



**Australian Government**

**Australian Public Service Commission**

# 2017 APS employee census

8 May to 9 June 2017

# INTRODUCTION

The 2017 APS employee census is your opportunity to provide your views on your experience of working in your agency and the broader APS.

Full information describing what you need to do to participate, the benefits of participating, and how your responses are stored, disclosed and used can be found in the [Participant Information Sheet](#). A formal [Australian Privacy Principle 5 collection notice](#) is also available.

Before commencing the APS employee census, you might like to note the key points below.

- Participation in this survey is entirely voluntary. You are free to skip and not answer any questions that you may not want to answer.
- The results of this survey will be used by the Australian Public Service Commission and agencies to inform planning and initiatives. The data enables evaluation and improvements to working conditions for you and your colleagues.
- Your responses will remain confidential. However, your de-identified responses to the free-text questions throughout the census may be provided to your agency.

If you have any further questions, please contact the Commission's Workforce Performance team on 1800 464 926 or at [stateoftheservice@apsc.gov.au](mailto:stateoftheservice@apsc.gov.au).

## Instructions on how to complete this census

1. Please read each question carefully.
2. A number of different scales have been used throughout the employee census. Where there is a scale in response to the question, please select the option that represents the answer you want to give. For example, if you think that the weather outside today has been good, you would select the circle 'good' as below.

	Very Good	Good	Average	Poor	Very Poor
How would you rate the weather outside today?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

3. Unless stipulated, please answer in relation to your current agency even if you have worked in more than one agency during the last 12 months.
4. If you cannot answer a question, please feel free to leave it blank.
5. There are free-text questions throughout the employee census where you can comment on specific issues. In answering these questions, please do not provide personal information about any other person, for example by including their name in your response.

## When is this census due?

The census should be completed and submitted by 5:00 pm Friday 09 June 2017.

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## A. ABOUT YOU

Please note that your survey responses are confidential. All data and information collected from the survey will be stored in accordance with the Australian Privacy Principles and the *Privacy Act 1988*.

1. What is your gender?<sup>1</sup>
  - ☐ 1 Male
  - ☐ 2 Female
  - ☐ 3 X (Indeterminate/Intersex/Unspecified)
  
2. How old were you at your last birthday?
  - ☐ 1 Under 20 years
  - ☐ 2 20 to 24 years
  - ☐ 3 25 to 29 years
  - ☐ 4 30 to 34 years
  - ☐ 5 35 to 39 years
  - ☐ 6 40 to 44 years
  - ☐ 7 45 to 49 years
  - ☐ 8 50 to 54 years
  - ☐ 9 55 to 59 years
  - ☐ 10 60 to 64 years
  - ☐ 11 65 years or older
  
3. Where is your workplace?
  - ☐ 1 Australian Capital Territory
  - ☐ 2 New South Wales
  - ☐ 3 Victoria
  - ☐ 4 Queensland
  - ☐ 5 South Australia
  - ☐ 6 Western Australia
  - ☐ 7 Tasmania
  - ☐ 8 Northern Territory
  - ☐ 9 Outside Australia **[Please go to question 5]**
  
4. Is your workplace in:
  - ☐ 1 A capital city
  - ☐ 2 Another location

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<sup>1</sup> Please note, the *Australian Government Guidelines on the Recognition of Sex and Gender* provides further detail on the definition of gender, including the option of 'X' (<http://www.ag.gov.au/Publications/Documents/AustralianGovernmentGuidelinesontheRecognitionofSexandGender/AustralianGovernmentGuidelinesontheRecognitionofSexandGender.PDF>)

5. What is your substantive classification level? **[This is the classification level at which you were engaged or to which you were last promoted. It does not mean the level you may be acting in, or temporarily performing]**

If you are unsure of how your classification translates to the APS standard classifications and you are unable to ask someone in your agency, please call the Australian Public Service Commission between 8:30 am and 5:00 pm Eastern Standard Time on 1800 464 926 before completing the survey.

- ☐ 1 Trainee/Apprentice
- ☐ 2 Graduate APS (including Cadets)
- ☐ 3 APS 1–2 (or equivalent)
- ☐ 4 APS 3–4 (or equivalent)
- ☐ 5 APS 5–6 (or equivalent)
- ☐ 6 Executive Level 1 (or equivalent)
- ☐ 7 Executive Level 2 (or equivalent)
- ☐ 8 Senior Executive Service Band 1 (or equivalent)
- ☐ 9 Senior Executive Service Band 2 or 3 (or equivalent)
- ☐ 10 Outside Australia—non-APS<sup>2</sup>
- ☐ 11 Non-APS—within Australia<sup>3</sup>

6. How long have you been at your substantive classification?

- ☐ 1 Less than 1 year
- ☐ 2 1 to less than 5 years
- ☐ 3 5 to less than 10 years
- ☐ 4 10 to less than 15 years
- ☐ 5 15 to less than 20 years
- ☐ 6 20 years or more

7. What is your current, actual classification level? **[This is the classification level you are currently assigned, including temporary assignment and/or acting or higher duties]**

- ☐ 1 Trainee/Apprentice
- ☐ 2 Graduate APS (including cadets)
- ☐ 3 APS 1–2 (or equivalent)
- ☐ 4 APS 3–4 (or equivalent)
- ☐ 5 APS 5–6 (or equivalent)
- ☐ 6 Executive Level 1 (or equivalent)
- ☐ 7 Executive Level 2 (or equivalent)
- ☐ 8 Senior Executive Service Band 1 (or equivalent)
- ☐ 9 Senior Executive Service Band 2 or 3 (or equivalent)
- ☐ 10 Outside Australia—non-APS<sup>4</sup> **[Please go to question 10]**
- ☐ 11 Non-APS—within Australia<sup>5</sup> **[Please go to question 10]**

<sup>2</sup> For the purpose of the survey, Outside Australia—non-APS includes locally-engaged staff, overseas engaged employees, O-based staff and other similar terms.

<sup>3</sup> For the purpose of the survey, Non-APS – Within Australia includes contractors, non-APS secondees and other similar terms.

<sup>4</sup> For the purpose of the survey, Outside Australia—non-APS includes locally-engaged staff, overseas engaged employees, O-based staff and other similar terms.

<sup>5</sup> For the purpose of the survey, Non-APS – Within Australia includes contractors, non-APS secondees and other similar terms.

8. What is your **total** length of service in the APS? **[Please include all periods of service in the APS]**
- ☐ 1 Less than 1 year
  - ☐ 2 1 to less than 5 years
  - ☐ 3 5 to less than 10 years
  - ☐ 4 10 to less than 15 years
  - ☐ 5 15 to less than 20 years
  - ☐ 6 20 years or more
9. What is your **total** length of service in **your current agency** as an APS employee?
- ☐ 1 Less than 1 year
  - ☐ 2 1 to less than 5 years
  - ☐ 3 5 to less than 10 years
  - ☐ 4 10 to less than 15 years
  - ☐ 5 15 to less than 20 years
  - ☐ 6 20 years or more
10. What is your highest completed qualification?
- ☐ 1 Less than Year 12 or equivalent
  - ☐ 2 Year 12 or equivalent (HSC/Leaving certificate)
  - ☐ 3 Vocational qualification
  - ☐ 4 Associate diploma
  - ☐ 5 Undergraduate diploma
  - ☐ 6 Bachelor degree (including with Honours)
  - ☐ 7 Postgraduate diploma (includes graduate certificate)
  - ☐ 8 Master's degree
  - ☐ 9 Doctorate
11. What was the main focus of your tertiary qualification? (Select one only) **[only applicable if response to Q10 is 5 or higher]**
- ☐ 1 Agriculture, Environmental and related studies
  - ☐ 2 Architecture and Building
  - ☐ 3 Arts and Social Sciences, including psychology and social work
  - ☐ 4 Business and Management
  - ☐ 5 Creative Arts
  - ☐ 6 Economics, Commerce and Accounting
  - ☐ 7 Education
  - ☐ 8 Engineering and related technologies
  - ☐ 9 Food, hospitality and personal services
  - ☐ 10 Human Resources
  - ☐ 11 Information technology
  - ☐ 12 Law
  - ☐ 13 Mathematics and Statistics
  - ☐ 14 Medicine and Health Sciences
  - ☐ 15 Natural and physical sciences
  - ☐ 16 Public Administration and Political Science
  - ☐ 17 Other

12. What is your employment category?
- ☐ 1 Ongoing
  - ☐ 2 Non-ongoing
  - ☐ 3 Casual, intermittent or irregular
  - ☐ 4 Contractor
  - ☐ 5 Not sure
13. Are you employed on a full-time basis?
- ☐ 1 Yes
  - ☐ 2 No
14. a. Do you identify as Aboriginal and/or Torres Strait Islander?
- ☐ 1 Yes
  - ☐ 2 No **[Please go to question 15]**
- b. Are you recorded as Aboriginal and/or Torres Strait Islander in your agency's human resource information system (i.e. have you informed your agency)?
- ☐ 1 Yes **[Please go to question 15]**
  - ☐ 2 No—I chose not to inform
  - ☐ 3 No—I have never been asked for this information
  - ☐ 4 No—For another reason
  - ☐ 5 Not sure **[Please go to question 15]**
- c. Please explain why you chose not to inform your agency?<sup>6</sup> (open-ended) .....

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<sup>6</sup> Please note: de-identified, verbatim comments to question 14c may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

15. a. Do you have an ongoing disability?<sup>7</sup>
- ☐ 1 Yes
- ☐ 2 No **[Please go to question 16]**
- b. Is the information that you have an ongoing disability recorded in your agency's human resource information system (i.e. have you informed your agency that you have a disability)?
- ☐ 1 Yes **[Please go to question 15d]**
- ☐ 2 No—I chose not to inform
- ☐ 3 No—I have never been asked for this information
- ☐ 4 No—For another reason
- ☐ 5 Not sure **[Please go to question 15d]**
- c. Please explain why you chose not to inform your agency?<sup>8</sup> (open-ended).....
- d. When did you acquire your disability?
- ☐ 1 Congenital disability
- ☐ 2 Childhood (post-birth, prior to schooling)
- ☐ 3 During schooling (including university)
- ☐ 4 In the workforce, but before commencing work in the APS
- ☐ 5 While working for the APS but before my current job
- ☐ 6 While in my current job
16. Are you of non-English speaking background (NESB)? **[For the purpose of this survey, you should indicate 'yes' to this question if you were born overseas and your first language was not English OR you were born in Australia but your first language was not English and at least one of your parents did not speak English as a first language OR you were born in Australia and neither of your parents spoke English as a first language]**
- ☐ 1 Yes
- ☐ 2 No
17. Do you identify as Lesbian, Gay, Bisexual, Trans, and/or Intersex (LGBTI+)?
- ☐ 1 Yes
- ☐ 2 No
- ☐ 3 Prefer not to say

<sup>7</sup> For the purpose of this survey, a person has a disability if they report that they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities. This includes:

- loss of sight (not corrected by glasses or contact lenses)
- loss of hearing where communication is restricted, or an aid to assist with, or substitute for, hearing is used
- speech difficulties
- shortness of breath or breathing difficulties causing restriction
- chronic or recurrent pain or discomfort causing restriction
- blackouts, fits, or loss of consciousness
- difficulty learning or understanding
- incomplete use of arms or fingers
- difficulty gripping or holding things
- incomplete use of feet or legs
- nervous or emotional condition causing restriction
- restriction in physical activities or in doing physical work
- disfigurement or deformity
- mental illness or condition requiring help or supervision
- long-term effects of head injury, stroke or other brain damage causing restriction
- receiving treatment or medication for any other long-term conditions or ailments and still restricted
- any other long-term conditions resulting in a restriction.

<sup>8</sup> Please note: de-identified, verbatim comments to question 15c may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.



18. a. Do you have carer responsibilities? **[For the purpose of this question carer responsibilities are not limited to those in receipt of carer payment, and does include parental responsibilities]**
- ☐ 1 Yes
  - ☐ 2 No **[Please go to question 19]**
- b. For whom do you have carer responsibilities? **[Please select all that apply]**
- ☐ 1 Child(ren)—under 5 years
  - ☐ 2 Child(ren)—5 to 16 years
  - ☐ 3 Child(ren)—over 16 years
  - ☐ 4 Parent(s)
  - ☐ 5 Other relative(s) (not including parents or children)
  - ☐ 6 Partner
  - ☐ 7 Other
19. Did you come through an APS graduate programme?
- ☐ 1 Yes, in my current agency
  - ☐ 2 Yes, in another APS agency
  - ☐ 3 No
20. Have you ever served in the Australian Defence Force?<sup>9</sup>
- ☐ 1 Yes
  - ☐ 2 No **[Please go to question 24]**
21. If yes, what types of service have you undertaken? (multiple options, tick all that applies)
- ☐ 1 Permanent
  - ☐ 2 Reservist – continuous full time service
  - ☐ 3 Reservist – part time service
22. How long was your last period of service?
- ☐ 1 Still currently serving
  - ☐ 2 Less than 1 year
  - ☐ 3 2-5 years
  - ☐ 4 6-10 years
  - ☐ 5 11-15 years
  - ☐ 6 16-20 years
  - ☐ 7 More than 20 years
23. How long ago did your last period of service cease?
- ☐ 1 Still currently serving
  - ☐ 2 Less than 1 year
  - ☐ 3 2-5 years
  - ☐ 4 6-10 years
  - ☐ 5 11-15 years
  - ☐ 6 16-20 years
  - ☐ 7 More than 20 years

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<sup>9</sup> For the purposes of this survey, this includes Permanent and Reserves service, but not civilian employment within Defence.

24. Which one of the following best describes the type of work you do?

- ☐ 1 Accounting and finance (e.g. accounting, accounts receivable/payable, budgets, travel, procurement and contracting, grants management)
- ☐ 2 Administration (e.g. administrative support, secretariat, facilities and property)
- ☐ 3 Communications and marketing (e.g. campaign and marketing, graphic design, change management, event organisation, public relations, stakeholder management, editing, writing, speech writing)
- ☐ 4 Compliance and regulation (e.g. enforcement, quarantine, inspection, investigation, regulation and compliance, detention assessment)
- ☐ 5 Engineering and technical (e.g. engineering, education, training and assessment, draftsman/technical, patents examiner, land and asset management)
- ☐ 6 Human Resources (e.g. industrial relations, learning and development, recruitment, payroll, workforce planning and reporting, occupational health and safety, organisational design)
- ☐ 7 Information and communications technology (e.g. networks and telecommunications, testing, helpdesk/support, databases, development and programming, systems analysis and design, systems administration, systems integration and deployment, web and multimedia content development)
- ☐ 8 Information and knowledge management (e.g. archivist, curator, librarian, records management)
- ☐ 9 Intelligence (e.g. collection and analysis, production and dissemination, national security advice, personnel security)
- ☐ 10 Legal and parliamentary (e.g. lawyer, legal adviser, court officer, freedom of information, ministerial and parliamentary liaison, legislation drafting and advice)
- ☐ 11 Monitoring and audit (e.g. internal/external auditor, risk management, fraud control)
- ☐ 12 Organisation leadership (e.g. board member, chief executive or managing director, statutory office holder, corporate and business planning, generalist management)
- ☐ 13 Project and Programme (e.g. evaluation, programme management, project management)
- ☐ 14 Research (e.g. numerical analysis, economist, actuary, data analysis)
- ☐ 15 Science (e.g. agriculture/forestry science, chemist, environmental science, life sciences)
- ☐ 16 Health (e.g. health and allied health professionals, health and welfare support)
- ☐ 17 Service delivery (e.g. customer advice and support, gallery, museum and tour guides, hospitality, program delivery, visa processing)
- ☐ 18 Strategic policy (e.g. strategic policy, policy development, policy advice)
- ☐ 19 Trades and Labour (e.g. vehicles and equipment maintenance/operation, transport and logistics, horticulture, gardening, labourer, trades)

25. How many employees directly report to you?

Please enter a number .....

## B. GENERAL IMPRESSIONS: CURRENT JOB

26. Please rate your level of agreement with the following statements regarding *your current job*:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. I enjoy the work in my current job	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. My job gives me opportunities to utilise my skills	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. My job gives me a feeling of personal accomplishment	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
d. I am satisfied with the recognition I receive for doing a good job	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
e. I am fairly remunerated (e.g. salary, superannuation) for the work that I do	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
f. I am satisfied with my non-monetary employment conditions (e.g. leave, flexible work arrangements, other benefits)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
g. I am satisfied with the stability and security of my current job	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
h. I suggest ideas to improve our way of doing things	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
i. I am happy to go the 'extra mile' at work when required	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

## C. GENERAL IMPRESSIONS: IMMEDIATE WORKGROUP

27. Please rate your level of agreement with the following statements regarding ***your immediate workgroup***: [This survey uses immediate workgroup, workgroup and team interchangeably. Your immediate workgroup, and/or team are the people you currently work with on a daily basis]

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. I have a clear understanding of how my workgroup's role contributes to my agency's strategic direction	O 1	O 2	O 3	O 4	O 5
b. The people in my workgroup are honest, open and transparent in their dealings	O 1	O 2	O 3	O 4	O 5
c. The people in my workgroup cooperate to get the job done	O 1	O 2	O 3	O 4	O 5
d. The people in my workgroup are committed to workplace safety	O 1	O 2	O 3	O 4	O 5
e. The people in my workgroup behave in an accepting manner towards people from diverse backgrounds	O 1	O 2	O 3	O 4	O 5
f. The people in my workgroup treat each other with respect	O 1	O 2	O 3	O 4	O 5

## D. GENERAL IMPRESSIONS: IMMEDIATE SUPERVISOR

28. Please rate your level of agreement with the following statements regarding *your immediate supervisor*:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. I have a good immediate supervisor	O 1	O 2	O 3	O 4	O 5
b. My supervisor provides me with regular and constructive feedback	O 1	O 2	O 3	O 4	O 5
c. My supervisor is committed to workplace safety	O 1	O 2	O 3	O 4	O 5
d. My supervisor behaves in an accepting manner towards people from diverse backgrounds	O 1	O 2	O 3	O 4	O 5
e. My supervisor treats people with respect	O 1	O 2	O 3	O 4	O 5
f. My supervisor has the appropriate level of skills, abilities and knowledge to do their job	O 1	O 2	O 3	O 4	O 5
g. My supervisor communicates effectively	O 1	O 2	O 3	O 4	O 5
h. My supervisor encourages me to contribute ideas	O 1	O 2	O 3	O 4	O 5
i. My supervisor helps to develop my capability	O 1	O 2	O 3	O 4	O 5
j. My supervisor invites a range of views, including those different to their own	O 1	O 2	O 3	O 4	O 5
k. My supervisor displays resilience when faced with difficulties or failures	O 1	O 2	O 3	O 4	O 5
l. My supervisor maintains composure under pressure	O 1	O 2	O 3	O 4	O 5
m. My supervisor gives me responsibility and holds me to account for what I deliver	O 1	O 2	O 3	O 4	O 5
n. My supervisor challenges me to consider new ways of doing things	O 1	O 2	O 3	O 4	O 5
o. My supervisor actively supports the use of flexible work arrangements by all staff, regardless of gender	O 1	O 2	O 3	O 4	O 5

29. What is your **immediate supervisor's** current classification level? **[If they are acting or temporarily performing at that level, please record their acting level]**

- ☐ 1 Trainee/Apprentice
- ☐ 2 Graduate APS (including Cadets)
- ☐ 3 APS 1–2 (or equivalent)
- ☐ 4 APS 3–4 (or equivalent)
- ☐ 5 APS 5–6 (or equivalent)
- ☐ 6 Executive Level 1 (or equivalent)
- ☐ 7 Executive Level 2 (or equivalent)
- ☐ 8 Senior Executive Service Band 1 (or equivalent)
- ☐ 9 Senior Executive Service Band 2 or 3 (or equivalent)
- ☐ 10 Agency head

## E. GENERAL IMPRESSIONS: SENIOR EXECUTIVE SERVICE

30. The following questions only relate to the leadership practices of your **immediate** Senior Executive Service (SES) Line/Branch/Group manager. Please rate your level of agreement with the following statements regarding **your SES manager**.

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. My SES manager is of a high quality	O 1	O 2	O 3	O 4	O 5
b. My SES manager is sufficiently visible (e.g. can be seen in action)	O 1	O 2	O 3	O 4	O 5
c. My SES manager communicates effectively	O 1	O 2	O 3	O 4	O 5
d. My SES manager engages with staff on how to respond to future challenges	O 1	O 2	O 3	O 4	O 5
e. My SES manager gives their time to identify and develop talented people	O 1	O 2	O 3	O 4	O 5
f. My SES manager ensures that work effort contributes to the strategic direction of the agency and the APS	O 1	O 2	O 3	O 4	O 5
g. My SES manager effectively leads and manages change	O 1	O 2	O 3	O 4	O 5
h. My SES manager leads by example in ethical behaviour	O 1	O 2	O 3	O 4	O 5
i. My SES manager encourages innovation and creativity	O 1	O 2	O 3	O 4	O 5
j. My SES manager behaves in an accepting manner towards people of diverse backgrounds	O 1	O 2	O 3	O 4	O 5
k. My SES manager actively supports opportunities for women to access leadership roles	O 1	O 2	O 3	O 4	O 5
l. My SES manager actively supports the use of flexible work arrangements by all staff, regardless of gender	O 1	O 2	O 3	O 4	O 5

31. Considering all the Senior Executive Service (SES) officers in your agency, please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>	<b>Do not know</b>
a. In my agency, the SES are of a high quality	O 1	O 2	O 3	O 4	O 5	O 6
b. In my agency, the SES are sufficiently visible (e.g. can be seen in action)	O 1	O 2	O 3	O 4	O 5	O 6
c. In my agency, communication between the SES and other employees is effective	O 1	O 2	O 3	O 4	O 5	O 6
d. In my agency, the SES set a clear strategic direction for the agency	O 1	O 2	O 3	O 4	O 5	O 6



## F. GENERAL IMPRESSIONS: AGENCY

32. Please rate your level of agreement with the following statements regarding aspects of ***your agency's working environment***:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. I feel a strong personal attachment to my agency	O 1	O 2	O 3	O 4	O 5
b. I am proud to work in my agency	O 1	O 2	O 3	O 4	O 5
c. Change is managed well in my agency	O 1	O 2	O 3	O 4	O 5
d. Internal communication within my agency is effective	O 1	O 2	O 3	O 4	O 5
e. My agency routinely applies merit <sup>10</sup> in decisions regarding engagement and promotion	O 1	O 2	O 3	O 4	O 5
f. My agency supports employees who are injured or become ill due to work	O 1	O 2	O 3	O 4	O 5
g. My workplace provides access to effective learning and development (e.g. formal training, learning on the job, e-learning, secondments)	O 1	O 2	O 3	O 4	O 5
h. I am satisfied with the opportunities for career progression in my agency	O 1	O 2	O 3	O 4	O 5
i. I would recommend my agency as a good place to work	O 1	O 2	O 3	O 4	O 5
j. My workplace culture supports people to achieve a good work-life balance	O 1	O 2	O 3	O 4	O 5
k. My agency actively encourages ethical behaviour by all of its employees	O 1	O 2	O 3	O 4	O 5
l. My agency is committed to creating a diverse workforce (e.g. gender, age, cultural and linguistic background, disability, Indigenous, LGBTI+)	O 1	O 2	O 3	O 4	O 5
m. In general, the workforce in my agency is managed well (e.g. filling vacancies, finding the right person for the right job)	O 1	O 2	O 3	O 4	O 5

<sup>10</sup> For the purpose of this survey, a decision relating to engagement or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties, using a competitive selection process; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
n. I work beyond what is required in my job to help my agency achieve its objectives	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
o. When someone praises the accomplishments of my agency, it feels like a personal compliment to me	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
p. In general, employees in my agency feel they are valued for their contribution	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

33. Please assess the level of action being taken by your agency to reduce red tape (red tape is defined as unnecessary, burdensome administrative rules and procedures that have negative effects on the agency's performance). **[Please assess the level of action being taken by your agency to reduce red tape by entering a number between 1 and 10, with 1 signifying no action and 10 signifying the highest level of action]**

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 6   ☐ 7   ☐ 8   ☐ 9   ☐ 10   ☐ Don't know

34. Please rate your level of agreement with the following statements regarding aspects of ***your agency's culture***:

	To a very great extent	Quite a lot	Somewhat	Hardly at all	Not at all
<b>In my opinion, my agency emphasises:</b>					
a. Innovation—Finding new solutions to problems is important	O 1	O 2	O 3	O 4	O 5
b. Procedure—Delivering standardised services is important	O 1	O 2	O 3	O 4	O 5
c. Employees—The wellbeing of our people is important	O 1	O 2	O 3	O 4	O 5
d. Delivery—Completing tasks is important	O 1	O 2	O 3	O 4	O 5
<b>In my opinion, my agency prioritises:</b>					
e. Developing new ideas—Employees are encouraged to make suggestions	O 1	O 2	O 3	O 4	O 5
f. Process—Employees are expected to follow established procedures	O 1	O 2	O 3	O 4	O 5
g. People—Team cohesion is important	O 1	O 2	O 3	O 4	O 5
h. Achieving goals—Work must be completed to a high standard	O 1	O 2	O 3	O 4	O 5
<b>In my opinion, the employees who get ahead in my agency are:</b>					
i. Able to generate new ideas	O 1	O 2	O 3	O 4	O 5
j. Process orientated	O 1	O 2	O 3	O 4	O 5
k. Supportive of others	O 1	O 2	O 3	O 4	O 5
l. Task focused	O 1	O 2	O 3	O 4	O 5
<b>In my opinion, most managers in my agency are people who:</b>					
m. Encourage innovation	O 1	O 2	O 3	O 4	O 5
n. Make sure procedure is rigorously followed	O 1	O 2	O 3	O 4	O 5
o. Value their employees	O 1	O 2	O 3	O 4	O 5
p. Ensure their team delivers	O 1	O 2	O 3	O 4	O 5

## G. RISK MANAGEMENT

35. Please rate your level of agreement with the following statements regarding *your current job*:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. I am aware of my agency's framework for managing risk or know where to find it	O 1	O 2	O 3	O 4	O 5
b. Appropriate risk taking is rewarded in my agency	O 1	O 2	O 3	O 4	O 5
c. I use my agency's risk management framework as part of my decision-making process	O 1	O 2	O 3	O 4	O 5
d. In general, my agency has an effective and proportionate approach to managing risk	O 1	O 2	O 3	O 4	O 5

## H. WELLBEING

36. Considering your work and life priorities, how satisfied are you with the work-life balance in your current job?
- ☐ 1 Very satisfied
  - ☐ 2 Satisfied
  - ☐ 3 Neither satisfied nor dissatisfied
  - ☐ 4 Dissatisfied
  - ☐ 5 Very dissatisfied
37. Are you currently using flexible working arrangements, such as changes to your work location, work hours or pattern of work?
- ☐ 1 Yes
  - ☐ 2 No **[Please go to question 39]**
38. What type/s of flexible working arrangements are you using? **[Please select all that apply. Once selection is made, please go to question 40]**
- ☐ 1 Part time
  - ☐ 2 Flexible hours of work
  - ☐ 3 Compressed work week
  - ☐ 4 Job sharing
  - ☐ 5 Working remotely/virtual team
  - ☐ 6 Working away from the office
  - ☐ 7 Purchasing additional leave
  - ☐ 8 Other<sup>11</sup> (please specify).....
39. Why are you not using flexible working arrangements? **[Please select all that apply]**
- ☐ 1 I don't need to
  - ☐ 2 My agency does not have a flexible working arrangement policy
  - ☐ 3 My agency's culture is not conducive to flexible working arrangements
  - ☐ 4 Lack of technical support (for example remote access)
  - ☐ 5 The operational requirements of my role
  - ☐ 6 Management discretion
  - ☐ 7 Resources and staffing limits
  - ☐ 8 Potential impact on my career
  - ☐ 9 Other<sup>12</sup> (please specify).....
40. Approximately how many days of personal (sick or carer's) leave did you take in the last 12 months? Enter a numeric value between 0 and 365 \_\_\_\_\_

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<sup>11</sup> Please note: de-identified, verbatim comments to question 53 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

<sup>12</sup> Please note: de-identified, verbatim comments to question 53 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

41. Based on your experience in **your current job**, please respond to the following statements:

	<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>
a. I have unrealistic time pressures	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. I have a choice in deciding how I do my work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. My immediate supervisor encourages me	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
d. I receive the respect I deserve from my colleagues at work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
e. Relationships at work are strained	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
f. I am clear what my duties and responsibilities are	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
g. Staff are consulted about change at work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

42. Based on your experience in **your current job**, please respond to the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
a. I am satisfied with the policies/practices in place to help me manage my health and wellbeing	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. My agency does a good job of communicating what it can offer me in terms of health and wellbeing	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. My agency does a good job of promoting health and wellbeing	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
d. I think my agency cares about my health and wellbeing	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
e. I believe my immediate supervisor cares about my health and wellbeing	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
f. I am supported with resources to be able to manage health and wellbeing in the workplace.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
g. I am comfortable approaching my immediate supervisor about personal circumstances that may impact on work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
h. I am comfortable approaching my immediate supervisor about working-relationship issues	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
i. I trust my immediate supervisor	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

43. In general, please rate your health?
- ☐ 1 Poor
  - ☐ 2 Fair
  - ☐ 3 Good
  - ☐ 4 Very Good
  - ☐ 5 Excellent
44. In general, please rate your mental health?
- ☐ 1 Poor
  - ☐ 2 Fair
  - ☐ 3 Good
  - ☐ 4 Very Good
  - ☐ 5 Excellent
45. In my opinion, the work I am given is:
- ☐ 1 Above my classification level
  - ☐ 2 Appropriate for my classification level
  - ☐ 3 Below my classification level
46. In my opinion, the decision-making authority I have is:
- ☐ 1 Above my classification level
  - ☐ 2 Appropriate for my classification level
  - ☐ 3 Below my classification level

## I. RECRUITMENT AND RETENTION

47. In the last 12 months, have you applied for a job? **[Please select all that apply]**

- ☐ 1 Yes, outside the APS
- ☐ 2 Yes, in my agency
- ☐ 3 Yes, in another APS agency
- ☐ 4 No

48. Which of the following statements best reflects your current thoughts about working for your agency? **[Please select one category only]**

- ☐ 1 I want to leave my agency as soon as possible
- ☐ 2 I want to leave my agency within the next 12 months
- ☐ 3 I want to leave my agency within the next 12 months but feel it will be unlikely in the current environment
- ☐ 4 I want to stay working for my agency for the next one to two years **[Please go to question 50]**
- ☐ 5 I want to stay working for my agency for at least the next three years **[Please go to question 50]**

49. What is the primary reason behind your desire to leave your agency? **[Please select one category only]**

- ☐ 1 There is a lack of future career opportunities in my agency
- ☐ 2 I want to try a different type of work or I'm seeking a career change
- ☐ 3 My expectations for work in my agency have not been met
- ☐ 4 I have achieved all I can in my agency
- ☐ 5 Senior leadership is of a poor quality
- ☐ 6 My agency lacks respect for employees
- ☐ 7 I am in an unpleasant working environment
- ☐ 8 Other<sup>13</sup> (please specify).....

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<sup>13</sup> Please note: de-identified, verbatim comments to question 53 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.



50. Please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
a. I am interested in temporarily transferring to another team in my agency	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. I am interested in temporarily transferring to another agency	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. I am interested in temporarily transferring to another job role (either in my current agency or elsewhere)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
d. I am interested in doing my current job remotely/from another location	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
e. I am interested in temporarily transferring to an organisation in the private sector	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

51. Please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
a. My agency provides opportunities for workplace mobility (e.g. secondments and temporary transfers)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. Workplace mobility (e.g. secondments and temporary transfers) should be more common in my agency	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. I believe I have the same opportunities to develop my career as other staff in my agency	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

52. What would attract you to a secondment or temporary transfer? **[Please select all that apply]**

- ☐ 1 I would be more competitive for future jobs
- ☐ 2 I want to learn or use new skills/knowledge
- ☐ 3 I would broaden my professional network
- ☐ 4 It might lead to a permanent position in that area/agency
- ☐ 5 I want a new challenge
- ☐ 6 Better work/life balance
- ☐ 7 My agency sees it as necessary for advancement
- ☐ 8 That agency/area needs my particular skillset
- ☐ 9 My current team would benefit from my gained skills/knowledge
- ☐ 10 I am not interested in a secondment or temporary transfer
- ☐ 11 Other<sup>14</sup> (please specify).....

53. What would stop you from considering a secondment or temporary transfer? **[Please select all that apply]**

- ☐ 1 I am happy where I am
- ☐ 2 I don't like change
- ☐ 3 I would be out of my comfort zone
- ☐ 4 It's a lot of effort
- ☐ 5 The experience might be negative
- ☐ 6 I don't want to perform poorly
- ☐ 7 I don't want to let my current team down
- ☐ 8 I've previously had a bad experience
- ☐ 9 Current pay and conditions not matched
- ☐ 10 Other<sup>15</sup> (please specify).....

54. What prevents you seeking a secondment or temporary transfers)? **[Please select all that apply]**

- ☐ 1 I don't know how to find out about specific opportunities
- ☐ 2 Opportunities are not communicated effectively in my agency
- ☐ 3 My supervisor won't support it
- ☐ 4 My current team can't replace my skills
- ☐ 5 My current workplace has too many vacancies – hard to justify my release
- ☐ 6 Concerns about how I'd be treated when I return (e.g. I'd be seen as disloyal)
- ☐ 7 Concerns I would miss out on opportunities in my agency
- ☐ 8 There are no barriers to me seeking a secondment or temporary transfer
- ☐ 9 Other<sup>16</sup> (please specify).....

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<sup>14</sup> Please note: de-identified, verbatim comments to question 51 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

<sup>15</sup> Please note: de-identified, verbatim comments to question 52 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

<sup>16</sup> Please note: de-identified, verbatim comments to question 53 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

55. Have you or has someone you know taken a secondment or temporary transfer?
- ☐ 1 Yes
  - ☐ 2 No **[Please go to question 58]**
  - ☐ 3 Unsure **[Please go to question 58]**
56. What enabled this secondment or temporary transfer?<sup>17</sup> .....
57. Were there any barriers that needed to be overcome to allow the secondment or temporary transfer to proceed?<sup>18</sup> .....
58. Assuming you remain in the APS, what classification level would you like to be at in five years' time:
- ☐ 1 Trainee/Apprentice
  - ☐ 2 Graduate APS (including Cadets)
  - ☐ 3 APS 1–2 (or equivalent)
  - ☐ 4 APS 3–4 (or equivalent)
  - ☐ 5 APS 5–6 (or equivalent)
  - ☐ 6 Executive Level 1 (or equivalent)
  - ☐ 7 Executive Level 2 (or equivalent)
  - ☐ 8 Senior Executive Service Band 1 (or equivalent)
  - ☐ 9 Senior Executive Service Band 2 or 3 (or equivalent)
59. Assuming you remain in the APS, what classification level do you think you will actually be employed at in five years' time:
- ☐ 1 Trainee/Apprentice
  - ☐ 2 Graduate APS (including Cadets)
  - ☐ 3 APS 1–2 (or equivalent)
  - ☐ 4 APS 3–4 (or equivalent)
  - ☐ 5 APS 5–6 (or equivalent)
  - ☐ 6 Executive Level 1 (or equivalent)
  - ☐ 7 Executive Level 2 (or equivalent)
  - ☐ 8 Senior Executive Service Band 1 (or equivalent)
  - ☐ 9 Senior Executive Service Band 2 or 3 (or equivalent)
60. What is the biggest barrier to your career development within your agency?
- ☐ 1 Lack of promotion opportunities
  - ☐ 2 Lack of opportunity to work on innovative or cutting edge projects
  - ☐ 3 Poor visibility of opportunities
  - ☐ 4 Unfair recruitment practices
  - ☐ 5 I have achieved all I can in the agency
  - ☐ 6 I am a member of a diversity group (e.g. Indigenous, gender, disability, non-English speaking background, LGBTI+)
  - ☐ 7 There are no major barriers to my career development
  - ☐ 8 Other (please specify)<sup>19</sup> .....

<sup>17</sup> Please note: de-identified, verbatim comments to question 55 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

<sup>18</sup> Please note: de-identified, verbatim comments to question 56 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

## J. PERFORMANCE MANAGEMENT

61. In the last 12 months, have you received **formal** individual performance feedback in your current agency?
- ☐ 1 Yes
  - ☐ 2 No [**Please go to question 63**]
62. To what extent do you agree that your most recent **formal** performance feedback will help you improve your performance?
- ☐ 1 Strongly agree
  - ☐ 2 Agree
  - ☐ 3 Neither agree nor disagree
  - ☐ 4 Disagree
  - ☐ 5 Strongly disagree
63. In the last 12 months, have you received **informal** performance feedback in your current agency?
- ☐ 1 Yes, regularly
  - ☐ 2 Yes, irregularly
  - ☐ 3 No [**Please go to question 65**]
  - ☐ 4 Not sure
64. To what extent do you agree that your most recent **informal** performance feedback will help you improve your performance?
- ☐ 1 Strongly agree
  - ☐ 2 Agree
  - ☐ 3 Neither agree nor disagree
  - ☐ 4 Disagree
  - ☐ 5 Strongly disagree
65. To what extent do you agree that in the past 12 months, the **performance expectations** of your job were clear and unambiguous?
- ☐ 1 Strongly agree
  - ☐ 2 Agree
  - ☐ 3 Neither agree nor disagree
  - ☐ 4 Disagree
  - ☐ 5 Strongly disagree
66. In the last fortnight, please rate your overall job performance (for the days that you worked) on a scale of **1 to 10**, where **1 means your worst performance** ever at your job, **5 means your usual performance** at your job and **10 means the best you have ever worked** in your job:
- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
- ☐ Not applicable (e.g. on leave for whole fortnight, on graduated return to work)
- 

<sup>19</sup> Please note: de-identified, verbatim comments to question 59 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

67. Please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
a. My overall experience of performance management in my agency has been useful for my development	O 1	O 2	O 3	O 4	O 5
b. My supervisor provides me with clear and consistent performance expectations	O 1	O 2	O 3	O 4	O 5
c. My supervisor provides me with a clear understanding of how my performance is assessed and measured	O 1	O 2	O 3	O 4	O 5
d. My supervisor openly demonstrates commitment to performance management	O 1	O 2	O 3	O 4	O 5
e. My performance discussion helps me understand what is required of me and how this can be achieved	O 1	O 2	O 3	O 4	O 5
f. My performance agreement provides me with meaningful and relevant information that enables me to perform my role	O 1	O 2	O 3	O 4	O 5
g. The individual work outcomes listed on my performance agreement are a clear reflection of what my role involves on a day-to-day basis	O 1	O 2	O 3	O 4	O 5
h. My agency deals with underperformance effectively	O 1	O 2	O 3	O 4	O 5

## K. DEVELOPING CAPABILITY

Learning and development can happen anywhere and at any time. Learning does not always happen in a classroom or in a computer-based training course. It can happen in the normal course of your day through activities like talking to others, watching video presentations, trying something new, or reading.

68. How would you rate the overall effectiveness of the learning and development (including on the job learning) you have received in the last 12 months in helping you improve your performance?

- ☐ 1 Very high
- ☐ 2 High
- ☐ 3 Moderate
- ☐ 4 Low
- ☐ 5 Very low
- ☐ 6 Not applicable

69. During the last 12 months, how much time did you spend in formal training and education? **[Formal training and education can include seminars, conferences, classroom training, academic study, or formal in-house programmes]**

- ☐ 1 No time
- ☐ 2 1 to 2 days (include part day)
- ☐ 3 3 to 5 days
- ☐ 4 6 to 10 days
- ☐ 5 More than 10 days
- ☐ 6 Not sure

70. Please rate your level of agreement with the following statements:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. During the last 12 months, the learning and development I have undertaken was worth the investment of time and effort	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. I take responsibility for my own learning and development	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. I am aware of the areas I need to develop in order to perform better at work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

71. When faced with something you do not know how to do at work, do you access any of the following support? **[Please select up to three options]**
- ☐ 1 Procedures, guidelines (either hardcopy or electronic)
  - ☐ 2 Specific external websites
  - ☐ 3 Intranet
  - ☐ 4 Search engines, e.g. Firefox, Google
  - ☐ 5 Video tutorials, e.g. YouTube
  - ☐ 6 Books
  - ☐ 7 Journal/magazine articles
  - ☐ 8 Blogs
  - ☐ 9 Mobile application software, e.g. Phone Apps
  - ☐ 10 Social media, e.g. Twitter, Facebook, LinkedIn
  - ☐ 11 Massive open online course (MOOC)
  - ☐ 12 Face to face training
  - ☐ 13 Online training
  - ☐ 14 Ask others
  - ☐ 15 Other
72. How would you rate your general data literacy<sup>20</sup> capability?
- ☐ 1 Very poor
  - ☐ 2 Poor
  - ☐ 3 Fair
  - ☐ 4 Good
  - ☐ 5 Excellent
  - ☐ 6 Unsure
73. Have you undertaken any training to develop/improve your data literacy?
- ☐ 1 Yes – formal, structured training
  - ☐ 2 Yes – informal, self guided training
  - ☐ 3 No **[Go to question 75]**
74. When was your most recent data-related training undertaken?
- ☐ 1 In the past year
  - ☐ 2 1-2 years ago
  - ☐ 3 Up to 3 years ago
  - ☐ 4 More than 3 years ago

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<sup>20</sup> Data literacy is defined as the ability to identify, locate, interpret and evaluate information and to then use that information to answer or respond to a specified question or issue.

75. Would you benefit from training to improve your data literacy?

- ☐ 1 Yes
- ☐ 2 No – data literacy is not relevant to my job
- ☐ 3 No - I'm not interested in improving my data literacy
- ☐ 4 No – my data literacy is sufficient for my current job
- ☐ 5 Unsure

76. Please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
a. I can analyse a range of information types to draw sound, logical conclusions that will support decision making	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
b. I understand basic statistical concepts and I can read and interpret statistical information	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
c. My agency has a strong culture of using data and evidence in our work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
d. I can present data in a way that supports clear communication of results/information to non-technical audiences	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5



## L. INNOVATION

77. In the last 12 months, has your workgroup implemented any innovations?
- ☐ 1 Yes **[Please go to question 79]**
  - ☐ 2 No
  - ☐ 3 Not sure **[Please go to question 81]**
78. Why hasn't your workgroup implemented any innovations? <sup>21</sup> ..... **[Please go to question 81]**
79. Thinking of the most significant innovation that was implemented by your workgroup in the last 12 months, which parts of your work did it primarily affect? **[Select only one]**
- ☐ 1 Process
  - ☐ 2 Products
  - ☐ 3 Communications
  - ☐ 4 Policy
80. Who was the main target for this most significant innovation? **[Select only one]**
- ☐ 1 Your workgroup
  - ☐ 2 Your department or agency
  - ☐ 3 Government ministers
  - ☐ 4 Other government organisations
  - ☐ 5 Individual citizens
  - ☐ 6 Businesses
  - ☐ 7 Not-for-profits, Non-Governmental Organisations (NGOs), interest groups
  - ☐ 8 Other<sup>22</sup> (please specify).....

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<sup>21</sup> Please note: de-identified, verbatim comments to question 53 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

<sup>22</sup> Please note: de-identified, verbatim comments to question 53 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

81. Please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
a. I believe that one of my responsibilities is to continually look for new ways to improve the way we work	O 1	O 2	O 3	O 4	O 5
b. My immediate supervisor encourages me to come up with new or better ways of doing things	O 1	O 2	O 3	O 4	O 5
c. People are recognised for coming up with new and innovative ways of working	O 1	O 2	O 3	O 4	O 5
d. My agency inspires me to come up with new or better ways of doing things	O 1	O 2	O 3	O 4	O 5
e. My agency recognises and supports the notion that failure is a part of innovation	O 1	O 2	O 3	O 4	O 5

## M. APS VALUES AND THE CODE OF CONDUCT

82. Based on your experience in the workplace, how frequently:

	Always	Often	Sometimes	Rarely	Never	Not sure
a. Do colleagues in your immediate workgroup act in accordance with the APS Values in their everyday work?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
b. Does your supervisor act in accordance with the APS Values in his or her everyday work?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
c. Do senior leaders (i.e. the SES) in your agency act in accordance with the APS Values?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6

83. Have you experienced discrimination on the basis of your gender, race, disability, caring responsibilities, age, sexual orientation or identification as an Aboriginal and Torres Strait Islander?

- ☐ 1 Yes, in my current agency
- ☐ 2 Yes, in a previous agency
- ☐ 3 No

*For the purposes of this survey, the following definitions have been used:*

**Harassment:** Workplace harassment entails offensive, belittling or threatening behaviour directed at an individual or group of APS employees. The behaviour is unwelcome, unsolicited, usually unreciprocated and usually, but not always, repeated. Reasonable management action carried out in a reasonable way is not workplace harassment.

**Bullying:** A worker is bullied at work if, while at work, an individual or group of individuals repeatedly behaves unreasonably towards the worker, or group of workers of which the worker is a member, and that behaviour creates a risk to health and safety. To avoid doubt, this does not apply to reasonable management action carried out in a reasonable way.

*Please note this survey is voluntary and you may skip any question you do not wish to answer. Your responses will remain confidential unless disclosure of the information is required or authorised by or under Australian law or a court/tribunal order.*

84. During the last 12 months, have you been subjected to harassment or bullying in your current workplace?

- ☐ 1 Yes
- ☐ 2 No **[Please go to question 89]**
- ☐ 3 Not sure **[Please go to question 89]**

85. What type of harassment or bullying did you experience? **[Please select all that apply]**

- ☐ 1 Physical behaviour
- ☐ 2 Sexual harassment
- ☐ 3 Cyberbullying (e.g. harassment via IT, or the spreading of gossip/materials intended to defame or humiliate)
- ☐ 4 Verbal abuse (e.g. offensive language, derogatory remarks, shouting or screaming) (please provide non-identifying details)
- ☐ 5 'Initiations' or pranks
- ☐ 6 Interference with your personal property or work equipment
- ☐ 7 Interference with work tasks (i.e. withholding needed information, undermining or sabotage (please provide non-identifying details)
- ☐ 8 Inappropriate and unfair application of work policies or rules (e.g. performance management, access to leave, access to learning and development)
- ☐ 9 Other<sup>23</sup> (please specify).....

86. Who was responsible for the harassment or bullying? **[Please select all that apply]**

- ☐ 1 Your current supervisor
- ☐ 2 A previous supervisor
- ☐ 3 Someone more senior (other than your supervisor)
- ☐ 4 Co-worker
- ☐ 5 Contractor
- ☐ 6 Someone more junior than you
- ☐ 7 Client, customer or stakeholder
- ☐ 8 Consultant/service provider
- ☐ 9 Representative of another APS agency
- ☐ 10 Minister or ministerial adviser
- ☐ 11 Unknown

87. Did you report the harassment or bullying?

- ☐ 1 I reported the behaviour in accordance with my agency's policies and procedures **[Go to question 89]**
- ☐ 2 It was reported by someone else
- ☐ 3 I did not report the behaviour

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<sup>23</sup> Please note: de-identified, verbatim comments to question 84 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

88. Could you please explain why you chose not to report the harassment or bullying **[Please select all that apply]**

- ☐ 1 I did not want to upset relationships in the workplace
- ☐ 2 I did not have enough evidence
- ☐ 3 It could affect my career
- ☐ 4 I did not think action would be taken
- ☐ 5 The matter was resolved informally
- ☐ 6 I did not think the harassment or bullying was serious enough
- ☐ 7 Managers accepted the behaviour
- ☐ 8 I did not think it was worth the hassle of going through the report process
- ☐ 9 I did not know how to report it
- ☐ 10 Other<sup>24</sup> (please specify).....

89. Do you have any suggestions on how occurrences of harassment or bullying can be minimised in your agency?<sup>25</sup> .....

*For the purposes of this survey, the following definition has been used:*

**Corruption:** *The dishonest or biased exercise of a Commonwealth public official's functions. A distinguishing characteristic of corrupt behaviour is that it involves conduct that would usually justify serious penalties, such as termination of employment or criminal prosecution.*

*The following list provides examples of types of behaviour that, if serious enough, may amount to corruption:*

- Bribery, domestic or foreign—obtaining, offering or soliciting secret commissions, kickbacks or gratuities
- Fraud, forgery, embezzlement
- Theft or misappropriation of official assets
- Nepotism—preferential treatment of family members
- Cronyism—preferential treatment of friends
- Acting (or failing to act) in the presence of a conflict of interest
- Unlawful disclosure of government information
- Blackmail
- Perverting the course of justice
- Colluding, conspiring with, or harbouring criminals
- Insider trading—misusing official information to gain an unfair private, commercial or market advantage for self or others
- Green-lighting—making official decisions that improperly favour a person or company, or disadvantage another

*Please note this survey is voluntary and you may skip any question you do not wish to answer. Your responses will remain confidential unless disclosure of the information is required or authorised by or under Australian law or a court/tribunal order.*

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<sup>24</sup> Please note: de-identified, verbatim comments to question 87 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

<sup>25</sup> Please note: de-identified, verbatim comments to question 88 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

90. **Excluding behaviour reported to you as part of your duties**, in the last 12 months have you witnessed another APS employee in your agency engaging in behaviour that you consider may be serious enough to be viewed as corruption?
- ☐ 1 Yes
  - ☐ 2 No **[Please go to question 94]**
  - ☐ 3 Not sure **[Please go to question 94]**
  - ☐ 4 Would prefer not to answer **[Please go to question 94]**
91. Which of the following best describes the corrupt behaviours you witnessed? **[Please select all that apply]**
- ☐ 1 Bribery, domestic or foreign—obtaining, offering or soliciting secret commissions, kickbacks or gratuities
  - ☐ 2 Fraud, forgery or embezzlement
  - ☐ 3 Theft or misappropriation of official assets
  - ☐ 4 Nepotism—preferential treatment of family members
  - ☐ 5 Cronyism—preferential treatment of friends
  - ☐ 6 Acting (or failing to act) in the presence of an undisclosed conflict of interest
  - ☐ 7 Unlawful disclosure of government information
  - ☐ 8 Blackmail
  - ☐ 9 Perverting the course of justice
  - ☐ 10 Colluding, conspiring with or harbouring, criminals
  - ☐ 11 Insider trading - misusing official information to gain an unfair private, commercial or market advantage for self or others
  - ☐ 12 Green-lighting - making official decisions that improperly favour a person or company, or disadvantage another
  - ☐ 13 Other
92. Did you report the potentially corrupt behaviour?
- ☐ 1 I reported the behaviour in accordance with my agency's policies and procedures **[Please go to question 94]**
  - ☐ 2 It was reported by someone else
  - ☐ 3 I did not report the behaviour
93. Please explain why you chose not to report the behaviour? **[Please select all that apply]**
- ☐ 1 I did not want to upset relationships in the workplace
  - ☐ 2 I did not have enough evidence
  - ☐ 3 It could affect my career
  - ☐ 4 I did not think action would be taken
  - ☐ 5 The matter was resolved informally
  - ☐ 6 I did not think the corruption was serious enough
  - ☐ 7 Managers accepted the behaviour
  - ☐ 8 I did not think it was worth the hassle of going through the report process
  - ☐ 9 I did not know how to report it
  - ☐ 10 Other<sup>26</sup> (please specify).....

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<sup>26</sup> Please note: de-identified, verbatim comments to question 92 may be provided to your agency. In answering this question, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

94. Please rate your level of agreement with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>	<b>Do not know</b>
a. My workplace operates in a high corruption-risk environment (e.g. it holds information, assets or decision making powers of value to others)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
b. My agency has procedures in place to manage corruption	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
c. It would be hard to get away with corruption in my workplace	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
d. I have a good understanding of the policies and procedures my agency has in place to deal with corruption	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
e. I am confident that colleagues in my workplace would report corruption	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
f. I feel confident that I would know what to do if I identified corruption in my workplace	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6

## N. CONCLUDING QUESTIONS

Please note: de-identified, verbatim comments to questions 95 and 96 will be provided to your agency.

In answering these questions, please do not provide personal information about any other person, for example by including their name in your response. Australian Privacy Principle 5 requires that, where personal information has been collected about an individual (including from sources other than the individual concerned), they must be notified of certain matters, such as the purposes for which this information has been collected.

95. What is one thing your agency is doing really well?


96. What is the most important issue that needs to be addressed in your agency?


97. Would you still participate in a future census if a full de-identified dataset<sup>27</sup> of survey responses (including any free text comments) was provided to your agency? **[Please note: this data will not be provided to agencies this year – responses to this question will help inform actions in future years]**

- ☐ 1 Yes
- ☐ 2 No
- ☐ 3 Unsure

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<sup>27</sup> This dataset would include all responses from your agency. It **would not** contain any personal identifiers such as names, AGS numbers or email addresses.