

Insert agency logo here....



Promoting equity in APS Employment

The Australian Public Service Commissioner (the Commissioner) has a number of functions relating to the APS. Diversity and education data is collected under section 50 of the Australian Public Service Commissioner's Directions 2016, which stipulates that an Agency Head must ensure that there are measures in place to collect information from each employee of the agency, and to give information that is collected to the Commissioner.

The APS Employment Database (APSED) is a database maintained by the Australian Public Service Commission (the Commission). Agencies are required to report data to the Commission for all staff employed under s22 and s72 of the PS Act, former employees of the APS and Agency Heads.

Further information about the collection of your personal information is provided in the APS Employment Database collection notice attached. Information on the Australian Public Service Commission's privacy policy can be found at <http://www.apsc.gov.au/privacy>

Please note that at each stage of the questionnaire, you have the option of choosing not to give this information.

Name: _____

AGS number: _____

1. Do you identify as Aboriginal and/or Torres Strait Islander?

- Yes
- No
- Choose not to give this information

2. In which country were you born?

- Australia (go to Question 4)
- Other (please specify) : _____
- Choose not to give this information

3. If you were born outside of Australia, what year did you arrive in Australia?

- _____
- Choose not to give this information

4. What was your first language spoken? *(This should be the primary language(s) spoken as a child when learning to speak)*

- English only (go to Question 6)
- English and another language
- Language other than English
- Choose not to give this information

5. What was your (main) first non-English language spoken? *(This should be the primary non-English language spoken as a child when learning to speak)*

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Aboriginal or Torres Strait Island languages | <input type="checkbox"/> Turkish | <input type="checkbox"/> Maltese |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Iranian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Cantonese | <input type="checkbox"/> Persian |
| <input type="checkbox"/> Croatian | <input type="checkbox"/> Mandarin | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Dari | <input type="checkbox"/> Russian |
| <input type="checkbox"/> German | <input type="checkbox"/> Filipino | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Greek | <input type="checkbox"/> French | <input type="checkbox"/> Sinhalese |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Macedonian | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Tamil |
| <input type="checkbox"/> Polish | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Other language |
| <input type="checkbox"/> Serbian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Choose not to give this information |
| <input type="checkbox"/> Slovenian | <input type="checkbox"/> Khmer | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Korean | |

6. What was your mother's first language?

- English only
- English and another language
- Language other than English
- Language unknown
- Choose not to give this information

7. What was your father's first language?

- English only
- English and another language
- Language other than English
- Language unknown
- Choose not to give this information

8. Do you have a disability? ¹

- Yes
- No
- Choose not to give this information

¹ For data collection purposes, all APS agencies use the Australian Bureau of Statistics Disability, Ageing and Carers: Summary of Findings 2003 definition, according to which '... 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'



Your personal information

The Australian Public Service Commission collects personal information about individuals for a range of purposes to enable it to carry out its functions. The Commission's privacy policy is available on the internet at:

- <http://www.apsc.gov.au/privacy>

Further details about the collection of your personal information are provided below.

APS Employment Database - APSED – APP 5 Notice

| | |
|---|---|
| Who is collecting your personal information? | APSED is a database maintained by the Australian Public Service Commission (the Commission). It contains personal and sensitive information on employment, diversity and education data of all people employed under the <i>Public Service Act 1999</i> (the PS Act) and former employees of the Australian Public Service (APS). |
| Collection of your personal information | <p>Your personal and sensitive information is provided to the Commission by your agency in response to the Commission's request to agencies to provide data to APSED as per the specifications in the <i>APS Employment Database Manual and Specifications</i>. Sensitive data collected includes:</p> <ul style="list-style-type: none">• Gender• Aboriginal and/or Torres Strait Islander status• Country of birth, year of arrival in Australia, first language spoken, main first non-English language, mother and fathers first language |
| Authority for collection of personal information | <p>The Australian Public Service Commissioner (the Commissioner) has a number of functions relating to the APS. Under subsection 41(1)(c) of the <i>Public Service Act 1999</i>, the Commissioner has the functions of monitoring, reviewing and reporting on APS capabilities within and between Agencies to promote high standards of accountability, effectiveness and performance. Under subsection 41(2)(c) the Commissioner has the functions of developing, reviewing and evaluating APS workforce management policies and practices and maintain appropriate databases.</p> <p>Diversity and education data is collected under section 50 of the Australian Public Service Commissioner's Directions 2016, where an Agency Head must ensure that there are measures in place to collect information from each employee of the agency, and to give information that is collected to the Commissioner. In seeking the information an Agency Head must allow APS employees to provide a response of "choose not to give this information".</p> |
| Why does the Commission collect your personal information? | <p>The Commission collects your personal information for the purpose of providing aggregated statistics used to support the State of the Service Report and produce the APS Statistical Bulletin. It is also used to provide information on staffing, including trends in the size, structure and composition of the APS. It contributes to research and evaluation work on the changing nature of the APS and the impact of people management policies on the structure of the APS. This, in turn, assists agencies to formulate their people management policies and practices.</p> <p>Records may be used when samples are extracted from the database to be used in research on relevant employment policies, including for the annual SOS employee census. This research may involve using the sample to compile mailing lists inviting employees to take part in the research. These mailing lists may also be used to provide results of this research to employees in the target group from which the sample was drawn.</p> <p>Information on the database may also be used to cross-check or validate information in other Commission data collections, in particular in relation to learning and development and Senior</p> |

APS Employment Database - APSED – APP 5 Notice

Executive Service employees and validating data for the APS Remuneration Census. Data is occasionally used to assist with other functions of the Commissioner or the Merit Protection Commissioner.

Data may be used to assist in workforce planning by individual agencies accessing their own data through the APSED Internet Interface (APSEDII).

Aggregated data may also be made available upon request and on a cost recovery basis to bona fide researchers as an input to research and policy development.

What would happen if the Commission did not collect your personal information?

Agencies are required to report data to the Commission for all staff employed under s 22 and s72 of the PS Act, former employees of the APS and Agency Heads.

Who will the Commission disclose your personal information to?

Your personal information may be disclosed to current and/or previous agencies in order to validate, resolve or correct the data held on APSED.

APSEDII allows authorised users within an agency to view individual records for their agency only.

Further circumstances include where such disclosure is required or authorised by or under law or where the disclosure is reasonable necessary for the enforcement of the criminal law.

Access to and correction of your personal information.

You can access or correct your personal information held on APSED by emailing APSED@apsc.gov.au. To confirm your identity, details such as full name, date of birth, AGSN (if available) and agencies worked for are requested.

The Commission's privacy policy also contains information about how you may access and seek correction of personal information about you that is held by the Commission.

Privacy complaints

The Commission's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the Commission will deal with complaints.

Overseas disclosure of your personal information

It is not likely that your personal information will be disclosed to any overseas recipients.