

## Queensland Public Sector Equality of Employment Opportunity (EEO) Census Questionnaire Standard

Issued by the Public Service Commission (PSC), March 2014

### Context

This standard is designed to promote data collection consistency between public sector agencies that collect and submit EEO data to the PSC, pursuant to Chapter 2, *Public Service Act 2008*.

The standard should be read in conjunction with the:

- PSC Policy: Annual Equality of Employment Opportunity (EEO) Reporting to the Commission Chief Executive
- PSC Equal employment opportunity file specifications or MOHRI file specification
- PSC Additional EEO field descriptions or Additional MOHRI field descriptions
- PSC Equality of Employment Opportunity (EEO) Guidelines: A guide for providing EEO census data
- PSC Queensland Public Sector Equality of Employment Opportunity (EEO) Census Data Specification/Coding Standard.

### Census introductory text

The standard includes recommended introductory text relating to the topics of:

- census rationale
- census completion instructions
- voluntary census completion
- privacy
- reporting.

Agencies may alter or reword these sections to suit their specific circumstances, however, each of the above topics should be explicitly covered in the introductory sections of an agency's census form, whether paper based or in an electronic, online format.

### Section A – Employee details

The data fields included in Section A are the minimum required by the standard. Additional fields may be added by agencies at their discretion.

### Section B – Census

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

Agencies may include additional sub-questions or sub-response options for Questions 2 and 3, if they are interested in gathering information about the language spoken (Question 2) or the type of disability or extent of disability (Question 3) a person has.

Additional questions may also be added to the census form where an agency is interested in gathering information relating to other groups e.g. Australian South Sea Islanders or cultural and linguistic diversity (CALD). However, these questions must not be combined with Questions 1-3.

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 three standard questions.

### Further information

Public Service Commission | **Phone:** 1300 038 472 | **Email:** [pscenquiries@psc.qld.gov.au](mailto:pscenquiries@psc.qld.gov.au)

## EEO Employee Census Form

The Queensland Government is committed to actively promoting and providing equal employment opportunities for people who identify with groups that have historically been disadvantaged in employment. These groups are Aboriginal and Torres Strait Islander people, people from non-English speaking backgrounds, people with a disability and women.

We use the information that you provide through the EEO census to gain a better understanding of the diversity of our existing workforce so we can ensure we provide a fair and equitable workplace for all. This information also informs the direction of future development of human resource management programs across the sector – such as recruitment and selection practices, training opportunities and career development programs. By completing the census, you will help us to ensure that all members of the Queensland community have a fair and equitable opportunity to work for the Queensland Government.

**All employees of the Queensland Government are asked to complete the EEO census.** You have been asked to complete the census at this time for one of the following reasons:

- You are a new employee of your current agency.
- We don't have a record of receiving an EEO census response from you in the past.
- We are undertaking a periodic census of all employees to update our records.

You can complete the census either by:

- Filling out the paper-based census form provided (see over) and returning as directed; **OR**
- Completing your EEO details on-line via your agency's Employee Self-Service (ESS) portal (if applicable).

You are not required to provide any information other than completing *Section A – Employee Details*.

**However, we strongly encourage you to answer the questions in Section B to indicate whether you do or do not identify as belonging to any of the EEO groups.**

The information you provide can be updated or deleted at any time. You may wish to update your EEO details if your circumstances change, or if you feel comfortable with providing additional information at a later date. This can be achieved through the same methods as described above for completing the census.

### Privacy

The information you provide in the census is used for statistical purposes only and information identifying you individually will not be disclosed to any agency or person.

If you provide this information via ESS, then no other person will see your responses before they are added to our EEO data. If you provide this information via a paper-based form, then only authorised officers will have access to the information you provide for the purposes of data entry. Your completed form will be destroyed once the EEO data has been entered.

Your EEO data is only accessible by appropriately authorised officers within your agency and Shared-Service Provider. Statistical information in aggregate form and which does not identify you individually may be provided to other Queensland Government agencies and used in printed and electronic reports for the purposes of complying with mandatory reporting requirements, and the monitoring and evaluation of policy implementation.

### Reporting

All Queensland Government agencies are required to report equity data to the Public Service Commission pursuant to the *Public Service Act 2008* – Section 30. The statistical information provided does not allow for the identification of any individual.

This data is collated and sector-wide EEO census data is reported through the Public Service Commission's Annual Report.

De-identified EEO data is also utilised within the service-wide Minimum Obligatory Human Resource Information (MOHRI).



## Section A - Employee Details

This section allows the Queensland Government to record that you have been given the opportunity to complete this form. Failure to complete this section may result in further requests for this information.

Payroll Number

Agency

First name

Middle name

Last name

## Section B – Census

### Q1 – Are you an Aboriginal or Torres Strait Islander person?

An Aboriginal or Torres Strait Islander person is a person of Aboriginal or Torres Strait Island descent, who identifies as such, and is accepted as such by the Aboriginal and/or Torres Strait Islander community in which he or she lives.

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 or a Torres Strait Islander person
- I do not wish to provide this information

### Q2 – Do you come from a non-English speaking background?

A person from a non-English speaking background is defined as a person who either:

- migrated to Australia and whose first language is a language other than English; **or**
- one (or both) parent(s) migrated to Australia and did not have English as a first language.

Please select **one box** only.

- Yes – **I migrated** to Australia **and** my first language is a language other than English
- Yes – One or both of **my parents migrated** to Australia **and** did not have English as their first language
- No – I come from an English speaking background
- I do not wish to provide this information

### Q3 – Do you have a disability?

A person with a disability is defined as a person who has, or has had a disability of a type, listed below:

- Physical
- Sensory (hearing, speech or vision) which cannot be corrected by appropriate aids such as hearing aids or glasses
- Intellectual or learning
- Psychiatric.

Please select **one box** only.

- Yes - I have one or more disabilities
- No - I do not have a disability
- I do not wish to provide this information

**Thank you for your assistance. Please place your completed questionnaire in an envelope marked “CONFIDENTIAL” and forward it to:**

**<insert details>...**