

Equal Employment Opportunity Census Form



Part of the
weallbelong
embracing workplace diversity and inclusion
initiative



**Queensland
Government**

EQUAL EMPLOYMENT OPPORTUNITY CENSUS FORM

Your diversity is our strength!

As an employee you bring diverse skills, knowledge and experience. You are part of a team that values diversity and is committed to maintaining a work environment that provides equal opportunity for all employees.

EEO data is critical to understanding the diversity of everyone in our workforce and designing our Inclusion & Diversity programs of work to meet these needs.

We invite you to share information about your diversity, noting that all information is confidential and protected. This is an opportunity for you to celebrate who you are, enabling us to value your diversity and uniqueness.

How do I complete the EEO census?

- Employees **without an existing EEO record** will receive a confidential online survey released by the department every quarter via email.
- Employees wishing to **update their EEO record** can complete the paper-based census form at any time and return as directed.

For paper-based forms please return your completed EEO census to (no stamp is required):

“CONFIDENTIAL”

Human Resources – Workforce Reporting (EEO Census)

Workforce Planning

Reply Paid 15033

CITY EAST QLD 4002

Privacy

The information you provide in the EEO 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 the online survey 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 the department. Only de-identified data (which cannot identify any individual) will be used by the department, and provided to other State and Commonwealth government agencies for the purposes of complying with mandatory reporting requirements and the monitoring and evaluation of policy implementation.

All Queensland Government agencies are required to report EEO data to the Public Service Commission (PSC) pursuant to the *Public Service Act 2008* – Section 30

Section A – Employee Details (minimum response required)

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

School/Location

First name

Middle name

Last name

Section B – Census - Please choose all options that apply to you. (response optional)

Question 1 – Do you identify as an Aboriginal or Torres Strait Islander as our First Nations peoples?

A person who identifies as, or as a descendant of, Aboriginal or Torres Strait Islander peoples and/or Australia's First Nations peoples. In the spirit of learning and respect, we acknowledge that every individual's journey, experience and connection to culture is different.

Please select **all boxes** that apply to you

- I identify as Aboriginal
- I identify as Torres Strait Islander
- I identify as both Aboriginal and Torres Strait Islander
- I am a descendant of Australia's First Nations peoples
- I do not identify as either Aboriginal; Torres Strait Islander or with Australia's First Nations peoples
- I do not wish to provide this information

Question 2 - Are you an Australian South Sea Islander?

An Australian South Sea Islander person is the direct descendant of South Sea Islanders who were brought to Australia between 1863 and 1904.

Please select **one box** only

- I identify as a South Sea Islander
- I do not identify as a South Sea Islander
- I do not wish to provide this information

Question 3 – Non-English speaking background

Please select **one box** only

- I speak a language, other than English, fluently and my parents and I were born in Australia
- I migrated to Australia and my first language is a language other than English
- I was born in Australia, one or both of my parents migrated to Australia and did not have English as their first language
- English is my first language
- I do not wish to provide this information

Question 4 – Diverse abilities

We are all different but some of us have sensory, intellectual, physical or cognitive traits that result in us having reduced capacity in some areas but being highly functioning in other areas. These include things that have occurred in the past but are no longer there.

Please **select all** that apply to you

- I have significantly different sensory abilities (such as hearing, speech or vision)
- I have different physical abilities which may require access to equipment or workplace modifications
- I have cognitive differences such as ASD, Dyslexia, ADD which means I can think in different ways and am often highly analytical or innovative
- I have different styles of thinking which means I learn differently
- I have cerebral or psychological differences
- I have another difference which would require reasonable adjustment in the workplace
- I do not have a diverse ability as listed above
- I do not wish to provide this information

Question 5 – Gender diversity

Please select **one box** only

- I identify as a man
- I identify as a woman
- I identify as gender neutral or diverse
- I do not wish to provide this information