

IGTO Action Plan for FY24 APS Employee Census Results

No	Goal	Action Steps	Potential Obstacles	Due Date	Officer Responsible	Review Officer
1	Improve internal communications	<ol style="list-style-type: none"> Design a process for management of internal communications. Communicate early on all matters and seek to consult with staff at the ideas stage. Continue monthly remote employees cohort meeting. 	<ol style="list-style-type: none"> Backlog strategy may mean time is not available to undertake these action steps. 	30/11/24	All ELs and SES	Accountable Authority
2	Improve change management	<ol style="list-style-type: none"> Staff to participate in change management training, such as APS Change Framework Australian Public Service Academy (apsacademy.gov.au) Major change to be underpinned by a documented change management plan and consulted with staff at the ideas stage. 	<ol style="list-style-type: none"> Backlog strategy may mean time is not available to undertake these action steps. 	30/11/24	COO and Director Strategy & Projects	Accountable Authority
3	Improve supervisor capability	<ol style="list-style-type: none"> Continue monthly 1 hour Leadership Cohort meetings but pause all other paid leadership training for period of backlog project. 	<ol style="list-style-type: none"> Backlog strategy may mean time is not available to undertake these action steps. 	30/9/24	COO	Accountable Authority
4	Reduce bullying and harassment	<ol style="list-style-type: none"> Deliver training to staff on Treasury Prevent and Managing Bullying and Harassment Discrimination. Regular comms from Harassment Contact Officer in Team Bulletin. 	<ol style="list-style-type: none"> Backlog strategy may mean time is not available to undertake these action steps. 	31/10/24	COO	Accountable Authority
5	Reduce stress and fatigue/workload	<ol style="list-style-type: none"> Re-design work practices so workload is more appropriate, 	<ol style="list-style-type: none"> Backlog strategy may mean time is not 	31/10/24	All ELS and SES	Accountable Authority

		<p>whilst considering performance appraisal of staff.</p> <p>2. Continue to monitor leave balances and personal and miscellaneous leave utilisation for red flags.</p> <p>3. SES staff to offer an open door to discuss one on one issues with stress and fatigue and workload raised by staff.</p>	<p>available to undertake these action steps.</p>			
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