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| Workforce diversity census form – agency instructions |
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This form has been issued by the Queensland Public Sector Commission to assist in the collation of workforce diversity data between Queensland public sector agencies, consistent with the [*Public Sector Act 2022 (PS Act)*.](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034) It includes minimum requirements, as well as options for agencies to capture additional employee information. The form replaces the former Equality of Employment Opportunity (EEO) form.

Agencies can use the [workforce diversity census resources](https://www.forgov.qld.gov.au/census), including frequently asked questions and the communication toolkit and messaging to support awareness of the census and encourage participation.

If you have any questions about the content or application of this form across your agency workforce, please contact the Queensland Public Sector Commission on (07) 3003 2816 or email commission@psc.qld.gov.au

# Section A: Employee details

This section captures minimum required employee information and allows confirmation that employees have been given the opportunity to complete this form. Additional fields may be added by agencies at their discretion. As the information in Section A only is mandatory, if employees do not complete this section, agencies will need to further request this information until provided by employees.

Payroll number: Agency:

First Name: Middle name: Last name:

# Section B: Diversity

The exact wording of each question, the number and wording of response options are the minimum required. The questions and responses may not be altered or reworded by agencies.

Agencies may include additional sub-questions or sub-response options if they are interested in gathering additional information for:

* Question 2: Aboriginal or Torres Strait Islander
* Question 3: Australian South Sea Islander
* Question 4: Type or extent of disability
* Question 5: Country of birth
* Question 6: Language spoken at home.

The inclusion of additional questions, sub-questions or sub-responses is for each agency to determine however, the coding of such inclusions must not alter or interfere in the coding requirements relating to the [Minimum Obligatory Human Resource Information](https://www.forgov.qld.gov.au/minimum-obligatory-human-resource-information-mohri) dataset.

## Gender identity

### ****Question 1: Which of the following best describes your gender identity?****

Gender and sex, although historically used interchangeably, are not the same. This question asks about your gender identity, which is a social and cultural concept. It is about social and cultural differences in identity, expression and experience as a man, woman, or non-binary person. Non-binary is an umbrella term describing gender identities that are not exclusively man or woman.

Please select one box only.

[ ]  Man
[ ]  Woman
[ ]  Non-binary
[ ]  I do not wish to answer this question

\*Note: for [Queensland public sector workforce](https://www.forgov.qld.gov.au/queensland-public-service-workforce-statistics) profile reporting purposes only, if an individual selects *‘I do not wish to answer this question’,* for Question 1, gender will default to the sex identified on the individual’s commencement/new starter form.

## Aboriginal peoples and Torres Strait Islander peoples

### ****Question 2: Are you an Aboriginal person or Torres Strait Islander person?****

An Aboriginal or Torres Strait Islander person is a person of Aboriginal or Torres Strait Islander descent and who identifies as such and is accepted as such by the Aboriginal or Torres Strait Islander people in the community in which they live or have lived.

Aboriginal peoples and Torres Strait Islander peoples are the First Peoples of Australia.

Please select one box only.

[ ]  Yes, I am an Aboriginal person.
[ ]  Yes, I am a Torres Strait Islander person.
[ ]  Yes, I am both an Aboriginal and Torres Strait Islander person.
[ ]  No, I am not an Aboriginal person or a Torres Strait Islander person.
☐ I do not wish to answer this question

\*Note: an employee may identify as an Aboriginal person, Torres Strait Islander person and an Australian South Sea Islander person through their answers to Question 2 and Question 3.

## Australian South Sea Islander peoples

### ****Question 3: Are you an Australian South Sea Islander person?****

Australian South Sea Islander people are the direct descendants of South Sea Islanders brought to Australia between 1863 and 1904 to work as indentured labourers.

Please select one boxonly.

[ ]  Yes, I am an Australian South Sea Islander person.
[ ]  No, I am not an Australian South Sea Islander person.
[ ]  I do not wish to answer this question.

## People with disability

### ****Question 4: Do you have a disability?****

A person has disability if they have a limitation, restriction or impairment which has lasted, or is likely to last, for at least six months and may restrict everyday activities. There are different kinds of disability, usually resulting from accidents, illness, or genetic disorders, and may include:

* Physical – affects a person’s mobility, dexterity, stamina/fatigue, speech.
* Sensory – affects a person’s ability to hear, see, touch, smell or concentrate.
* Intellectual – affects a person’s abilities to learn.
* Mental illness – affects a person’s thinking processes, including post-traumatic stress disorder (PTSD), anxiety disorders, depression.
* Neurological – affects the person’s brain and central nervous system and/or autonomic nervous system (for example, stroke, acquired brain injury).

Other:

* Receiving treatment or medication for any other long-term conditions or ailments but still may be restricted in everyday activities.
* Any other long-term conditions resulting in a restriction in everyday activities.

### ****Based on the definition above, do you live with disability?****

Please select one boxonly.

[ ]  Yes
[ ]  No
[ ]  I do not wish to answer this question

## Culturally and linguistically diverse people

Culturally and linguistically diverse (CALD) people are defined as any person who identify as all, or any of the following:

* Born overseas, including English-speaking countries.
* Speak a language at home besides English (includes Aboriginal, Torres Strait Islander or Australian South Sea Islander languages).

### ****Question 5: In which country were you born?****

Please select one box only.

[ ] Born in Australia
[ ]  Born overseas in a mainly English-speaking country, including but not limited to: New Zealand,

United Kingdom, Ireland, Canada, United States of America, and South Africa.
[ ]  Born overseas in a mainly non-English speaking country.
[ ]  I do not wish to answer this question.

### ****Question 6: Do you speak a language other than English at home? This includes Aboriginal, Torres Strait Islander or Australian South Sea Islander languages.****

Please select one box only.

[ ]  Yes, I speak a language other than English at home.
[ ]  No
[ ]  I do not wish to answer this question.