

# INTRODUCTION

## What is the purpose of this survey?

The agency survey is a census of all Australian Public Service (APS) agencies with at least 20 employees employed under the *Public Service Act 1999*.

The Australian Public Service Commissioner requires the completion of the agency survey to fulfil a range of duties specified in the *Public Service Act 1999*. These duties include, but are not limited to:

- Informing the annual State of the Service report; a statutory obligation to report to Parliament on the state of the APS each year (Section 44(2))
- Strengthening the professionalism of the APS and facilitating continuous improvement in workforce management of the APS (Section 41 (1a)), and
- Monitoring, reviewing and reporting on APS capabilities (Section 41 (1c)).

The information collected through the agency survey will also be used to inform workforce planning and people management strategies, and for other research and evaluation purposes as required.

Aggregated results from the 2022 APS Employee Census will also be used to complement the information gathered through this survey of agencies.

## Who should complete the survey?

One person (such as the Agency Survey coordinator) should take responsibility for coordinating input to the survey from the relevant areas of their agency that are responsible for the issues examined in the survey. Once an agency has completed the survey, the Agency Head needs to verify the completeness and accuracy of the survey. Following verification, the officer responsible for entering the responses is required to provide their own details and the details of the agency head. Note that once submitted, an email receipt will be sent to the agency head, as well as the nominated Agency Survey coordinator.

## How should the survey be completed?

Each agency's responses must be submitted online. The online survey can be accessed through the unique link that has been provided via email to each Agency Survey coordinator. Different users can complete different sections of the survey at the same time. It is recommended, however, that a coordinated approach to completing the survey is taken and that responses are saved regularly.

It is suggested that PDF or Word versions of the survey are used to assess what information needs to be gathered and collated before entering the responses into the online version of the survey. It may also be helpful to complete the survey on a paper copy of the PDF or Word versions, and then enter responses into the online form as each section is completed.

When an agency's responses have been approved by the agency head, the Agency Survey coordinator should submit the agency's responses using the button on the 'Agency Head Certification' page. The agency's responses will then be locked, and both the agency head and Agency Survey coordinator will be informed by email that responses have been submitted. Please note once locked responses will not be able to be changed.

The Survey Service Provider, Engine, will download agency responses from the online database following the end of the Agency Survey fieldwork period.

## **What if an agency needs to clarify or qualify survey answers?**

General comment boxes have been provided at the end of each section of the survey. The comment boxes can be used to provide comments, clarifications and/or qualifications on any of the questions in that section.

## **What confidentiality and security measures are in place?**

The online survey responses are stored in a secure password-protected environment.

De-identified or aggregated agency results may be included in reporting provided to individual agencies to enable comparisons of their own results against the APS as a whole and/or similar agencies.

Personal information is not collected in this survey.

## **What happens after an agency takes part in the survey?**

The collated survey responses will be sent by Engine to the APSC to inform the annual State of the Service report and other work within the Commission. Agency Survey coordinators may be contacted after completion of the survey for clarification of responses or to request evidence of any claims made (e.g. copies of workforce plans or diversity strategies).

Results from the survey will also be used to develop reporting that will be distributed to agencies.

## **When is the survey due and how do agencies provide the certification information?**

The survey needs to be submitted online by COB 29 July 2022. Prior to this, Agency Survey coordinators will need to ensure that their agency head has approved the content and completed the 'Agency Head Certification' page.

## **Who do I talk to for further information?**

Any questions related to this survey, the survey process and/or general enquiries about the State of the Service report, please contact the Australian Public Service Commission at [apssurveys@apsc.gov.au](mailto:apssurveys@apsc.gov.au) or on 1800 464 926.

Please direct any technical queries regarding this survey to Engine by emailing [supportau@enginegroup.com](mailto:supportau@enginegroup.com) or on 1800 065 312.

A1.

## **A. DIVERSITY AND INCLUSION**

q1. 1. Please share a case study relating to an initiative undertaken to strengthen diversity and inclusion within your agency. You may like to choose one that promotes an inclusive workplace or assists with the retention of employees from a diversity group. Please describe the initiative and the outcome. You can also upload any relevant documents.



The ACMA has initiated a project through the 2022 Graduate program. The project topic is actively growing an inclusive culture, including through employee diversity. The graduates will report to the Executive management committee in the latter half of 2022.

The graduates have been tasked with assessing our approach to diversity and inclusion and develop a workplace strategy for ACMA to implement. The aim is to ensure diversity and inclusion feeds into the core of the ACMA values, organisational design, priority and strategy setting, performance management, workforce planning and recruitment.

Their terms of reference are;

- what does D&I mean for ACMA as an organisation?
- what does D&I 'best practice' look like in the APS and the private sector and how does the ACMA rate against this?
- what would be included in a D&I strategy and what would be implemented to make it truly part of the ACMA's culture?
- what D&I initiatives do ACMA staff want or need to feel valued and supported?

☐ Unable to provide this information

*q1\_upload*. Upload supporting document

A2.

## A. DIVERSITY AND INCLUSION

*q2*. 2. During 2021-22, what has your agency done to ensure its HR diversity data is up to date (e.g. identification as person with disability or as an Aboriginal and/or Torres Strait Islander person)? [Please select all that apply]

- ☐ Our agency has regularly scheduled (e.g. annual, bi-annual) prompts to employees asking them to update their diversity information
- ☐ Our agency has sent a one-off prompt to employees asking them to update their diversity information
- ☒ Our agency has encouraged new employees to update their diversity information
- ☐ Our agency has updated our HR system with new diversity categories
- ☐ Our agency has campaigned to encourage diversity disclosure through formal HR systems
- ☐ Other [Please specify]

- ☐ Our agency has not sought updated diversity information

A3.

## A. DIVERSITY AND INCLUSION

q3. 3. Does your agency have Disability Liaison Officers (as outlined in the [Australian Public Service Disability Employment Strategy 2020-2025](#)) in place to support employees?

- ☐ Yes, we have Disability Liaison Officers (or similar)
- ☐ Somewhat, we are currently establishing Disability Liaison Officer roles
- ☐ No, the agency has plans to establish Disability Liaison Officer roles in the next 12 months
- ☒ No, we are not in a position to establish Disability Liaison Officers at this time [Please specify]

We are currently developing a Diversity and Inclusion Strategy which may include Disability Liaison Officers. The draft strategy proposes the development of Employee Networks.

A4.

## A. DIVERSITY AND INCLUSION

q4. 4. Which of the following best describes your agency's ability to meet diversity and inclusion strategy deliverables over the next 12 months?

q4a. Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy 2020–2024

Unlikely to be able to progress any deliverables

☐

Likely to action one to two deliverables

☒

Likely to action three to nine deliverables

☐

Likely to action ten or more deliverables

☐

q4b. Australian Public Service Disability Employment Strategy 2020–2025

Unlikely to be able to progress any deliverables

☐

Likely to action one to two deliverables

☒

Likely to action three to nine deliverables

☐

Likely to action ten or more deliverables

☐

q4c. Australian Public Service Gender Equality Strategy 2021–2026

Unlikely to be able to progress any deliverables

☐

Likely to action one to two deliverables

☒

Likely to action three to nine deliverables

☐

Likely to action ten or more deliverables

☐

A5.

## A. DIVERSITY AND INCLUSION

q5. 5. Which of the following best describes your agency's ability to deliver on the APS's mental health and suicide prevention agenda in the next 12 months?

### q5a. Implementation of APS Mental Health Capability Framework

- ☐ The agency is not aware of the APS Mental Health Capability Framework
- ☐ Unlikely to be able to progress this agenda
- ☒ Currently in consultation to onboard
- ☐ Currently prioritising action to align corporate practice with framework

### q5b. Implementation of Compassionate Foundations, APS Suicide Prevention eLearning suite

- ☐ The agency is not aware of compassionate foundations e-learning
- ☐ Not currently promoted in agency
- ☒ Promotion underway but not commenced
- ☐ Staff currently accessing e-learning

A6.

## A. DIVERSITY AND INCLUSION

q6. 6. During 2021-22, which of the following cohorts of people has your agency made mentoring programs available to? [Please select all that apply]

- ☐ Aboriginal and Torres Strait Islander employees
- ☐ Employees with disability
- ☐ Culturally and linguistically diverse (CALD) employees
- ☐ LGBTIQ+ employees
- ☐ All employees
- ☐ Other [Please specify]

- ☐ We have not offered any formal mentoring programs, but are anecdotally aware informal mentoring does occur
- ☒ We have not offered formal or informal mentoring programs in our agency in the past year

A7.

## A. DIVERSITY AND INCLUSION

q7. 7. Using the following scale, please assess where your agency is currently at with each of the strategies:

1. **Entry Level** - Agency is currently trying to comprehend the strategy and specific actions that relate to it
2. **Emerging** - Agency can demonstrate compliance with strategy deliverable requirements, but may experience implementation setbacks they need assistance with
3. **Establishing** - Agency has a clear understanding of the value of diversity and inclusion, and are developing systems/policies/practices to meet strategy deliverables
4. **Embedding** - Agency is able to challenge existing systems and can demonstrate they can improve systems/policies/practices to meet or exceed strategy deliverables
5. **Educator** - Agency can meet or exceed strategy deliverables, is able to identify and share their lessons, engage with other agencies and provide them with guidance on diversity and inclusion programs, activities and outcomes

q7a. Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy 2020–2024

Entry Level   Emerging   Establishing   Embedding   Educator

☒   ☐   ☐   ☐   ☐

q7b. Australian Public Service Disability Employment Strategy 2020–2025

Entry Level   Emerging   Establishing   Embedding   Educator

☒   ☐   ☐   ☐   ☐

q7c. Australian Public Service Gender Equality Strategy 2021–2026

Entry Level   Emerging   Establishing   Embedding   Educator

☒   ☐   ☐   ☐   ☐

A8.

## A. DIVERSITY AND INCLUSION

Comment Box A. Comment Box A - DIVERSITY AND INCLUSION

Diversity and inclusion will be a key focus for the new HR team in the 2022-23 financial year where we will progress our maturity against these items. We may implement a Disability Liaison Officer over the course of the next 12 months as part of our Diversity and Inclusion Strategy that is currently in development.





















































