NAA
NATIONAL ARCHIVES OF AUSTRALIA

2023 Agency-wide census action plan

Action #	Actions	When
1 **A stronger senior leadership team** Our goal is a senior leadership team that exemplifies APS and National Archives values and genuinely connects with and inspires you.	**1.** Progress an SES Communication Series (monthly updates from ADGs on SharePoint, Quarterly Showcase).	Commencing monthly – early 2024
	2. ADGs (and where operationally required EL2s) schedule time to work in other offices, and time to connect meaningfully with their teams.	Ongoing, from December 2023
	3. Consistent with guidance from the APSC, SES Performance Leadership Framework implemented from July 2024. This would include 360 feedback.	July 2024
	4. SES Performance Leadership Framework to describe the key attributes, mindsets and behaviours needed of leaders to create a productive and efficient work environment.	July 2024
	5. Leaders role model APS and National Archives 'Our Values' and call out inconsistent peer behaviour appropriately and respectfully.	Ongoing
	6. Publish Executive Board outcomes on the Infonet for transparency of decision making.	Within 10 days of the Executive Board meeting or as soon as practical
	7. ADGs to discuss Executive Board meeting outcomes in more detail with Directors who cascade information to staff.	At the next available catch-up after Executive Board
2 **Prioritised workloads for better health and wellbeing** Our goal is to prioritise our work program so you are working on the most important tasks, have the right amount of work to do and teams are appropriately resourced for the volume and complexity of their work.	**1.** Increase visibility of Corporate Plan as a guiding document that establishes agency priorities.	December 2023
	2. EPMO with ADG Transformation Office to create a prioritisation model to evaluate the relative value and workload across National Archives including work alignment to Strategy 2030, Future Business Model and Capability Review.	February 2024
	3. All ADGs and DG to use the model to prioritise work before committing to initiatives/projects.	Ongoing
	4. Executive Board to consider the suitability of branch and section resourcing at Executive Board meetings and reallocate resources as necessary.	Monthly
3 **Access to contemporary tools and resources** Our goal is to continue to enhance the tools available to you to get the best job done.	**1.** Create and regularly update a register of available digital tools and resources, including those currently available, under review or not approved.	March 2024
	2. Create a register of tools and resources required for each position to complete the duties of the role.	July 2024
	3. Assign tools by role on commencement (subject to National Archives approval processes and funding).	TBC (funding dependent)
4 **One-Archives approach to working with each other** Our goal is to empower you to make decisions, connect with the right person/people early in your work and make decisions together.	**1.** Continued roll-out of SharePoint with 'task-based' and 'who does what' content.	Implementation by June 2024
	2. Project management procedures are reviewed and updated (if required) by EPMO to direct identification and engagement of stakeholders early, and ensure procedures are relevant for new programs/projects.	March 2024
	3. Review delegations and authorisations required across the agency.	March 2024
	4. Make final decisions at the lowest classification possible (consistent with delegations).	Ongoing, from December 2023