



# PUBLIC SECTOR COMMISSION

## EMPLOYEE PERCEPTION SURVEY

### INTRODUCTION

The purpose of this survey is to establish employees' views of the extent to which behaviour in your agency is consistent with good human resource and ethical practice, and equity and diversity principles. It also aims to establish employees' knowledge about the Public Interest Disclosure Act 2003, employees' satisfaction toward their work and views about management and administration systems in your agency.

Surveys like this contribute to the Public Sector Commission's monitoring program and help us to understand the work environment and workplace culture in your agency. This information is critical in identifying areas of concern and acknowledging good practice.

To ensure that we receive a broad range of views from employees from all parts of your agency it is important that we have your response. All responses are completely confidential. We do not require your name or any other information that will identify you - only group level data will be reported.

The survey is straightforward and there are no right or wrong answers. The survey will be of most value if your answers accurately reflect the real attitudes and views within your agency. We ask that you give your true and honest opinion about the issues covered in the survey.

### COMPLETION GUIDELINES

Please use a BLACK or DARK BLUE pen.

Please shade the circles or squares completely (do not tick or cross)      Write clearly within the boxes      Write clearly within each space

●   ■      

A	B	C		1	2	3
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**PLEASE WRITE IN CAPITAL LETTERS**

- circles are provided where only one choice is permitted.
- squares indicate that multiple responses are permitted.

If you make a mistake, or want to change any of your shaded responses, please place a cross through the incorrect response ■ and then shade the correct response ●

For written responses, please cross out your incorrect response and write your new response just above or below the one you have crossed out.

~~I N C O R R E C T~~  
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## SECTION A: GENERAL IMPRESSIONS

This section deals with the general impression that you have of your current workplace.

A1. In relation to your current job, please indicate your level of satisfaction with the following statements.

	Very satisfied	Moderately satisfied	Mildly satisfied	Neither satisfied nor dissatisfied	Mildly dissatisfied	Moderately dissatisfied	Very dissatisfied
The job overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency as an employer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A2. In relation to your current job, please indicate your level of agreement with the following statements.

	Strongly agree	Moderately agree	Mildly agree	Neither agree nor disagree	Mildly disagree	Moderately disagree	Strongly disagree	Don't know or does not apply
My job allows me to utilise my skills, knowledge and abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am motivated to do the best possible work that I can	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees in my agency feel they are valued for their contribution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proud to work in the Western Australian public sector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend the Western Australian public sector as a good place to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## SECTION B: HUMAN RESOURCE MANAGEMENT AND AGENCY ADMINISTRATION

This section covers management practices in your current workplace, such as human resource management, workforce development, communication and the management of information.

B1. Please indicate your level of agreement with the following statements.

WORKPLACE COMMUNICATION	Strongly agree	Moderately agree	Mildly agree	Neither agree nor disagree	Mildly disagree	Moderately disagree	Strongly disagree	Don't know or does not apply
In your work area, communication between senior managers and other employees is effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your input is adequately sought and considered about decisions that directly affect you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good information management practices are promoted and supported in your work area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B2. Please indicate your level of agreement with the following statements.**

<b>YOUR IMMEDIATE SUPERVISOR</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Keeps you informed of what is going on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes use of appropriate communication and interpersonal skills when dealing with you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is effective in managing people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriately deals with employees that perform poorly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B3. Please indicate your level of agreement with the following statements.**

<b>RECRUITMENT AND SELECTION</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Recruitment and promotion decisions in this agency are fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Generally speaking, the recruitment and selection processes in your workplace are unbiased and candidates are selected on the basis of merit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positions are generally advertised within a reasonable time of becoming vacant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decisions to second or transfer employees to equivalent or higher levels are made fairly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Favouritism does not play a part in the selection process for relieving or acting opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B4. Please indicate your level of agreement with the following statements.**

<b>TRAINING AND DEVELOPMENT</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Training and development opportunities in your work area are available to all employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You receive appropriate training or have access to information that enables you to meet your record keeping responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance development is fairly and consistently applied in your workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B5. Are you aware that Public Sector Standards in Human Resource Management exist for:**

YOUR AWARENESS OF STANDARDS	Yes	No
Employment (incorporates recruitment, secondment, transfer and acting)?	<input type="radio"/>	<input type="radio"/>
Grievance resolution?	<input type="radio"/>	<input type="radio"/>
Performance management?	<input type="radio"/>	<input type="radio"/>
Redeployment, termination, and discipline?	<input type="radio"/>	<input type="radio"/>

**B6. Have you been provided with information on your agency's internal grievance resolution procedures?**

- ☐ Yes  
☐ No

**B7. Do you understand what courses of action are available to you if you believe your agency has breached a Human Resource Management Standard?**

- ☐ Yes  
☐ No  
☐ No, but know where to find out

**B8. Please indicate if your agency has clearly documented policies and procedures for the following and if you have confidence in these procedures:**

	CLEARLY DOCUMENTED				CONFIDENCE		
	Yes	No	Don't know but know where to find out	Don't know	Yes	No	Don't know
Employment (includes recruitment, secondment, transfer and acting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Induction, training and professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervision and performance management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring employee occupational health and safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct and discipline processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classification and classification review processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grievance resolution processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Redeployment processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B9. Do you believe any decision made in your agency in the past 12 months did not comply with a Public Sector Standard in Human Resource Management (Employment, Performance Management, Redeployment, Grievance Resolution, Termination, and Discipline)?**

(Please choose **all** that apply)

- ☐ Yes, and I raised it with my agency  
☐ Yes, and I lodged a breach of standard claim  
☐ Yes, and I took no action (please specify)   
☐ No

**B9a. Please provide any other comments you may have:**

**B10. If you commenced employment within your agency in the past 12 months, did you participate in an induction program?**

(Please choose **all** that apply)

- ☐ Yes, participated in one with my agency  
☐ Yes, participated in the Public Sector Induction Program  
☐ No  
☐ Does not apply

**B11. If you have been employed in your agency for more than 12 months, have you participated in one or more documented performance management meetings with your supervisor in the past 12 months?**

(CEOs do not need to respond to this question)

- ☐ Yes  
☐ No  
☐ Does not apply

**B12. How often do you meet with your immediate supervisor informally in a setting that allows for discussion about performance and development matters?**

(CEOs do not need to respond to this question)

- ☐ Fortnightly or more frequently  
☐ Monthly  
☐ Six Monthly  
☐ Annually  
☐ Never  
☐ Unsure

## SECTION C: ETHICS

Ethics should be understood as the values and behaviour necessary to secure the well being of people and agencies.

Ethical practices seek to define the rules of what is regarded as right or wrong.

This section covers ethical behaviour at your workplace during the past twelve months.

**C1. Please indicate your level of agreement with the following statements.**

THE AGENCY AND MANAGEMENT	Strongly agree	Moderately agree	Mildly agree	Neither agree nor disagree	Mildly disagree	Moderately disagree	Strongly disagree	Don't know or does not apply
Confidential information in your workplace is only disclosed to appropriate people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decisions about purchasing are not influenced by favouritism, gifts or incentives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency actively encourages ethical behaviour by all of its employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior managers in your agency lead by example in ethical behaviour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your immediate supervisor demonstrates honesty and integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency promotes management practices and processes that create and sustain a culture of integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency is committed to managing conflicts of interest and communicates relevant information to staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C2. Please indicate your level of agreement with the following statements.**

YOU AND OTHER EMPLOYEES	Strongly agree	Moderately agree	Mildly agree	Neither agree nor disagree	Mildly disagree	Moderately disagree	Strongly disagree	Don't know or does not apply
You are treated with respect by your immediate supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You are treated with respect by other employees in your agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your co-workers demonstrate honesty and integrity in the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees in your workplace behave ethically, professionally and fairly when making decisions that affect your agency's clients and customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees in your workplace are committed to providing excellent customer service and make a positive difference to the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People who report unethical behaviour in your workplace are protected from victimisation and harassment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C3. Please indicate if your agency has clearly documented policies and procedures for the following and if you have confidence in these procedures:**

POLICIES AND PROCEDURES	CLEARLY DOCUMENTED				CONFIDENCE		
	Yes	No	Don't know but know where to find out	Don't know	Yes	No	Don't know
Managing conflicts of interest (e.g. conflict between public role and personal interest)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer and acceptance of gifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reporting unethical behaviour, workplace bullying and misconduct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C4. Have you observed or witnessed unethical behaviour in your workplace in the past 12 months?**

- ☐ Yes (please go to C4a)
- ☐ No (please go to C5)

**C4a. If you have observed or witnessed unethical behaviour in your workplace, which broad categories of conduct did it relate to and how often did it occur?**

(Please choose **all** that apply)

	Rarely (1 to 3 occasions)	Sometimes (4 to 6 occasions)	Frequently (7 to 10 occasions)	Very Frequently (More than 10 occasions)	Unsure /NA
Unauthorised disclosure of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflicts of interest (e.g. conflict between public role and personal interests)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inappropriate acceptance of gifts or benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fraudulent and corrupt behaviour (e.g. employees using their position to obtain an inappropriate benefit for themselves or others)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improper use of internet/email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal behaviour (e.g. inappropriate language, misuse of drugs or alcohol, disrespectful treatment of co-workers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inappropriate access of confidential information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workplace theft (e.g. stationery, computers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of public resources (e.g. improper use of vehicles, computers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C4b. If you have observed or witnessed an occurrence of unethical behaviour in your workplace, did you report it?**

- ☐ In all instances
- ☐ For some, but not all instances
- ☐ Never
- ☐ Don't know how to report it

**The following questions relate to workplace bullying.**

**Workplace bullying can be defined as repeated (i.e. on more than one occasion), unreasonable or inappropriate behaviour directed towards a worker, or a group of workers, that creates a risk to health and safety.**

**'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range of various behaviours over time. Bullying should not be confused with legitimate feedback given to staff (including constructive criticism) on work performance or work-related behaviour; or other legitimate management decisions and actions undertaken in a reasonable and respectful way.**

**C5. During the past 12 months have you been subjected to repeated bullying in your workplace?**

- ☐ Yes (please go to C5a)
- ☐ No (please go to C6)
- ☐ Not sure (please go to C6)

**C5a. If you have been subjected to bullying in the past 12 months, who was responsible for the bullying?**

(Please choose **all** that apply)

- ☐ Your immediate supervisor
- ☐ Staff reporting to you
- ☐ A co-worker in your agency
- ☐ A group of co-workers in your agency
- ☐ Senior managers in your agency
- ☐ Other staff in your agency
- ☐ Staff from other agencies
- ☐ Ministers or ministerial advisers
- ☐ Other people (i.e. contractors, customers, patients, students, or visitors)

**C5b. If you have been subjected to bullying in the past 12 months which of the following describes the nature of the bullying you have experienced?**

(Please choose **all** that apply)

- ☐ Verbally abusing, insulting or offending you including criticising you in the form of yelling or screaming
- ☐ Spreading misinformation or malicious rumours
- ☐ Teasing or regularly making you the the brunt of practical jokes or pranks
- ☐ Frightening, humiliating, belittling or degrading you through physical behaviour (e.g. assault, aggressive body language)
- ☐ Excluding or isolating you from others
- ☐ Assigning you tasks unrelated to your job or that are unreasonably below or beyond your skills level
- ☐ Setting timelines that are difficult to achieve or constantly changing deadlines
- ☐ Deliberately changing work rosters or leave arrangements to inconvenience you
- ☐ Deliberately withholding information, resources or consultation which is vital to your effective work performance
- ☐ Inappropriately or unfairly managing your performance
- ☐ Other (please specify)

**C5c. If you have been subjected to bullying in the past 12 months, did you report it?**

- ☐ Yes (please go to C6)
- ☐ No (please go to C5d)

**C5d. If not, why did you not report the bullying?**

(Please choose **all** that apply)

- ☐ I did not want to upset relationships in the workplace
- ☐ I did not have enough evidence
- ☐ It could affect my career
- ☐ I did not think any action would be taken
- ☐ The matter was resolved informally
- ☐ I did not think the bullying was serious enough
- ☐ I did not know how to report it
- ☐ Other (please specify)

**C6. Are you familiar with the Public Sector Code of Ethics?**

- ☐ Yes
- ☐ No

**C7. Are you familiar with your agency's code of conduct?**

- ☐ Yes
- ☐ No

## SECTION D: PUBLIC INTEREST DISCLOSURE ACT 2003

This section asks about your knowledge of and confidence in the *Public Interest Disclosure Act 2003* (the PID Act).

This legislation is also referred to as whistleblowing legislation.

The PID Act provides protection for people who wish to make disclosures of public interest information to a proper authority (for example, a Public Interest Disclosure officer in your agency, Ombudsman, Corruption and Crime Commission, Auditor General and the Public Sector Commission).

**D1. Are you aware of the *Public Interest Disclosure Act 2003* (the PID Act) and how to make a disclosure?**

- ☐ Yes (please go to D2)
- ☐ No (please go to E1)
- ☐ No, but know where to find out (please go to E1)

**D2. Would you use the PID Act to make a disclosure of public interest information to a proper authority if you were aware of improper conduct in your workplace?**

- ☐ Always
- ☐ Sometimes
- ☐ Never
- ☐ Don't know

**D3. If you were to make a public interest disclosure under the PID Act, how confident are you that:**

	Completely confident	Somewhat confident	Not at all confident	Don't know
Your rights would be protected, in accordance with the PID Act	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency's Public Interest Disclosure Officer would ensure information is adequately investigated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A proper authority outside your agency (for example Ombudsman, Corruption and Crime Commission, Auditor General, and the Public Sector Commission) would ensure information is adequately investigated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## SECTION E: EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY

This section asks a number of questions in relation to your agency's implementation of equal employment opportunity practices including management of diversity and work-life balance.

Diversity should be understood as the varied perspectives and approaches brought to work by members of different groups, such as people from culturally diverse backgrounds, people with disabilities, Indigenous Australians and other diversity groups or people of different gender and age.

- E1. Please indicate your level of agreement with the following in relation to your own experience in your agency.**  
(Flexible work options and leave arrangements includes flexible start and finish times, part-time work, purchased leave arrangements)

WORK-LIFE BALANCE	Strongly agree	Moderately agree	Mildly agree	Neither agree nor disagree	Mildly disagree	Moderately disagree	Strongly disagree	Don't know or does not apply
Your workplace culture supports people to achieve a suitable work/life balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking up flexible work options and leave arrangements would limit your career in your agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency's policies support the use of flexible work options and leave arrangements and provide relevant information to staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your immediate supervisor supports the use of flexible work options and leave arrangements and accommodates the needs of employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Diversity groups include people from culturally diverse backgrounds, people with disabilities, Indigenous Australians and other diversity groups or people of different gender and age.

**E2. Please indicate your level of agreement with the following in relation to your own experience in your agency.**

<b>EQUITY AND DIVERSITY</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Your agency has supported you in feeling confident in working with people from different diversity groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your agency is committed to creating a diverse workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff making unwelcome comments, jokes or remarks based on a person's gender or diversity group status is acceptable behaviour in your workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff making unwelcome sexual advances or other unwelcome conduct of a sexual nature is acceptable behaviour in your workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unwelcome sexual advances or other unwelcome conduct of a sexual nature from staff occurs in your workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**E3. Please indicate your level of agreement with the following in relation to your own experience in your agency.**

<b>EQUITY AND DIVERSITY</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Your workplace culture is equally welcoming of people from all diversity groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**E3a. If you *disagreed*, people from which of the following groups were not welcomed?**  
(Please choose **all** that apply)

- ☐ People from culturally diverse backgrounds
- ☐ People with disabilities
- ☐ Indigenous Australians
- ☐ Other (please specify)

**E4. Please indicate your level of agreement with the following statement:**

<b>EQUITY AND DIVERSITY</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Your immediate supervisor treats employees from all diversity groups in the workplace with equal respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**E4a. If you *disagreed*, people from which of the following groups were not treated with equal respect?**

(Please choose **all** that apply)

- ☐ People from culturally diverse backgrounds
- ☐ People with disabilities
- ☐ Indigenous Australians
- ☐ Other (please specify)

**E5. Please indicate your level of agreement with the following in relation to your own experience in your agency.**

<b>EQUITY AND DIVERSITY</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Your co-workers treat employees from all diversity groups in the workplace with equal respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**E5a. If you *disagreed*, people from which of the following groups were not treated with equal respect?**

(Please choose **all** that apply)

- ☐ People from culturally diverse backgrounds
- ☐ People with disabilities
- ☐ Indigenous Australians
- ☐ Other (please specify)

**E6. Please indicate your level of agreement with the following in relation to your own experience in your agency.**

<b>EQUITY AND DIVERSITY</b>	<b>Strongly agree</b>	<b>Moderately agree</b>	<b>Mildly agree</b>	<b>Neither agree nor disagree</b>	<b>Mildly disagree</b>	<b>Moderately disagree</b>	<b>Strongly disagree</b>	<b>Don't know or does not apply</b>
Staff making unwelcome comments, jokes or remarks based on a person's gender or diversity group status does not occur in your workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**E6a. If you *disagreed*, people from which of the following groups were subjected to unwelcome remarks?**

(Please choose **all** that apply)

- ☐ Females
- ☐ Males
- ☐ People from culturally diverse backgrounds
- ☐ People with disabilities
- ☐ Indigenous Australians
- ☐ Other (please specify)

## SECTION F: CLASSIFICATION INFORMATION

To analyse the information received from this survey, it is necessary to be able to classify information, not to identify individuals but to establish broad categories for analysis purposes.

### PERSONAL:

**F1. What gender are you?**

- ☐ Male
- ☐ Female

**F2. What age are you?**

- ☐ 15 to 19 years    ☐ 20 to 24 years    ☐ 25 to 29 years    ☐ 30 to 34 years    ☐ 35 to 39 years    ☐ 40 to 44 years
- ☐ 45 to 49 years    ☐ 50 to 54 years    ☐ 55 to 59 years    ☐ 60 to 64 years    ☐ 65 years plus

**F3. What is the highest level of formal education you have completed?**

- ☐ Primary school or equivalent
- ☐ Secondary school or equivalent without TEE
- ☐ Secondary school or equivalent with TEE
- ☐ Technical/trade certificate or diploma course or equivalent
- ☐ Tertiary degree or equivalent
- ☐ Post graduate diploma (includes Graduate Certificate)
- ☐ Masters
- ☐ Doctorate

**F4. Are you of Australian Aboriginal or Torres Strait Islander origin?**

(Persons of Aboriginal or Torres Strait Islander descent are those who identify as such and are accepted as such by the community in which they live)

- ☐ Yes, Aboriginal
- ☐ Yes, Torres Strait Islander
- ☐ Yes, Aboriginal and Torres Strait Islander
- ☐ No

**F5. In which country were you born?**

- ☐ Australia
- ☐ Other than Australia (please specify)

**F6. What is the primary language spoken at home?**

(If more than one language is spoken indicate the one spoken most often)

- ☐ English
- ☐ Indigenous Australian language
- ☐ Other (please specify)

**F7. Do you consider yourself to be from an ethnic minority group?**

- ☐ No
- ☐ Yes (please specify)

**F8. Do you have an impairment that results in a permanent disability?**

(For disability definitions, please go to the last page of this questionnaire)

- ☐ Yes
- ☐ No

**WORKPLACE RELATED:****F9. What is your current total annual gross salary (before tax)?**

(If you work part-time, select the full-time salary equivalent to your current level. If you are paid an hourly rate, select the salary range that is closest to your annual gross earnings)

- ☐ Less than \$40,000
- ☐ \$40,000 to 49,999
- ☐ \$50,000 to 59,999
- ☐ \$60,000 to 69,999
- ☐ \$70,000 to 79,999
- ☐ \$80,000 to 89,999
- ☐ \$90,000 to 99,999
- ☐ \$100,000 to 109,999
- ☐ \$110,000 to 119,999
- ☐ \$120,000 to 129,999
- ☐ \$130,000 to 139,999
- ☐ \$140,000 to 149,999
- ☐ \$150,000 and over

**F10. What is your work classification?**

- ☐ Permanent full-time
- ☐ Permanent part-time
- ☐ Fixed term full-time
- ☐ Fixed term part-time
- ☐ Casual
- ☐ Sessional
- ☐ Other

**F11. How long have you worked in the public sector in total?**

- ☐ Up to 1 year
- ☐ More than 1 year and up to 5 years
- ☐ More than 5 years and up to 10 years
- ☐ More than 10 years and up to 15 years
- ☐ More than 15 years and up to 20 years
- ☐ More than 20 years

**F12. In total, how many agencies have you worked in during your time in the public sector?**

- ☐ 1 agency
- ☐ 2 to 3 agencies
- ☐ 4 to 5 agencies
- ☐ 6 to 8 agencies
- ☐ 9 to 10 agencies
- ☐ More than 10 agencies

**F13. Where is your primary work location?**

- ☐ Metropolitan
- ☐ Regional/Rural

**F14. Which one of the following best describes your current occupation, taking into account your type of work and your agency's role?**

- ☐ Accounting/finance (e.g. accounts processing, budgeting, financial reporting)
- ☐ Administration (e.g. accommodation, travel, executive assistant, governance, grant management, logistics, ministerial, program implementation, property management, other corporate services, direct managers of these functions)
- ☐ Audit (e.g. internal/external auditor)
- ☐ Communications/marketing/engagement (e.g. advertising, branding, communications, graphic design, media, editing, publishing, public relations, relationship manager, stakeholder engagement)
- ☐ Education professionals (e.g. casual lecturer, teacher education support, teacher pre primary, teacher primary)
- ☐ Generalist manager (specialist managers such as information and communications technology, policy or human resources managers should instead select the relevant occupational group)
- ☐ Health professionals (e.g. registrar, resident medical officer, clinical nurse, registered general nurse, carer)
- ☐ Human resources (e.g. payroll, recruitment, worker's compensation, workplace relations)
- ☐ Information and communications technology (e.g. quality assurance, testing, helpdesk/support)
- ☐ Information, data or knowledge management (e.g. archivist, gallery/museum curator, historian, librarian, records manager, data analyst)
- ☐ Intelligence/national security (e.g. contingency planning, information security, intelligence analysis/assessment, personnel security, security adviser)
- ☐ Labourers (e.g. cleaner, cleaner in charge, traffic warden, conservation employee)
- ☐ Legal (e.g. law interpretation, litigation, paralegal, privacy, prosecution, Freedom of Information)
- ☐ Other professional (not otherwise covered in other occupational groups e.g. economist, engineer, scientist, valuer)
- ☐ Policy or research (e.g. policy analysis, policy planning, policy development, research)
- ☐ Procurement or contracting (e.g. purchasing, contracting)
- ☐ Project management
- ☐ Protective Service Workers (e.g. patrol/inquiry officer, prison officer, firefighter)
- ☐ Regulatory/investigation/compliance (e.g. border security, Customs, compliance, enforcement, investigation)
- ☐ Service delivery (e.g. call centre, client contact, client claims processing, customer service, direct managers of these functions)
- ☐ Technical or trades (e.g. mechanic, security guard, technician, trade worker, machinery operators, drivers))
- ☐ Other (please specify)

**F15. Do you have senior managerial responsibility?**

(Employees with senior managerial responsibility are responsible for managing their area of control, for example managing a budget and/or staffing resources.)

- ☐ Yes
- ☐ No

**F16. How often do you interact with members of the public in your current job?**

- ☐ Daily
- ☐ Less than daily but at least once a week
- ☐ Less than once a week but at least once fortnightly
- ☐ Less than once a fortnight but at least once a month
- ☐ Less than once a month or not at all

## SECTION G: EXPLANATION AND INFORMATION

### PEOPLE WITH DISABILITIES

People with an ongoing disability who have an employment restriction due to their disability that requires any of the following:

- Restriction in the type of work they can do
- Modified hours of work or time schedules
- Adaptations to the workplace or work area
- Specialised equipment
- Extra time for mobility or tasks
- Ongoing assistance or supervision to carry out duties

### TYPES OF IMPAIRMENTS

#### Sight:

Use braille, low vision aids or other special technology such as appropriate computers or screens (Note: Does not include use of glasses or contact lenses).

#### Speech:

Use aids such as word processors or communication boards in order to be understood or need extra time to be understood.

#### Hearing:

Use aids such as volume control, TTY (telephone typewriter), Auslan interpreter, or hearing help card in order to hear.

#### Learning:

Use specific support and training to perform the job or hearing help card in order to hear. Need more than average time to learn some parts of a job (e.g. have an intellectual disability). Have difficulty with reading or writing (e.g. dyslexia).

#### Use of arms and hands:

Use specific equipment (e.g. modified keyboard, hands-free telephone or need extra time for handling objects).

#### Use of legs

Use aids or need extra time for mobility (e.g. wheelchairs, crutches).

#### Long term medical, physical or psychiatric condition:

Any long term health or medical condition that regularly restricts or limits activities (e.g. requires regular medication or absences due to illness or cannot perform some functions due to health and safety considerations).

#### Other:

Any other ongoing disability with an employment restriction.

Thank you for your time and cooperation