

Workplace Assessment Tool

Purpose

RDA NT has developed this tool to assist with the gathering of information relating to digital capability and capacity across the Northern Territory. This information will assist us in demonstrating the need for improved information telecommunications infrastructure and expertise. In a region as remote and challenging as the Northern Territory good communications is essential to economic growth, not to mention quality of life. Through the information gathered with this tool we hope to inform policy, programs and funding providers by outlining not only the needs but also the opportunities which might come from achieving a digital Territory.

Please answer all questions in relation to how your workplace functions at your physical location NOT how your organisation functions at head office.

About Your Organisation	
<i>These organisational details will allow RDA NT to better understand and analyse the information you provide and also keep you informed where appropriate. Organisational details will be kept private and confidential.</i>	
Organisation Name	
Workplace Location	
Contact Name	
Position Title	
Phone	
Email Address	
Web Address	
Number of Staff	<ul style="list-style-type: none"> • 0 – 5 • 6 – 25 • 26 – 50 • 51 – 100 • 101 – 200 • Over 200
Type of Organisation	<ul style="list-style-type: none"> • Commonwealth Government • Territory Government • Local Government • Not for Profit • Business – Sole Trader, Pty Ltd, Partnership, Sub-contractor • Community Group • Other <input style="width: 150px;" type="text"/>

Service/Industry Sector	<p>Please select the Service/Industry Sectors that are most relevant to your business activity. <i>Multiple selections allowed</i></p> <ul style="list-style-type: none"> • Agriculture, Forestry and Fishing • Mining • Manufacturing • Electricity, Gas, Water and Waste Services • Construction • Wholesale Trade • Retail Trade • Accommodation and Food Services • Transport, Postal and Warehousing • Information Media and Telecommunications • Financial and Insurance Services • Rental, Hiring and Real Estate Services • Professional, Scientific and Technical Services • Administrative and Support Services • Public Administration and Safety • Education and Training • Health Care and Social Services • Arts and Recreation Services • Other Services <input type="text"/>
Region	<p>Please select the Region that your workplace is located.</p> <ul style="list-style-type: none"> • Alice Springs • Barkly • Central Desert • Darwin and Palmerston • East Arnhem • Katherine • Litchfeild, Coomalie, Belyuen, Wagait and the unincorporated area • MacDonnell • Roper Gulf • Tiwi Islands • Victoria Daly • West Arnhem

Remote Services	Do you deliver services to rural or remote areas with limited or no telecommunications access?	Yes	No
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Internet Usage								
1	Is the internet accessible where your work place is located?						Yes	No
2	Does your workplace access the internet? (if NO go to question 26)						Yes	No
3	If Yes is the internet access	Cable/Fiber	Satellite	Wireless	CITRIX	ADSL2 or 2+	3G/4G	
4	Does your workplace use the internet for business purposes?						Yes	No
5	Does your workplace use internet reliant applications? (for example email, cloud services, social media, video conferencing etc)						Yes	No
6	Does your level of internet access enable you to adequately utilise the applications you use?						Yes	No
7	Are there applications you would use if there was adequate internet access? (for example cloud services, video conferencing etc)						Yes	No
Comments: <i>(to clarify your responses)</i>								

Technology and Resources				
8	Does your workplace use mobile technologies to access and transfer data? (for example mobile phones, tablets, lap tops)		Yes	No
9	Has the use of technology allowed your workplace to reduce operational costs?		Yes	No
9b (optional)	Please provide an estimate as a percentage of savings. E.g. technology has reduced our costs by 20%.		%	
10	Is your workplace using technology to benefit your clients?		Yes	No
11	Does your workplace use applications to reduce travel such as web and video conferencing?		Yes	No
11b	If no, why not?			
12	Does your workplace use cloud technologies (for example online accounting, data storage)		Yes	No
13	Are your online resources regularly updated? (web site, facebook, etc)		Yes	No
Comments: <i>(to clarify your responses)</i>				

People				
14	Do people in your workplace use your technology to do work from home?		Yes	No
14b	If no, why not?			
15	Does your workplace use online training programs to up-skill people?		Yes	No
16	Does your workplace undertake digital training? (for example social media, digital marketing, or ecommerce training)		Yes	No
17	Does your workplace have the ability to internally manage the digital parts of your business, such as your website and facebook?		Yes	No
18	Does your workplace use the internet to assist with recruitment processes?		Yes	No
Comments: <i>(to clarify your responses)</i>				

Services, Compliance & Security			
19	Does your workplace rely on Government web sites for up to date information? (for example in relation to programs or compliance)	Yes	No
20	Does your workplace have policies and procedures for your people who are working online? (for example relating to the use of emails or social media)	Yes	No
21	Do you believe your workplace complies with data protection, spam, and privacy legislation?	Yes	No
22	Does your workplace have procedures in place to protect your workplace? (for example regular backing up of files, maintenance of an alternative power supply)	Yes	No
Comments: <i>(to clarify your responses)</i>			

Innovation			
23	Does your workplace use technology to identify new markets, services or products.	Yes	No
24	Does your workplace have a strategy to build its digital presence?	Yes	No
25	Does your workplace actively look to develop new services that can be delivered on-line?	Yes	No
26	Does your workplace believe reliable internet access is essential to your workplace?	Yes	No
Comments: <i>(to clarify your responses)</i>			

Thank you for taking the time to complete the survey.

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