion and unique perspective on our workplace culture matters to us all.</p> <p>We’ll use the information you tell us to find out what we’re doing well, and where we need to focus on improvement to support your wellbeing.</p> <p>Each year, this survey helps our organisation better understand employee engagement and job satisfaction, so we can enable the best possible work environment for you.</p> <p>And the results help public sector organisations like ours to track workforce trends year-on-year.</p> <p><b>&lt;INSERT OPTIONAL TOPICS 1 AND 2 HERE&gt;</b></p>
<p><b>(OPTIONAL TOPIC 1)</b> How we’ve listened to and acted on your feedback from previous surveys</p>	<p><b>&lt;This year/last year&gt;</b> we commenced major engagement activities in direct response to what you told us in the last People Matter Survey in <b>&lt;2018/2019&gt;</b>.</p> <p>We started <b>&lt;Name of program/initiative&gt;</b> to improve <b>&lt;XYZ&gt;</b> and developed <b>&lt;Name of program/initiative&gt;</b> to increase <b>&lt;ABC&gt;</b>.</p> <p>Every day these programs are making a difference in our culture at <b>&lt;your organisation&gt;</b> through greater <b>&lt;123&gt;</b>.</p> <p>We’d like your feedback on how those changes have benefited your workplace and how we can make further improvements to our workplace culture.</p>
<p><b>(OPTIONAL TOPIC 2)</b> How the People Matter Survey contributes to a safe and inclusive workplace</p>	<p>In the survey you will be asked a range of demographic questions about yourself, such as your age, gender and cultural background. These questions are designed to gather information about our workforce to help us foster diversity and inclusion across the Victorian public sector.</p>

**Themes**

**Suggested messages**

	<p>Different groups such as, Multicultural Victoria, the Victorian Public Sector Commission’s Aboriginal Employment Unit and the Pride Network use the results from the People Matter Survey.</p> <p>Your information helps these groups, and others like them, to understand what an inclusive workplace looks like to you. And to continue to advocate on your behalf for a fair and equitable workplace experience, for a range of people across the Victorian public sector.</p> <p>To put it in perspective: Our workforce includes 323, 220 people, employed by the Victorian government departments and agencies. That’s around 9% of the total Victorian labour force.</p> <p>We want people of all abilities, backgrounds, genders and cultures to feel safe and empowered working in the public sector. Each of us has different ideas, perspectives and skills to share. The more we share, the more we understand each other. When our workforce is reflective of the Victorian community, government services work better for everybody.</p>
<p>How do I know my privacy and anonymity is protected?</p>	<p>For those of you with questions about privacy and anonymity:</p> <p>The survey is run by ORIMA Research on behalf of the Victorian Public Sector Commission (VPSC).</p> <p>The Victorian Public Sector Commission uses strict rules to protect your privacy and anonymity at every stage of the survey.</p> <p>They:</p> <ul style="list-style-type: none"><li>• de-identify all responses</li><li>• don’t give your individual survey responses to</li></ul>

**Themes****Suggested messages**

	<p>your manager or organisation</p> <ul style="list-style-type: none"><li>• don't release results for groups or teams with fewer than 10 responses</li><li>• don't release results for diversity groups such as age and gender and so on for organisations with fewer than 30 responses</li><li>• don't link the free-text comment report to any other survey information.</li></ul> <p>All information is handled in accordance with the Data and Privacy Protection Act 2014, Health Records Act 2001 and other applicable Victorian and Commonwealth legislation.</p> <p>If you're interested to know more about privacy, there is a link to the Commission's data collection statement included in your survey invitation or visit the Victorian Public Sector Commission's website.</p>
<p>When survey results will be available</p> <p><b>(OPTIONAL TOPIC 3)</b></p>	<p>Results from the survey will be provided to our organisation in early December.</p> <p>The Victorian Public Sector Commission doesn't plan to publicly publish organisation results.</p>
<p>Where can I get more information</p>	<p>If you have questions about the 2020 People Matter Survey Wellbeing Check, or need any support, please contact your survey coordinator <b>&lt;Name&gt;</b> or visit the Victorian Public Sector Commission's <a href="#">website</a>.</p>