



Collecting Diversity Demographic Data

DIVERSITY AND INCLUSION

A key principle of our approach to diversity and inclusion at Macquarie is to be led by quantitative and qualitative data. For this to be possible we need to collect and analyse reliable demographic data within staff and student processes and consultations. This analysis enables us to identify where additional support or adjustments may be needed, where bias may be affecting our processes or our culture and to develop targeted actions to address issues highlighted. Consistently collecting demographic data also enables us to track changes and progress over time.

This document outlines the wording we would recommend for diversity demographic questions based on current expert advice. These could be included in data systems, forms, and surveys. It may not be necessary to include all these questions – it is always important to consider why you are collecting data and how it will be used.

For more information on collecting, interpreting, and acting on diversity data, please contact:

- workplacediversityinclusion@mq.edu.au for questions relating to staff data, or
- respect@mq.edu.au for questions relating to student data

Please use the questions provided below, which you can copy and paste. Please remember to delete the notes (in red).

RECOMMENDED D&I DEMOGRAPHIC QUESTIONS:

NOTE: Ensure that demographic questions are optional and/or include 'prefer not to say' as a response for all questions. Make it clear that students and staff do not have to respond if they don't want to - it's up to them, and they may feel comfortable to respond to some questions and not to others.

Gender:

Which of the following best describes your current gender identity?

We recognise there are many ways people identify and describe their gender identity. The terminology we have used is intended to recognise this diversity and we aim to be inclusive.

- ☐ Woman
- ☐ Man
- ☐ Another option. Please specify if you wish to (**NOTE: allow optional free text here**)
- ☐ Prefer not to say

Cultural Diversity:

Are you of non-English speaking background?

You should indicate 'yes' to this question if you were:

- a) born overseas and your first language was not English
- b) born in Australia but your first language was not English

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Which country where you born in?

- ☐ Use countries listed as in [ABS Standard Australian Classification of Countries](#)
- ☐ Not sure/don't know
- ☐ Another country not listed, please specify (**NOTE: allow optional free text here**)
- ☐ Prefer not to say

What is your cultural background?

- ☐ Use countries listed as in [ABS Australian Standard Classification of Cultural and Ethnic Groups](#)
- ☐ Not sure/don't know
- ☐ Another cultural background not listed, please specify (**NOTE: allow optional free text here**)
- ☐ Prefer not to say

NOTE: For the question above, the Diversity Council of Australia recommends allowing respondents to choose as many cultural identities as they would like.

Disability:

Do you have a disability?

Disability includes physical, intellectual, psychiatric, sensory, neurological, learning disability, physical disfigurement and immunological.

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

If yes, do you require adjustments?

An adjustment is a necessary or appropriate modification or adjustment made to ensure or enable equal participation. It could include (but is not limited to) an adjustment to work or study equipment, flexible work arrangements or training. If you would like to speak to someone to request or discuss an adjustment, please contact wellbeing@mq.edu.au for students, or your [HR Client Relationships team](#) for staff

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

LGBTIQ+ Identity:

Do you consider yourself a member of the Lesbian, Gay, Bisexual, Trans, Intersex and/or Queer (LGBTIQ+) communities?

LGBTIQ+ refers to lesbian, gay, bisexual, transgender, gender diverse, intersex, and queer identities, and the '+' recognises that LGBTIQ does not include a range of other terms that people identify with or use.

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Parents and Carers:

Do you have caring responsibilities for a dependent child or adult?

- ☐ Yes, parent
- ☐ Yes, carer
- ☐ Yes, both
- ☐ No
- ☐ Prefer not to say

PROUNOUNS AND TITLES:

NOTE: We suggest that the following **Pronouns** and **Title** questions should be included when staff/students are asked to provide their personal details – not under a diversity demographic section. These questions enable you to refer to someone using the appropriate personal title or pronoun in all communications.

Pronouns:

What are your personal pronouns?

- ☐ He/his
- ☐ She/Hers
- ☐ They/Theirs
- ☐ Another option - please specify (**NOTE: allow optional free text here**)
- ☐ Prefer not to say

Title:

What is your preferred title?

- ☐ Miss
- ☐ Mrs
- ☐ Ms
- ☐ Mr
- ☐ Mx
- ☐ Dr
- ☐ Professor
- ☐ No title

REFERENCES:

- ACON recommended sexuality and gender indicators: <https://www.acon.org.au/what-we-are-here-for/policy-research/#recommended-sexuality-and-gender-indicators>
- Australian Network on Disability, 2016. *Sharing and Monitoring Disability Information in your Workforce: A Guide for Employers*. Available at: https://www.and.org.au/data/Info_Sharing/Information_Sharing_Monitoring_PDF.pdf
- Diversity Council Australia, 2018. *D&I 101: Conducting a diversity survey*. Available at: https://www.dca.org.au/system/files/di_101_diversity_survey_guide_dca_members_only_2020.pdf
- Diversity Council Australia, 2019. *Counting culture: Six principles for measuring the cultural diversity of your workplace*. Available at: https://www.dca.org.au/system/files/dca_counting_culture_final.pdf
- Nielsen, 2014. Collect Your Employees' Data Without Invading Their Privacy. *Harvard Business Review*. Available at: <https://hbr.org/2014/09/collect-your-employees-data-without-invading-their-privacy>