## People matter survey for local government 2023

### Speaking notes: 3-5 minutes

### For: Senior Leaders, Executives and Managers

### To: All staff

| Themes | Suggested messages |
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| Survey timing | The People matter survey for local government (the survey) 2023 is open from Monday 29 May to Friday 23 June (4 weeks).  You’ll receive a survey link inviting you to take part. |
| About the survey | The Commission for Gender Equality in the Public Sector offers the survey as an effective way for local councils to measure progress towards gender equality and find out what they’re doing well and where they need to improve.  This is an independent survey run by the Victorian Public Sector Commission.  It’s a safe and anonymous way for you to tell us what you think about your workplace experience. |
| What is the Gender Equality Act (2020) | The [Gender Equality Act](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. |
| About the survey experience | Your participation is optional, however, you are encouraged to have your say.  You’ll be able to access the survey from a desktop or mobile device.  The survey will take around 15 minutes to complete. |
| What you will be asked | 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 for councils to measure progress toward gender equality in the workplace.  You’ll be asked questions about your workplace experience of:   * Career development * Diversity and inclusion * Flexible working * Equal opportunity employment * Cultural safety |
| Why this year’s survey is important, and you should take part | Your opinion and unique perspective on our workplace culture matters to us all.  We don’t shy away from survey results that tell us where we need to improve. We take responsibility for our results and use this information to plan and implement changes and initiatives. This is why we encourage you to complete the survey.  And the results help local councils like ours to track if we are taking positive steps towards creating a more healthy, diverse, and inclusive workplace. |
| **(OPTIONAL TOPIC 1)**  How the People matter survey for local government contributes to a safe and inclusive workplace | In the survey you will be asked demographic questions, such as your age, gender and cultural background.  These questions are designed to gather information about our workforce to track if we are making positive steps towards gender equality, eliminating negative workplace behaviours, and ensuring the local government workforce reflects the diversity of the Victorian community.  Different groups including the Commission for Gender Equality in the Public Sector will use the results from the People matter survey for local government.  Your information helps these groups, and others like them, to understand what a gender equitable workplace looks like to you and to help the Victorian Government maintain a local government that strives for an inclusive, high-performing and engaged workforce.  We want people of all abilities, backgrounds, genders and cultures to feel safe and empowered working in local government.  Each of us has different ideas, perspectives and skills to share. The more we share, the more we understand each other. When our workforce is reflective of the Victorian community, local government services work better for everybody. |
| How do I know my privacy and anonymity is protected? | For those of you with questions about privacy and anonymity:  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 survey:   * uses an anonymous survey link and everyone in your organisation receives the same survey link * de-identifies all data that employers get * de-identify 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 * will never share your email address and will delete it at the end of the survey period, if you use it to save and return to the survey later   All information is handled in line with Victorian and Commonwealth law.  We encourage you to respond honestly about your individual experience.  If you want to know more about privacy, there is a link to the Commission’s data collection statement included in your survey invitation or you can visit the Victorian Public Sector Commission’s website. |
| When will survey results be available?  **(OPTIONAL TOPIC 2)** | Results from the survey will be provided to our organisation in late July.  We will publish de-identified results on our website as part of our Progress Report by early 2024.  The Commission for Gender Equality in the Public Sector also plans to publish selected results on their insights portal in 2024. |
| Where can I get more information | If you have questions about the survey, or need support, please contact our survey coordinator **<NAME>** .  Or contact the Commission for Gender Equality in the Public Sector on [enquiries@genderequalitycommission.vic.gov.au](mailto:enquiries@genderequalitycommission.vic.gov.au) |