



## Participant Information Sheet

### APS Employee Census

This Participant Information Sheet informs you about the APS Employee Census (the Census). It details what is involved in participating and will help you decide if you want to participate. Read this sheet carefully and should you have any questions, contact your [agency Census coordinator](#) in the first instance, or alternatively [APSSurveys@apsc.gov.au](mailto:APSSurveys@apsc.gov.au).

Participation in the Census is entirely voluntary; there is no obligation to take part. The more responses, the more representative and useful the results will be. However, if you choose not to participate there will be no detriment to you or your career.

### Who conducts the Census?

The Australian Public Service Commission conducts the Census with assistance from your agency and an external service provider, Ipsos.

### What is the Census?

The APS Employee Census (the Census) is an annual survey used to collect anonymous attitude, opinion, and perception information on matters in the workplace. It has been conducted since 2012 and is an opportunity for you to share your views on your experience of working in your agency and the broader Australian Public Service (APS).

### What is the purpose of the Census?

The purpose of this Census is to understand your views on, and experiences of working in, your agency and the broader APS. Agencies use Census data to inform programs and planning, and for monitoring trends. This information also allows agencies to assess how well they are tracking against other agencies and the APS more generally.

### Who participates in the Census?

All APS employees are eligible to participate in the Census. Some agencies also invite their non-APS employees to participate.

### What do I need to do?

Participation involves completion of an online survey which is expected to take approximately 30 minutes, depending on how much you wish to convey. You may complete the Census in one or multiple sessions by exiting and returning to it later. Each employee receives an invitation containing a unique link to the survey. To support accessibility requirements, you may complete a verbal submission by contacting the survey provider via email at [auexsupport@ipsos.com](mailto:auexsupport@ipsos.com) or on 1800 443 031.

### How was I identified to participate?

You were identified by your agency to participate in the Census. The names and email addresses of employees were provided by your agency for the purpose of sending the



Census to employees. Your email address is not connected to your response once the survey is completed. You can request to be removed from the email list so you do not receive any more emails by contacting your agency Census coordinator.

## Do I have to participate?

While you are encouraged to have your say, participation in the Census is voluntary. If you would not like to participate, you can simply ignore the reminder emails or request they are stopped by contacting your agency Census coordinator.

## What are the risks in participating?

Due to the general nature of the questions, it is not anticipated that you will experience any discomfort when participating. However, should you feel any discomfort, you are free to not answer the relevant question/s or stop the survey by closing the web page.

If you require assistance, please contact the services offered to you by your agency's employee assistance program (EAP). Alternatively, you can contact an external support service such as:

- Lifeline: Ph. 13 11 14; <https://www.lifeline.org.au/>
- Beyond Blue: Ph. 1300 224 636; <https://www.beyondblue.org.au/>
- Mensline: Ph. 1300 789 978; <https://mensline.org.au/>
- QLife: Ph. 1800 184 527; <https://qlife.org.au/>
- 1800 RESPECT: Ph. 1800 737 732 <https://1800respect.org.au/>
- Suicide Call Back Service: Ph. 1300 659 467;  
<https://www.suicidecallbackservice.org.au/>
- Australian Government Health Direct: <https://healthdirect.gov.au/mental-health-helplines>
- 13YARN: Ph. 13 92 76; <https://www.13yarn.org.au>

## What are the benefits of participating?

The Census is a unique opportunity to contribute to the direction of your agency and the APS. The insights gained inform improvements to workforce practices, policies and strategies now and in the future. Census results are also used by the Commission to inform planning, reform and other initiatives. As such, agencies and the Commission are better positioned to evaluate and improve the working conditions and environment for you and your colleagues.

## What questions can I expect to be asked?

The Census asks questions about a range of topics that including employee engagement, wellbeing, and leadership.



There are free-text questions throughout the Census where you can comment on specific issues. In answering these questions, please do not provide personal information about yourself or any other person, for example by including names in your response. Comments provided in free-text fields will be provided to your agency verbatim (word for word, exactly as written).

To be able to submit your response to the survey, you will need to complete four demographic questions (gender, age, state/territory of your workplace, and actual classification). You are then free to skip and not answer any other questions you cannot or may not want to answer. Demographic questions are asked to understand the profile and views of specific components of the workforce.

A number of different response scales have been used throughout the 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 'good' as below.

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

### Do I have to answer all of the questions?

No, with the exception of four demographic questions, you may skip any other question you cannot or may not want to answer.

### Can I browse through the questions before completing the Census?

Yes, you can access a copy of the questions in the footer of the online survey introduction page prior to completing it. Alternatively, once you complete the four demographic questions, you can browse through the online survey by clicking the Next and Back buttons. If you accidentally submit an incomplete survey you will be able to re-access the survey and commence the survey again.

### What happens if I have sight or literacy difficulties?

The questionnaire has been designed to be accessible and compatible with screen readers. However, if you have any issues, please contact [auexsupport@ipsos.com](mailto:auexsupport@ipsos.com).

If requested by your agency Census coordinator, the questions can be read to you over the phone. Your responses will be strictly confidential.



## Can I change my responses after I have entered them?

Following the last question in the Census, you will have the opportunity to review your responses before you submit them. You can navigate to any section of the Census you wish to review by selecting the relevant section from a list. Once you are ready to submit your responses, click “Submit” on the review page.

You can submit your survey response as many times as you like up until the Census closes on 6 June. Each time you access the survey and change an answer, the system will overwrite all previous responses (i.e. save the latest version once you press submit).

If you would like to delete a response to a question altogether, you will need to have your survey link reset which will clear all of your responses. This can be done by contacting your agency Census coordinator.

It is not possible to change or withdraw your responses after the Census closes on 6 June.

## What happens after I take part in the Census?

Following the completion of the Census, Ipsos will provide de-identified data to your agency and the Commission.

## Who will see my response?

Your data is provided to your agency in de-identified, aggregated reports. These reports only include aggregated results for groups of 10 or more respondents. Your full, individual response will not be made available to your agency. No identifying information (e.g. name or email address) is attached to your response.

## Will my responses be disclosed to anyone?

The Commission and Ipsos produce reports and make them available to agencies. Results are reported for groups of respondents that can be formed by a combination of demographic information such as gender, age, or where the respondent works within the agency.

The Commission and Ipsos may provide other parties with de-identified datasets of results. Responses within these datasets will not be reasonably attributable to any specific individual. There are strict filters in place so that when there are less than 10 responses (or 30 responses for free text questions), no data will show through any reporting products.

Table 1 provides an example of how data is displayed on the online portal. Data is restricted (i.e. not displayed) when there are insufficient responses for a group.

Table 2 provides an example of how data is displayed in the highlights report. While there is no way to see a full, individual response, if you are part of a group that achieves a 100% response rate, and 100% of respondents respond the same way on a single item, then your response can be attributed to you.



Table 1

Results for: AGENCY

Filters Display Filters

Question Comparisons

Comparison: Current unit

Breakout: 01 : How do you describe your gender? ▾

Responses	AGENCY	01 - Man or male	02 - Woman or fem...	Group
17a - My job gives me opportunities to utilise my skills	82%	82%	84%	63%
17b - The work I do gives me a sense of accomplishment	81%	80%	81%	73%
17c - I am satisfied with the recognition I receive for doing a good job	68%	67%	71%	57%
17d - I am fairly remunerated (e.g. salary, superannuation) for the work that I do	53%	49%	60%	40%

The following values for 01 : How do you describe your gender? have been grouped because one or more values have fewer than 10 responses: 03 - Non-binary -04 - I use a different term +05 - Prefer not to say

Table 2

INCLUSION AND DIVERSITY							
Demographics	RESPONSE SCALE	%	VARIANCE FROM 2018	VARIANCE FROM APS OVERALL	VARIANCE FROM POLICY AGENCIES	VARIANCE FROM LARGE SIZED AGENCIES	
What is your gender?							
Male		42%	-1	+4	+5	+4	
Female		53%	0	-5	-6	-5	
X (Indeterminate/Intersex/Unspecified)		0%	0	0	0	0	
Prefer not to say		4%	+2	+1	+1	+1	
Do you identify as Aboriginal and/or Torres Strait Islander?							
Yes		4%	0	0	0	0	
No		96%	0	0	0	0	
Do you have an ongoing disability?							
Yes		9%	0	0	+1	+1	
No		91%	0	0	-1	-1	

Before sharing a de-identified dataset, the data is statistically analysed for any unique cases. In the rare circumstance that there is a unique respondent (i.e. someone whose characteristic demographics are unique across the entire dataset) the data made available is further limited.

Free-text comments are reported verbatim (word for word, exactly as written) and made available to your agency. Similarly, verbatim free-text comments may be provided to other parties. When you answer these questions, please do not provide personal information about yourself or any other person, for example by including names in your response.

### How is my information stored?

Your information is stored securely by Ipsos who employ data management systems and a security policy that are ISO 27001 (Information Security Management System) certified. All employee data including names and email addresses are held securely within the Qualtrics platform.

Ipsos supplies de-identified data to the Commission, which is stored on the Commission's information and communications technology (ICT) infrastructure in accordance with the Commissions's ICT security policies and practices. Access to data is granted on a strict need-to-know basis.

Restricted aggregated datasets that ensure respondent privacy are made available to agencies. In order to obtain any dataset, agencies agree to store the data in a manner consistent with the Australian Privacy Principles.

The [APSC Privacy Policy \(Part B\)](#), provides more detailed information about how your data is collected and maintained.

De-identified datasets are uploaded to [data.gov.au](https://data.gov.au) in accordance with the [Australian Government Public Data Policy](#). De-identification of data is undertaken in accordance with



guidance provided by the [Office of the Australian Information Commissioner](#). These de-identified datasets can be used by members of the public for generic or secondary purposes including, but not limited to, academic research.

### How do I find out who my agency Census coordinator is?

Each agency has a Census coordinator who is able to assist you throughout the Census. A list of agency Census coordinators can be found [here](#). Your agency Census coordinator is your first point of contact however questions can also be directed to [APSSurveys@apsc.gov.au](mailto:APSSurveys@apsc.gov.au).