



# People matter survey for gender equality reporting

Information Sessions:

Tuesday 11th February & Wednesday 12th February 2025

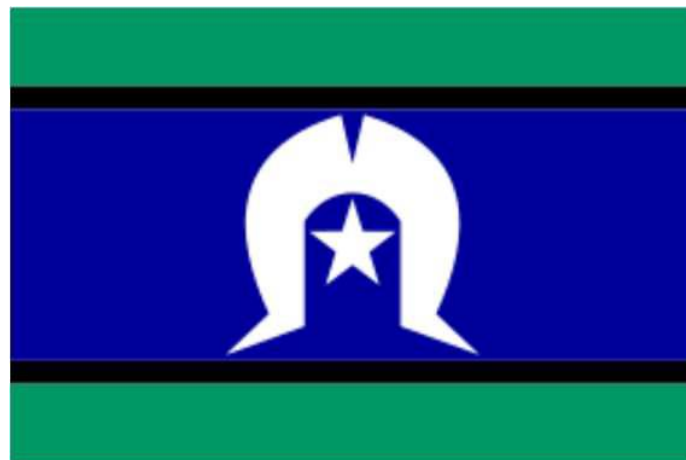
Commission for Gender Equality in the Public Sector (CGEPS)

Victorian Public Sector Commission (VPSC)

# Acknowledgement of Country



We acknowledge and pay respect to the Wurundjeri people of the Eastern Kulin nation as the traditional custodians of the lands where we are proud to be located.



# Session overview



1. Welcome
2. Introductions
3. Employee experience data
4. What is the People matter survey for gender equality reporting?
5. Important information
6. Key benefits
7. Q&A



# Employee experience survey



The survey will ask questions about how your employees feel about:

- organisational culture
- gender equality
- diversity
- inclusion.



Employee experience data helps you gain a better understanding of the problem of gender inequality in your workplace.

# Employee experience survey



# About the People matter survey for gender equality reporting



- Conducted every two years
- In 2023, over 17,000 responses from 79 local councils were received
- Around 60 questions (similar questions to 2023)
  - Employee experience questions
  - Demographic questions (organisational
- To protect anonymity:
  - We don't release your organisation's results if less than 10 responses received
  - We don't release your organisation's demographic results if less than 30 responses received
  - We don't release responses to an individual question if less than 10 responses received

# Important Information



- **Dates:** the survey will run for three weeks April 28<sup>th</sup> to May 16<sup>th</sup>.
- **Time:** the survey will take approximately 10-15 minutes to complete.
- **Cost:** fixed rate of \$2.40 (GST inclusive) per active employee headcount\* at time of registration
- **Registering:** open now until 14<sup>th</sup> March 2025



# Survey coordinator



In your organisation's survey registration form, you will nominate the survey contact person i.e. "survey coordinator".

This person will:

- Be the primary point of contact
- Be responsible for completing user acceptance testing before the survey launches
- Be responsible for promoting and disseminating the survey within the organisation
- Have access to the organisation's response rate dashboard during the survey period
- Have access to the Qualtrics interactive results dashboards when results are released
- Be sent the organisation's Excel data files when results are released.

# Survey implementation

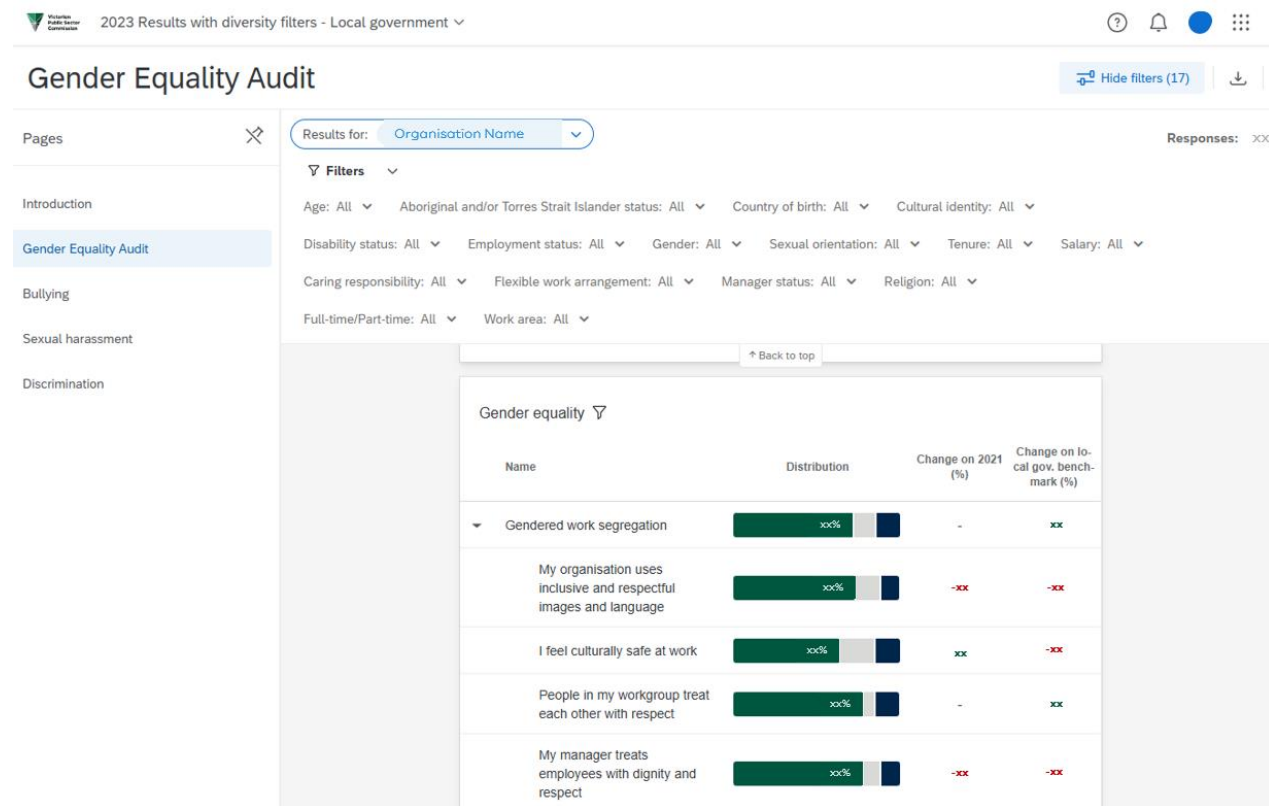


- **Survey testing:** your survey coordinators will receive the survey link starting 3 April 2025 with instructions in an email.
- **Distributing the survey:** on 28 April, your survey coordinator will distribute their survey invitation with the survey link to staff.
- **Survey results:** the results will be provided to you by the Victorian Public Sector Commission (VPSC) by mid-late June 2025.

# What reporting will you receive for the People matter survey for gender equality?



- 4 Dashboards
  - Response rate – live response tracking during survey
  - Results with diversity filters (2023 dashboard pictured on slide)
  - Diversity profile
  - Diversity heatmap – gender +1 intersectional results
- 2 Data files:
  - Results for your organisation for 2025, 2023 (if available) and industry overall result for 2025
  - Results by demographic for 2025

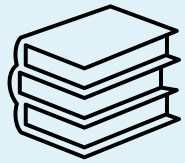


# Key benefits:

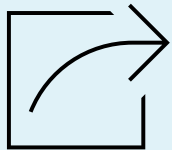


- ✓ Best way to measure progress against the gender equality indicators and inform your strategies and measures in your GEAP
- ✓ Streamlined way to gather employee experience data
- ✓ Low cost and low administrative burden
- ✓ Strict protection of staff privacy
- ✓ Anonymous survey data
- ✓ Your data will be uploaded for you by the Commission into the reporting platform
- ✓ Promotional materials (written and visual) provided

# Support and promotional materials



**Supporting resources:** reminder emails, key message documents, timeline for promotion, posters, email banners and more.



**Promoting the survey:** week starting 7 April, all promotional materials will be shared with your survey coordinator.

# People matter survey for gender equality reporting timeline



**January 31**  
**Registration open**

**March 14**  
**Registration close**

**April 3**  
**Survey Testing**

**April 28**  
**Survey Opens**

**May 16**  
**Survey Closes**

**Mid-late June**  
**Survey results**

# If not using the People matter survey



We advise not to conduct the survey internally for data security and participant privacy reasons.



You need to conduct the survey this calendar year, ideally by mid-year.



Ensure your survey provider completes the reporting template.



You need to upload the survey results to the reporting platform.



Read the practice note to help inform your decision.

# Any questions?

Contact us: [enquiries@genderequalitycommission.vic.gov.au](mailto:enquiries@genderequalitycommission.vic.gov.au)