# People matter survey for local government 2023 FAQs

## What’s the People matter survey for local government?

The People matter survey for local government (the survey) has been developed in consultation with the [Commission for Gender Equality in the Public Sector](https://www.genderequalitycommission.vic.gov.au/) to help local councils better understand and track progress towards gender equality in their workplace.

The survey will support local councils to meet their Gender Equality Act progress reporting requirements.

The survey is an independent survey run by the [Victorian Public Sector Commission](https://vpsc.vic.gov.au/).

It’s a safe and anonymous way for employees to tell organisations about what they experience in their workplace.

## When does the survey happen?

The survey will run from Monday 29 May to Friday 23 June 2023.

## What is the Gender Equality Act (2020)?

The [Gender Equality Act 2020](https://www.genderequalitycommission.vic.gov.au/about-gender-equality-act-2020) will improve workplace gender equality in the Victorian public sector, universities, and local councils. The Act commenced on 31 March 2021.

## How do I access the survey?

You’ll receive a link via your workplace email and will be able to access the survey from a desktop or mobile device.

The survey will take around 15 minutes to complete.

## What questions will I be asked in the survey?

The survey is relevant to all employees regardless of what your role is.

The Commission for Gender Equality in the Public Sector has developed questions to support organisations to report on, and drive progress towards, gender equality in their workplace.

This includes questions about your workplace experience of:

* career development
* diversity and inclusion
* flexible working
* equal opportunity employment
* cultural safety

## Will participation in the survey be optional for individuals?

The survey is optional for individuals. However, employees are encouraged to have their say to provide feedback on their workplace experience of gender equality.

When more people take part in the survey, their views of their organisation strengthen the case for workplace cultural change.

## Can I save and return later to the survey?

If you’re interrupted or need to take a break while doing your survey, you can save and return later any time before the closing date by using the same device and browser.

To save your progress, click on the ‘Save and return later’ button at the bottom of the page. A unique survey link will be created that will return you to the point in the survey where you finished before.

You can either copy and save your unique survey link or submit your email address to receive your link via email.

If you chose to submit your email address, the Victorian Public Sector Commission will:

* never share your email with anyone
* not use your email in any reporting
* destroy your email after the survey period is over.

## How will my privacy be protected?

The Victorian Public Sector Commission uses strict rules to protect your privacy and anonymity at every stage of the survey.

You have the option to respond to demographic questions, such as age or gender, with ‘prefer not to say’.

To protect you, the Victorian Public Sector Commission:

* uses an anonymous survey link and everyone in your organisation receives the same survey link
* de-identify all data that employers get
* de-identify all individual survey responses. This means our organisation can’t identify individuals when the data is reported
* won’t collect identifying information such as name, date of birth or employee ID
* separate open-text responses from other data. Our organisation won’t know where the comments came from or who made them
* won't release team or demographic group results when there are fewer than 10 responses (for example, a demographic group could be all women aged 40-49).
* won’t release demographic results, if fewer than 30 people in your organisation do the survey

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/privacy/) to find out more.

## Will survey results be publicly available in 2023?

Results from the survey will be given to organisations within a reasonable time after the survey closes.

Local councils can publish aggregated, de-identified survey results as part of their Progress report by early 2024.

The Commission for Gender Equality in the Public Sector also intends to publicly release selected organisation-level results on its Insights Portal in 2024.

## What results does my organisation get?

Organisations receive the following standard reports:

| Report  | Description |
| --- | --- |
| Organisation Results data file | Detailed and summary results for your organisation as a whole, includes demographic profile and response rates of survey participants.  |
| Gender intersectionality data file | Detailed and summary results which can be filtered by gender and one other demographic variable such as age or cultural identity. (Excel) |
| Demographic matrix data file | Detailed and summary results which can be filtered by a single demographic group, such as age 25 to 34. (Excel) |

Organisations also receive access to the following online interactive dashboards:

| Dashboard  | Description |
| --- | --- |
| Results dashboard | Detailed results for your organisation as a whole. |
| Results with diversity filters dashboard | Detailed results for your organisation as a whole, which can be filtered by gender and other demographic variables such as age or cultural identity. |
| Diversity profile dashboard | A detailed breakdown of demographic groups across your organisation, such as the percentage of employees in different age bands. |
| Diversity heatmaps dashboard | Detailed results for different demographic groups across your organisation displayed in a heatmap format, allowing you to compare results across your organisation for e.g., different genders of employees. |
| Free text comments dashboard | Dashboard with all free text comments made by employees, filterable by topic and key word.To protect employee’s privacy, comments are not linked to any other survey data.  |

All results provided to your organisation are de-identified.

## How are the survey results and data used?

Information from the survey will be used to:

* Help local councils devise actions that improve gender equality, eliminate negative workplace behaviours, and ensure the local government workforce reflects the diversity of the Victorian community.

## Where can I get more information?

If you have further questions about the People matter survey for local government, please contact your contact your Survey Coordinator on <phone number> or email <email address>. You can also contact the Commission for Gender Equality in the Public Sector on enquiries@genderequalitycommission.vic.gov.au.