

Queensland Public Sector Equality of Employment Opportunity (EEO) Census Data Specification/Coding Standard

Issued by the Public Service Commission (PSC), February 2011

Context

This standard is designed to promote data coding 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 specifications
- 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 Questionnaire Standard.

Coding of EEO Census Responses

Table 1 sets out the codes to be used in conjunction with each set of responses to the EEO census questions appearing in the *Queensland Public Sector Equality of Employment Opportunity (EEO) Census Questionnaire Standard*.

Default code – Z

Employees who have not been surveyed, either because they have not yet participated in a census or have not returned a census form, should have each EEO question coded with the default code 'Z' – No record (employee has not been surveyed).

It is invalid coding for an employee to have valid response codes for some questions and have 'Z' codes recorded for others. Table 2 provides examples of compliant use of codes in given circumstances. Table 3 highlights non-compliant use of codes.

The 'Z' code allows for non-respondents to be followed up and for census return and census question response rates to be calculated.

'Blank' code

Where an employee has returned or submitted an EEO census form and where one or more of the EEO questions has not been answered then such questions are to be coded with a 'Blank'. Thus a 'Blank' is to be considered and treated as a valid code.

Further information

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**Table 1
Coding of EEO Census Responses**

Question / Response	Code	Description
Q1 – Are you an Aboriginal or Torres Strait Islander person?		
Yes – I am an Aboriginal person	B	Indigenous
Yes – I am a Torres Strait Islander person	B	Indigenous
Yes – I am both an Aboriginal and Torres Strait Islander person	B	Indigenous
No – I am not an Aboriginal or a Torres Strait Islander person	A	Non-Indigenous
I do not wish to provide this information	C	Indigenous status not disclosed
Question unanswered	Blank	Employee has been surveyed but has not responded to this question
Has not participated in EEO census (no census form has been returned) – default code	Z	Most recent EEO census form has not been returned
Q2 – Do you come from a non-English speaking background?		
Yes – I migrated to Australia and my first language is a language other than English	4	NESB1
Yes – One or both of my parents migrated to Australia and did not have English as their first language	7	NESB2
Neither of the above statements applies to me	1	English-speaking background
I do not wish to provide this information	N	NESB status not disclosed
Question unanswered	Blank	Employee has been surveyed but has not responded to this question
Has not participated in EEO census (no census form has been returned) – default code	Z	Most recent EEO census form has not been returned
Q3 – Do you have a disability?		
Yes – I have a disability	600	Other condition
No – I do not have a disability	700	No disability
I do not wish to provide this information	999	Disability status not disclosed
Question unanswered	Blank	Employee has been surveyed but has not responded to this question
Has not participated in EEO census (no census form has been returned) – default code	Z	Most recent EEO census form has not been returned



Table 2
Examples of compliant coding

Scenario	Indigenous Code (Q1)	Language Code (Q2)	Disability Code (Q3)
1 Employee has not returned a census form	Z	Z	Z
2 Employee has returned form with payroll number and name only – no other information	Blank	Blank	Blank
3 Employee has answered only Question 1 to identify as Indigenous	B	Blank	Blank
4 Employee has not answered the disability question, but has provided valid responses to the other two questions	A	1	Blank
5 Employee has responded ' <i>I do not wish to provide this information</i> ' to every question	C	N	999

Table 3
Examples of non-compliant coding – shaded grey

Scenario	Indigenous Code (Q1)	Language Code (Q2)	Disability Code (Q3)
Employee has returned form with payroll number and name only – no other information See Scenario 2 above for correct coding	Z	Z	Z
Employee has returned form with payroll number and name only – no other information See Scenario 2 above for correct coding	C	N	999
Employee has answered only Question 1 to identify as Indigenous See Scenario 3 above for correct coding	B	Z	999
Employee has not answered the disability question, but has provided valid responses to the other two questions See Scenario 4 above for correct coding	A	1	Z
Employee has responded ' <i>I do not wish to provide this information</i> ' to every question See Scenario 5 above for correct coding	Z	Z	Z

