

## AHRC 2024-25 STAFF CENSUS ACTION PLAN

Action	Indicator	Progress / Next Steps	Census item
<b>Increase ongoing employment</b>	Quarterly reporting on ongoing/non-ongoing ratio	<ul style="list-style-type: none"> <li>• Finalise Fair Work Act conversion of non-ongoing to ongoing roles</li> <li>• Identify other non-ongoing roles that have potential for conversion due to predictable long-term funding base</li> <li>• Continue to build staff entitlements into longer term funding agreements</li> </ul>	Job Satisfaction; Stability and Security of Job
<b>Improve internal comms &amp; engagement</b>	Improved collaboration and knowledge sharing across Commission	<ul style="list-style-type: none"> <li>• Quarterly report to staff on implementation of this Action Plan in Commission report and at Staff Meeting</li> <li>• Quarterly all manager meeting (EL1 and above)</li> <li>• Email external newsletter and quarterly Commission report to all staff</li> <li>• Senior Leadership Team (SLT) read outs by Division Heads to their EL2 managers</li> <li>• Organisational Development and Culture Sub-Committee (ODCSC) meeting read-outs emailed to all staff</li> <li>• Explore reestablishing internal newsletter</li> <li>• Consider better use of Teams channels for internal communications</li> </ul>	Internal Comms & Change Management; Encouraging innovation
<b>Innovation</b>	Identify more efficient and effective ways of working	<ul style="list-style-type: none"> <li>• Greater use of mixed level consultation groups</li> <li>• Greater opportunities for staff input into planning processes</li> <li>• Fund priority Information, Communications and Technology projects where possible</li> <li>• Identify cross-team opportunities (eg climate change, housing, UPR)</li> </ul>	Innovation, Internal Communications
<b>Professional development prioritised</b>	Learning is accessible, relevant and valuable	<ul style="list-style-type: none"> <li>• Senior Policy Group (SPG) skills calendar events</li> <li>• All commission training opportunities</li> <li>• Professional development budget continued</li> <li>• Update professional development policy</li> <li>• Promote APS academy training</li> <li>• Continue lunch and learn series</li> </ul>	Encourage innovation. Development
<b>Leadership</b>	Improved leadership results	<ul style="list-style-type: none"> <li>• 360-degree feedback performance review for SLT</li> <li>• SLT performance and development framework to be established</li> </ul>	Leadership

<b>Workload planning &amp; monitoring</b>	Improved survey results on workload Improved coordination between Commissioners & SLT on workload planning	<ul style="list-style-type: none"> <li>• Commissioners and SLT annual planning day</li> <li>• Commissioners regularly invited to Senior Policy Group (SPG)</li> <li>• Staff Establishment Register used for monthly meetings with Division Heads to plan staffing</li> <li>• Improved policy reporting tools (traffic light report)</li> <li>• Enhanced tools to enable better reporting and monitoring of workload by managers.</li> </ul>	Health, Wellbeing, Workload and Burnout
<b>Workload – funding &amp; structure</b>	Identification of workload and other issues related to structure; and identify future options	<ul style="list-style-type: none"> <li>• Tender process underway for capability review to: identify core sustainable resourcing and structure required to properly deliver on legislative functions; examine better potential structures if no additional core resources provided</li> <li>• Strengthen role of project committee in assessing whether new projects should be taken on, in line with our strategic plan and annual strategic priorities list</li> </ul>	Health, Wellbeing, Workload and Burnout; Encouraging innovation
<b>Workplace health &amp; safety audit</b>	Improved survey results / report from Comcare audits	<ul style="list-style-type: none"> <li>• Work, Health &amp; Safety (WHS) committee meetings minutes shared on intranet</li> <li>• Successful first Comcare audit completed. Positive report re: systems</li> <li>• Prepare for next Comcare audit: Proactive Engagement Inspection</li> <li>• Implement internal WHS internal audit recommendations</li> <li>• Conduct psychosocial safety risk assessments</li> </ul>	Health, Wellbeing, Workload and Burnout
<b>Improved systems and supports for teams</b>	AHRC structures and systems support teams	<ul style="list-style-type: none"> <li>• Supervision for front line workers</li> <li>• Vicarious trauma policy and training</li> <li>• Further onboarding improvements</li> <li>• Continued monitoring of annual leave balances</li> </ul>	Promotion of Health and Wellbeing; Onboarding; Workload and Burnout
<b>Diversity, inclusion</b>	Improved survey results on discrimination & inclusive culture	<ul style="list-style-type: none"> <li>• ODCSC workplan to be shared with all staff</li> <li>• Expand ODCSC membership and participation</li> <li>• Continue Diversity &amp; Inclusion training commencing with Disability then LGBTIQ+</li> </ul>	Diverse & inclusive workplace culture

		<ul style="list-style-type: none"> <li>Strengthen employment participation and diversity targets – affirmative measures</li> </ul>	
<b>Understand and address experiences of bullying and harassment</b>	Clearer picture of the issues facing our people at work, Improved survey results	<ul style="list-style-type: none"> <li>Finalise updated complaints policy</li> <li>APS Employment Census questions to be tailored to better understand experiences</li> <li>Consider pulse surveys to measure progress</li> <li>Consider more regular training, particularly for managers, in managing incidents of unlawful or otherwise inappropriate conduct.</li> </ul>	Diverse & inclusive workplace culture Wellbeing policies and support
<b>Wellbeing &amp; social activities</b>	Improved survey results	<ul style="list-style-type: none"> <li>Continue wellbeing workshop series through EAP</li> <li>Senior Advisor People &amp; Culture (Safety &amp; Wellbeing Programs) to deliver wellbeing projects</li> <li>Training with trauma informed practices and universal design awareness lens</li> <li>WHS take up health and safety for remote staff</li> <li>Establish a volunteer AHRC social committee</li> </ul>	Diverse & inclusive workplace culture