



Thank you for your submission to the 2023 APS Agency Survey.

For your records you are encouraged to download a copy of your responses below. This is the only time you can download a copy – your responses will not be emailed to you. If required, the APSC team can export and send at a later date.

Once you have finished you can close this window.

Below is a summary of your responses

[Download PDF](#)

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 2023 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. It is recommended that a coordinated approach to completing the survey is taken.

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 be helpful to complete the survey on a paper copy, and then enter responses into the online form once all sections have been gathered.

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 at the end of the survey. 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.

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 environment.

Agency results may be included in public reporting. While these results will usually be de-identified or aggregated, results for individual agencies may be released publicly. The responses of individual agencies may also be shared with other government agencies where there is a demonstrated need for and value in accessing individual agency responses for whole-of-government work.

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 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).

Where requested to support whole-of-government work, the survey responses may be shared with other government agencies.

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

The survey needs to be submitted online by COB 28 July 2023. 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 at the end of the survey.

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 or on 1800 464 926.

A. DIVERSITY AND INCLUSION

1. Please share a case study, relating to an initiative during 2022-23 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 document.

☒ Please enter text below [Limit 200 words]

In 2022-23 the ACMA has prioritised reconciliation between First Nations and non-Indigenous peoples, developing our inaugural Reconciliation Action Plan. We have focused on improving our celebration of culturally significant events through incorporation of workshops, using Indigenous catering companies and improving our cultural learning modules. The agency has promoted participation in Jawun secondments and introduced a Diversity and Inclusion award in the annual ACMA excellence awards. As an agency we are committed to improving communications and media outcomes for First Nations people and protecting them from online harms. The 2022 graduate cohort undertook a major project to review the ACMA Diversity and Inclusion Frameworks. Their work was presented to the Executive Management Committee towards the end of 2022 and is being used to support the development of a contemporary workplace strategy for Diversity and Inclusion. The plan seeks to embed inclusion in our organisational culture and harness diversity to improve innovation and outcomes for the agency and the Australian public.

☐ Unable to provide this information

Drop files or click here to upload

A. DIVERSITY AND INCLUSION

2. During 2022-23, 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

A. DIVERSITY AND INCLUSION

3. Using the following scale, please assess where your agency is currently with the implementation of the *Australian Public Service Gender Equality Strategy 2021 - 2026*?

- ☐ **Entry Level** - Agency is currently trying to comprehend the strategy and specific actions that relate to it
- ☐ **Emerging** - Agency can demonstrate compliance with strategy deliverable requirements, but may experience implementation setbacks they need assistance with
- ☒ **Establishing** - Agency has a clear understanding of the value of diversity and inclusion, and are developing systems/policies/practices to meet strategy deliverables
- ☐ **Embedding** - Agency is able to challenge existing systems and can demonstrate they can improve systems/policies/practices to meet or exceed strategy deliverables
- ☐ **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

4. Which of the following best describes your agency's ability to meet deliverables under the [Australian Public Service Gender Equality Strategy 2021 – 2026](#)?

- ☐ Unlikely to be able to progress any deliverables
- ☐ Likely to action one or two deliverables
- ☒ Likely to action three to nine deliverables
- ☐ Likely to action ten or more deliverables

A. DIVERSITY AND INCLUSION

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?

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

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

A. DIVERSITY AND INCLUSION

6. Please select all employee or advocate networks that were in place during 2022-23 that support people who identify with a diversity group within your agency.

[Please select all that apply]

- ☐ Indigenous employee network
- ☒ **RAP working group**
- ☐ Gender employee network
- ☐ Disability employee network
- ☐ Carer's network
- ☐ LGBTIQA+ employee network
- ☐ Culturally and Linguistically Diverse (CALD) employee network
- ☐ Neurodiversity network
- ☐ Mature age employee network
- ☐ Mental Health/Wellbeing network
- ☐ SES Diversity networks
- ☐ Diversity or Inclusion Champion networks
- ☐ Diversity and Inclusion network
- ☐ Our employees are part of another departments network/s
- ☒ **Other [Please specify]**

ACMA Culture and Values Network

A. DIVERSITY AND INCLUSION

7. Does your agency have existing cultural capability initiatives or programs?

- ☒ **Yes**
- ☐ No

8. Please provide a description of these initiatives or programs and the intended audience.

The agency encourages all staff to take part in cultural awareness activities. We actively promote the cultural learning modules on our LMS with key modules including Aboriginal and Torres Strait Islander Cultural Awareness, Core Cultural Learning: Aboriginal and Torres Strait Islander Australia and the SBS Inclusion Program. We have developed the first Reconciliation Action Plan for the agency and expect this to be certified by Reconciliation Australia in July 2023.

9. Have you evaluated the impact or monitored the success of these initiatives or programs within your agency?

- ☐ Yes
- ☒ **No, but measures have been identified for these initiatives or programs**
- ☐ No, measures are not in place for these initiatives or programs

A. DIVERSITY AND INCLUSION

10. Is your agency able to report the proportion of culturally and linguistically diverse (CALD) individuals who **applied** for advertised positions within your agency?

- ☐ Yes
- ☒ No

A. DIVERSITY AND INCLUSION

11. For recruitment processes undertaken in FY 22-23, what was the proportion of CALD individuals who **applied** for a position at each of these classification levels/groups:

	% of total applicants for the roles
a. EL 1 roles	0
b. EL 2 roles	0
c. SES roles	0

A. DIVERSITY AND INCLUSION

12. Is your agency able to report on the proportion of CALD individuals who were **shortlisted** during the recruitment process?

- ☒ Yes
- ☐ No

A. DIVERSITY AND INCLUSION

13. For recruitment processes undertaken in FY 22-23, what was the proportion of CALD individuals who were **shortlisted** for positions at each of these classification levels/groups:

	% of total applicants for the roles
a. EL 1 roles	0
b. EL 2 roles	0
c. SES roles	0

A. DIVERSITY AND INCLUSION

Comment Box A - DIVERSITY AND INCLUSION

The ACMA asks applicants to identify if they are from a non-English speaking background and not whether they identify as culturally and linguistically diverse. We were unable to extract information from our Recruitment system that would allow us to answer this question. We will be able to answer this in our new recruitment system for 2023-24.





